



August 3, 2018

## **REPORT OF THE PRESIDENT B/A**

### **KEITH HILL**

### **July 2018 Report**

- Illness of an Officer
- 241 Retirement and Disability Plan for Officers and Employees
- Pregnancy Act Reminder
- International Workstation Fight
- RFP Insurance Update
- Block Runs 6.7 Update
- Organizers for 241
- Forming of Safety Committee
- Pace Southwest Contract
- All Pace Disability Insurance and Safety Committee
- Call All members September 24

With the illness of an officer, the bylaws address the absence of the President or the Financial/Recording Secretary:

- ✓ Section 6 (d) In the absence of either the President/Business Agent or the Financial & Recording Secretary Treasurer due to illness or death, the first Vice President shall be the authorized to sign checks with the remaining Officer.
- ✓ Section 7 (d) In the absence of the Financial& Recording Secretary Treasurer, or his or her inability to act, the President/Business Agent shall appoint, subject to the approval of the Executive Board and in accordance with the International Constitution, a qualified member to perform the duties of the Financial & Recording Secretary Treasurer.

I have been in continuous contact with the International since June double and triple checking to make sure the Local is following and doing things correctly.

ATU 241 Retirement and Disability Pension Plan Report from 1/1/17 to 12/31/17 prepared by Amalgamated Bank show that during that year plan paid out 605,127.00 for the year. The Pension Plan Actuarial Funded % for the plan decreased from 101% to 99%. Because the % dropped below 100% in 2017 the plan yearly contribution is due 9/14/18 of \$96,635.00.

## **Report of the President, July 2018 (cont.)**

After an officer meeting, we decided that breaking it up into three payments of \$32,211.67 paid before 9/14/18 will be paid by the Local

I just want to remind the ladies of Local 241 about the Pregnancy Act in Illinois

Effective January 1, 2015, the Illinois Pregnancy Accommodation Law provides greater protection for pregnant employees. The new amendment to the Illinois Human Rights Act applies to every employer in the state with one or more employees, just as the law concerning disability discrimination and sexual harassment does. (Some other provisions of the IL Human Rights Act apply only to Illinois employers with 15 or more employees.) The law covers workers (full-time, part-time and those on probation) and job candidates who are pregnant or who become pregnant.

### ***Illinois Pregnancy Accommodation Overview***

The Illinois Pregnancy Accommodation amendment requires employers to make reasonable accommodations for a pregnant employee even if her impairment does not meet the official test to be determined a “disability.” This is a change from prior disability discrimination laws, which did not cover accommodations for most pregnant employees, who were otherwise healthy. Under the law, Illinois employers may be required to make accommodations for virtually every pregnant employee, depending upon the job. The law expands a pregnant employee’s entitlement to accommodations based on pregnancy, childbirth and “medical or common conditions” related to pregnancy or childbirth.

### ***Reasonable Accommodations Required for Pregnancy***

Reasonable accommodations under the law may include assistance with manual labor or heavy lifting. It may also include providing a chair, bar stool or other seating for the employee while working. In many cases, reassigning an employee to a different position temporarily is a reasonable accommodation. So is allowing the employee to opt for a “light duty” assignment or reassigning certain tasks to other employees. Allowing pregnant employees more frequent bathroom breaks is a common accommodation. Depending upon the employee and circumstances, it may also be necessary to allow employees more frequent breaks to drink water or consume snacks (or to allow water and snacks at the work station.)

### ***IL Pregnancy Accommodation Law Requires Leave***

The Illinois Pregnancy Accommodation law also requires employers to grant leave to a pregnant employee, whether that is for doctor’s appointments, a temporary medical complication, bed rest for the entire pregnancy, or time off to recover from childbirth. The employee is entitled to return to her job when she is fully recovered. This is a major shift for many employers, who only granted leave for medical disabilities and often required that employee meet the conditions for federal FMLA.

### ***Employers Cannot Require Accommodations or Leave***

An Illinois employer cannot force an accommodation on a pregnant employee who has not requested one – even if the employer feels the accommodation is in the best interest of the woman, her baby or the business. For example, an employer cannot unilaterally reassign a



### **Report of the President, July 2018 (cont.)**

pregnant woman to a less visible job or force her to take leave before she is ready. Nationwide, up to 67% of pregnant women work, many of them right up until the last month of pregnancy, according to the National Women's Law Center. The EEOC reports that charges of pregnancy discrimination increased 71% between 1992 and 2011. Reasonable accommodations vary according to the employer's size and resources, and the law does allow employers to deny any accommodation that is "prohibitively expensive or disruptive." However, the burden of proof is squarely on the employer to prove that the accommodation would negatively affect their business. The nature of the business and its resources are key factors in this determination.

### ***Limitations & Posting Requirements***

The Illinois Pregnancy Accommodation law does not require an employer to invent a new job for a pregnant worker, if none exists. Nor does it require the employer to fire a worker with more seniority, to give that job to a pregnant employee. However, it does require that employers make reasonable accommodations for pregnant employees, up to and including purchase of special equipment. Illinois employers will need to update their Human Rights posters in 2015 to conform with this law.

### ***Fight for a better workstation***

As the international and all Locals continue to fight for a better and safer workstation we sent letters to our Members of Congress in Illinois to ask for support and work to help pass H.R. 6016. H.R. 6016 requires transit agencies to develop Bus Operations Safety Risk Reduction Programs to improve safety by reducing the number of bus accidents due to blind spots, preventing assaults on bus drivers, and improving bus drivers seating to reduce ergonomic injuries. Transit agencies will be required to work with the union and the frontline employees to implement the following safety improvements:

- ✓ Assault mitigation infrastructure and technology, including barriers to prevent driver assaults.
- ✓ De-escalation training for bus drivers
- ✓ Modified bus specification and retrofits to reduce impairments
- ✓ Drivers' assistance technology that reduce accidents.
- ✓ Installation of bus drivers seating to reduce ergonomic injuries.

### ***Insurance RFP update***

August 16 the Union and CTA will review all that responded to the RFP for our insurance carrier. As we review the carriers we will bring back to the board to bring to the members for more input.

### ***Block Runs 6.7***

During a meeting with the 1<sup>st</sup> Vice, 2<sup>nd</sup> Vice and James Campbell, the rep for the clerks. The CTA acknowledged that they are still paying the extra fallback when we are in the seat

## **Report of the President, July 2018 (cont.)**

over 5:45 minutes. The union pointed out the spot was removed off the overtime sheet, of course they were shocked to know this but agreed to allow members to fill out a white sheet along with the green sheet to be properly paid.

### ***Organizers for Local 241***

As we recognize the need for internal and external organizing for Local 241 and after talking with ATU International. Local 241 will be sending five members to learn how to become organizers for the Local. These five members will be sent to the International headquarters in August to be trained.

### ***Safety Committee***

A safety committee of members will be put together this month as we start to address issues on a regular basis with the CTA and CPD and the control center. City gives CPD 48 million a year to protect us and most don't even see us when the need arises. We formed this committee to bring awareness to the rising danger we face as we perform our job. The first meeting will be in the middle of August. If you are interested please call the office or talk to your garage rep. This bring me to another point on September 24, I'm looking for as many members we can get to fill a court room to make sure justice is served and to hold the state accountable for someone who assaults us. This will be mentioned in next month's meeting as well.

### ***Pace Southwest***

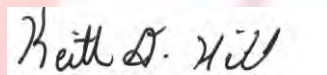
Pace Southwest have indicated that they are ready to start negotiations with Local 241. Local 241 have been trying to get a date since April. The officers will be sitting with the negotiation team from Pace Southwest to get things together as we work to bring them a respectable contract.

### ***Disability Insurance***

We will form a committee to choose a disability insurance for the members to set up a disability insurance.

## **Report of the President, July 2018**

Fraternally,



Keith D. Hill  
President B/A  
ATU Local 241



have the authority to designate alternate Trustees from the Executive Board in the event one or more Trustees cannot attend a meeting.

(d) The President/Business Agent shall be the *ex-officio* Trustee on the CTA Retirement Health Care Trust. The President/Business Agent shall have the authority to designate alternate Trustee(s) from the Executive Board in the event he or she cannot attend a meeting.

## **Section 6**

### **DUTIES OF 1<sup>st</sup>, 2<sup>nd</sup> AND 3<sup>rd</sup> VICE-PRESIDENTS**

(a) The 1<sup>st</sup> and 2<sup>nd</sup> Vice-Presidents shall be full-time positions. The 3<sup>rd</sup> Vice-President shall be a full-time position if the Local Union represents employees at more than one property; however it shall be a part-time position if the Local Union represents employees at only one property, in which case the position will be no more than four (4) days per week.

(b) The 1<sup>st</sup> Vice-President and 2<sup>nd</sup> Vice-President shall have responsibility for representing the Local Union and its members as assigned by the President/Business Agent. The 3<sup>rd</sup> Vice-President shall have responsibility for representing the Local Union and its members in the Maintenance Department of the CTA, and PACE and MV Transportation. The three Vice-Presidents shall work throughout the employers' properties as directed by the President/Business Agent.

(c) In case of the absence of the President/Business Agent or his or her inability to continue to perform the duties of the office resulting in a vacancy, the 1<sup>st</sup> Vice-President shall perform the duties of the President/Business Agent. In the event that the 1<sup>st</sup> Vice-President is called to perform the duties of the President/Business Agent, the 2<sup>nd</sup> Vice-President shall fill the office of the 1<sup>st</sup> Vice-President.

(d) In the absence of either the President/Business Agent or the Financial & Recording Secretary Treasurer due to illness or death, the 1<sup>st</sup> Vice-President shall be authorized to sign checks with the remaining Officer.

(e) The 1st Vice-President shall be a trustee on the CTA Retirement Allowance Committee.

**Section 7**  
**DUTIES OF FINANCIAL & RECORDING SECRETARY TREASURER**

(a) It shall be the duty of the Financial & Recording Secretary Treasurer to serve as the recording and corresponding secretary of the Local Union by, among other acts:

- Calling the roll of Officers at all meetings of the membership and the Executive Board;
- Producing and keeping written minutes of each meeting of the membership, and providing or reading such minutes at the next regular meeting for approval by the membership;
- Producing and keeping written minutes of each meeting of the Executive Board, and providing such written minutes to the Executive Board at its next regular meeting for its review and approval;
- Reporting all actions of the Executive Board at the next regular meeting of the membership;
- Making copies of the minutes of meetings of the membership and Executive Board available for inspection to all members;
- Upon approval of any minutes, making no less than fifty (50) copies of the approved minutes available at the next regular meeting of the membership;
- Carrying on all correspondence;
- Seeing that all notices are placed on the bulletin boards at each work location; and
- Making the required contributions on a timely basis related to the Retirement and Disability Allowance Plan for Officers and Employees of Local 241.

