



REPORT OF THE PRESIDENT B/A

KEITH D. HILL

January 4, 2019

HAPPY NEW YEAR!!!

2018 RECAP:

20 months ago, when this administration took office we came in with a goal to:

Build the union treasury and to be more transparent:

- On April 1, 2017 there was \$740,747.37 in the bank as of January 2, 2019 there is \$1,703,618.33 in the bank and not counting savings in the credit unions

Reduce the amount of discharges:

- When we assumed office, the Union averaged 15 discharges a month, we have reduced that to an average of 3 a month, 1 is too many, as we strive to lower that number to 0.

Get a contract (CTA & PACE WEST) working on PACE SOUTHWEST:

- For the first time in years, since 1974 this membership can say they approved a contract without any loses or give backs. This membership can say they received a raise without anything else going up on their pay check, no pension increase, no medical increase with another raise due in July, with a small bonus. This action was a holdover from the previous union administration.

Speed up the response time on grievances:

- We have taken an aggressive approach to grievances and the respond time for this membership. Under this administration we have returned (347) Brother and Sisters back to work who were discharged and counting. We have utilized the expedited process to address (883) grievances in 2018 winning (703) and losing (180) in some form. Also, another tool we are using is to fight the grievances in Labor Management meetings, where for the year we discussed (78) total cases winning (62) and losing (16).

Increased the communications with the members:

- Three times a month the officers' report is delivered to the work locations, and we will mail them at a member's request. We have had many rap sessions at the work locations and will continue to do more of them.

And many more things the members have asked for and deserve. This is just the small ways of how this administration has taken steps to bring change and results to this union and its' members. A full update will be forth coming.

President's B/A report (cont.)

Keith D. Hill

January 2019

As we look forward into 2019 with a ton of more work to do, I ask all to stay encouraged and continue to support us. Local 241 is taking steps to build this union in many different areas:

- We will be hosting our first Chicago Mayoral Forum to make the Mayor understand our worth.
- Challenge AP1010.
- The borrowing of pay.
- Preparing to go back to Springfield to address the RHCT.
- Holding the CTA and the City accountable for our safety while we perform our job.
- Giving us a place to use the restroom while on the street.
- The runs that we pick: laying the ground work to bring back respect in the runs, to put **"Safety over Schedule"** back into our jobs.

And many more issues to be added to our 2019 agenda. The work of protecting our jobs and workers never stops and **Yes**, Brother and Sisters we have a lot of work ahead of us, but together we will win these battles, so stay encouraged and **LET'S BRING IT IN 2019!!**

SEDGWICK:

CTA will be putting out an RFP in January to search for a new third-party administrator for the FMLA and Sick book. This search is due to take place later in the year. If you are a person with FMLA for yourself or your family please keep up with all paperwork and dates to protect yourself when the change take place. For now, members that are using Sedgwick now we have to monitor a few things and change some things we are doing. If you are a member that rely on your doctor to send your paperwork in please get a confirmation, whether faxed and/or emailed that it has been sent. We need to stop relying on our doctors to send our paperwork and do it ourselves. If you take FMLA, start keeping count of the days and hours that are used. Example if you snipe and only take three hours, that's all Sedgwick should charge you for and not an eight-hour day. Part timers if your combination only pay 5 or 6 hours that is all they should be using. We have to start controlling and holding people accountable for doing their job right. We need to stop allowing Sedgwick and CTA to box us in with our FMLA once it's approved, example when you have approved FMLA for 3 days or more you should not be forced to create a sick book entry. When you are approved for doctor's visit and kids, you shouldn't have a hang up or confusion when you use it. As we start this fight we will keep the members posted and ask members for help with situations as we move forward.

LIFE INSURANCE:

Tax changes for Life Insurance in 2019: In order to comply with the IRS tax regulations, CTA must make the following changes in 2019, effective with your first paycheck in 2019. ***You're Life Insurance Benefit Paid for by CTA: Every full time, permanent employee has a life insurance benefit paid for by CTA in an amount equal to 2080 hours times the active employee's hourly wage as of January 1, 2019. Effective January 1, 2019 and in compliance with Section 79 of the Internal Revenue Code, the CTA will treat life insurance coverage in excess of 50,000 as employee imputed income. While income taxes on this imputed income will not be deducted from your paycheck, the amount of imputed income will be shown in the earnings section of your pay slip and on your 2019 W-2 issued in 2020. Social Security and***

President's B/A report (cont.)

Keith D. Hill

January 2019

LIFE INSURANCE (cont.)

Medicare taxes will be deducted from your paycheck on the amount of imputed income for that check. I have attached a sheet to explain and help you understand. The amount will vary but the average will be about \$3.45 a paycheck.

SHIFT PAY SETTLEMENT:

We will hand out, to the members of Local 241, the difference in shift pay from working overtime. When we took office, we were preparing for arbitration on overtime and how CTA paid time in a half. As we were reading and going over check stubs, we noticed that when a member gets off their work and then work another run, CTA was not paying the shift differential. If you are working a run and it finishes after 8pm and before 2am you are due to make .25 more an hour **(for the entire run)** and runs finishing after 2am should get .50 more an hour **(for the entire run)**, CTA was paying members straight time and after several meetings CTA will be going as far back to 2014 to pay the difference to those harmed by this. Be looking for the information to come pick up your check from the union office.

MEETING WITH PACE MANAGEMENT:

I had a meeting with the Director of PACE to discuss concerns from all PACE properties under Local 241. My major concerns were:

- PACE Southwest - Several issues that plague the members and to prevent them from continuing in 2019, management agreed to talk more in depth after they go and research the complaints.
- PACE West- We talked about the time table of the construction, complaints and the way they are charging accidents.
- PACE Northshore- I wanted to address the high turnover ratio and notification of things that affect our members. The meeting was a good start to changing the mindset and how operators and our members are addressed.

EXPEDITED ARBITRAION:

Local 241 took (57) cases to expedited arbitration winning (42) in some form and losing (15) by way of the arbitrator. As we continue to work down the response time a member has to wait to have their case heard, we will use all tools necessary. Local 241 filed (887) grievances for the year of 2018, which is an all-time low. For the first time in 15 years has this number been under a thousand. I tip my hat to the Board Members, Stewards and Officers for the fight for the members and keeping the charges down as well as discharges are down. As we work to keep reducing the number and bring the fight to CTA for the members.

