Collective Bargaining Agreement Between

INTERNATIONAL BROTHERHOOD OF ELECTRICAL WORKERS
LOCAL UNION 1245, AFL-CIO

And

SACRAMENTO REGIONAL TRANSIT DISTRICT

Effective
April 1, 2024 thru March31, 2028

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WITNESSETH THAT:

WHEREAS, the parties hereto desire to facilitate the peaceful adjustment of differences that may from time to time arise between them, to promote harmony and efficiency to the end that SacRT, Union and the general public may benefit therefrom, and to establish wages, hours and working conditions, for certain hereinafter designated employees of SacRT.

NOW, THEREFORE, THE PARTIES HERETO AGREE AS FOLLOWS:

ARTICLE 1: GENERAL/PREAMBLE

SECTION 1.1 - SACRT/UNION RELATIONS

This Agreement is intended to promote, and shall be so construed and interpreted as to carry out the following general purposes: promote harmonious relations between the parties and other employee groups; establish and maintain an orderly collective bargaining procedure; work to provide the best possible transit service for the investing general public and patrons of the system; prompt and fair disposition of all grievances and disputes; and adhere to this Agreement.

The parties hereby acknowledge that this Agreement represents an amicable understanding reached by the parties utilizing the interest-based negotiations process of cooperatively seeking mutually acceptable solutions to issues and concerns. To further the labor- management relationship, the parties have committed to continuing the use of the interest- based principles in the administration of this agreement.

Labor-Management Meetings - Joint labor-management meetings shall be scheduled monthly at a mutually convenient time and place for the purpose of improving communications and promoting harmony and cooperation between SacRT and Union through informal discussions of matters of policy and operation which are of general concern. Should the Union elect, they may include up to 7 IBEW-represented employees in the meetings, one from each of the departments of Bus Maintenance, Light Rail Maintenance, Wayside, Procurement, Elk Grove, SacRT GO, and Facilities, with said employees being compensated at straight time for such meeting time.

SECTION 1.2 - SACRT AGREES TO:

a. Meet in good faith with the duly elected representatives of the Union and attempt to resolve all questions arising between them; and

b. Pay competitive wages and provide fair and competitive working conditions, as agreed to with the Union, for all employees covered by this Agreement; and

c. Ensure that there will be no lockout during the term of this Agreement. A layoff, shutdown or curtailment of services solely for economic or business considerations shall not be construed or bound to be a lockout.

d. Lists - SacRT shall provide:

1. On or before January 31st of each year, within its ability, SacRT shall furnish the Union with a list, showing the name, Social Security number, home address, home telephone number, employment date and the classification of each employee. It is the responsibility of each employee to provide SacRT with their current address and telephone number, and notify SacRT of changes in such information as they occur.

2. Following each payroll period after a new employee is hired, SacRT shall provide the Union the following information: name of individual, Social Security number, employment date, classification, date vacancy filled.

SECTION 1.3 - UNION AGREES TO:

a. Meet in good faith with representatives of SacRT to attempt to resolve all questions arising between them.

b. Within its ability, cooperate with SacRT to promote the most efficient and satisfactory operations of the transit system and recognize that the business success of the transit system is a mutual concern of employer and employee.

c. There will be no cessation of work through strikes or lockouts during the existence of this Agreement. Employees who are members of Union shall have the right to respect sanctioned picket lines recognized by the Union. Employees respecting lines shall not receive credit for any benefits during the time employees are respecting such picket lines.

SECTION 1.4 - AFFIRMATIVE ACTION/NON-DISCRIMINATION

a. It is the policy of SacRT and Union, not to discriminate against any employee covered by this Agreement in a manner, which would violate any applicable laws because of race, creed, color, religion, ancestry, sex, age, marital status, sexual orientation, national origin, political affiliation, Vietnam-era veteran status, disability, or otherwise included in a disadvantaged group. The Union further recognizes SacRT's commitment to principles of both equal employment opportunity and affirmative action.

SECTION 1.5 - SECTION TITLES

Section titles in this Agreement are for identification purposes only, and are not to be used for the purpose of interpreting either the intent or the meaning of the language of any Section.

SECTION 1.6 - COMPENSATION ADJUSTMENTS

Overpayments

a. Pursuant to California Labor Code 221 SacRT cannot deduct wage overpayments from an employee's paycheck absent a written agreement between the employee and SacRT.

