



REPORT OF THE PRESIDENT/BA

KEITH D. HILL

March 2019

SAFETY CTA AND PACE:

- This administration has taken the safety of all members very serious, as we push the CTA and cities that we service to better assist us while we work. We have stepped up the fight for our Brother and Sisters of PACE. PACE has a fleet, where not one bus is equipped with a shield and leaving them open to anything. I've started the conversations with PACE about starting the process to provide them. PACE seems to think there is no need to add them because the assaults and attacks are very low. It's about prevention and protection. Although the data may be true, this administration will feel better if our members have some type of protection. As talks move forward, we will be doing a survey at our PACE locations to see how the members feel about this issue. No decision will be made, just talks until we get the members take on the issue. We will keep all abreast as we move forward.
- Once again, we made our stance with the CTA about police presence and response time to situations we are faced with. We will continue to push the city and CTA on these issues.

CTA PENSION AND RHCT:

- After coming out of trusteeship, Local 241 lost control of the Pension seat on the Pension Board. As the second largest contributor and the largest Union in the Plan, we have always held this seat. In 2015 the Local lost control to the trade unions. This administration came into office with this as one of the goals for the local and it's important to all to regain this seat.
- I'm proud to say as of February 2019 Local 241 achieved that goal. In addition, we have won the chair of the RHCT. This is the first time since both have been created that the Local has chaired both at the same time.

CONTROL CENTER MEETING:

- This month we met with the Control Center to discuss the tone at which they use to address operators when assisting them. How they often ask us to use our cellphone to reach them, and jump buses in the middle of the route. If any member feels that a controller is not assisting or addressing them in an unprofessional manor please notify an Officer of the Local and please get the controller number and name so we can address this.

REPORT OF THE PRESIDENT B/A

KEITH D. HILL

MARCH 2019 (Continued):

- If you break down and your phone is not working, **DO NOT, I REPEAT DO NOT USE YOUR CELLPHONE TO CALL CONTROL.** The SOP that addresses this is attached with my report.
- We are to stop our follower or the bus on the opposite side of the street or a payphone. Yes, I said a payphone good luck with that!!!
- We addressed the safety concern we have with asking operators to jump buses in the middle of the route and not in a terminal. Not only are you putting the passengers at risk, but the driver as well. Members if you have any issues or concerns when dealing with control, please reach out to an Officer of the Local.

PACE SOUTHWEST:

- We attended a negotiation session for the Brother and Sisters of PACE Southwest. We were met with a rejection of our contract proposals but we rejected theirs as well. We believe the Brother and Sisters of PACE deserve a fair contract that protects their jobs, healthcare and wages.
- One of our major concerns was addressed and several meetings were scheduled for us to work on improving the members' quality of life with the work they pick; extra board seniority and violations being done. This meeting was a great start and we will keep working to bring the members a fair contract.

VACATION PICK AND CONCERNS:

- April is the month that full timers and part timers pick vacation. Full timers receive a paid vacation according to the years of service. Part timers receive unpaid vacation according to the years of being a part timer.
- We are finding out the problem is with full timers who take VRD'S and work block runs. Our contract states you will be paid 8 hours for a day you take as a VRD. Our vacation is set up on an 8 hour a day and a 40-hour work week. Our contract doesn't state anywhere that you would be paid what your run pays. If you work block runs and your days are being shortened because CTA is deducting hours, please reach out to the union. As far as what the contract states, I have attached it with the report.
- ***11.6 VACATION FORMULA Each employee in the continuous service of the Authority as of June 1st will receive a paid vacation during the VPY in accordance with the following schedule, provided the employee has worked at least two hundred (200) days during the previous calendar year.***

REPORT OF THE PRESIDENT B/A

KEITH D. HILL

MARCH 2019 (Continued):

<u>Years of Continuous Service</u>	<u>Vacation Allowance</u>	<u>Vacation Pay</u>	<u>Days</u>
<i>1 year but less than 2 years</i>	<i>7 consecutive days</i>	<i>40 hours</i>	<i>5</i>
<i>2 years or more but less than 5 years</i>	<i>14 consecutive days</i>	<i>80 hours</i>	<i>10</i>
<i>5 years or more but less than 10 years</i>	<i>21 consecutive days</i>	<i>120 hours</i>	<i>15</i>
<i>10 years or more but less than 20 years</i>	<i>28 consecutive days</i>	<i>160 hours</i>	<i>20</i>
<i>20 years or more but less than 30 years</i>	<i>35 consecutive days</i>	<i>200 hours</i>	<i>25</i>
<i>30 years or more</i>	<i>42 consecutive days</i>	<i>240 hours</i>	<i>30</i>