(b) It shall be the duty of the Financial & Recording Secretary Treasurer to serve as the financial secretary and treasurer of the Local Union by, among other acts:

- Supervising the financial affairs of the office;
- Safeguarding all Local Union funds, assets and property entrusted to his or her care;
- Collecting and depositing the funds due to the Local Union in such banks and/or credit unions as the Local Union shall determine;



- Executive Board and made available to the membership;
- Keeping the Local Union in good standing with the International Union and all central bodies with which the Local Union is an affiliate, and paying all per capita taxes, assessments and monies owed to these bodies; and
- Having no more than five-hundred dollars (\$500.00) in petty cash on hand, which may be disbursed only upon the receipt of proper documentation substantiating the expense and upon approval of the President/Business Agent who shall report such disbursement at the next regular meeting of the Executive Board.

(c) The Financial & Recording Secretary Treasurer shall perform the duties of his or her office with staff assistance as appointed by the President/Business Agent.

(d) In the absence of the Financial & Recording Secretary Treasurer, or his or her inability to act, the President/Business Agent shall appoint, subject to the approval of the Executive Board and in accordance with the International Constitution, a qualified member to perform the duties of the Financial & Recording Secretary Treasurer.

(e) The Financial & Recording Secretary Treasurer shall be a trustee on the CTA Retirement Allowance Committee.

## **Section 8**

### **PART-TIME EXECUTIVE BOARD MEMBERS**

(a) The part-time Executive Board Members, subject to the direction of the President/Business Agent, shall represent the members in their units and locations specified in Section 4(c), Officers and Executive Board, of these By-Laws by, among other acts:

- Organizing the members to participate in the campaigns and activities of the Local Union;
- Handling grievances between members and management through the collectively-bargained grievance procedure;
- Supervising the work of, consulting with, and conferring with any Stewards in their units and locations, including by assisting in the identification of violations of Collective Bargaining Agreements, and

# MEMORANDUM

Date: July 9, 2018

To: Plan Administrators/Trustees

From: Frank Foster, Plan Attorney

Re: ATU 241 Retirement and Disability Plan for Officers and Employees

## **Purpose**

The purpose of this memorandum is to provide the Plan Administrators/Trustees of the ATU 241 Retirement and Disability Plan for Officers and Employees (Plan) summary financial and actuarial information for the 2017 plan year (1/1/17 to 12/31/17). The information provided is derived from the following reports:

1/1/17 to 12/31/17 Annual Trust Report prepared by Amalgamated Bank of Chicago (Amalgamated), the Plan's custodian of assets and investment manager (selected pages attached).

A Performance Report on the investment return and other financial information for the 2017 plan year along with historical returns and information for prior plan years which was also prepared by Amalgamated. Click on View, then rotate (left/counterclockwise) to view the report in landscape.

A Summary of the 2017 Actuarial Valuation prepared by Cheiron, the Plan's actuary.

## **Annual Trust Report**

The Schedule of Change in Status of Fund from 1/1/17 to 12/31/17 indicates that even though the Plan paid out \$605,127 in pension payments, Plan assets increased by approximately \$100,000 to \$6,212,578. This was attributable to market appreciation in the form of realized gains in the amount of \$58,270 and unrealized gains in the amount of \$614,074.

The Investment Review – Summary of General Investments indicates the Plan is adhering to an investment allocation of 60% Equities and 40% Fixed Income.

The Summary of Cash Activity states that the proceeds from the sale of securities was \$1,167,731 in 2017. These sales produced the \$58,270 realized gain and were made, at least in part, to rebalance the portfolio to the 60/40 split.



## **Performance Report**

The Plan invests in the Vanguard Total Stock Market Index Fund (Equity) and the Vanguard Total Bond Market Index Fund (Fixed Income). Besides the diversity of these funds, the Plan benefits from very low expense ratios charged by the Vanguard Index Funds. As previously indicated, the Plan is invested in 60% Equities and 40% Fixed Income as of December 31, 2017.

Per the Performance Report, the market value of the Plan's assets as of December 31, 2017 is \$6,188,746. For the 2017 Plan year, the Plan's return on investment assets was 13.38%; over the last 3 years, the Plan's return was 6.96% and over the last 5 years, the Plan's return was 10.68%.

In reviewing the last page of the Performance Report: Market Value Change Since Inception thru 12/31/17, it can be noted that the market value of Plan assets peaked in 2014 at 7 million. Presently, assets are at 6.2 million which is respectable considering the many lump sum distributions made in 2015 and 2016.

## **2017 Actuarial Valuation Results**

Actuarial Reports are as of the beginning of the year (January 1, 2017). Hence the asset return of 7.75% on market value referred to in the report is actually the 2016 Plan year return. For actuarial purposes, the asset return is further reduced to 5.83% due to an actuarial smoothing method which takes into account prior years.

The final 2017 plan year contribution is due on 9/14/18 in the amount of \$96,635.

The Pension Plan Actuarial Funded % for the Plan decreased from 101% (2016) to 99% (2017) due to fewer retiree deaths than expected and certain mandated changes to discount rate and mortality actuarial assumptions. Because the % was below 100% in 2017, quarterly contributions in the amount of \$22,000 are required during the 2018 year.

There are Projections (P-Scan Projections – Baseline) indicating that if the Plan can return 7.5%, each year, the Plan's Adjusted Funding Target Attainment % (AFTAP) will hover around 96-99% through 2023, and then break out to 101.5% in 2024 and remain over 100% through 2027, the last year projected.

## **Future**

The 2018 Actuarial Valuation Report will be available in the fall of 2018. Once available, a meeting of the Plan Administrators/Trustees needs to be scheduled to present the Actuarial Report and a 2018 Year to Date Performance Report to the Plan Administrators/Trustees.

# PREGNANCY and your RIGHTS in the WORKPLACE

## A. Effective January 1, 2015, P.A. 98-1050 amends the Illinois Human Rights Act (775 ILCS 5/1 et seq.) to create additional protections for pregnant employees.

- Public Act 98-1050 applies to any employer employing 1 or more employees.
- Public Act 98-1050 protects part-time, full-time, and probationary employees, as well as job applicants.
- Public Act 98-1050 covers employees who are pregnant, have recently given birth, or who have a medical or common condition related to their pregnancy or childbirth.

## B. Under Public Act 98-1050, it is illegal for an employer to:

- Refuse to hire, to segregate, or to act with respect to recruitment, hiring, promotion, renewal of employment, selection for training or apprenticeship, discharge, discipline, tenure or terms, privileges or conditions of employment, fringe benefits on the basis of pregnancy;
- Fail to reasonably accommodate a pregnant employee unless the accommodation will impose an undue hardship;
- Deny employment opportunities or benefits to or take adverse action against an otherwise qualified job applicant or employee if the denial or adverse action is based on the need of the employer to make reasonable accommodations to a pregnant employee;
- Require a pregnant employee to accept an accommodation which the employee did not request and the employee chooses to decline;
- Require an employee to take leave under any leave law or policy of the employer if another reasonable accommodation can be provided to the employee;
- Fail to reinstate the pregnant employee to her original job or to an equivalent position with equivalent pay and accumulated seniority, retirement, fringe benefits, and other applicable service credits upon her signifying her intent to return or when her need for reasonable accommodation ceases unless the employer can demonstrate that the accommodation of reinstating the employee will impose an undue hardship on the ordinary operations of the employer;
- Fail to post or keep posted in a conspicuous location on the premises of the employer, or fail to include in any employee handbook information concerning an employee's rights under P.A. 98-1050; and
- Retaliate against an employee because the employee requested or was provided a reasonable accommodation.

## C. Reasonable accommodation

- The burden is on the employee to make the request;
- Once the employee makes the request, the burden shifts to the employer to grant the accommodation unless that employer can show that the accommodation would impose an undue hardship on the ordinary operation of the business of the employer;
- An accommodation would impose an undue hardship on the ordinary operation of the business of the employer if granting the accommodation would be prohibitively expensive or disruptive when considered in light of the following factors:
  - (1) The nature and cost of the accommodation needed;
  - (2) The overall financial resources of the facility or facilities involved in the provision of the reasonable accommodation, the number of persons employed by the facility, the effect on expenses and resources, or the impact otherwise of the accommodation upon the operation of the facility;
  - (3) The overall financial resources of the employer with respect to the number of its employees, and the number, type, and location of its facilities; and
  - (4) The type of operation or operations of the employer, including the composition, structure, and functions of the workforce of the employer, the geographic separateness, administrative, or fiscal relationship of the facility or facilities in question to the employer.
- A reasonable accommodation is a reasonable modification or adjustment to the job application process or work environment, or to the manner or circumstances under which the position desired or held is customarily





performed, that enable an applicant or employee affected by pregnancy to be considered for the position or to perform the essential functions of that position. Examples include:

- (1) More frequent or longer bathroom breaks;
  - (2) Breaks for increased water intake;
  - (3) Breaks for periodic rests;
  - (4) Private non-bathroom space for expressing breast milk and breastfeeding;
  - (5) Seating;
  - (6) Assistance with manual labor;
  - (7) Light duty;
  - (8) Temporary transfer to a less strenuous or hazardous position;
  - (9) The provision of an accessible worksite;
  - (10) Acquisition or modification of equipment;
  - (11) Job restructuring;
  - (12) A part-time or modified work schedule;
  - (13) Appropriate adjustment or modifications of examinations, training materials, or policies;
  - (14) Reassignment to a vacant position;
  - (15) Time off to recover from pregnancy; and
  - (16) Leave necessitated by pregnancy.
- The employer and the employee must engage in a timely, good faith, and meaningful exchange to determine effective reasonable accommodation.
  - An employer is not required to create additional employment that the employer would not otherwise have created, unless the employer does so or would do so for other classes of employees who need accommodation.
  - An employer is not required to discharge any employee, transfer any employee with more seniority, or promote any employee who is not qualified to perform the job, unless the employer does so or would do so to accommodate other classes of employees who need it.