    1. If a wage overpayment occurs, SacRT will advise the employee in writing of the amount of the overpayment, and request that the employee make payment arrangements to reimburse SacRT the amount of the overpayment pursuant to a written agreement.

    2. Employees will be offered multiple repayment options when approached about an overpayment, which will include a one-time payment, or a variety of smaller payments over time, or the option to design their own partial payment arrangement, with management approval.

b. Shortages

    An employee who notifies SacRT or has been notified of a verified shortage in their compensation shall be paid the entire amount as follows:

    1. $1 to $100; amount will be included in the employee's next regular paycheck.

    2. Over $100; repaid by "special check." Checks will normally be issued within 3 business days following verification by the Accounting Department of the amount.

ARTICLE 2: UNION RECOGNITION

SECTION 2.1 - RECOGNITION

For the purpose of collective bargaining with respect to rates of pay, wages, hours of employment, and other conditions of employment, SacRT recognizes Union as the sole and exclusive representative of all mechanical and shop employees who may be employed by SacRT and identified in Article 10 Section 10.2 of this Agreement and any other job classification(s) created during the term of this agreement, which is determined to be appropriate for recognition.

SECTION 2.2 - APPLICABILITY

The provisions of this Agreement shall be limited in their applications to employees of SacRT in the bargaining unit. Wherever the words "employee" and "employees" are used in this Agreement, they shall, unless otherwise noted, be construed to refer only to the employees described in Section 2.1, for whom Union is the exclusive collective bargaining representative. The respective obligations of the parties herein shall be

operative only insofar as Union acts in the capacity of exclusive collective bargaining representative of said employees.

SECTION 2.3 - PAYMENT OF UNION DUES

All employees coming within the collective bargaining unit covered hereunder, may become and remain members of Local Union 1245, IBEW in good standing, in accordance with its constitution and by-laws for the duration of the Agreement by completing an application for IBEW 1245 membership and payroll deduction authorization form.

Any employee who is or who becomes a member of Union shall tender to the Union periodic dues uniformly required by Union as a condition of acquiring and retaining membership.

SECTION 2.4 - CHECKOFF DUES

The Union certifies that it has and will maintain individual employee authorizations. SacRT will make semi-monthly payroll deductions of Union dues from the earnings of each individual employee, whom the Union certifies has given written affirmed consent authorizing SacRT to make deductions on their behalf. The Union agrees to notify SacRT of any membership status changes. SacRT will rely on the information provided by the Union regarding cancelling or changing deductions.

SECTION 2.5 - GRIEVANCES

Disputes arising under this Article shall be referred directly to Step Two under the grievance procedure (Section 29.5.c. - Step 2) provided for in this Agreement.

SECTION 2.6 - HOLD HARMLESS

The Union agrees to indemnify SacRT for any claims made by an employee challenging dues deductions.

ARTICLE 3: UNION ACTIVITIES

SECTION 3.1 - NEW EMPLOYEE ORIENTATION

a. SacRT agrees to advise new employees, identified in Article 2, of the existence of the Union Shop Agreement, upon employment.

b. It is recognized that orientation to the Union is a part of familiarizing a new employee with SacRT. Therefore, a Union Steward shall be allowed a reasonable time to perform this function on the employee's first day during normal working hours. Both employees shall be compensated by SacRT at their regular rate of pay.

SECTION 3.2 - UNION ACTIVITY DURING WORK TIME

a. The Union's Business Representative shall be permitted by SacRT to transact Union business on the premises of SacRT during working hours.

b. Union Shop Stewards shall only transact Union business on the premises of SacRT with the approval of the appropriate supervisor, whose permission shall not be unreasonably denied.

c. A Shop Steward shall not abuse their position or be unreasonably disruptive of other employees' work in carrying out their Union activities.

SECTION 3.3 - NEGOTIATING TIME

a. SacRT agrees to pay at the straight time rate of pay for time spent at the bargaining table by 7 Union members, not to exceed 8 hours per session.

b. This Section shall become operative when it is necessary to renegotiate this Collective Bargaining Agreement. SacRT shall pay directly all employees engaged in the negotiations of this Agreement, with the Local Union being billed directly for the wages and fringe benefit costs associated with the payment of employees involved in this Bargaining Agreement. Should, in the future, the Union's committee exceed 7 bargaining unit members, this provision shall be applied to those bargaining unit employees in excess of 7, as set forth in 'a.' above.