6.10 PAY FOR HOLIDAYS, VACATION DAYS, VACATION RANDOM DAYS AND CERTAIN OTHER DAYS OFF:
Full-time operators will be paid eight (8) hours per day taken for holidays, vacations, vacation random days ("VRDs"), funeral leave, jury duty, injury-on-duty, military leave or is an elected or appointed Union official on Union business. If a holiday occurs on a scheduled day off, the operator will be paid eight (8) hours at straight time pay and the holiday pay will not count as time worked. If the operator works the holiday on his or her scheduled workday, the operator shall be paid eight (8) hours holiday pay plus time and one-half (1 ½) for all time worked on that day. Holiday pay for a scheduled day off and holiday premium will not count as time worked.

RIDERSHIP:

- Every pick we hear the members' concerns about how the runs look. This administration has tried to take steps to address the issues from the members' concerns about late reliefs, swings to overall better runs. One of the major concerns that we are faced with is the ridership number and the fact that they tell us ridership is down. We do not agree with the CTA and their data in this case. We have been fighting to protect the headway on the runs which will make Brothers and Sisters work harder going down the street.
- We are asking everyone to count/register everyone that boards your bus, including yourself. If you are at the end of the line and people board your bus when you come back, just push the appropriate key to count them. Please do not argue or force a fare, remember no fare disputes. Counting the people on the bus is more important to us now, to protect our work and increase the money of the runs. I'm asking all to do this to protect our work. I refuse to believe ridership is down.

INFRASTRUCTURE MEETING:

- During the month of March, Local 241 was asked to join and sit on a Federal Infrastructure Committee to talk and add our point of view on the state's needs. Our committee members consist of President Keith Hill, ABA Maintenance Marqueal Williams, Executive Board Member (PACE) Caesarie Montgomery and Steward (74th Street Garage) Michelle Townsend. We were made aware of the push for electric buses and the funding level changes they are attempting to put in place that will help us as a union.

REPORT OF THE PRESIDENT B/A

KEITH D. HILL

MARCH 2019 (Continued):

ELECTION COMMISSIONER:

➤ **Section 20 ELECTION COMMISSIONERS**

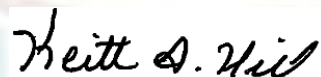
(a) In April of the same year as the elections shall take place, the Executive Board shall elect five (5) Members in Good Standing as Election Commissioners to assist the Financial & Recording Secretary Treasurer with supervising elections for elected positions held by the Local Union. If an election service will be used by the Local Union to conduct the elections, the Executive Board shall decide whether Election Commissioners will be necessary.

(b) Each member elected as Election Commissioner by the Executive Board shall file his or her written acceptance within five (5) calendar days of being elected as Election Commissioner and submit it to the Financial & Recording Secretary Treasurer.

LEGISLATURE UPDATE:

- As our bill **HB 0328** works its way through Springfield and a bill from the International and both Locals have a bill working its way in DC, we must continue to keep our story out in the forefront. I'm asking for Local 241 to have another Lobby day in Springfield again similar but I hope bigger than last year.

In Solidarity,



Keith D. Hill
President/Business Agent



Report of the Financial Recording Secretary-Treasurer

Toi W. Bowers

March 29, 2019

BILLS

All bills are paid and are current. I have made all financial reports available.

THE ATU INTERNATIONAL CONVENTION 2019

Local 241 bylaws states that nominations for delegates should be held at our April meeting. This is in conflict with the ATU Constitution and General laws which tells us that we will not receive our Delegate count until May at the earliest. The Constitution is clear that we have up until six weeks prior to the date of the convention to hold elections for Delegates. We will keep the membership updated. When our numbers come in, we will hold nominations for Delegates to the Convention.

OPEN GRIEVANCES

There are currently 2383 open grievances for the month of March.