#### **D. Medical Documentation**

- In response to a request for an accommodation, an employer can ask that the employee provide documentation from the employee's healthcare provider if:
  - (1) The employer also requests similar documentation for conditions related to a disability;
  - (2) The request is job-related and consistent with business necessity; and
  - (3) The request is limited to information concerning:
    - (i) The need or medical justification for the requested accommodation;
    - (ii) A description of the reasonable accommodation medically advisable;
    - (iii) The date the reasonable accommodation became medically advisable; and
    - (iv) The probable duration of the reasonable accommodation.
- If an employer requests documentation which it is entitled to under P.A. 98-1050, an employee requesting the accommodation must submit to the employer the documentation requested.
- Nothing in P.A. 98-1050 prohibits an employer from requesting documentation from the employee's healthcare provider to determine compliance with other laws.

**For immediate help or if you have questions regarding your rights, call (312) 814-6200 or (217) 785-5100 or (866) 740-3953 (TTY)**

#### **CHICAGO OFFICE**

100 W. Randolph Street, 10th Floor  
Intake Unit  
Chicago, IL 60601  
(312) 814-6200

#### **SPRINGFIELD OFFICE**

222 South College, Room 101-A  
Intake Unit  
Springfield, IL 62704  
(217) 785-5100

#### **MARION OFFICE**

2309 West Main Street, Suite 112  
Intake Unit  
Marion, IL 62959  
(618) 993-7463

The charge process may be initiated by completing the form at: <http://www.illinois.gov/dhr>



**State of Illinois**  
Department of Human Rights

ILLINOIS DEPARTMENT OF  
**Human Rights**



January 1, 2015, Public Act 98-1050, a legislative enactment intended to protect pregnant women and new mothers from discrimination and retaliation in the workplace, went into effect. The new provisions in Illinois law establish that pregnancy, childbirth, and medical conditions related to pregnancy or child birth are now protected under the Illinois Human Rights Act (775 ILCS 5/1 et seq.). It is critical that employers, including government agencies, know the new legal requirements regarding discrimination and retaliation, as well as reasonable accommodations and notice to employees. Those who do not understand the new requirements risk a lawsuit.

### **Current Laws did not Protect Pregnant Women**

The Illinois General Assembly determined that current workplace laws did not adequately protect pregnant women and new mothers from workplace discrimination. Lawmakers noted that pregnant women and new mothers were often forced into unpaid leave or fired, despite the fact that employers could often make reasonable accommodations that would allow them to continue to work. Because women make up nearly fifty percent of the Illinois workforce and more than fifty percent of those women are of childbearing age, the problem impacted thousands of Illinois citizens. Some of the problems women faced without reasonable accommodations included lost wages, unemployment, lost opportunities and benefits. These all combined to have lifelong repercussions for women's economic security and the well-being of their families.

Most women are able to work during pregnancy. Enabling them to do so, the General Assembly concluded, is not only good for them but good for businesses. Providing pregnant women with reasonable, temporary accommodations can lead to increased productivity, retention, and morale, while decreasing re-training costs and health care costs associated with pregnancy complications.

### **Pregnancy is Now a Civil Right in Illinois**

In Illinois, it is now a civil rights violation to discriminate against applicants or employees because they are pregnant, have recently given birth, or have medical conditions related to pregnancy or childbirth. The new legal provisions apply to all employers having one or more employees—without regard to whether they are part-time, full-time, or probationary employees. The change in Illinois law occurred by amending the Illinois Human Rights Act to include pregnancy as a protected class. "Pregnancy" has been broadly defined to include: pregnancy, childbirth and medical conditions related to pregnancy or childbirth. 775 ILCS 5/1-103(L-5).

Under the new provisions, it is now a civil rights violation to make employment decisions, including but not limited to: hiring, segregating, recruiting, promoting, renewing employment, providing training, discharging, disciplining, determining tenure or seniority, or making any decision regarding the terms, privileges or conditions of employment, on the basis of pregnancy, childbirth, or medical conditions related to pregnancy or childbirth. Women affected by pregnancy, childbirth, or medical conditions related to pregnancy or childbirth are to be treated the same for all employment-related purposes, including benefits under fringe benefits programs, as other persons not so affected but similar in their ability or inability to work, regardless of the source of the inability to work or employment classification or status. 775 ILCS 5/2-102(I).

### **Employers Must Provide Reasonable Accommodations to Covered Women**

Employers must provide reasonable accommodations to applicants and employees who request them and are covered by the statute, unless the accommodation would result in undue hardship to the employer. Employers must engage in an interactive process with the person similar to that required under the Americans with Disabilities Act to determine what, if any, accommodation should be provided. "Reasonable accommodation" has been defined to include: "reasonable modifications or adjustments to the job application process or work environment, or to the manner or circumstances under which the position desired or held is customarily performed, that enable an



applicant or employee affected by pregnancy, childbirth, or medical or common conditions related to pregnancy or childbirth to be considered for the position the applicant desires or to perform the essential functions of that position[.]” 775 ILCS 5/2-102(J).

Typical reasonable accommodations may include, but are not limited to:

- More frequent or longer bathroom and rest breaks
- Additional hydration i.e. water breaks
- Private non-bathroom space for expressing breast milk or breastfeeding
- Seating modifications
- Assistance with manual labor
- Light duty assignment
- A temporary transfer to a less strenuous or hazardous position
- Creating a more accessible worksite
- Acquisition or modification of equipment
- Job restructuring
- Part-time or modified work schedule
- Modification of examinations, training materials, or policies
- Reassignment to a vacant position
- Providing time off to recover from conditions related to childbirth
- Granting a leave necessitated by pregnancy, childbirth, or medical or common conditions resulting from pregnancy or childbirth

Employers may request documentation regarding the need for a reasonable accommodation from the applicant’s or employee’s health care provider—provided that the request is job-related and consistent with business necessity. The request must also be limited to: (1) information concerning the need or medical justification for the requested accommodation; (2) a description of the medically advisable accommodation; (3) the date the reasonable accommodation became medically advisable; and (4) the probable duration of the reasonable accommodation will be required.

### **Employers May Not Retaliate and Must Reinstate Returning Employees**

The new provisions also prohibit employers from retaliating against an employee. Employers cannot deny employment opportunities or benefits, or take any adverse actions against applicants or employees because they requested, attempted to request, used, or attempted to use a reasonable accommodation. Employers can neither require applicants or employees to accept an

accommodation when they did not request it and choose not to accept it, nor require an employee to take leave if another accommodation can be provided.

Employers must also reinstate returning employees to their original job (or equivalent position) with equivalent pay, seniority, retirement, fringe benefits, and other applicable service credits, unless the employer can demonstrate "undue hardship." 775 ILCS 5/2-102(J).

### **Employers Do Not Have to Provide an Accommodation If It Would Cause an Undue Hardship**

Employers are not required to provide accommodations if they can show that it would cause an undue hardship on the employer's ordinary operation. The burden of proving undue hardship rests squarely on the employer. Undue hardships may include actions that are prohibitively expensive or disruptive when considered in light of factors including: (1) nature and cost of the accommodation needed; (2) overall financial resources of facility, number of persons employed, effect on expenses and resources; (3) overall financial resources of the employer, overall size of business; and (4) type of operation. 775 ILCS 5/2-102(J). Moreover, employers are not required to create additional positions that the employer would not otherwise have created, or to discharge, transfer, or promote any employee who is not qualified to perform the job.

### **Employers Must Provide Notice of These Rights**

Finally, the new provisions require that employers provide employees with appropriate notice of these rights in a conspicuous location on the work premises and must also include notice in employee handbooks. The Illinois Department of Human Rights has prepared a Pregnancy Rights Notice in English and Spanish that employers may obtain on the department's website, [http://www2.illinois.gov/dhr/Publications/Pages/Pregnancy\\_Rights\\_Notice\\_Requirement.aspx](http://www2.illinois.gov/dhr/Publications/Pages/Pregnancy_Rights_Notice_Requirement.aspx). Employers should take care to post these notices in a conspicuous location at their premises.





## Assaults

Every year, thousands of transit bus operators are assaulted in the course of performing their duties. Many of these brutal attacks occur while massive buses are rolling down the street, and it is amazing that more pedestrians, bicyclists, and other motorists are not killed. People don't like paying increased fares for less frequent service, so quite often they take out their frustrations on the drivers -- the neighborhood tax collectors. Other disputes occur when operators simply enforce safety regulations. Mental illness is also an issue in many cases. Some incidents happen for no reason at all, as juveniles act out on the bus just for laughs. There is no excuse for any of it. Weapons vary. Some drivers get punched or kicked. Others are stabbed or strangled from behind. Some offenders spit, or throw steaming hot coffee or urine in the face of the operator.

## Blind Spots

Massive mirrors and left side pillars make it impossible for transit bus drivers to see what they need to see to safely make it through crosswalks. These bus components create blind spots that obstruct the driver's view. Bad bus engineering guarantees needless tragedies. Despite knowing the risks, transit systems from coast to coast continue to order these **massive mobile manslaughter machines** and put them on the road.



## Ergonomics

Most bus operators who have been on the job for a while suffer from back, neck, knee, or shoulder injuries because they perform the same functions day after day in poorly engineered work stations. Drivers' seats cause wear and tear on bus operators' bodies. Other equipment is not ideally located, causing muscle strains that are often irreversible.

## *The Bus Operator and Pedestrian Protection Act (H.R. 6016)*

H.R. 6016 requires transit agencies to develop Bus Operations Safety Risk Reduction Programs to improve safety by reducing the number of bus accidents due to blind spots, preventing assaults on bus drivers, and improving bus driver seating to reduce ergonomic injuries. Transit agencies will be required to work with frontline workers and their unions to implement the following safety improvements as part of their Bus Operations Safety Risk Reduction Program:

- Assault mitigation infrastructure and technology, including barriers to prevent driver assaults.
- De-escalation training for bus drivers.
- Modified bus specifications and retrofits to reduce visibility impairments.
- Driver assistance technology that reduces accidents.
- Installation of bus driver seating to reduce ergonomic injuries.