SECTION 3.4 - BULLETIN BOARDS

SacRT will provide regular bulletin boards of sufficient size and SacRT shall designate by lettering thereon, which shall be reserved for use by the Union. The bulletin boards shall only be used for Union business and nothing shall be posted thereon, which is derogatory to SacRT. SacRT shall erect additional bulletin boards in any location where it may be found that existing bulletin boards are not adequate. SacRT shall not arbitrarily reject a Union request for a change of location and/or a request for an additional bulletin board.

SECTION 3.5 - NON-DISCRIMINATION

SacRT will not interfere with, intimidate, or discriminate against any employee because of membership in Union or activity on behalf of Union.

ARTICLE 4: MANAGEMENT PREROGATIVES

SECTION 4.1 - GENERAL

All matters pertaining to the management of operation, including the type and kind of service to be rendered to the public, the equipment used and maintenance of discipline and efficiency, the hire, promotion, and transfer of employees, assignment of their

duties, their discharge or discipline for proper cause are the prerogatives of SacRT subject to such limitations thereon as are set forth elsewhere in this Agreement, arbitration awards, grievance settlements, letters of agreement, or other mutually agreed to means established to clarify or interpret this Agreement.

SECTION 4.2 - SUBCONTRACTING

a. It is recognized that SacRT has the right to have work done by outside contractors. In the exercise of such right, SacRT will not make a contract with any other firm or individual for the purpose of dispensing with the services of bargaining-unit employees.

b. SacRT shall not contract any work normally performed by IBEW bargaining-unit employees, if such contracting results in reducing the total regular work force by attrition, demotion, displacement or layoff.

SECTION 4.3 - PUBLICITY

When SacRT needs people to do publicity work under an overtime situation, such people shall be selected by SacRT, provided the employee has the right to refuse.

SECTION 4.4 - RIGHT TO DISCIPLINE

The right to discipline is vested in SacRT. Reasonable standards and procedures, not inconsistent with provisions of this Agreement and applicable law, may be promulgated by SacRT during the term of this Agreement.

SECTION 4.5 - BARGAINING UNIT WORK BY SUPERVISORS

a. No supervisor shall perform work, which has been historically or naturally assigned to or is a legitimate right of bargaining unit classifications, except as follows:

    1. Supervisors may respond to an employee’s request for assistance or instruction and perform normal training functions;

    2. Supervisors may perform adjustments to SacRT vehicles or equipment in emergency situations such as blocking traffic or when creating a safety hazard.

b. Disputes arising under this section shall be referred to Step Two of the grievance procedure (Section 29.5.c.).

SECTION 4.6 - WORK DETAIL

Sheriff work detail is limited to weed abatement, landscape maintenance and light rail clean up.

ARTICLE 5: HOURS AND OVERTIME

SECTION 5.1 - DEFINITION

The workweek is defined to consist of 7 consecutive days beginning with the employee's first regularly scheduled workday. The days in the workweek shall be known as either workdays or non-workdays. An employee's basic workweek consists of 5 consecutive workdays of 8 hours each. The number of employees who shall be required to work a basic workweek of other than Saturday and Sunday off shall be kept to a minimum consistent with adequate public service; such employees shall be assigned to such workweek in accordance with the bidding procedures.

The IBEW agrees to allow SacRT to move to a Bi-Weekly Pay Period as soon as administratively possible following the agreement of all other bargaining units. At that time, the workweek will be defined as beginning at 12:00 a.m. on Sunday and ending at 11:59 p.m. the following Saturday. SacRT agrees to notice IBEW in writing 30 days in advance of any proposed change and will meet and confer over the impacts of that decision prior to implementation.

SECTION 5.2 - BASIC SHIFTS

Bus Maintenance Department:

MORNING SHIFT		4:00 a.m. to 12:00 p.m.
DAY SHIFT.....		7:45 a.m. to 4:15 p.m.
SWING SHIFT:	(Running Repair).....	4:00 p.m. to 12:00 Midnight*
	(Service Island)	5:30 p.m. to 1:30 a.m.*
INTERMEDIATE	(Service Island)	9:30 p.m. to 5:30 a.m.**
MIDNIGHT SHIFT		12:00 Midnight to 8:00 a.m.**

Light Rail Department:

MORNING SHIFT	4:00 a.m. to 12:00 p.m.
DAY SHIFT.....	7:00 a.m. to 3:30 p.m.
SWING SHIFT	3:30 p.m. to 11:30 p.m.*
INTERMEDIATE SHIFT	8:00 p.m. to 4:00 a.m.**
MIDNIGHT SHIFT	12:00 Midnight to 8:00 a.m.**

All Other Departments:

DAY SHIFT.....	8:00 a.m. to 4:30 p.m.
MIDDAY SHIFT	12:00 p.m. to 8:00 p.m.
SWING SHIFT	4:00 p.m. to 12:00 Midnight*
MIDNIGHT SHIFT	12:00 Midnight to 8:00 a.m.**

An employee shall be allowed a 10-minute rest break as near the middle of the first four hours of work and the second four hours of work as is practicable.

*- Eligible for Swing Shift Premium
**- Eligible for Intermediate/Midnight Shift Premium

SECTION 5.3 - SHIFT VARIANCE/CHANGE

a. SacRT Request

1. Shift Variance

(a) SacRT reserves the right to vary some assignments from the established basic shift (shift variance). Such shift variances shall be limited to 3 hours before or after the normal start times for the established basic shifts and shall be made only when needed by SacRT to provide adequate public service.

2. Shift Change

(a) Should the need develop for any other shifts outside the variances as described above, SacRT shall justify the need for such shifts with the Union and the Union shall not arbitrarily withhold agreement.

3. A shift variance/change shall remain in effect for a period of not less than 30 calendar days. When a variance/change is expected to be in effect for more than 12 months, notice of the variance/change will be posted in the 11th month of such variance/change and shall be reposted every 12 months thereafter while such variances/shift remains in effect. The purpose of such posting is to permit an employee to bid for the shift variance/change in the manner described in Section 8.7. Said period may be modified with agreement by SacRT and the Union, and the Union shall not unreasonably deny a request of SacRT.

4. An employee involved in a shift variance/change shall be notified in writing by SacRT at least 7 calendar days before the change takes place. This 7-calendar day period may be waived by the employee so affected or extended by mutual agreement between SacRT and Union.

b. Employee Request

1. Shift Variance

(a) An employee who has a genuine need to vary their regular work shift must submit a written request to SacRT with as much advance notice as possible. However, if the need is unforeseeable, the employee shall contact SacRT as soon as possible but not less than 30 minutes prior to

the start of their shift and shall provide the documentation for said request as soon as practicable upon their return to work. SacRT may grant an employee's request for shift variance, provided the request does not adversely affect the productivity of the department.

(b) An employee normally working an 8½ hour day who is granted a shift variance shall work an 8½ hour day regardless of the "varied" start time.

2. Temporary Shift Change

(a) An employee who has a need to request a temporary shift change may make such request in writing, including the expected duration, to their supervisor. The employee's request may be granted provided it does not adversely affect the productivity of the department.

(b) An employee normally working an 8½ hour day who is granted a shift change shall work an 8½ hour workday regardless of the change in start time.

3. Shift Change in Lieu of Overtime Work

An employee eligible for an overtime assignment may, at their discretion, request a shift change in lieu of working the overtime. The shift change will be granted if approved by the employee's supervisor and the hours worked will be charged to the employee's placement on the overtime list as established in Section 6.5.

SECTION 5.4 - LUNCH BREAKS

a. The day shift shall include a 30-minute, non-paid lunch period, regularly occurring between the 3rd and 5th hour.

b. The workday of an employee who reports for work between 12:00 noon and 6:59 a.m. shall consist of 8 consecutive hours which includes a 30-minute paid lunch period regularly occurring between the 3rd and 5th hour. Said lunch shall not be applicable to an employee who requests a shift change pursuant to Section 5.3.b.2.

c. Lunch Interruptions/Delay - In the event an employee has their lunch interrupted by work, they will be afforded an amount of time corresponding to the length of the interruption in which to complete the meal. Such time shall be paid.

d. Scheduling - SacRT shall have the right to schedule such lunch breaks in order to provide service and coverage.