AUDITS

- PENSION FOR THE PART-TIME OFFICERS
 - The audit for all Part-Time Officers will begin the week April 8, 2019. The auditors are currently done with 308 at this. The purpose of this audit is for the Part-Time Officers to receive their pension credit.
- - Local 241 6 month, which started on February 18, 2019 has concluded. I will update the members as soon as we receive the results from the ATU International.

ATU LOCAL 241 ELECTION 2019 REMINDER

Per the ATU Constitution, our election for officers, executive board and stewards is scheduled for December 2019. In preparation for the election the OLMS-D.O.L. will be supervising Election 2019. This will further guarantee that the voting process be fair, and the members' voices heard.

RAP SESSIONS

I attended rap sessions for the month of March at Keddie Garage and 103rd Street Garages. I enjoy interacting with the members who are not always able to attend union meetings because of their schedule. Your input at our rap sessions has been instrumental at moving this local forward. I encourage all of you continue to participate in our rap sessions and to come out to the union meetings so that you can receive correct information.

PENSION AND RHCT

All Pension and RHCT contributions are paid and up to date.

CAUCUSES

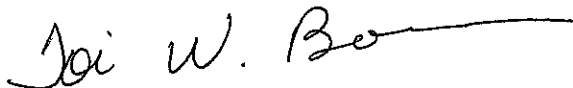
It is Caucus season again. If anyone would like to attend, at your own expense, please contact President Keith Hill.

- **Black Caucus** - May 30, 2019 thru June 2, 2019. Buffalo, New York
- **ATU International Women's Caucus** - June 20, 2019 thru June 23, 2019. Minneapolis, Minnesota

DEATH OF OUR BROTHER

It is with a heavy heart that we mourn the death of Shem Crosby, operator out of 77th Street garage. We extend our condolences to the family. Arrangements are pending. This concludes my report.

In Solidarity,



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



April, 2019

1st Vice President's Report

For the month of March, I have been assigned various duties by President Hill as well as being assigned to assist the North Side Garages with discipline, with the reps. In addition to corresponding 1st Vice President duties.

I attended the "Special Meeting" that was held on March 7, 2019 for Stipends and Per Diems, to hear the members questions and concerns.

I attended along with President Keith Hill to the sign-up of Second Chance Bus Servicers.

I attended Pace West discipline hearing with President Keith Hill and Executive Board Member Caesarie Montgomery for a 241 versus 241 member's complaint.

I attended Chicago Avenue Training Center for the sign-up of new hires and Chicago Transit Authority Headquarters for Step II hearings.

I was assigned by President Keith Hill to call back all members who had and was given "Notice of Administrative Separation 5 day letters. If you received this letter in the mail, please comply as soon as possible. If you don't do so, you will be administratively separated from the company.

I attended Labor Management Meeting along with President Keith Hill and 2nd Vice President Tanno Muhammad for the North Side garages. We took 10 cases over to CTA to try and settle. We proved that the acting Senior Manager was lying about cases that we were discussing. The General Manager got up and told all of the managers that were with her to leave. Never the less, we finished the meeting without them and concluded with the Labor Representatives. It goes to show you that when the union is right and we catch them in a lie, they get up and leave. When we are wrong, we get disciplined to the fullest instinct. We won 9 out of 10 cases anyway and the other case were deferred.

I attended the Rap Session at 103rd Street Garage along with the top Officers. This was a very good meeting with great questions and answers.

I attended a meeting with President Keith Hill and 2nd Vice President Tanno Muhammad at CTA Headquarters located at 567 West Lake Street. This meeting was in regards to the Control Center. We talked about controllers instructing operators to use their cell phones, which the union strongly opposes. We talked about how controllers assist operators; for example, no controller should be telling an operator to switch buses in the middle of the route, unless it's an emergency. Also how long it's taking to respond to operators in emergency situations. We discussed how controllers are talking unprofessional to the operators and then they want to write violations on us. That was a big discussion. It was said that they will get back to us on that situation. Last thing that we requesting of them is to check the bus radio, because they are not working properly. Another meeting will be scheduled for an update.