President's B/A report

Keith D. Hill

January 2019

VOTE FOR TRANSIT (CHICAGO MAYORAL CANDIDATES FORUM):

As we push to make transit a focal point on the fifth floor of Chicago's City hall, we are asking all candidates running for mayor to attend a forum so we can choose who we think will respect and treat us with dignity. The forum was originally set for January 12th, but had to be change because of a scheduling conflict with three of the candidates. The New date is set for January 27, 2019 from 4pm-6pm at the National Association of Letter Carriers Union Hall, 3850 S. Wabash, Chicago IL. The purpose of this forum is to inform the workers and engage the public on issues broadly and to advocate for transit related policies that can improve the lives and opportunities of the working people. You can RSVP at **TRANSIT4ALL.ORG**.

STEWARD TRAINING:

As this administration continue to push the membership to learn more about our union we hold classes on a regular basis. Please watch for the notices and join us as we strengthen our union with correct information. We will be holding two training sessions this month on the January 23rd and the 27th at the union office. I Hope to see you here.

CONTRACT BOOKS:

PACE West contract books are close to being completed both attorneys have agreed to the book and the contents so allow it a few more weeks before the books will be printed and ready. CTA books, we're waiting on 308 and CTA to come to terms on some past language for the book and we will be set to print. I'll keep you posted.

BIDDING ON THE SCHOOL:

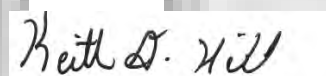
Local 241 has not been told they have won the bid of the school as of yet. We were asked about the Park District land and given the land with the school. This measure sent things back before the PBC for their approval and vote. No money has been spent on any part of the process. We think this will become a major asset for Local 241 and it will be more beneficial for our membership. Once we hear from the PBC we will bring it to the members for a vote and approval.

THINGS TO REMEMBER FOR THE YEAR:

You can renew your CDL one year in advance please don't wait until the last minute. When renewing your CDL please have your birth certificate and **DO NOT** check interstate for medical, if you don't need it. If you need help or some study material please call the union office.

Please check all of your beneficiaries and make sure your life insurance information is updated with the Union, CTA and the Pension office.

In Solidarity,



Keith D. Hill
President B/A



January 3, 2019

Report of the Financial Recording Secretary-Treasurer Toi W. Bowers for December

I would like to thank all the Brothers and Sisters of Local ATU 241 for your support and assistance of this administration through calls, emails, and visits to our Local office. We appreciate your presence whenever called upon. I want to reiterate, from the officers of Local 241, that you all had a wonderful holiday season. Once again, Happy Holidays and a Safe New Year from all the officers.

Special Meeting

There will be a special meeting held to explain stipends and per diem to the membership. The purpose of this meeting is to bring clarity to the members. The date of this meeting will be forthcoming. I am working with the International to finalize.

Pension Meeting

I attended the Pension and RHCT Board Meeting held on December 20, 2018. The balance in the plan \$1,715,508,522.29.

Rap Session

I attended, along with the other officers a rap session at 74th street garage. We were able to communicate with our members as well get important feedback.

Turkey/Ham to Area 605 Members

The officers distributed hams and turkeys for the month of December to members that were off for a long period of time and placed in area 605(sick). This was the same practice we did last year. All unclaimed Turkeys were given to members at random. This was done at different locations.

*****Note*****

As a disclaimer all monies used to purchase the turkeys for this event was donated out of the pockets of the 241 Officers. No money was used out of the Union treasury to fund this event.

Grievances

We have 2355 open grievances. I have had no communication with Maintenance about any grievances since the President clarified the Bylaws and the grievance process. There has been a settlement for Maintenance grievances that would decrease the grievance count. I am waiting on the grievances to be withdrawn by maintenance. Currently there is no report from ABA Maintenance Marqueal Williams. I have continuously kept President/B.A. Keith Hill updated on maintenance grievances.

Forest Glen Garage Election/ Election Challenges

In the month of December, I presided over the election of a new Executive Board Member and Steward at the Forest Glen Garage. I would like to congratulate John Bayer (FG Executive Board Member) and Orlando Robinson (FG Steward) on being elected by the members of Forest Glen Garage.

I have received a total of 3 challenges to the election that took place at Forest Glen.

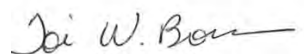
- The challenge dated December 21, 2018 has been responded to and submitted to the Board.
- There were two more challenges that was dated December 28, 2018. Due to the date of submission conflicting with scheduled vacation time, these challenges will be responded to and submitted to the Board at our next scheduled Executive Board Meeting.

Vacation

On December 23th through January 1st 2018 I was on vacation for the holidays. I returned to work on January 2, 2018. Although I was on vacation, I came in three days, during my vacation, to carry on the Local's business.

In closing I would like to thank my 241 Brothers and Sisters again for a very productive year. I look forward our continued success moving forward. So, let's roll up our sleeves and prepare for the work of 2019.

In Solidarity,



Toi. W. Bowers
Financial Recording Secretary-Treasurer
ATU Local 241



January 4, 2019

1st Vice President's Report

I would like to start off by saying, Happy New Year to all Local Union 241 members.

For the month of December, I have been assigned to assist North Park Garage with discipline. For the month of January, we have both union representatives back, and I will only be assisting as needed. I also was assigned to do the discipline at Forest Glen Garage, due to the election and the resignation of the Steward Board Member. We have a new Executive Board Member-Jack Bayer and a new Steward-Orlando Robinson of Forest Glen garage. I will be training and assisting at Forest Glen garage for the next month or as needed, congratulations to both of them. In addition to that, I've been doing various duties assigned by the President and corresponding 1st Vice President Duties.

I attended a Safety Committee meeting. The discussion was regards to the following subjects:

- Bathroom conditions
- Safety going in and out of the washrooms
- Operators running red lights
- Lights at night at the Central and Harrison Terminal
- Issues exiting the terminal at 95th & Redline
- 111th/115th west terminal (117th & Marshfield), where to use the washroom at
- **ASSAULT ON DRIVERS**

Vice President Mrs. Miller is having management to charge operators, who are riding the bus in uniform and not tapping their ID's, so be aware.