SECTION 5.5 - EXTENDED WORK MEAL PERIODS

a. An employee who has worked their shift shall receive a ½ hour paid lunch period after working an additional 4 hours or more. The employee shall receive the paid lunch period at the conclusion of each additional 4-hour period worked thereafter until relieved from duty. An employee who has worked their shift shall receive a ½ hour paid lunch at the overtime rate, after working a total of twelve hours during the day.

b. An employee called back to work after having worked their shift shall receive a ½ hour paid lunch period after having worked an additional 4 hours or more. The employee shall receive the paid lunch period at the conclusion of each additional 4-hour period worked thereafter until relieved from duty.

c. An employee called in to work 4 or more hours prior to the beginning of their regular shift shall receive a ½ hour paid lunch period at the conclusion of the 4th hour of work. Where the 4th hour is contiguous to the beginning of the employee's regular shift, said lunch period shall be taken prior to the beginning of their regular shift.

d. An employee called in to work on a regularly scheduled day-off on which they were not previously scheduled to work shall receive a ½ hour paid lunch period after having worked 4 hours or more. The employee shall receive the paid lunch period at the conclusion of each additional 4-hour period worked thereafter until relieved from duty.

SECTION 5.6 - ALTERNATIVE WORK SCHEDULE

Employees may request alternative work schedules outside the basic workweek and basic shifts as specified in Sections 5.1 and 5.2. SacRT will review the feasibility of implementing alternative work schedules in those work units for which employees indicate there is an interest.

SacRT and Union have agreed upon procedures for reviewing requests and administering terms and conditions of employment for employees working alternative work schedules. They are incorporated herein as Attachment 1.

Nothing in this section shall infringe upon, interfere with or diminish in any way SacRT's right to ensure adequate staffing and coverage to meet operational needs in an efficient and orderly manner.

ARTICLE 6: OVERTIME

SECTION 6.1 - OVERTIME DEFINITIONS

a. Unless modified elsewhere in this Agreement, overtime shall be defined, and paid in accordance with the following:

1. time worked in excess of 40 hours in a workweek;

2. time worked in excess of 8 hours on a workday;

3. time worked on a non-workday;

4. time worked on a contractual holiday;

5. time worked during an employee's regular lunch period.

SECTION 6.2 - COMPENSATION

a. Overtime compensation is 1½ times the regular rate of pay. Overtime shall be computed to the nearest ¼ hour.

b. Should an employee be required by SacRT to work 7 consecutive days, in that employee's basic workweek, the employee shall be compensated at 2 times their base wage rate for all hours worked on said 7th day. An employee having worked 7 consecutive days shall receive double-time pay for hours worked by mandatory assignment (Section 6.6) on successive non-workdays without a day off. An employee volunteering to work successive non-workdays shall do so at the 1½ rate of pay.

c. An employee scheduled to work prearranged planned overtime by SacRT shall receive no less than 3 workdays notice of such scheduled, planned overtime or they shall be compensated at 2 times their regular rate of pay for all overtime work assigned with less than said 3 days' notice.

d. Time off in lieu of overtime is prohibited in that SacRT shall not require an employee to take equivalent time off during a workday in lieu of overtime compensation.

e. Should an employee work less than 8 hours during a normal workday and then be called back to work, the employee shall be treated as any other call back. If an employee should work less than 8 hours during the regular shift and is required by SacRT to continue working beyond the end of the normal shift, such continuation of work shall be at the 1½ overtime rate.

f. An employee may elect, on a pay period by pay period basis, to accumulate CTO for all overtime hours worked at the appropriate hourly rate for each hour of overtime worked (time and a half or double time). Once the 40-hour annual maximum CTO limit has been banked, the employee will be paid for all subsequent overtime hours worked. All CTO usage will be pursuant to FLSA guidelines. Employees that have accrued CTO that has not been used as of December 31 of any calendar year will have that balance paid out as cash at their regular rate of pay at the time of cashout. This annual CTO cash out will be paid in the first

paycheck in February. The employee's 40-hourannual maximum CTO limit will reset January 1 of any calendar year.

SECTION 6.3 - CALL-IN

Employees who are called from their homes for overtime work on their non-workdays, on holidays which they are entitled to have off, or outside their regular work hours on workdays shall be paid overtime compensation for the actual work time and travel time in connection therewith, not to exceed ½ hour. The minimum time charge for which overtime compensation shall be paid for overtime work under the provisions of this Section shall be 2 hours.