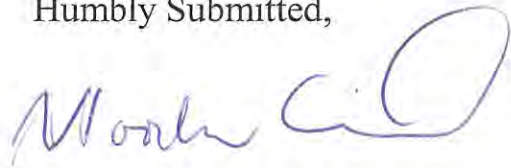
I also attended a meeting with all of the Officers of this Local with the mayoral candidate Lori Lightfoot. Local 241 is endorsing this hopefully new Mayor of Chicago.

We had our spring pick at the garages. The union is doing everything that we can about these runs. Remember we don't sign off these runs, we just discuss the problems with the runs.

I attended the Pension Meeting. I want to go on record by saying, congratulations to President Keith Hill on becoming the Chair of the CTA Pension Trustee Board and the RHCT Trustee Board. The Pension had 1 billion, 7 million, 8 hundred and 92 thousand dollars in the fund. The RHCT has close to 900 million dollars in it.

Last but not least, we are selling raffle tickets in support of the ATU-Local 241 Basketball Team. Please support, because we're not using any union funds. Thanks in advance.

Humbly Submitted,

A handwritten signature in blue ink, appearing to read "Woodrow Eiland", with a large, stylized loop at the end.

1st Vice President
Woodrow Eiland



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MASS MEMBERSHIP MEETING FOR THE MONTH APRIL

To all Local 241 Members friends and families let me start by Peace and Blessing. I hope you and your families are and in good health and in the best of spirit.

As the 2nd Vice President I have responsibilities to represent the Local and its members assigned by the President Keith Hill.

On March 6, 2019 I went to the Retirees' Luncheon, unfortunately at the Golden Corral the water pipes were broken. This restaurant had to turn away one hundred of our retired members.

SECURITY MEETING:

I attended a security meeting with President Keith Hill and ABA Marqueal Williams. Talks on troublesome relief points, lighting in the terminals, as well as many troubles and youth in and out school areas.

ABA Marqueal Williams informed CTA that the mechanics that work on radio systems are put on the trouble track and not being able to properly finish radio system check.

RUN PICK:

Run picking started March 16, 2019, please check all runs, first and the second platform time and travel time. Make sure the runs are paying properly.

PRE-ARBITRATION:

We took approximately 26 cases: eight were deferred and a two cases to be brought back with no cost to the membership.

LABOR MANAGEMENT:

I attended Labor Management with President Keith Hill and 1st Vice President Woodrow Eiland. Many cases were heard and won with no cost to the membership.

BULLYING AND HARASSMENT:

To all Local 241 members we must be reminded these things are serious. The Authority has disciplined several of our members in the past that has led up to DISCHARGE. To all Executive Board and Union Stewards please check your Garages and make sure our members have a full understanding of AP-1601 BULLYING AND HARASSMENT IN THE WORKPLACE.

I've visited all bus garages and assisted with discipline, writing grievances as well as updating grievances. I find it ironic that CTA don't want our operators to protect themselves. I say once again, it is your CONSTITUTIONAL RIGHT to defend yourself.

NEW HIRES:

I attended a meeting at Chicago Ave Garage with the New Hires on March 13, 2019.

MAYORAL CANDIDATE:

On March 18, 2019 your Officers of Local 241, Local 308 and many our Local Unions endorsed Lori Lightfoot for Mayor of Chicago.

I attended a meeting on March 18, 2019 at Chicago Ave. Garage dealing with how disrespectful Management is towards the Union Officials President Keith Hill and Union Steward Gilkey.

CONTROLLERS MEETING:

I attended this where we discussed:

- ✓ Stop controllers from telling Operator to use their cellular phones.
- ✓ Controllers assisting the operators, especially at night.
- ✓ Controllers to be more professional when communicating with operators.

If any Operators have any problems with any controllers, please do not hesitate to call your Executive Board Member, Union Stewards and Union Officer 312-341-1733

UNIFORM MEETING:

On March 25, 2019 I attended a meeting at 567 West Lake Street- CTA Headquarters. We discussed trying to bring back the long sleeve polo uniform shirts. RFP (Request for Proposal) was presented to find another company that will be more cost-effective. Janitor uniform shirts, pants, different type of boots, shoes and compression socks.

FYI: Currently FTO received 302.50 and PTO 156.25. On May 1, 2019 is the last day to have cloth patches worn on the outside of garment of the uniform.

DRUG HEARINGS:

Also, in the month of March I had approximately 7 drug hearing: 3 resigned, 3 SAP and 1 medically pending.