The bill also requires transit agencies to report all assaults on bus drivers to the U.S. Department of Transportation, not just those that require immediate medical assistance.

Please urge your Member of Congress to support and work to pass the *Bus Operator and Pedestrian Protection Act*!





**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](http://www.atu241chicago.org)**



**UNION BUSTER SCAM ALERT:** After the Supreme Court's treacherous decision on dues, shady anti-union groups like the Freedom Foundation and Americans for Prosperity backed by right-wing billionaires like the Koch brothers are trying to trick public workers into thinking that they don't need their union to get job protections and critical benefits. They are sending mail, handing out leaflets, broadcasting ads on TV and radio, and even walking your neighborhoods knocking on door claiming they can save you money by dropping out of ATU. These are lies and very dangerous to our union-negotiated pay, job security and benefits.

**Want the truth:**



Power in numbers. The more members in ATU, the stronger our bargaining power and voice in the workplace.



Every member who quits ATU will weaken our Union and every worker's union contract, benefits and protections on the job.



These shadowy groups will tell you will get a raise if you quit paying your dues, but their real goal is to swindle away your rights so they can grab more wealth and power for themselves and their billionaire backers.

## Don't get scammed

Don't be scammed into giving up your union rights, benefits and protections.

[Click here and fill out the form to tell anti-union groups "I'M STICKING WITH MY UNION"!](#)



**ATU: A Union That Makes Things Happen**





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7/14/2018

The Honorable Jan Schakowsky  
2367 Rayburn House Office Building  
Washington, DC 20515

Dear Representative Schakowsky:

I am writing to urge you to cosponsor the *Bus Operator and Pedestrian Protection Act* (H.R. 6016), sponsored by Representatives Grace Napolitano and John Katko. The Amalgamated Transit Union (ATU) represents the transit workers in your Congressional District.

In recent years, there have been an alarming number of people critically injured or killed on or by a transit bus. Massive mirrors and left side pillars make it impossible for drivers to see what they need to see to safely make it through crosswalks. In addition, with nothing separating operators from angry passengers, bus drivers are sitting ducks that routinely get brutally assaulted -- often while the vehicle is in motion -- putting the lives of everyone on the bus and the roadway in jeopardy. The bus operator workstation has not been redesigned in decades, and any changes added over the years have actually been detrimental to public safety.

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This is a public safety crisis. There is no reason for anyone to die while crossing the street or to get spit on, punched, stabbed or otherwise assaulted while simply trying to do their job. It's time to bring American transit buses into the 21st Century. Please cosponsor and lead the effort to pass the *Bus Operator and Pedestrian Protection Act*!

Thank you very much for your consideration of our views.

Sincerely,

Keith Hill  
PR/BA, ATU Local 241  
Chicago, IL



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7/14/2018

The Honorable Raja Krishnamoorthi  
515 Cannon House Office Building  
Washington, DC 20515

Dear Representative Krishnamoorthi:

I am writing to urge you to cosponsor the *Bus Operator and Pedestrian Protection Act* (H.R. 6016), sponsored by Representatives Grace Napolitano and John Katko. The Amalgamated Transit Union (ATU) represents the transit workers in your Congressional District.

In recent years, there have been an alarming number of people critically injured or killed on or by a transit bus. Massive mirrors and left side pillars make it impossible for drivers to see what they need to see to safely make it through crosswalks. In addition, with nothing separating operators from angry passengers, bus drivers are sitting ducks that routinely get brutally assaulted -- often while the vehicle is in motion -- putting the lives of everyone on the bus and the roadway in jeopardy. The bus operator workstation has not been redesigned in decades, and any changes added over the years have actually been detrimental to public safety.

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7/20/2018

The Honorable Dan Lipinski  
2346 Rayburn House Office Building  
Washington, DC 20515

Dear Representative Lipinski:

I am writing to urge you to cosponsor the *Bus Operator and Pedestrian Protection Act* (H.R. 6016), sponsored by Representatives Grace Napolitano and John Katko. The Amalgamated Transit Union (ATU) represents the transit workers in your Congressional District.

In recent years, there have been an alarming number of people critically injured or killed on or by a transit bus. Massive mirrors and left side pillars make it impossible for drivers to see what they need to see to safely make it through crosswalks. In addition, with nothing separating operators from angry passengers, bus drivers are sitting ducks that routinely get brutally assaulted — often while the vehicle is in motion — putting the lives of everyone on the bus and the roadway in jeopardy. The bus operator workstation has not been redesigned in decades, and any changes added over the years have actually been detrimental to public safety.

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7/20/2018

The Honorable Mike Quigley  
2438 Rayburn House Office Building  
Washington, DC 20515

Dear Representative Quigley:

I am writing to urge you to cosponsor the *Bus Operator and Pedestrian Protection Act* (H.R. 6016), sponsored by Representatives Grace Napolitano and John Katko. The Amalgamated Transit Union (ATU) represents the transit workers in your Congressional District.

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7/18/2018

The Honorable Peter Roskam  
2240 Rayburn House Office Building  
Washington, DC 20515

Dear Representative Roskam:

I am writing to urge you to cosponsor the *Bus Operator and Pedestrian Protection Act* (H.R. 6016), sponsored by Representatives Grace Napolitano and John Katko. The Amalgamated Transit Union (ATU) represents the transit workers in your Congressional District.

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7/20/2018

The Honorable Luis Gohmert  
2408 Rayburn House Office Building  
Washington, DC 20515

Dear Representative Gohmert:

I am writing to urge you to cosponsor the *Bus Operator and Pedestrian Protection Act* (H.R. 6016), sponsored by Representatives Grace Napolitano and John Katko. The Amalgamated Transit Union (ATU) represents the transit workers in your Congressional District.

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7/14/2018

The Honorable Danny Davis  
2159 Rayburn House Office Building  
Washington, DC 20515

Dear Representative Davis:

I am writing to urge you to cosponsor the *Bus Operator and Pedestrian Protection Act* (H.R. 6016), sponsored by Representatives Grace Napolitano and John Kato. The Amalgamated Transit Union (ATU) represents the transit workers in your Congressional District.

In recent years, there have been an alarming number of people critically injured or killed on or by a transit bus. Massive mirrors and left side pillars make it impossible for drivers to see what they need to see to safely make it through crosswalks. In addition, with nothing separating operators from angry passengers, bus drivers are sitting ducks that routinely get brutally assaulted -- often while the vehicle is in motion -- putting the lives of everyone on the bus and the roadway in jeopardy. The bus operator workstation has not been redesigned in decades, and any changes added over the years have actually been detrimental to public safety.

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7/26/2018

The Honorable Bonny Rush  
2188 Rayburn House Office Building  
Washington, DC 20515

Dear Representative Rush:

I am writing to urge you to cosponsor the *Bus Operator and Pedestrian Protection Act* (H.R. 6016), sponsored by Representatives Grace Napolitano and John Kato. The Amalgamated Transit Union (ATU) represents the transit workers in your Congressional District.

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7/20/2018

The Honorable Brad Schneider  
2167 Rayburn House Office Building  
Washington, DC 20515

Dear Representative Schneider:

I am writing to urge you to cosponsor the *Bus Operator and Pedestrian Protection Act* (H.R. 6016), sponsored by Representatives Grace Napolitano and John Kato. The Amalgamated Transit Union (ATU) represents the transit workers in your Congressional District.

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July 20, 2018

The Honorable Robin Kelly  
1239 Longworth House Office Building  
Washington, DC 20515

Dear Representative Kelly:

I am writing to urge you to cosponsor the *Bus Operator and Pedestrian Protection Act* (H.R. 6016), sponsored by Representatives Grace Napolitano and John Kato. The Amalgamated Transit Union (ATU) represents the transit workers in your Congressional District.

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Sincerely,  
*Keith Hill*  
Keith Hill  
PR/BA, ATU Local 241  
Chicago, IL



August 1, 2018

## 1<sup>st</sup> Vice President's Report

For the month of July, I was assigned various duties by President Hill, in addition to corresponding 1<sup>st</sup> Vice President duties.

I attended second step meetings with Labor Relations at 567 W. Lake St., CTA Headquarters.

I attended 103<sup>rd</sup>, 74<sup>th</sup>, Kedzie, Forest Glen and Chicago Ave Garage to carry out follow-ups on the Extra-Board irregulars.

I attended Chicago Ave Garage to congratulate the Supervisors class as well as to converse with, and sign up the new hires.

I attended Pace West along with President Hill, Executive Board Member Caesarie Montgomery, and Steward Pamela Goffin for a discipline hearing for a member of the Local.

I attended North Park Garage discipline hearings. I'm pleased to say we are doing exceptionally well at North Park. There are zero discharges so far, let's keep our fingers crossed.

President Hill and myself are doing the discipline hearings at North Park garage due to the Executive Board Members vacation as well as the Steward being in the Supervision class. I attended Forest Glen Garage along with President Hill to assist with a rap session with the Maintenance Department. We will be setting up more rap sessions at the other garages during day and night shifts.



I attended the Expedited Arbitration hearing along with President Hill and 2<sup>nd</sup> Vice President Tanno Muhammad. Fifty (50) cases were heard, with thirty (30) cases successfully won with back-pay and/or taken off the record of the members. Seventeen (17) were denied, and three (3) deferred. All cases were resolved with no union lawyer's involvement, which means no burden to the union.

I attended the Second Chance Bus Services sign-up to the sign session.

I also attended two garages to mediate two members quarrel. CTA gave the Local 241 a chance to talk to the members before any discipline was issued.

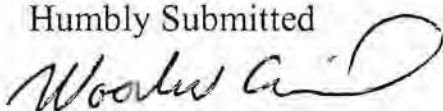
Please members of Local 241!!!! Before you go to management on another member, please give the Rep's or the Officers a chance to clear up any misconceptions that you might have because if CTA gets their hands on it, they will discipline or discharge one or both members.

I attended the monthly pension meeting and everything is relevant at this time.

I attended a clerk's meeting with President Hill, 2<sup>nd</sup> Vice President Tanno Muhammad, Executive Board Member James Campbell, Pat Miller, Mrs. Hawkins and K. Lunde. We discussed the clerks VTA's, job responsibilities, clerks time line and their rights. There will be a follow-up meeting discussing these topics and possible changes.