I attended Expedited Arbitration hearing along with President Keith Hill and 2nd VP Tanno Muhammad. We had 57 cases, won 42 by way of allowing with back pay or charges taken of work records. We lost 15 cases, all with no attorney involvement, which means little cost to the local.

I attended Step II hearings, four times this month. I still think management has control of this process and that it is wrong. It's contractual and we need to do something about it.

I answered Supervisor's and Instructor's complaints about sick pay, sick book and Area 605, which includes getting into Area 605 and how and when you can come out of it.

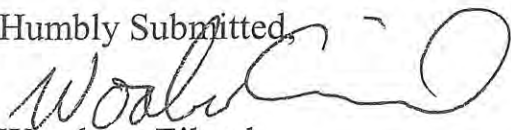
I attended New Hire Class sign-up at Chicago Avenue Training Center and CTA Headquarters, for sign-up of Second Chance Bus Servicers.

I attended a Rap Session at North Park Garage, Forest Glen Garage, and one with President Keith Hill and Financial Recording Secretary-Treasurer Toi Bowers at 74th Street Garage.

I attended the Pension meeting for the month of December. In the beginning of the year, we had 1.8 billion dollars in the fund and as of December 2018, it was 1.7 billion dollars (100 million dollar less). It wasn't a good year in the money market, but we will keep the members updated. There must be changes made to the plan in order to better and we will be keeping a closer eye on it.

Lastly, please ask your representatives or call the union office to talk about any union questions you may have OR **ASK AN OFFICER!**

Humbly Submitted,

A handwritten signature in black ink, appearing to read "Woodrow Eiland", written over the printed name.

Woodrow Eiland

1st Vice President



January 4, 2019

2nd Vice President's Report

January Mass Membership Meeting

First, I was like to begin by saying Peace and Blessing to our Local 241 members. I hope you and your families are in good health and the best of spirit.

As the 2nd Vice President, I have the responsibilities to represent the members of Local Union 241 as assigned by the President.

It's a new year, let's take a moment of silence once again, giving homage to our members, families and friends that are no longer with us.

EXPEDITED ARBITRATION

I attended Expedited Arbitration meeting with President Keith Hill and 1st VP Woodrow Eiland with 57 cases, 42 won and 15 loses, with no cost to the membership.

EEOC AP1601

Equal Employment Opportunity Council AP1601 is still being violated. We are still having lots of bullying and harassment in the workplace. Please reach out first to your Board Member and or Steward or call the Union office at (312) 341-1733. (See attachment)

CONTROLLER

We, the members of Local 241 will not be disrespected by any Controllers of CTA. Their disrespect and unprofessionalism days are coming to an end. Please report any Controller to your Union Representative, but remember to make sure that your negligence is not caught on the recording.

CLASS ACTION GRIEVANCES

A Class Action grievance has been filed against CTA's AP1010 that we must call in before one hour. We as Local 241 members are vulnerable to all kinds of unpredictable germs, diseases and sicknesses/illnesses working in the public. Ailments such as the common cold, flu, gastritis, usually do not meet the serious condition tests, because they are not incapacitating for more than three days or do not require continuing medical treatment. Toothache extractions, ear infections, eczema, hay fever, gum disease, bronchitis, minor ulcers, sinusitis, and food poisoning that fail to qualify for Chronic conditions is a serious health conditions that may fall under FMLA. Last but not least, the majority of our members live less than 30 minutes away from their work location. AP1010, this is what we call excessive discipline.

A Class Action grievance has been filed against CTA, because operators with serious medical conditions such as diabetes, blood transfusions, multiple sclerosis, etc.. Also due to incompetent management that allows operators to turn their daily report and go urinate after an 8 or 10 hour day, then say: "Operator you have a Random Drug Test". There are 17 to 20 million people that suffer from Paruresis (the inability to urinate on demand). CTA constitutes this as a refusal (Shy Bladder). This has to stop!

T.A. SHIFT CHECKS PREMIUM

Our members will be paid from 2014 to August 2018. Tentative Agreement (See attachment).

Drug Hearing

I had approximately 5 discipline hearings, one resigned due to not having enough company time. Two members into SAP (Substance Abuse Program) and two stops because medical conditions. Per-Attachment H, one of our members just returned back in-service, January 2, 2019.

I also visited all the garages assisted our members in hearings, writing grievances and updated grievances.

I want to give thanks to the Executive Board and Union Steward's for their hard work and dedication. Because they're people that do a lot of things, but get very little done. I am recommitting myself this year to do better, **LET'S REACH ONE, TEACH ONE!**

Pension 1.7 billion our members contributed 12.01%.

HRCT 879 million our members contributed 3%.

I leave you as I came in Peace and Blessing.

Tanno Muhammad

3. Shift Premiums

Effective 1/1/13, the premium paid to all hourly rated employees will be increased from \$.08 to \$.16 per hour for runs, shifts, or tricks scheduled to finish after 8:00 p.m. and before 2:00 a.m., and from \$.11 to \$.22 per hour for runs, shifts, or tricks scheduled to finish after 2:00 a.m.

Effective 1/1/15, the premium paid to all hourly rated employees will be increased from \$.16 to \$.25 per hour for runs, shifts, or tricks scheduled to finish after 8:00 p.m. and before 2:00 a.m., and from \$.22 to \$.50 per hour for runs, shifts, or tricks scheduled to finish after 2:00 a.m.

Summary/Explanation

- The shift differentials of 8 cents & 11 cents per hour had been unchanged for over 30 years. Over the term of the new Agreement, the shift premiums will be multiplied more than 300%.

4. Grievance/Arbitration Procedure-Exhibit B-attached.

Summary/Explanation

Significant changes were made to make the grievance process quicker and more fair to members.

- For the very first time, CTA will have to meet time limits, both in imposing discipline and in following the steps of the grievance procedure.
- CTA must inform the Union and the employee of any alleged misconduct within 15 days and take any disciplinary action within 25 days of when CTA becomes aware of the alleged misconduct.
- CTA must comply with time limits in the grievance procedure or the grievance advances automatically to the next step or to arbitration.