SECTION 6.4 - OVERTIME CANCELLATION

An employee shall be entitled to 4 hours of straight-time pay if the employee is instructed to work: (a) on a non-workday for that employee, or (b) on a holiday which that employee is entitled to have off, or (c) outside that employee's regular work hours and if SacRT cancels the work and does not provide the employee with advance notice of the cancellation by the end of their last regularly scheduled workday prior to the beginning of the scheduled prearranged overtime. However, an employee shall not be entitled to any compensation if SacRT cancels the work due to safety concerns or the employee has not kept SacRT informed of a telephone number where they can be reached or where a message can be left.

SECTION 6.5 - OVERTIME LISTS/PLACEMENT ON LIST

a. General - SacRT shall post lists of employees eligible for overtime as follows:

    1. The Overtime List shall be made up from employees on each separate shift, by job classification. Placement on the "Shift Overtime List" shall be determined by the total number of overtime hours worked plus overtime hours refused by each employee on the shift. Time worked on Holidays, pursuant to Article 11, Section 11.5, is not counted toward ones positioning on the Overtime List.

    2. The list shall be updated Tuesday of each week. Effective the second Sunday of January of each year, the accumulation of hours will be "zeroed out" to reflect seniority by classification, for each shift.

b. Overtime Assignment - Employees eligible for assignment of overtime based on previous overtime hours worked and refused, shall be responsible for working mandatory overtime for the week.

c. New Entrants - A new employee, or a person not previously on the Shift Overtime List, will initially be credited with 1 hour more than the maximum accrued in their classification and shift. That employee's name would go to the bottom of the list.

1. A person bidding into another job classification will initially be credited with the average number of hours accumulated for their shift. That employee's name would go to the middle of the list.

d. Entrants to Overtime List - If an employee is off for 22 consecutive working days or longer for reasons other than vacation, upon their return to work, they shall be credited with the average number of hours accumulated for their classification and shift. That employee's name would go to the middle of the list.

If an employee returns in less than 22 working days, they shall remain on the rotational list with no adjustment.

For clarification purposes, the 22-work-day time frame referenced above is used because it is a rounded approximation of the number of workdays in a month.

e. Shift Change in Lieu of Overtime Work - An employee granted a shift change under Article 5, Section 5.3.b.3. shall have all the hours worked credited to their overtime list totals.

SECTION 6.6 - ROTATION/ASSIGNMENT

a. Rotation assignment of overtime, whether voluntary or mandatory, shall be determined by the employees' placement on the Shift Overtime List in their job classification, on their shift, at their assigned work location by the following process:

1. Determine the proper job classification of the employee needed for the overtime work and the shift during which the work will be performed.

2. Refer to the Shift Overtime List for that job classification, by shift.

3. Determine that the employee is qualified to do the work.

4. Offer the overtime to the qualified employee low on the appropriate Shift Overtime List, on the shift selected to perform the overtime work.

b. Open Overtime Solicitation

1. Pre-arranged planned overtime, as defined in Section 6.2.c, shall be solicited (scheduled) on a voluntary basis in accordance with Section 6.6.a.

2. An employee who refuses to work overtime on a voluntary basis will have the overtime hours credited to their Overtime List totals.

3. An employee off sick on the day overtime work is solicited, will not be solicited for or credited with the overtime hours for such work.

4. An employee who leaves work for an authorized scheduled appointment on the day the overtime work is solicited will be considered as "available for overtime work," and such employee will have the hours solicited or credited to their overtime list totals.

5. Except as provided in '4' above, an employee off on an authorized leave (i.e., vacation, jury duty, military leave, etc.) on the day overtime work is solicited will not be called or credited with equivalent overtime hours until they return to work. For purposes of administering this procedure, the authorized leave will begin when an employee leaves their work on the last workday before such authorized leave and will end when the employee reports back to work, after such authorized leave.

6. If no employee accepts the offer of voluntary overtime, SacRT may assign that work in accordance with Section 6.7 below.

7. SacRT will attempt to contact employees by telephone who are not at work when SacRT assigns overtime work in the following situations: (1) Call In, Section 6.3; (2) Mandatory Assignment, Section 6.7; and (3) During periods of emergency.

SECTION 6.7 - MANDATORY ASSIGNMENT

In the event no qualified employee accepts the overtime work, the qualified employee with the least amount of overtime hours worked shall work the overtime. Mandatory assignments of overtime shall be made to the employee(s) in the classification(s), on the selected shift(s), where the overtime is needed.