I went out of town the month of July, and upon return to my 241 office I realize that it has been broken in to. Documents from the past and present administration were missing. These documents will be accumulated again and given to the members. Police were called, prints were taken and a report has been made.

Humbly Submitted

A handwritten signature in black ink, appearing to read 'Wooler' followed by a stylized flourish.

1<sup>st</sup> Vice President

# VICTIM INFORMATION NOTICE/ CHICAGO POLICE DEPARTMENT

THIS IS NOT AN OFFICIAL POLICE REPORT - IT IS FOR INFORMATION PURPOSES ONLY. R.D. No.

JB-364432

INCIDENT Burglary Unlawful Entry IUCR CODE \_\_\_\_\_ DATE/TIME OF OCCURRENCE 17 July - 23 July  
 NAME OF VICTIM/COMPLAINANT LOCAL 241 BEAT/UNIT OF ASSIGN. 132 BEAT OF OCCUR. 132

CASE NAME - PEOPLE OF THE STATE OF ILLINOIS/CITY OF CHICAGO vs. \_\_\_\_\_

If an arrest has taken place, the following is your court information: Date: \_\_\_\_\_ Time: \_\_\_\_\_ Court Branch: \_\_\_\_\_ Court Loc.: \_\_\_\_\_

If you need more help call the Victim/Witness Assistance Program of the Cook County State's Attorney's Office at (773) 674 - 7200.

Your case will be on file with the Chicago Police Department under the above listed R.D. Number. Refer to this number whenever you are communicating with the Chicago Police Department concerning this incident. Your case will be assigned for follow-up investigation based upon specific facts obtained during the initial investigation. The presence of these facts can predict whether a comprehensive follow-up investigation would likely result in the arrest and prosecution of the suspect(s) or the recovery of property. Your case will be reviewed and retained to determine if criminals active in the area can be identified. *A detective will not routinely contact you unless additional information is required or your further assistance is needed.*

## TO REPORT ADDITIONAL INFORMATION

If you have knowledge of specific facts which might assist in the investigation of your case, please contact the unit marked below:

| PROPERTY CRIMES                                      | VIOLENT CRIMES  | SPECIAL VICTIMS                         |
|--|---|---|
| AREA CENTRAL <input type="checkbox"/> (312) 747-8382 | <input type="checkbox"/> (312) 747-8380               | <input type="checkbox"/> (312) 747-8385 |
| AREA SOUTH <input type="checkbox"/> (312) 747-8273   | <input type="checkbox"/> (312) 747-8271               | <input type="checkbox"/> (312) 747-8274 |
| AREA NORTH <input type="checkbox"/> (312) 744-8263   | <input type="checkbox"/> (312) 744-8261               | <input type="checkbox"/> (312) 744-8266 |
| BOMB SECTION <input type="checkbox"/> (312) 746-7180 | ARSON SECTION <input type="checkbox"/> (312) 746-7618 |   |

## MISSING PERSONS

- ☐ If the missing person is under 18 years of age, contact the National Center of Missing and Exploited Children 1-800-THE-LOST, www.missingkids.com, National Runaway Safeline: 1-800-RUN-AWAY, www.1800runaway.org.
- ☐ If the missing person is over 18 years of age, contact the Illinois State Police Clearinghouse for Missing Persons: 1-800-U-HELP-ME, www.isp.state.il.us/CRIME/missing.cfm.
- ☐ When persons reported missing are located or have returned contact: (312) 747-5789 or (312) 747-2881.

## COPY OF THE REPORT

The above listed R.D. Number may suffice for insurance purposes. However, there may be instances when a copy of the case report is desired. A copy of the case report which verifies that an incident of injury, loss or damage has been reported to the Chicago Police Department may be obtained after 14 working days from the date the incident was reported. To obtain a copy of the report, send a check or money order payable to the "DEPARTMENT OF REVENUE-CITY OF CHICAGO" in the amount of \$.50 and a self-addressed stamped return envelope to: Chicago Police Department Headquarters, Records Inquiry Section, 1st floor, 3510 South Michigan Avenue, Chicago, Illinois 60653. Include the following information with your request: 1) Victim's name and address (or person reporting crime), 2) Type of incident, 3) Address of occurrence, and 4) R. D. Number.

## MAKE THE RIGHT CALL

To report a crime in progress or other emergency that requires immediate police response, call 911. To report non-emergency situations, call the Police Department at 311 within City limits, or if outside the City limits call (312) 746-6000.

## CHICAGO ALTERNATIVE POLICING STRATEGY (CAPS)

### SAFE NEIGHBORHOODS ARE EVERYBODY'S BUSINESS

The police alone cannot solve the problems of crime in our City. It takes an active and informed community working with the police and other City agencies to really make a difference. Join your neighbors and your neighborhood police officers as we work together to reduce crime and improve the quality of life in our City. Become part of the CAPS team in your community. To find out how, call 311 or visit online at: <http://www.chicagopolice.org>.

You live on Beat \_\_\_\_\_

Your next Beat Community Meeting will be held on (date / time) \_\_\_\_\_  
 at (location) \_\_\_\_\_

## TELECOMMUNICATIONS DEVICE FOR THE DEAF/TELETYPE (TDD/TTY)

Hearing-impaired persons who possess such equipment may communicate with the Chicago Police Department 24 hours a day by calling (312) 746-9715. Hearing-impaired persons in need of assistance during normal business hours may also contact their local police district or the Special Activities Section at (312) 745 - 5823.

## OBTAINING A WARRANT OR SUMMONS FOR CRIMINAL CHARGES

If an arrest is made, you will be informed of the date, time, and location of the court proceedings at which your appearance will be required. When you report a crime and an arrest is not made, you may go in person to the appropriate court listed below to request that criminal proceedings be initiated by way of a warrant or summons. Bring this Victim Information Notice and any other relevant information, such as the offender's name, physical description, and home address to the warrant officer assigned to the court between 8:30 am and 11:30 am Monday through Friday (excluding court holidays). The warrant officer will then assist you in the process of obtaining the warrant or summons.\*

### Police District of Occurrence

### Court Branch for Warrant or Summons

|   |           |                      |
|---|-----------|----------------------|
| <input type="checkbox"/> 14,15,16,17,25 | Branch 23 | 5555 W. Grand Ave.   |
| <input type="checkbox"/> 1,18,19,20,24  | Branch 29 | 2452 W. Belmont Ave. |
| <input type="checkbox"/> 2,7,8,9        | Branch 34 | 155 W. 51st St.      |
| <input type="checkbox"/> 3,4,5,6,22     | Branch 35 | 727 E. 111th St.     |
| <input type="checkbox"/> 10,11,12       | Branch 43 | 3150 W. Flournoy St. |

\* For incidents relating to domestic violence, a warrant/summons will only be issued from the Domestic Violence Court located at 555 West Harrison, on the first floor.

## AUTOMATED VICTIM NOTIFICATION (AVN)

The County of Cook has a toll free, multilingual, 24-hour Automated Victim Notification System. To obtain information about a defendant's court date or custody inside of Cook County Jail: call 1-877-846-3445. *Do not depend only on the AVN for your safety. If you feel that you may be in danger, take precautions as if the defendant has already been released.*

## ILLINOIS CRIME VICTIMS NOTIFICATION

Innocent victims of violent crime may be eligible to receive benefits from the Illinois Crime Victims Compensation program for such costs as medical, funeral, loss of support, and wage loss. **NO RECOVERY IS PROVIDED FOR PROPERTY LOSS OR DAMAGE, NOR FOR PAIN OR SUFFERING.** To apply or to determine whether one qualifies, the victim, or if deceased, a relative or dependent, must contact the Illinois Attorney General's Office. Further information and claim forms can be obtained from the Crime Victims Compensation Program, Office of the Attorney General of Illinois, 100 West Randolph Street, 13th Floor, Chicago, Illinois 60601, or by calling (312) 814-2581 or 1-800-228-3368, TTY: 1-877-398-1130 or email at [crimevictimservices@atg.state.il.us](mailto:crimevictimservices@atg.state.il.us).

## RECOVERY OF PROPERTY - STOLEN VEHICLE RECOVERED

The Chicago Police Department must be notified **IMMEDIATELY** via the "911" emergency number, when property reported lost or stolen is recovered.

## CREDIT CARDS - CHECKS, LOST OR STOLEN

Immediately notify the concerned credit card issuer or bank by telephone to reduce the possibility of being liable for the unauthorized use of your lost or stolen credit card or check. It is suggested that you also inform the credit card issuer or bank in writing as a follow-up measure to ensure proper notification.



CHICAGO POLICE DEPARTMENT  
ORIGINAL CASE INCIDENT REPORT

3510 S. Michigan Avenue, Chicago, Illinois 60653  
(For use by Chicago Police Department Personnel Only)  
CPD-11.388(6/03)-C)

RD #: JB364434

EVENT #: 1820606343

Case ID: 11391787 CASR229

|          |  |            |  |
|----------|--|------------|--|
| INCIDENT | <b>ASSIGNED TO FIELD</b>   |            |  |
|          | IUCR: 0820 - Theft - \$500 And Under   |            |  |
|          | Occurrence Location: 1613 S Michigan Ave<br>Chicago IL<br>140 - Commercial / Business Office | Beat: 0132 | Unit Assigned: 0132<br>RO Arrival Date: 23 July 2018 14:00 |
|          | Occurrence Date: 17 July 2018 08:00  |            | # Offenders: 1   |

|                                  |  |   |
|----------------------------------|--|---|
| NON OFFENDER                     | <b>VICTIM - Business</b>   |   |
|                                  | Name: AMALGAMATED TRASIT UNION, (Firm)<br>1613 S Michigan Ave<br>Chicago, IL   | Demographics<br>Age: Years<br>Contact Person: EILAND, Woodrow |
|                                  | Beat: 0132   |   |
|                                  | <b>Other Communications and Availability</b>   |   |
| Residence 312-341-1733<br>Phone: |  |   |
| NON OFFENDER                     | <b>PERSON REPORTING OFFENSE - Individual</b>   |   |
|                                  | Name: EILAND, Woodrow<br>Res: 1613 S Michigan Ave<br>Chicago IL<br>Empl: LOCAL 241<br>1613 S Michigan Ave<br>Chicago, IL<br>1st Vp | Demographics<br>Male<br>Black<br>Age: Years                   |
|                                  | Beat: 0132   |   |
|                                  | Beat: 0132   |   |