The Expedited Arbitration process has been streamlined, making the process more efficient. Arbitration is supposed to be a quick and efficient way of resolving disputes; over the years, the process has become increasingly slow and cumbersome, resulting in additional costs which show up in assessments charged to the membership and, even worse, delayed justice to wronged members.

ADMINISTRATIVE PROCEDURE # 1601

Discrimination, Harassment, Bullying, and Retaliation Complaints



Initiating Department:	Diversity
Effective Date:	January 15, 2016
Supersedes:	AP 1601 (07/01/2013)
Number of Pages:	Page 1 of 7

1. PURPOSE AND SCOPE

To communicate procedures for employees and others (see definition of Covered Individuals below) to follow when filing internal complaints of discrimination, harassment, bullying, or retaliation with the Authority and to identify the process for investigation and resolution of such complaints by the Authority's Equal Employment Opportunity Unit ("EEO Unit"). The policies set forth in this Administrative Procedure apply to employees, customers, and Covered Individuals as defined below. For customer complaints of discrimination based on race, color or national origin, please refer to AP 1602.

If a provision of this Administrative Procedure conflicts with the terms of any collective bargaining agreement, then the collective bargaining agreement shall prevail.

Please note: If an employee or other Covered Individual files an internal complaint with the EEO Unit and also files a charge or complaint regarding the same subject matter with an external agency or court (e.g., Illinois Department of Human Rights, Illinois Department of Labor, Equal Employment Opportunity Commission, Chicago Commission on Human Relations, state court, or federal district court), the EEO Unit will cease its investigation into the matter.

2. SUPPORTS THE FOLLOWING POLICY

It is the policy of the Authority to promote a respectful workplace for its employees, customers and vendors by prohibiting discrimination, harassment, bullying and retaliation. It is a violation of Authority policy to harass or discriminate against an individual on any of the following grounds: sex, race, color, national origin, religion, marital status, sexual orientation, transgender status, pregnancy, ancestry, age, military status, disability, genetic information, or any other status protected by applicable law.

It is the policy of the Authority to prohibit retaliation against an individual who has made internal or external complaint involving allegations of discrimination, harassment, bullying or retaliation, or who has participated in an investigation or other proceeding related to a discrimination, harassment, bullying or retaliation complaint.

3. DEFINITIONS

- 3.1 Adverse Action** - An Adverse Action is conduct that may reasonably deter an individual from engaging in Protected Activity. Adverse Actions include, but are not limited to, coercion, intimidation, discipline, wrongful discharge and/or demotion.
- 3.2 Bullying** - Abusive, repeated conduct that is threatening, humiliating or intimidating or sabotages work performance that affects one or more persons. Bullying includes, but is not limited to, yelling, screaming, cursing or angry outbursts, constant and unfair criticism, or repeated insults or offensive gestures.
- 3.3 Complainant** - The individual who complains of discrimination, harassment, bullying or retaliation in violation of Authority policies.
- 3.4 Covered Individuals** - A job applicant or any person who works, in a paid or unpaid capacity, for or with the Chicago Transit Authority. This includes current Authority employees, interns, externs, contractors, consultants, vendors, and volunteers.

ADMINISTRATIVE PROCEDURE # 1601

Discrimination, Harassment, Bullying, and Retaliation Complaints



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- 3.5 Customer** – Customer or potential customer of the Authority's programs or activities.
- 3.6 Discrimination** – Unequal or adverse treatment of an individual because of his or her sex, race, color, national origin, religion, marital status, sexual orientation, transgender status, pregnancy, ancestry, age, military status, disability, genetic information, or any other status protected by applicable law.
- 3.7 Harassment** – Offensive behavior toward an individual because of his or her protected status. It includes, but is not limited to, epithets and slurs, negative stereotypical comments or jokes, inappropriate gestures, and/or offensive visual content.
- 3.8 Protected Activity** – Making or referring a complaint of discrimination, harassment, bullying, or retaliation or participating in an investigation or other proceeding related to a discrimination, harassment, bullying, or retaliation complaint.
- 3.9 Respondent** – The individual alleged to have engaged in offending conduct.
- 3.10 Retaliation** – Taking an Adverse Action against an employee because he or she engaged in Protected Activity.
- 3.11 Sexual Harassment** – Unwelcome conduct or behavior directed against a person of the same or of the opposite sex which includes, but is not limited to, sexually suggestive or offensive remarks or rumors; sexually suggestive pictures or graffiti; sexually suggestive gesturing; verbal or physical harassment or abuse of a sexual nature; subtle or direct propositions for sexual favors; and/or inappropriate touching, stalking, or sending sexually suggestive email or texts.

4. PROVISIONS

- 4.1 Eligibility**

A job applicant or any person who works, in a paid or unpaid capacity, for or with the Chicago Transit Authority shall be subject to the provisions of this Administrative Procedure. This includes current Authority employees, interns, externs, contractors, consultants, vendors, and volunteers. Any eligible individual may file or report a complaint of discrimination, harassment, bullying, or retaliation as described herein.
- 4.2 Anti-discrimination/harassment Policy**

It is a violation of Authority policy to harass or discriminate against an individual on any of the following grounds: sex, race, color, national origin, religion, marital status, sexual orientation, transgender status, pregnancy, ancestry, age, military status, disability, genetic information, or any other status protected by applicable law. Discrimination is prohibited in hiring, promotion, demotion, transfers, wages, benefits, work environment, discipline, discharge, or any other terms or conditions of employment. The Authority does not tolerate any violation of the policies specified in this Administrative Procedure by employees, contractors, consultants, vendors, volunteers, or other persons. Violation of the policies described in this Administrative Procedure may result in disciplinary action, up to and including discharge.
- 4.3 Anti-bullying Policy**

It is a violation of Authority policy to engage in bullying. The Authority does not tolerate any violation of the policies specified in this Administrative Procedure by employees, contractors, consultants, vendors, volunteers, or other persons. Violation of the policies described in this Administrative Procedure may result in disciplinary action, up to and including discharge.