I just want to reiterate the seriousness of FTA and DOT drug testing and especially follow up drug testing. To all Local 241 clerks, you do not and have not been trained or given the right to do an observation drug test on 241 members. I attended and observed drug hearings with the Executive Board Member Furqaan Abdullah. There's a great possibility that our member will be saved.

To all Executive Board Members and Union Stewards, please don't make any comments about anyone's drug test at the garage with management, who will use it against the employees.

To all members do not allow the collector to rush you and make sure that the area is clean. You have three hours to produce 45ml of urine. You can drink up to 40 ounces of water.

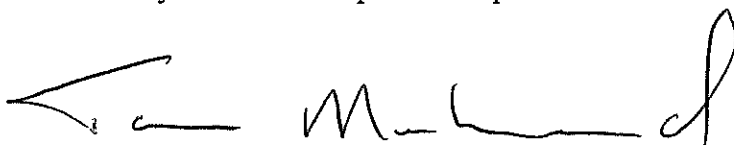
PENSION MEETING:

Our Pension Fund is 54% funded - \$1.7 billion and members contributed 12.1%. HCTRUST is 118 % funded- \$879 million and members contributed 3%.

Participants in the retirement Plan or Eligibility for Disability Plan Allowance:

- ✓ 5yrs Pension Service for injury/illness that is work related
- ✓ 10yrs /illness that is not work related
- ✓ How to Calculate your retirement benefits:
- ✓ Years' Service x 2.15 x Highest 4yr average = Estimate payment

I leave you as came in peace and paradise

A handwritten signature in black ink, appearing to read 'Tanno Muhammad', with a stylized flourish at the end.

Tanno Muhammad

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.

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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



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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

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Discrimination, Harassment, Bullying, and Retaliation Complaints



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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

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2.	EEO Unit

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.

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.

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.

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.

The EEO Unit notifies the Complainant and the employee Respondent, in writing, if it substantiated the allegations or not.

ADMINISTRATIVE PROCEDURE # 1601

**Discrimination, Harassment,
Bullying, and Retaliation
Complaints**



Initiating Department:	Diversity
Effective Date:	January 15, 2016
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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):

☐ Harassment (non-sexual)

☐ Harassment (sexual)

☐ Bullying

☐ Retaliation

☐ Other (specify)

Discrimination in (please check all that apply):

☐ Benefits

☐ Promotion

☐ Wages

☐ Demotion

☐ Other (specify)

☐ Discharge

☐ Discipline

☐ Assignments

Basis for Claim (check all that apply)

- ☐ Race ☐ Color ☐ National Origin ☐ Religion ☐ Genetic Information
- ☐ Sex ☐ Marital Status ☐ Sexual Orientation ☐ Gender Identity ☐ Pregnancy
- ☐ Ancestry ☐ Age ☐ Military Status ☐ Disability
- ☐ 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 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 _____

Date _____



Assistance Business Agent – Maintenance April 2019 Report

My name is Marqueal L. Williams and this report shall reflect the events of March 2019. Per the Bi-Laws Section 6(b) The Assistance Business Agent - Maintenance shall have the responsibility for representing the Local Union and its member in the Maintenance Department of the CTA, and PACE and First Transit.

Maintenance Garage Pick:

Pick will be conducted on the week April 7, 2019, On April 9, 2019 South Side will be picking. And April 10, 2019 North Side will be picking, and the pick will go into effect on Easter April 21, 2019 Group 1 will start the pick. The old pick will be removed, and the new pick will be posted Saturday March 30, 2019. Seniority List is already posted, corrections have been done with the Seniority List along with the Qualification List, any problems with your seniority give Marqueal L. Williams, your Rep and Garage Steward a call. Servicer Ones' if any question on the Disqualification List give Marqueal L. Williams a call 312-888-6364.

Grievances:

As I reported in my January 2019 report, on November 2, 2018 I was told that the grievance process solely belongs to the Recording Financial Secretary. On November 7, 2018 I wrote International President Lawrence Hanley for Total Clarity, I got no response, on January 3, 2019 I wrote another letter to International President Lawrence Hanley and the General Executive Board. International President Lawrence Hanley has not responded to the letters I wrote, the International General Executive Board meets in April – May of 2019. Hopefully we get a response by then. In the meantime, I've been having tons Labor Management Meetings, and this have been the way so far in dealing with the Maintenance Grievances, we have settled majority of the 2019 grievances. I will be writing a final letter to the General Executive Board and President Hanley if I get no response before the end of May the Maintenance Department will organize a letter and phone drive campaign.