SECTION 6.8 – "SENIOR" CLASSIFICATION DESIGNATION

For purpose of this Section, classifications designated as "Senior" shall be included on the list of classifications in the job progression from which the incumbent was promoted.

SECTION 6.9 - CONTINUATION WORK/WORK IN PROGRESS

a. Work in Progress shall be defined as: Work started on one shift, which runs into the next shift no more than 2 hours. Such work shall be offered first to the employee(s) performing the job, regardless of their position on the Shift Overtime List.

b. Continuation Work shall be defined as: Repair work which begins on a shift and continues into another shift longer than 30 minutes, but is expected to be completed before the end of 4 hours into the next shift.

    1. Overtime necessary for the completion of continuation work will be assigned as follows:

(a) Offered first on a volunteer basis, according to the Shift Overtime List, to employees in the affected job classification(s).

(b) If no employee(s) volunteer, mandatory assignment will be made to the lowest employee(s) on the Shift Overtime List for the shift in the affected job classification.

(c) Employees working overtime on continuous work, whether voluntarily or by mandatory assignment, will not be required to work longer than 4 hours. However, in instances where the continuation work will exceed 4 hours, the affected employee(s), if asked by the supervisor, may volunteer to work until the job is completed or the end of the shift, whichever occurs first.

SECTION 6.10 - DISTRIBUTION

a. SacRT shall endeavor to distribute overtime among all shifts based upon the proportion of employees on the three shifts in the job classifications needed to perform the overtime as follows:

1. EXAMPLE: SacRT employs 20 “A” Mechanics in the Maintenance Department; of the 20 “A” Mechanics, 5, or 25%, are employed on the Swing Shift. Therefore, SacRT will attempt to assign 25% of all overtime available for “A” Mechanics to the Swing Shift.

b. The proportionate overtime distribution shall be based on a calendar year. However, audits of overtime distribution by shift shall be performed quarterly and adjustments made if necessary.

c. It is understood that an exact percentage distribution of overtime may not be achievable in any one year. However, SacRT will attempt to equalize distribution to the extent practicable in accordance with the above example.

SECTION 6.11 - TRAINING TIME

SacRT may assign any employee to training at their straight-time hourly rate, as SacRT deems necessary. Employees assigned training of less than 8 hours may be required to work all of their shift which does not conflict with the training time. Training time shall be considered as time worked for purposes of calculating overtime.

ARTICLE 7: SENIORITY

SECTION 7.1 - EMPLOYMENT DATE

As used in this Agreement, “employment date” means the latest date on which an employee began a period of service with SacRT.

SECTION 7.2 - SACRT SENIORITY

a. SacRT seniority as used herein is defined as the length of an employee's continuous employment since their Employment Date with SacRT as an IBEW employee.

b. A Seniority date will be established for each employee, which will be the employee's recognized employment date. The continuity of an employee's service shall be deemed to be broken by termination of employment for any reason or layoffs which extend for 2 continuous years or more. The following periods of absence shall count as service for the purposes of this Agreement, and shall not constitute a break in service:

1. Absence of less than 2 continuous years caused by layoff.

2. All time spent on leave pursuant to the terms and conditions of the leave as set forth below:

ARTICLE 8	Sec 8.10, Right to Return to the Bargaining Unit
ARTICLE 16	Sick Leave
ARTICLE 17	Bereavement Leave
ARTICLE 18	Emergency Leave
ARTICLE 19	Family and Medical Leave
ARTICLE 20	Sec 20.1 Leave of Absence (Personal)
	Sec 20.7 Union Business
ARTICLE 21	Military Leave/Re-Employment
ARTICLE 22	Jury Duty

SECTION 7.4 - NEWLY HIRED PROBATIONARY EMPLOYEES

a. All newly hired employees shall be on probation for a period of 6 months from their date of hire. Such probationary period shall constitute a trial period during which SacRT is to judge the ability, competency, fitness and other qualifications of new employees to do the work for which they were employed. All rights, benefits, and privileges, including the application of the grievance and arbitration procedures, shall be applicable to probationary employees. However, the judgment of SacRT regarding a probationary employee's suitability shall not be subject to the grievance and arbitration procedure. Probationary employee records shall be available to the employee and/or Union representatives (Shop Stewards), upon request, for inspection and discussion.

b. The term "suitability" as used in 'a.' above shall mean, but not be limited to, the following: performance, attendance, promptness, ability, competency, fitness, and other skills, which are necessary for an employee to fulfill the requirements for which they are employed.