ADMINISTRATIVE PROCEDURE # 1601

Discrimination, Harassment, Bullying, and Retaliation Complaints



Initiating Department:	Diversity
Effective Date:	January 15, 2016
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4.4 Anti-retaliation Policy

It is a violation of Authority policy to retaliate against any individual because he or she has engaged in Protected Activity. Violation of this policy may result in disciplinary action, up to and including discharge. The Authority does not tolerate any violation of the policies specified in this Administrative Procedure by employees, contractors, consultants, vendors, volunteers, or other persons. Violation of the policies described in this Administrative Procedure may result in disciplinary action, up to and including discharge.

4.5 Process for Filing or Reporting a Complaint

An individual who believes he or she has been subject to discrimination, harassment, bullying, or retaliation, a violation of this Administrative Procedure, or who is aware of such a violation should make a verbal or written complaint to the EEO Unit or a supervisor. Employees and other Covered Individuals are encouraged to put their complaints into writing using Form 715.08, a copy of which is attached to this Administrative Procedure.

A supervisor who receives a complaint of discrimination, harassment, bullying, or retaliation must report the complaint, via e-mail, to the EEO Unit within two (2) business days and provide any written complaint received to the EEO Unit within that time frame. If a supervisor fails to provide that information to the EEO Unit within two (2) business days from its receipt, he or she will be subject to discipline, up to and including discharge.

Additionally, if a supervisor is aware or should reasonably be aware of discrimination, harassment, bullying, or retaliation-- regardless of whether a Covered Individual or Customer reports this to the supervisor or wishes to pursue the matter -- the supervisor is obligated to report that information to the EEO Unit via e-mail within two (2) business days of that knowledge, and, if he or she fails to do so, will be subject to discipline, up to and including discharge.

The EEO Unit can investigate allegations of discrimination, harassment, bullying, and retaliation that it is made aware of even if the Complainant does not wish to pursue the matter.

4.6 Timelines for Filing a Complaint and the EEO Unit's Investigation of a Complaint

All employees should contact the EEO Unit or a supervisor as soon as possible if they are subject to an alleged discriminatory, harassing, bullying, and/or retaliatory incident. The following timelines will be followed when processing an EEO complaint and conducting an investigation.

- A. An employee is encouraged to contact the EEO Unit as soon as possible after an incident.
- B. Generally, the EEO Unit will begin an investigation within five (5) business days of receiving a written complaint.
- C. The EEO Unit's investigation will typically be completed within 90 calendar days. The EEO Unit can extend this time period if complicating or unforeseen circumstances arise. The EEO Unit will notify the Complainant and Respondent in writing if an extension is needed.

4.7 The EEO Unit's Response to a Complaint

Once the EEO Unit has received a complaint of discrimination, harassment, bullying, or retaliation, the EEO Unit will do one of the following:

1. *Determine if the Complaint Alleges a Violation of the Policies in this Administrative Procedure*
If, after reviewing the complaint, the EEO Unit determines that the Complainant has not alleged conduct that constitutes a potential violation of this Administrative Procedure's policies, then the EEO Unit will inform the Complainant of its decision in writing.

If the allegations involve a potential Title VI violation, then the EEO unit will follow the

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procedures outlined in AP 1602. If the allegations involve a potential violation of another Authority policy, then the EEO Unit may refer the matter to management as appropriate.

2. *Investigate the Complaint*

If the EEO Unit determines that the alleged conduct potentially violates or violates this Administrative Procedure's policies, the EEO Unit will investigate a complaint by interviewing the Complainant and the Respondent. The EEO Unit may also interview witnesses who have first-hand knowledge of the event and any other relevant individuals. The EEO Unit may also gather and review documents.

At the conclusion of the investigation, the EEO Unit will prepare and issue an Investigation Report to the Director, Diversity that provides: (1) a summary of its investigation; and (2) a determination indicating whether there was a violation of this Administrative Procedure's policies and other relevant findings.

If the Respondent is not an employee, then the EEO Unit will conclude its investigation and provide its report to the Law Department or other Authority Departments as appropriate. The EEO's determination that a policy in this Administrative Procedure has been violated does not necessarily mean that a state, federal, or local law has been violated.

3. *Follow Up after the Complaint is Investigated/EEO Unit's Findings*

If the EEO Unit determines that there was a violation of this Administrative Procedure's policy, and an Authority employee is found to have engaged in conduct that violates a policy in this Administrative Procedure, then the EEO Unit will e-mail a copy of the Investigation Report to the Respondent's Department Head (or other management as designated by the Director, Diversity) and the Manager, Discipline Administration (or the Vice President of Human Resources designee). The Manager, Discipline Administration (or the Vice President of Human Resources designee), will consult with the Respondent's Department Head (or other management as designated by the Director, Diversity) to determine the appropriate action to take in response to the findings.

If the EEO Unit determines that there was a violation of a policy in this Administrative Procedure and a non-employee is the Respondent, then the EEO Unit will refer the matter to the Law Department or other Authority Departments as appropriate.

The EEO Unit will also maintain a tracking system that records and preserves information on all internal complaints, investigations, and reports.

4.8 **Disciplinary Decisions and Implementation**

The Department Head of the employee Respondent (or other management as designated by the Director, Diversity) will notify the EEO Unit, within ten business days of receipt of the EEO Unit's report, of the course of action he or she has taken or plans to take in response to the findings. If the employee who engaged in the violative conduct will be issued discipline, then the Department Head (or other management as designated by the Director, Diversity) will send the following information to the EEO Unit: (1) the nature of the discipline; (2) when it will be implemented; and (3) a copy of the disciplinary documentation (once the discipline is implemented).

4.9 **The EEO Unit's Communications with the Complainant and Employee Respondent after its Investigation is Concluded**

Once the EEO Unit has concluded its investigation, it will inform the Complainant and the employee Respondent in writing if the allegations in the complaint were substantiated and, if so, whether it concluded that a policy in this Administrative Procedure was violated. The EEO Unit will provide the

ADMINISTRATIVE PROCEDURE # 1601

Discrimination, Harassment, Bullying, and Retaliation Complaints



Initiating Department:	Diversity
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written notice through certified or regular mail, unless the Complainant or employee Respondent requests a different delivery method.