|                  |   |                                |
|------------------|---|--------------------------------|
| INJURIES         | <b>Injury Info (AMALGAMATED TRASIT UNION,(Firm) - Victim )</b>  |                                |
|                  | Responding Unit:  | Contact Person: EILAND Woodrow |
|                  | <b>Injury Info (EILAND,Woodrow - Person Reporting Offense )</b> |                                |
| Responding Unit: |   |                                |

|                  |                    |              |
|------------------|--------------------|--------------|
| SUSPECTS         | <b>Suspect # 1</b> |              |
|                  | Name: UNK          | Demographics |
|                  |                    |              |
|                  | <b>Injury Info</b> |              |
| Responding Unit: |                    |              |

|               |  |  |
|---------------|--|--|
| DOMESTIC INFO |  |  |
|               |  |  |

RD #: JB364434

|       |                             |                         |
|-------|-----------------------------|-------------------------|
| OTHER | <b>Miscellaneous</b>        |                         |
|       | Victim Information Provided | Flash Message Sent ? No |

|                  |                                   |  |   |     |
|------------------|-----------------------------------|--|---|-----|
| OTHER PROPERTIES | <b>Property #1</b>                |  | <b>Possessor/User: AMALGAMATED TRASIT UNION, (FIRM)</b> |     |
|                  | Type: Other                       |  | Used as Weapon?   | No  |
|                  | Description: Paper File Documents | Owner: (Firm)<br>Amalgamated<br>Trasit Union | Taken/Stolen?   | Yes |
|                  |                                   |  | Recovered?  | No  |
|                  |                                   |  | Damaged?  | No  |

|           |   |
|-----------|---|
| NARRATIVE | #06343#IN SUMMARY: WOODROW EILAND (PERSON REPORTING OFFENSE) RELATED THIS INCIDENT OCCURRED WHILE HE WAS ON VACATION AND NOT AT HIS OFFICE. WOODROW EILAND (PERSON REPORTING OFFENSE) STATED IMPORTANT DOCUMENTS OF FORMER AND PRESENT OFFICERS AND EXECUTIVE BOARD MEMBERS WERE TAKEN OUT OF HIS DESK. THE DUCUMENTS WERE CHECKS STUBS,INFO ON ILLEGAL OVER PAYMENTS TO OFFICERS AND BOARD MEMBERS. THIS IS A BWC INCIDENT |
|-----------|---|

|           |                        |         |                          |                   |      |      |
|-----------|------------------------|---------|--------------------------|-------------------|------|------|
| PERSONNEL |                        | Star No | Name                     | Date              | Unit | Beat |
|           | Approving Supervisor   | 2500    | VANOUREK, Joseph, E      | 25 Jul 2018 14:10 | 001  |      |
|           | Detective/Investigator | 21312   | HENEGHAN, William, M     | 26 Jul 2018 07:33 | 610  |      |
|           | Reporting Officer      | 11771   | WILLIAMS III, Sellers, L | 25 Jul 2018 12:19 | 001  | 0132 |





**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](http://www.atu241chicago.org)**

## **MASS MEMBERSHIP MEETING FOR THE MONTH JULY**

**JULY 31, 2018**

I would like to give thanks to our creator whom is call by many names (Allah) I hope you and your families are in good health and in the best spirit.

I would like for our members in Local 241 to send prayers out for our Financial Recording Secretary Treasurer Toi Bower for a speedy recovery and the family.

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

As your 2nd Vice President I take pride in helping all of Our members to the best of my ability. I promise transparency to be a better student and to study more to continue to help our Local. As we look forward, together we will be facing many challenges that will test fortitude concerning Fair Living Wages, Affordable Health Care, Pension Benefits etc... for ourselves and our families

### **The Month July:**

The Fourth of July where some of our (so-called) founding father Independent Day where we can have a choice of freedom of speech and religion.

I visited all the Bus Garages helping our members assisting them in writing and updating grievances. I also worked on step II grievances.

## **Expedited Arbitration**

:

2nd Vice Tanno Muhammad President, 1st Vice Eiland President and President Hill continue to work hard we attended 567 Chicago Transit Authority. We took approximately 51 cases expedited arbitration, we won 41 most of them received some kind of payout.

## **Drug Hearings:**

I had approximately 10 drug hearings 5 resigned and 5 saved SAP for the month of July, we had to many of our young members especially new hires resigning not able to produce 45ml SHY BLADDER/REFUSAL or DIRTY DROP. We work in a Safety Sensitive Operation, the work rules prohibit to use, possession and sale of alcohol and drugs on the employer's premises.

## **Clerk Meeting:**

July 27, 2018 Executive Board James Campbell, 1st and 2nd Vice President's and President Hill the meeting was very informative. (SEE ATTACHMENT) Bus Transportation Clerk Functions.

I also like to acknowledge Union Steward Gilkey on assisted in handling some of our members disputes and Mediation. Administrative Procedure #1601 Discrimination Harassment, Bullying and Retaliation Complaints.

FYI, A plea of self- defense may be used to justify an employee's participation in a fight if the defender had reasonable belief that his assailant intended to do him bodily harm but a plea of self-defense, however, will not excuse an employee's action unless the reaction time between the provocation and the attack is practically instantaneous.

**PLEASE READ A.P. 1601 THIS CAN LEAD TO DISCHARGE.**

## **ADDITIONAL BENEFITS INFORMATION:(SEE ATTACHMENT)**

Our **Pension** is 1.9 billion members pay 12.01 percent

**HCTRUST** 857 million 104% members pay 3 percent

I leave you as I came Peace and Paradise.

Tanno Muhammad



# Bus Transportation Clerk Functions

## Pick Effective: Sunday, June 10, 2018

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The following are the Days Off, Scheduled Work Hours, and Core Functions for Bus System Clerks. Variations and exceptions to this list for individual garages must be approved by the Vice President of Bus Operations office and posted at all garages prior to a job pick.

Please Note: Some Terminology has been changed to reflect the current HRM Payroll Process and TOPS.

| Chief Clerk | Days Off:           | Hours:             | Lunch:             |
|-------------|---------------------|--------------------|--------------------|
|             | Sunday and Saturday | 0800 to 1630 Hours | 1200 to 1300 Hours |
|             | Window #1           | Window #1          |                    |
|             | 0800 to 0900 hours  | 1430 to 1530 Hours |                    |

1. See All Clerks Duties
2. Work Window #1 from (0800 to 0900) and (1430 to 1530). See Window Function List
3. Prepare and process Miscellaneous Payroll
4. Resolve pay discrepancies
5. Vacation Allocation (Update TOPS with new Vacation information) as directed by the Business Manager
6. Notify employees of Court Calls, Sort and distribute mail. Remove mail from bag so it isn't sent back to the mailroom.
7. Keep track of Office Equipment Service Call Requests, service call logs, inventory supplies and meter readings.
8. With Manager's Approval, fill open Clerk jobs after weekly schedule is made.
9. Post Pick Information (Seniority list, picking time schedules, run/duty schedules, post all bulletins, Job Postings, etc.). Call employees to notify of all picks (i.e. pool personnel, employees on vacation, sick, inactive, etc.) as delegated by the Business Manager.
10. When conducting picks, such as (General Picks of Runs, Vacation Picks, and Floating Holiday Picks, etc.), Non-experienced clerks will be paired with experienced clerks as designated by the Business Manager.
11. Sort choice slips in Seniority order.
12. Monday through Friday call/email Manager (Kim Hawkins) to inform her of all open clerk jobs that open during shifts. (i.e. clerks that signed sick, fmla, missed, etc.)
13. In the absence of the Manager, contact the Business Manager. The clerk that receives the call is responsible for notifying the appropriate personnel.
14. Load and review Misc. Pay and Timekeeping Summary in TOPS, Daily.
15. Assist and instruct other clerks as needed.
16. Print payroll reports, balance work, check and correct errors, review gross pay summary as necessary.
17. Prepare Bus Operator Daily Reports biweekly for pickup by Microsoft Systems. Make sure box is labeled.
18. Perform other duties as assigned by Manager(s).
19. Must assist with switchboard and turn-in window as needed.
20. All Clerks should process Lost & Found upon receipt. Contact owner via Phone or mail according to bulletin.
21. Must maintain updated/valid contact information in accordance with CTA Rules.
22. Prepare TC-1000's as needed and/or directed by management.
23. Pay FMLA-Family as directed by Business Manager. This requires changing the absence in TOPS.

# Bus Transportation Clerk Functions

## Pick Effective: Sunday, June 10, 2018

| Clerk #2   | Days Off:          | Hours:             | Lunch:                   |
|--|--------------------|--------------------|--------------------------|
|  | Set Days           | 2400 to 0830 Hours | 0500 to 0600 Hours       |
|  | <b>Window #1</b>   |                    |                          |
|  | 2400 to 0800 hours |                    | See Window Function List |
| <b>Friday Night into Saturday</b>                        | <b>Window #1</b>   | <b>Hours:</b>      | <b>Lunch:</b>            |
|  | 2400 to 0830 hours | 2400 to 0830 Hours | 0500 to 0600 Hours       |
| <b>Saturday Night (Sunday AM and day before holiday)</b> |                    | <b>Hours:</b>      | <b>Lunch:</b>            |
|  |                    | 2400 to 0800 Hours | 0530 to 0600 Hours       |

1. See All Clerks Duties
2. Work Window #1 from (2400 to 0800). See Window Function List
3. Saturday Mornings Work Window 1 from (0800 – 0830), also.
4. Complete all TOPS entries 2400 – 0200 hours
5. Complete all TOPS entries for previous day's bus numbers and lift usage from Bus Operator's Daily Reports.
6. Monday - Friday (0800 – 0830) Recap AM Work and check for errors.
7. Plan Manpower for AM schedule (such as Open Runs versus Available Manpower).
8. Notify operators and update TOPS for invalid license when appropriated as directed by Business Manager.
9. Assist with switchboard and turn-in window as needed.
10. Perform other duties as assigned by Manager(s).
11. All Clerks should process Lost & Found upon receipt. Contact owner via Phone or mail according to bulletin
12. Mark up operators with mail and send individual messages via TOPS when appropriate.