Report to Manager:

In my January 2019 report I informed the membership on how to correctly use the Report to Manager Form, again you must fill out the form and give it to your Senior Manager, also give a copy to your Union Rep at your location. Failure to follow this process can result in discipline. Once

Management do their investigation, they will call you into the office, and deal with the situation that you notified CTA of, Management will ask other employees to fill out a report to manager when they do their investigation. If a manager asks you to fill out a report to manager, it is your right to have Union Representation, they must issue you a referral at that time and you should return to work. If the matter concerns an Emergency Nature, such as an altercation between two employees, Injured On Duty, Accident that you had while driving, then that report to manager has to be filled out that night, if you want union representation call your Union Rep, and we will assist you during this emergency process. Give the Union a copy of all Report to Manager that you turn in.

Chicago Transit Authority Pension & RHCT:

February 28, 2019 Plan Balance was 1,796,627,182.15 one-billion, seven hundred ninety-six dollars, six hundred twenty-seven thousand, one hundred eighty-two dollars and fifteen cents, this was a profit of over \$50 million in one month. The Plan balance as of March 28, 2019 1,789,246,108.96 one-billion, seven hundred eighty-nine million, two hundred forty-six thousand, one hundred eight dollars and ninety-six cents. A loss of \$ 7 million dollars. Also, the Retiree Health Care Trust last month shows a profit of \$30 million dollars this month it shows another profit of \$6 million in one month, the balance as of March 28, 2019 is \$862,828,873.72 eight hundred sixty-two million, eight hundred twenty-eight thousand, eight hundred seventy-three dollars, seventy-two cents.

Maintenance Training:

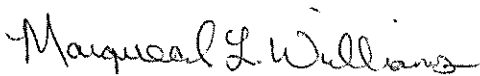
I will be having upcoming meeting with the MTC, Training should be done by seniority, and is being done by seniority. New employees' coming in have more extensive training than what was offered in the past. New Employee Training is a (5-6) five-six-month course. If you want to take a class, the union has started a list. November 8, 2018 the list was sent in, everyone from that list has went to their garage instructor, and had no results so they contacted the Union, and from our agreement in a Labor Management Meeting they will be first into the class, we are working on a form that will be distributed in the garages by seniority. More Information will be available next month on this new process. Remember if you pick the Powertrain Position you are mandatory required to take the class, Servicer I, are also mandatory required to attend and pass the call.

Vacation & VRD'S:

During the Month of April and May Vacation and VRD days must be used, the Maintenance Vacation Week Quotas are Mechanics 3 Servicers 2, Vacation Random Quotas Mechanic 2, Servicer 1, and Holiday Quotas Mechanic 2 and Servicer 2.

REMEMBER put the days as far in advance as possible, if you are denied the days that you put in week in advance then contact your Union Reps. This Conclude my Assistance Business Agent – Maintenance Report.

In Solidarity:



Marqueal L. Williams
Assistance Business Agent - Maintenance



LOCAL UNION 241 • AMALGAMATED TRANSIT UNION

A.F.L. - C.I.O. - C.L.C.

1613 S. Michigan Ave., Chicago, Illinois, 60616

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

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

March 29, 2019

The union has selected these 5 members to represent Local 241 as Election Commissioners:

Carlos Feliciano	34404
Annetta Perkins	52097
Renita Hiller-Dickerson	34300
Kamilah King-Kitchen	52383
Mykael Tate	57769

Keith D. Hill

President/Business Agent

Joi Bowers

Financial Recording Secretary-Treasurer

*CONTRACT
PROPOSALS
&
CONTRACT
MEETINGS
COMING SOON*

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
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March 01, 2019

MEETING NOTICE

Our next Mass Membership Meeting will be held May 7, 2019. The first Tuesday of the month.

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

- Call to Order by President
- Roll Call of Officers and Executive Board
- President's Report
- Financial Report
- Report of the Officers
- Old Business
- New Business
- Adjournment

****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.