4.10 Standards of Conduct During and After the Investigation

A. Duty of Cooperation

Employees and other Covered Individuals must cooperate with any EEO Unit investigation to ensure that it is completed in an accurate and timely manner. Cooperation includes, but is not limited to, responding to the EEO Unit in a timely manner if it requests documentation and participating in and promptly facilitating interviews it conducts and requests during the course of an investigation. If the EEO Unit determines that an employee or other Covered Individual is not cooperating with an investigation, then it may recommend appropriate action be taken, including discipline (for Authority employees).

B. Interview

The EEO Unit will conduct all interviews as confidentially as possible. Interviews will generally be conducted at the Authority's Headquarters. However, interviews may be conducted over the phone and at other Authority work locations as needed.

Individuals interviewed by the EEO Unit may have a representative present at the interview, but the representative cannot be someone who was involved in or has firsthand knowledge of the facts underlying the Complaint. The representative is subject to the Confidentiality policy in this procedure, and he or she may not interfere with the investigation process.

C. Confidentiality

To the greatest extent possible, the EEO Unit treats information that it receives as part of a complaint and investigation process as confidential. The EEO Unit will only disclose the extent of information that is necessary to investigate a Complainant's allegations fully and fairly or when the EEO Unit is otherwise compelled to do so by law or for safety reasons. The Authority encourages individuals involved in an investigation to observe the same standard of confidentiality to preserve the integrity of the EEO Unit's investigation.

D. Falsification

If at any point during the complaint or investigation process, the EEO Unit determines that an employee, whether the Complainant, Respondent, or a witness, has knowingly lied or deliberately provided false or misleading information, then the EEO Unit will inform the appropriate General Manager or above of such misconduct. Such misconduct may result in disciplinary action, up to and including discharge.

4.11 Reporting Requirements

On a quarterly basis, the Director, Diversity will provide an overview to the President's Office summarizing the outcome of investigations that have been concluded in that quarter.

5. PROCEDURES – COMPLAINT PROCESS

Responsible Party		Action
1.	Employee or Other Covered Individual	Contacts the EEO Unit to make a complaint by phone at 312-681-2610 or by e-mail at EEODiversity@transitchicago.com . When possible, the individual should complete Form 715.08.
	Supervisor	A supervisor who receives a complaint of

ADMINISTRATIVE PROCEDURE # 1601

Discrimination, Harassment, Bullying, and Retaliation Complaints



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		<p>discrimination/harassment/bullying/retaliation must report the complaint via email to the EEO Unit within two (2) business days and provide any written complaint received to the EEO Unit within that time frame. If a supervisor fails to provide that information to the EEO Unit within two (2) business days from its receipt, he or she will be subject to discipline, up to and including discharge. Additionally, if the supervisor is aware, or reasonably should be aware of discrimination, harassment, bullying, or retaliation, then he or she is obligated to report that information to the EEO Unit by filing a written report with the EEO Unit using Form 715.08 within two (2) business days or he or she will be subject to discipline, up to and including discharge.</p>
2.	EEO Unit	<p>As a threshold matter, determines if the allegations raise an issue relating to a potential violation of this Administrative Procedure's policies. If not, informs the Complainant of its determination in writing and closes the complaint.</p> <p>If the EEO Unit determines that the allegations involve a potential violation of this Administrative Procedure's policies, it generally opens an investigation within five business (5) days of receiving the complaint; interviews the Complainant, Respondent, and relevant witnesses; gathers documents as necessary; and determines if there is a violation of the Authority's anti-discrimination/harassment/bullying/retaliation policies. The EEO Unit typically concludes its investigation within 90 days unless additional time is necessary.</p> <p>If the EEO Unit determines that there has been violative conduct, and an Authority employee is alleged to have engaged in the violative conduct, then the EEO Unit will inform the Respondent's Department Head (or other management as designated by the Director, Diversity) of the investigation's findings and the Manager, Discipline Administration (or the Vice President of Human Resources designee). If the EEO Unit determines that there has been violative conduct, and a Covered Individual such as an Authority vendor/contractor is alleged to have engaged in the violative conduct, then the EEO Unit will refer the matter to the Law Department or other Authority Departments as appropriate.</p> <p>The EEO Unit notifies the Complainant and the employee Respondent, in writing, if it substantiated the allegations or not.</p>

ADMINISTRATIVE PROCEDURE # 1601

Discrimination, Harassment, Bullying, and Retaliation Complaints



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3.	Department Head of Respondent or other management as designated by the Director, Diversity	<p>If the EEO Unit has determined that there has been violative conduct, the Respondent's Department Head or other management as designated by the Director, Diversity will consult with the Manager, Discipline Administration (or the Vice President of Human Resources designee) to determine the appropriate action to take in response to the findings.</p> <p>Within ten (10) business days of receiving the EEO Unit's report, the Respondent's Department Head or other management as designated by the Director, Diversity will inform the Director, Diversity in writing whether he or she recommends discipline and, if so, the nature of that discipline and when it will be implemented.</p>

Approved by:

Title:

Date Approved:

Sylvia I. Garcia

Sylvia I. Garcia

Chief of Staff/Chief Operating Officer

1/15/16

For internal office procedures only:

Received by _____ in EEO on _____, 20 _____

EEO COMPLAINT FORM

Please print or type:

Name of Complainant:

Last

Middle

First

Title:

CTA Badge No:

Work Location:

Work Phone Number, or preferred Contact Number:

Division/Department/Area:

Manager/General Manager:

Home Address:

Act Complained of (please check all that apply):

Discrimination in (please check all that apply):

☐ Harassment (non-sexual)

☐ Benefits

☐ Discharge

☐ Harassment (sexual)

☐ Promotion

☐ Discipline

☐ Bullying

☐ Wages

☐ Assignments

☐ Retaliation

☐ Demotion

☐ Other (specify)

☐ Other (specify)

Basis for Claim (check all that apply)