| Clerk #3                | Days Off:          | Hours:             | Lunch:             |
|-------------------------|--------------------|--------------------|--------------------|
|                         | Set Days           | 1030 to 1900 Hours | 1530 to 1630 Hours |
|                         | <b>Window #1</b>   | <b>Window #1</b>   |                    |
|                         | 1330 to 1430 hours | 1800 to 1900 Hours |                    |
| <b>Saturdays</b>        |                    | <b>Hours:</b>      | <b>Lunch:</b>      |
|                         |                    | 1030 to 1900 Hours | 1530 to 1630 Hours |
|                         | <b>Window #1</b>   | <b>Window #1</b>   |                    |
|                         | 1330 to 1530 hours | 1730 to 1800 Hours |                    |
| <b>Sundays/Holidays</b> |                    | <b>Hours:</b>      | <b>Lunch:</b>      |
|                         |                    | 1030 to 1830 Hours | 1600 to 1630 Hours |
|                         | <b>Window #1</b>   | <b>Window #1</b>   |                    |
|                         | 1330 to 1600 hours | 1730 to 1800 Hours |                    |

1. See All Clerks Duties
2. Work Window #1 at times listed above. See Window Function List
3. Prepare Operator's Next Day's Work Assignments.
4. TOPS file Maintenance:  
Add absence (status, terminations) to TOPs as directed by Business Manager.
5. Each morning, review Time Keeping Summary to monitor PTBO Daily Pay Hours Detail, Review Misc. Pay & Extra pay to capture the latest changes.
6. Review Part Time Operator Pay Hours in TOPs. Comply with established usage guidelines, up to 32 Hours per week.
7. Prepare overtime slips for schedule changes, (i.e., holiday and time changes).
8. Prepare all documents for extra revenue runs/duties (blue miscellaneous trip sheets, pay slips, revised paddles, etc.).
9. Must assist with switchboard and turn-in window as needed.
10. Complete and post extra board assignments by 1800 hours
11. Perform other duties as assigned by Manager(s).
12. Relieve or assist Window Clerk as needed.
13. When conducting picks, such as (General Picks of Runs, Vacation Picks, and Floating Holiday Picks, etc.), Non-experienced clerks will be paired with experienced clerks as designated by the Business Manager.
14. All Clerks should process Lost & Found upon receipt. Contact owner via Phone or mail according to bulletin.



# Bus Transportation Clerk Functions

## Pick Effective: Sunday, June 10, 2018

| Clerk #4A               | Days Off:          | Hours:             | Lunch:             |
|-------------------------|--------------------|--------------------|--------------------|
|                         | Set Days           | 0500 to 1330 Hours | 0800 to 0900 Hours |
|                         | Window #1          | Window #1          |                    |
|                         | 0500 to 0600 hours | 0930 to 1330 Hours |                    |
| <b>Saturdays</b>        |                    | <b>Hours:</b>      | <b>Lunch:</b>      |
|                         |                    | 0500 to 1330 Hours | 0730 to 0830 Hours |
|                         | Window #1          | Window #1          |                    |
|                         | 0500 to 0600 hours | 0830 to 1330 Hours |                    |
| <b>Sundays/Holidays</b> |                    | <b>Hours:</b>      | <b>Lunch:</b>      |
|                         |                    | 0530 to 1330 Hours | 0730 to 0800 Hours |
|                         | Window #1          | Window #1          |                    |
|                         | 0530 to 0600 hours | 0830 to 1330 Hours |                    |

1. See All Clerks Duties
2. Work Window 1 (0500 to 0600) and (0900 to 1330). See Window Function List.
3. Prepare and process all Seven (7) Day Sick Claims (0600 to 0630) Monday through Friday.
4. Prepare and process all Seven (7) Day Sick Claims (0600 to 0730) Saturdays Lost & Found, Discipline & Other along with other duties.
5. Prepare and process all Seven (7) Day Sick Claims (0600 to 0730) Sundays Lost & Found, Discipline & Other along with other duties.
6. Research Discipline, Blind Cases, etc. and input into the TOPS system (0630 to 0730).
7. Process Lost and Found over 15 days -Daily (0730 to 0800)
8. All Clerks should process Lost & Found upon receipt. Contact owner via Phone or mail according to bulletin
9. Monitor turn in Window.
10. Perform other duties as assigned by Manager(s).
11. Sort Bus Operators Daily Reports in run number order.

| Clerk #4B                       | Days Off:          | Hours:             | Lunch:             |
|---------------------------------|--------------------|--------------------|--------------------|
| <b>Weekdays &amp; Saturdays</b> | Set Days           | 1530 to 2400 Hours | 1800 to 1900 Hours |
|                                 | Window #1          | Window #1          |                    |
|                                 | 1530 to 1800 hours | 1900 to 2400 Hours |                    |
| <b>Sundays/Holidays</b>         |                    | <b>Hours:</b>      | <b>Lunch:</b>      |
|                                 |                    | 1600 to 2400 Hours | 1730 to 1800 Hours |
|                                 | Window #1          | Window #1          |                    |
|                                 | 1600 to 1730 hours | 1800 to 2400 Hours |                    |

1. See All Clerks Duties
2. Work Window 1 (1530 to 1800) and (1900 to 2400). See Window Function List.
3. Relieve or assist Window Clerk as needed.
4. Assist with switchboard and turn-in window as needed.
5. Prepare, Research & Mark Call Sheet or create message in TOPS for employees to "See Manager First" (i.e., Misses, Manager's Discipline List, etc.).
6. Perform other duties as assigned by Manager(s).
7. All Clerks should process Lost & Found upon receipt. Contact owner via Phone or mail according to bulletin.

**Bus Transportation Clerk Functions**  
**Pick Effective: Sunday, June 10, 2018**

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**ALL CLERK DUTIES**

1. Must use employee identification card to Tap in prior to start of shift and tap out at the end of shift
2. Log-on and Log-off respectively before and after using each computer.
3. Individuals must use only the Log-on ID's assigned to them.
4. Unauthorized access to the system will result in disciplinary action, up to and including discharge.
5. Be mindful of Identity Theft (Security Awareness) and using another employee's Identification.
6. When conducting picks, such as (General Picks of Runs, Vacation Picks, and Floating Holiday Picks, etc.), Non-experienced clerks will be paired with experienced clerks as designated by the Business Manager.
7. Post Pick Information (Seniority list, picking time schedules, run/duty schedules, and all bulletins, Job Postings, etc.) as delegated by the Business Manager.
8. Call employees to notify them of picks (i.e. pool personnel, employees on vacation, sick, inactive, etc.) as delegated by the Business Manager.
9. Must assist with switchboard and turn-in window as needed.
10. Process all lost and found turned in to you during your shift.
11. All Clerks must process Lost & Found upon receipt. Contact owner via Phone or mail according to bulletin.
12. Must maintain updated/valid contact information in accordance with CTA Rules.
13. Monday through Friday call/email Manager (Kim Hawkins) to inform her of all open clerk jobs that open during shifts. (i.e. sick, fmla, etc.).
14. In the absence of the Business Manager contact Kim Hawkins. The clerk that receives the call is responsible for notifying the appropriate personnel.
15. Mark up and contact employees for employee orders for court.
16. Perform other duties as assigned by Manager(s).



**Bus Transportation Clerk Functions**  
**Pick Effective: Sunday, June 10, 2018**

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**WINDOW FUNCTION LIST - ALL CLERKS**

1. Monitor Operators reporting for work.
2. Check Operators for proper uniform, metal badge, identification card, and current Driver's License when they are reporting for duty.
3. Prepare Clerk's Referral Slip for all Misses, Sick, FMLA's, AWOL's, etc. Document the time the employee called or reported and any comments made by the operator.
4. Fill open work, make control file entries and updates (e.g. sick, snipe, etc.,) and immediately notify Manager and Control Center of work held-in or being filled late. Document on call log to CPC.
5. Create Non-Scheduled work as needed (i.e., United Center Extras, Emergency Shuttles, Early School Breaks, Warming/Cooling Buses, etc.).
6. After coordination with manager, use Show-Up Operators with optimum cost effectiveness.
7. Prepare, check extra pay slips and time slips and enter in TOPS.
8. Process any & all extra - pay slips received at the window during your shift.
9. Record Miscellaneous pay transactions on Miscellaneous Worksheet (IOD, Accidents, etc.).
10. Sort Operator's Daily Bus Operator Reports in run/duty number order.
11. Keep turn – In window clear of items while at window.
12. Process and log Lost and Found articles that are turned in while at window. All valuables and monies received are to be given to the Manager on duty or secured until given to the manager on duty.
13. Log all Lost and Found inquiries.
14. All Clerks should process Lost & Found upon receipt. Contact owner via Phone or mail according to bulletin.
15. Daily Operator Reports must be sorted in run/duty number order before being relieved at window.
16. Replace old run/duty paddles with current pick run/duty paddles - delegated by Business Manager.
17. Ensure an adequate supply of current run paddles.
18. Make copies or print run paddles as necessary when stock is low and never issue the last run paddle.
19. Prepare Tripper & Full Run Books (Sunday, Saturday and Weekday).
20. Set up an adequate supply of Emergency Transfer Cards for distribution.
21. Ensure exterior doors are secured at designated times. (Manager will monitor)
22. Contact the Manager on duty or Control if no Manager to report any unauthorized individuals on the property.
23. Monitor security and fire alarm systems.
24. Must assist with switchboard and turn-in window as needed.
25. Switchboard: respond to all calls promptly and courteously. Place caller on hold if necessary.
26. Before being relieved at Window: Ensure that you update your relief on the number of shows and all open work.
27. LOG OFF COMPUTER UPON COMPLETION OF DUTY AND WHEN BEING RELIEVED.
28. Log-on and Log-off before and after using each computer.
29. Individuals must use only the Log-on ID's assigned to them.
30. Contact Control to speak with the Night Manager on duty when necessary. (i.e. overnight reports by operators, etc.)
31. Make copies of Bulletins as requested by Management to issue to the operators.
32. Must plan ahead to fill open work and not wait until the last minute to try to fill.
33. Call runs held-in to CPC and notify Manager on Duty. Especially, if reliefs are involved.
34. Answer all calls, promptly.
35. Must prepare Clerk Referrals for incomplete Bus Operator Daily Reports
36. Monitor open work and ensure that it's cancelled in a timely fashion utilizing the appropriate Cancellation Reason.
37. Must complete a time-slip for days and hours worked signed by a manager.
38. Keep Switchbacks Slips, Box Puller Logs, and Defective Bus Cards in date order.
39. Perform other duties as assigned by Manager(s).