- | | | | | |
|-----------------------------------|---|---|--|--|
| <input type="checkbox"/> Race | <input type="checkbox"/> Color | <input type="checkbox"/> National Origin | <input type="checkbox"/> Religion | <input type="checkbox"/> Genetic Information |
| <input type="checkbox"/> Sex | <input type="checkbox"/> Marital Status | <input type="checkbox"/> Sexual Orientation | <input type="checkbox"/> Gender Identity | <input type="checkbox"/> Pregnancy |
| <input type="checkbox"/> Ancestry | <input type="checkbox"/> Age | <input type="checkbox"/> Military Status | <input type="checkbox"/> Disability | |
| <input type="checkbox"/> Other | | | | |

Name of individual(s) you are complaining about:

- | | |
|----------|-------|
| 1. _____ | _____ |
| | Title |
| 2. _____ | _____ |
| | Title |
| 3.._____ | _____ |
| | Title |

Date(s) of Alleged Discrimination/Harassment/Bullying/Retaliation:

Witnesses to Alleged Discrimination/Harassment/Bullying/Retaliation:

_____	_____
Name	Title
_____	_____
Name	Title
_____	_____
Name	Title
_____	_____
Name	Title

This image shows a single sheet of white paper with horizontal blue or grey ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

Signature _____

Page 3



ASSISTANCE BUSINESS AGENT – MAINTENANCE JANUARY 2019 REPORT

My name is Marqueal L. Williams I am the Assistance Business Agent – Maintenance for Local Union 241, this report is a brief synopsis of the events that's occurring at the Chicago Transit Authority, Pace and First Transit.

Old Business:

In the month of December, I reported that The Chicago Transit Authority refused to answer my (Freedom Of Information Act) FOIA request, and I filed a complaint with the Illinois Attorney General (Lisa Madigan) Office. The Attorney General office made The Chicago Transit Authority comply with the request. The Information I was seeking was for Defective Hoist at the 103rd garage location, they were refusing to give me the information because it would support a grievance we file for members at that location.

In the Month of December, I reported about devices to measure Air Quality in the garages, and the effect of writing OSHA, Air Quality devices are at some garage location and the location that is missing the device a work order has been placed to get them installed.

Letter to Lawrence Hanley:

On November 2, 2018 during an Executive Board Meeting I was told that the grievance process solely belongs to the Recording Financial Secretary, my reading in the by-laws are different from what I'm being told, and for Total Clarity I wrote a letter to the International President Lawrence Hanley, this letter was sent November 7, 2018. I did not get a response, so I wrote another letter on December 10, 2018 asking for Total Clarity again and received no answer. On January 3, 2019 I wrote the General Executive Board, reporting President Lawrence Hanley neglect to answer my letters in a timely manner, when members write Lawrence Hanley, he response time has been within 9-17 days. From the time he gets the letter, he do his so-called investigation and gives his ruling. I will be giving this process a week before I explore outside measures on the International Governing Process.

Report To Manager Form:

Report To Manager Form is a form to used when things are so extreme at the garage location that you need an investigation done, or if You and Management are having problems, or if you see

something unsafe and said something and nothing was done. If you go into the Manager Office and request a Report To Manager, the manager on duty must give you that form with NO QUESTION ASKED, from that point your job is to give a copy to your Senior Manager and your Union Representative. Upon giving this notice to Both Parties and within (3) Three Days your situation should be resolved (this is including investigation). Now the problem at the garage level is that the members are not using this form correctly and issues are not being addressed in a timely fashion, don't wait and let two weeks go by to report something that happened and we just hearing about it during your discipline Interview, because at the discipline interview we are there for what you are currently being charged for.

Grievances:

The Chicago Transit Authority is in Current Violation of the Edwin H. Benn Award, Local 241 is requesting a meeting to discuss the Bus Maintenance Leader Position, the pool for this position and having it placed on the next system pick. This grievance has been filed and the number is 18-0830.

Apprentice Working Holidays:

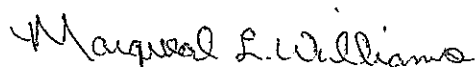
Bus Servicers Apprentices are not obligated to work any Holidays or make up time on a Saturday because you did not work on the Holiday. If your manager called you and told you to come it is mandatory that you come in and work, call Marqueal Williams and we will file a grievance on your behalf asking for Holiday Pay that you are intitled to if it was Mandatory that you report to work. It's your option to come to work or not on the holiday, it's you option to make up the time on you day off if you want to, you have the option of spend the holiday time with your family. The next holiday is Easter April 21, 2019 and then Memorial Day May 27, 2019 you are not required to work them days the choice is totally yours.

Holiday Pay For New Employees:

New Employees must have 90 days of Continuous Service, Not 90 working days.. Easter and Memorial Day was a huge issue last year and a lot of quick pay was issued, so I did reach out to garage clerk and advised them, if you don't receive you holiday pay and you have 90 days of Continuous call Marqueal Williams.

Membership Participation is the key to success in 2019, we will be facing our biggest objectives and that would be keeping everything we have. Like any family members we May fight but at the end of the day we Must and will come together. This concludes my Maintenance Report.

In Solidarity;



Marqueal L. Williams

Assistance Business Agent - Maintenance

TAX CHANGES FOR LIFE INSURANCE IN 2019

In order to comply with IRS tax regulations, CTA must make the following changes in 2019, effective with your first paycheck in 2019. These changes are briefly summarized below:

Your Life Insurance Benefit Paid for by CTA

Every full time, permanent employee has a life insurance benefit paid for by CTA in an amount equal to 2080 times the active employee's hourly wage as of January 1.

Effective January 1, 2019 and in compliance with Section 79 of the Internal Revenue Code, the CTA will treat life insurance coverage in excess of \$50,000 as employee imputed income.

While income taxes on this imputed income will not be deducted from your paychecks, the amount of imputed income will be shown in the earnings section of your payslip and on your 2019 W-2 issued in 2020. Social Security and Medicare taxes will be deducted from your paycheck on the amount of imputed income for that check. See the next page for examples.

For those who have only \$50,000 in life insurance, there will be no change. For those who have over \$50,000 the small increase in imputed income will result in slight increases in the Social Security and Medicare taxes deducted from your paycheck. You can use the attached work sheet to calculate the effect of this change.