## 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.



# 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

## ADMINISTRATIVE PROCEDURE # 1601

# 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 <a href="mailto:EEODiversity@transitchicago.com">EEODiversity@transitchicago.com</a> . 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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|    |  |   |
|----|--|---|
|    |  |   |
| 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*

**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 |



TANNNO D. MUHAMMAD  
1/11/2017



LOCAL UNION 241 • AMALGAMATED TRANSIT UNION  
A.F.L. - C.I.O. - C.L.C.  
1613 S. MICHIGAN AVENUE • CHICAGO, IL 60616  
A.T.U. website: [www.atu241chicago.org](http://www.atu241chicago.org)

## ADDITIONAL BENEFITS

Dear Brothers and Sisters,

We are pleased to announce that all members and retirees now have additional benefits at **NO COST TO YOU** or your union. These benefits are jointly sponsored with American Income Life Insurance Company, a 100% union company servicing working families for more than 60 years.

American Income Life currently has over 98,000 ATU members covered under AD&D policies at no cost. Since 1990, over \$4.8 million in life, health, and no-cost AD&D benefits has been paid to over 3,000 ATU members and their families.

### **Accidental Death and Dismemberment Benefit** **\$3,000 – Member & Retiree**

**WE ASK EVERY MEMBER AND RETIREE TO RETURN THE ENCLOSED CARD TO  
RECEIVE YOUR CERTIFICATE OF COVERAGE AND DESIGNATE YOUR BENEFICIARY.**

If you do not designate your beneficiary, the \$3,000 would  
be paid to your estate and may be taxable.

Those who return the card will also receive a **HEALTH SERVICES DISCOUNT CARD** for your family at no cost that provides household discounts up to 60% on:

- Prescriptions
  - Vision Care/Products
  - Hearing Care
  - Chiropractic Care
- Optional discount dental is available.

In addition, **CHILD SAFE KITS** are available at no cost. These kits have been endorsed and supported by the International Union of Police Associations, the American Federation of Teachers and the American Federation of School Administrators. The kits help you gather vital data, photos and fingerprints from your children and grandchildren so they are ready for authorities in the event of an emergency.

An AIL representative, who is a member of OPEIU Local 277, will call on you to deliver your certificate of coverage and no-cost benefits, and witness your beneficiary designation. AIL has other supplemental insurance programs, presented in the spirit of "**Be Union – Buy Union**," available strictly on a voluntary basis. If you have questions, please call American Income Life Insurance Company at 1-800-495-1213.

In Solidarity,

Local Union 241  
Amalgamated Transit Union

PLEASE RETURN THE ENCLOSED CARD RIGHT AWAY or respond  
online at [www.aillife.com/benefits/sgvu3](http://www.aillife.com/benefits/sgvu3)

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





LOCAL UNION 241 • AMALGAMATED TRANSIT UNION

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

1613 S. MICHIGAN • CHICAGO, ILLINOIS 60616

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

A.T.U. website: [www.atu241chicago.org](http://www.atu241chicago.org)

### **LOCAL 241 ATU RETIREES - BURIAL INFORMATION**

IF YOU ARE A MEMBER IN GOOD STANDING BY PAYING YOUR MONTHLY UNION DUES OF \$6.00. YOU ARE ENTITLED TO A BURIAL BENEFIT AS LISTED BELOW. IF YOU ARE A MEMBER WITH 50 YEARS OF DEDICATION TO LOCAL 241 ATU YOU NO LONGER PAY UNION DUES. YOU ARE ALSO ENTITLED TO A BURIAL BENEFIT UPON YOUR DEATH AS LISTED BELOW.

**A) \$1,000.00 FROM THE INTERNATIONAL OFFICE**

**B) \$400.00 FROM LOCAL 241 ATU - THE BENEFIT AS IN ACCORDANCE WITH THE INTERNATIONAL CONSTITUTION BY LAWS AND LOCAL 241 ATU BY LAWS. WHICH STATES THAT THE BENEFIT IS PAYABLE DIRECTLY TO THE FUNERAL HOME OR CREMENTORY ON THE BILL, AND NOT TRANSFERABLE TO THE CEMENTARY. HOWEVER IF THE FAMILY WISHES TO PAY THE FUNERAL BILL IN FULL, A CLAIM WILL BE FILED TO REIMBURSE THE BENEFIT OF \$1,400.00 (MAXIMUM PAYABLE) TO THE PERSON OR PERSONS WHO PAID THE BILL UPON FILING A CLAIM WITH LOCAL 241 ATU.**

**C) FLORAL ARRANGEMENT-** IF YOU ARE IN THE VICINITY AND DELIVERY IS POSSIBLE A FLORAL ARRANGEMENT WILL BE SENT. BE ADVISED THAT THE FLORAL ARRANGEMENT HAS A MONETARY LIMIT AS PER THE BY LAWS. A TABLE PLANTER CAN BE SENT IN LIEU OF FLOWERS UPON REQUEST BY THE FAMILY.

**UPON THE DEATH OF A MEMBER ,THE FAMILY OR FAMILY FRIEND SHOULD CONTACT MARVELLA C. SINGLETON AT LOCAL 241 ATU AT (312) 341-1733 AS SOON AS POSSIBLE. BE FURTHER ADVISED THIS BENEFIT HAS NO BEARING ON ANY BENEFITS YOU MAY BE ENTITLED TO FROM THE RETIREMENT AND DISABILITY ALLOWANCE PLAN FOR CTA EMPLOYEES. THEIR PHONE NUMBER IS (312) 441-9694 EXT "O" FOR OPERATOR.**

**IN SOLIDARTY,  
KEITH D. HILL  
PRESIDENT BUSINESS AGENT L.U. 241 ATU**



LOCAL UNION 241 • AMALGAMATED TRANSIT UNION

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

1613 S. MICHIGAN • CHICAGO, ILLINOIS 60616

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A.F.L. website: [www.atu241chicago.org](http://www.atu241chicago.org)

JANUARY, 2017

### IMPORTANT PHONE NUMBERS

L.U. 241 ATU OFFICE (312) 341-1733

L.U. 308 ATU OFFICE (312) 782-4665

SOCIAL SECURITY RPT. DEATH (1-800-772-4665)

RETIREMENT BOARD GENERAL # (312) 441-9694

OR

DIRECT EILEEN W. EWING (312) 463-0360

DIRECT SONYA (312) 463-0363

DIRECT AYANNA NESBITT (312) 463-0361

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





## ***Assistance Business Agent – Maintenance***

This report shall reflect the events from July 2018 – August 2018 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.

### **Old Business:**

At the Mass Membership Meeting on March 6, 2018 we started filing individual grievances for the Maintenance Department Pay, I filed the Class-Action Grievance and on March 7 & 8<sup>th</sup> I collected grievances at the garages, all pay grievance was denied at Second Step, the next process is to vote on the grievances to advance to arbitration.

At the Mass Membership meeting on July 10, 2018 I reported a problem with the Holiday pay for New Employees and for Bus Servicer Apprentices, all New Employees were paid, and the grievance has been filed for the Bus Servicers Apprentices Grievance Number 18-0507.

Fans at the Chicago Ave Garage location has been ordered, we are waiting on delivery, for the hard card area in the garage. No fan will be removed from any other area. A/C unit in the break room at that location still out, repairs is still going on with the A/C Unit, the portable a/c unit will remain until the actual unit is fixed.

At last Month meeting I reported on Building a Stronger Union, and how over 85% signed back into Local Union 241, this month I work on the Fair Share List that The International sent over, the list was 72 members, 66 was from Maintenance and 6 were from other departments. After I finished the List is now 38 members Fair Share, and 32 Maintenance and 6 from other departments. We had commitment cards for the members.

From last Month Mass Membership Meeting the servicer who came to the union meeting and spoke about the safety violation she received, that violation was removed, and reduced to a procedure violation.

### **Current Business:**

On July 13, 2018 First Transit had their contract Ratification Vote, this is the first contract with Local 241 for First Transit, Total Vote Casted was 34, Vote Results were 32 Yes Votes and 2 No Votes. The voting was done with the assistance of International Vice President Paul Bowen. The contract was signed my President Keith Hill and Marqueal Williams. Local 241 is now have over 95 % of their members signed into Local 241.

Inspection Line at 74<sup>th</sup> Street Garage is short 4 Mechanic, Mechanics will be asked by seniority to be moved to the inspection position, and when a Mechanic get cleared from the training center then that mechanic will go into the open position on nights. During this time at that location, the radio mechanics were told to go to another location and inspect the bus, this process was stopped.

Buses being inspected by another garage, we are currently looking into what location has other buses being inspected by another garage, and who is being used for overtime for this

process. If this is true we are going to stop the bus transfers, and if any mechanic who are used for overtime and has not picked inspection, I am going to investigate on when Line B was used and canceled during this process as well, we will be filing a grievance. Along with an Unfair Labor Practice.

Vendors doing Thermistor Sensor, just like our shock grievance we filed a grievance on this issue, Grievance Number is 18-0561

For all members who took the 701 Mechanic test back in 2014 and passed, members are being told by management that they were to be placed on a waiting list and were to be call in the order of the list, back in 2015 I spoke with Ms. Katharine Lunde about matter and was told after (1) one year of your application being in the consideration status, that you will have to retake the test. Upon this new information I filed a Class Action Grievance on this issue, the grievance number is 18-0575.

### **Tool Box Issue:**

It was told to all members by management that you can only have (1) one tool box on CTA property, and any other boxes you would have to take home. Disregard the Manager first instructions. You are allowed to have (2) two tool boxes in the garage, you would have to get both of them tagged, any other box you would have to take home. If we stand together we will not have to take one box home, Repeat If We Stand Together We Will Not Have To Take One Bex Home! Also make sure you get your cabinets tagged as well, if you know anyone that's off work, on vacation, IOD & 605 please call your co-worker and let them know to call the garage and make arrangements to get their boxes tagged. This conclude my Assistance Business Agent – Maintenance Report.

In Solidarity;

  
Marqueal L. Williams

Assistance Business Agent - Maintenance