A few examples on calculating the amount of imputed income and the resulting deductions are shown below:

- Mary is 55 and earns \$50,000 per year.
Answer: Mary's imputed income is \$0 because income is imputed only on a Coverage Amount in excess of \$50,000. Mary will have \$0 in additional Social Security and Medicare taxes deducted from her paycheck.
- John will turn 40 in December of tax year 2019 and earns \$125,000 per year.
Answer: John's imputed income for his life insurance benefit is \$3.45 per check. John will have \$0.21 per paycheck deducted for Social Security (6.2% of the imputed income) and \$0.05 per paycheck for Medicare (1.45% of the imputed income).

Worksheet: Figuring the Cost of Group-Term Life Insurance Imputed Income

1. Enter the amount of your basic insurance coverage from CTA 1.
2. Limit on employer-provided group-term life insurance coverage 2. 50,000
3. Subtract line 2 from line 1 3.
4. Divide line 3 by \$1,000. 4.
5. **Go to Table Below.** Using your age on the last day of the tax year, find your age group in the left column, and enter the cost from the column on the right for your age group 5.
6. Multiply line 4 by line 5 6.
7. Enter the number of full months of coverage at this cost 7.
8. Multiply line 6 by line 7 8.
8. **This is the amount of your Imputed Income for the year.**
9. Multiply line 8 by 0.0765 9. _____
9. **This is the amount of your additional Social Security and Medicare deductions for the year.**

IRS Premium Table

Age	Cost
Under 25	.05
25 through 29	.06
30 through 34	.08
35 through 39	.09
40 through 44	.10
45 through 49	.15
50 through 54	.23
55 through 59	.43
60 through 64	.66
65 through 69	1.27
70 and older	2.06

VOTE TRANSIT IN 2019

Mayoral Candidate Forum

**Sunday
January 27th
4:00 PM -6:00 PM**

National Association of
Letter Carriers Union Hall
3850 S. Wabash
Chicago, IL 60653

RSVP: TRANSIT4ALL.ORG

AND SEND US YOUR TRANSIT QUESTION!



Hear from the
candidates about
what they plan to
do to improve our
transit system!



Our coalition is made up of unions, community groups,
transit advocates, and environmental justice
organizations fighting for transit for all.



In conjunction with the campaign Transit 4 All, Amalgamated Transit Union International, ATU Locals 241 and 308, and Chicago Jobs with Justice are organizing a forum for the leading mayoral candidates on public transit.

As a city and state, we are in urgent need of major investments in improving and expanding public transit. Transit is a critical issue for our city and state in the following areas: job creation, job access, racial and economic justice, public health, and climate action.

We are organizing this forum to secure concrete commitments on support for our public transit systems from the leading mayoral candidates on critical priorities for workers and riders, and other stakeholders.

Our purpose with this forum is to inform and engage the public, transit riders and transit workers on the issues broadly and to advocate transit-related policies that can improve the lives and opportunities for working people.

ATU Mayoral Candidate Forum

Sunday January 27th

4:00 – 6:00 PM

NALC Branch 11

3850 S. Wabash

Chicago, IL 60653

RSVP:TRANSIT4ALL.ORG

Forum Sponsors: Amalgamated Transit Union International, ATU 241, ATU 308 Chicago Federation of Labor, Chicago Jobs with Justice, Indiana-Illinois-Iowa Foundation for Fair Contracting, IBEW, SMART, and Sierra Club Illinois (more may be added)

Keith D. Hill
President - Business Agent

Toi W. Bowers
Financial Recording Secretary - Treasurer



Woodrow Eiland
1st Vice President

Tanno Muhammad
2nd Vice President

Marqueal Williams
Assistant Business Agent - Maintenance

LOCAL UNION 241 • AMALGAMATED TRANSIT UNION
A.F.L. - C.I.O. - C.L.C.
1613 SOUTH MICHIGAN AVENUE • CHICAGO, ILLINOIS 60616
TELEPHONE: (312) 341-1733 • FAX: (312) 341-1471

A.T.U. website: www.atu241chicago.org

December 5, 2018

MEETING NOTICE

The following are potential dates for the
Mass Membership Meetings in 2019:

Tuesday, January 8
Tuesday, February 5
Tuesday, March 5
Tuesday, April 2
Tuesday, May 7
Tuesday, June 4

Tuesday, July 2
Tuesday, August 6
Tuesday, September 3
Tuesday, October 1
Tuesday, November 5
Tuesday, December 3

Meetings will be held at
10:00am, 2:00pm, 4:00pm & 7:00pm

****LOCATION****

ATU Local 241
1613 S. Michigan Ave
Chicago, IL 60616

(Parking will be available for all 4 meetings in the lot of True Rock Ministries located
57 E 16th St., Chicago, IL 60616 on the corner of 16th & Wabash)

Keith D. Hill
President/Business Agent

Toi Bowers
Financial Recording Secretary-Treasurer

AFFILIATED WITH THE C.F.L. & I.U.C. - I.S.F.L. & C.I.O.

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TELEPHONE: (312) 341-1733 • FAX: (312) 341-1471**

A.T.U. website: www.atu241chicago.org

January 2, 2019

ATTENTION

LOCAL UNION 241 MEMBERS

STEWARD TRAINING

Being Held:

Wednesday, January 23, 2019

10:00a.m.

Sunday, January 27, 2019

10:00a.m.

Any member interested, please call the union office to sign-up at (312)341-1733.

Keith D. Hill
President/Business Agent

Toi Bowers
Financial Recording Secretary-Treasurer

AFFILIATED WITH THE C.F.L. & I.U.C. - I.S.F.L. & C.I.O.

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A.T.U. website: www.atu241chicago.org

January 2, 2019

ATTENTION **LOCAL UNION 241 MEMBERS**

ATU-Local Union 241 is seeking 1 member from each location or various departments, to come to the union office located at 1613 S. Michigan Ave., Chicago, IL. These individuals will do a yearly review of the union finances and give a report to the members at the February 6, 2019, Mass Membership Meeting. If interested, please call or contact President Keith Hill or Financial Recording Secretary-Treasurer Toi Bowers at (312)341-1733.

Keith D. Hill
President/Business Agent

Toi Bowers
Financial Recording Secretary-Treasurer

AFFILIATED WITH THE C.F.L. & I.U.C. - I.S.F.L. & C.I.O.