c. In order to assure an adequate probationary period, SacRT may extend said 6-month period by the amount of any interruptions in work exceeding 10 consecutive workdays, but this will in no way affect the employee's hire date.

d. Notwithstanding the above, employees shall receive at regular intervals, but not less than 4 written evaluations regarding their suitability. Such evaluations shall be signed by the receiving employee and the issuing supervisor. Nothing contained herein shall be construed as a guarantee of a full 6-month probationary period if, in the judgment of SacRT, earlier termination of employment is warranted.

e. An employee may not move into a new permanent job while working in their new-hire probationary period. (Refer to Article 10, Section 10.2.d)

SECTION 7.5 - SENIORITY DATE

Seniority date will be the determining factor in all matters such as, but not limited to: sick leave allowance, vacation allowance, vacation scheduling, promotion and transfer, demotion and layoff, retirement, rehire, temporary upgrades, etc.

SECTION 7.6 - POSTING SENIORITY LIST

SacRT shall make up and post a seniority list each January 1st, which shall be posted in the glass enclosed SacRT Bulletin Board. The annually adjusted list shall reflect actual SacRT seniority and include all bargaining unit employees on list.

SECTION 7.7 - NEW DIVISION

a. New division shall be defined as the use of a facility for the first time during the term of this Collective Bargaining Agreement, which requires the initial transfer of employees to that facility. New division shall not mean the relocation of an existing facility whereby the entire work force is relocated with no change in staffing.

b. Upon the initial opening of a new division, employees shall be assigned to a SacRT-wide seniority list. All employees shall have the opportunity to bid into the allotted opening within their classification based upon their SacRT seniority. Any additional positions created shall be subject to the normal bidding procedure. New employees shall be assigned to the division by SacRT.

c. SacRT seniority shall prevail within the given division for the selection of shifts, vacations, and floating holidays.

d. Shifts, hours, or days of work changes shall be subject to the bid procedure utilizing SacRT seniority within the given division.

SECTION 7.8 - NEW OPERATIONS

a. New operations shall mean transportation by other than a bus or rail vehicle. Selection for work in new operations shall be on the basis of Section 8.1 of this Agreement, provided, however:

    1. A screening test shall be developed by SacRT after referral with the Union on the scope of the material to be contained therein.

    2. Upon development of the test, it shall be reviewed with the Business Representative and/or counsel of the Local Union prior to administration.

    3. Only those SacRT employees passing the selection criteria shall be eligible for assignment to the new operations program. Test scores and other selection criteria may, at the Union option, be reviewed before assignment takes place.

    4. SacRT employees passing the selection criteria shall be assigned to the new operations program before any new hires.

    5. Any employee electing to enter the program who is unsuccessful in completing any aspect of the program shall be returned to their previous classification and position without loss of seniority or benefits. Any employee dropping out of the program shall have said same option. Six months after dropping out or being dropped out of the program, an employee may bid for any vacancy within the program without prejudice provided, however, the reason or deficiency resulted in their leaving the program has been corrected.

b. Once selection and training of new operation personnel is complete, the provisions of Article 8 shall apply in total.

ARTICLE 8: PROMOTION AND TRANSFER

SECTION 8.1 - PURPOSE

The purpose and intent of this Article is to provide a procedure wherein SacRT may accomplish job awards in an expedient manner.

SECTION 8.2 - SCOPE

In filling vacancies within SacRT, the following provision shall apply: When employees are qualified by knowledge, skill and abilities, as determined by SacRT, in accordance with requirements of the applicable position, and are physically able to perform the duties of the job in question, the employee with the greatest seniority shall receive preference in accordance with the sequence of consideration outlined in this Section. (See Attachment 2 of this Agreement.)

Upon completion of all internal hiring steps, if there are no eligible internal IBEW members, SacRT may hire external applicants meeting the minimum qualifications and passing required examinations. If there are no successful external applicants, the position will be put back for internal bid.

SECTION 8.3 - FILLING A VACANT POSITION

a. Existing Positions

1. On or before January 31st of each year, a list of all positions that existed in the bargaining unit as of December 31st will be posted in each department.

2. A vacated position that is going to be filled shall be posted for a minimum of 7 calendar days and this initial posting may be bid on only by employees currently in the classification.

3. Subsequent postings due to movement within the classification (8.3.a.2) will be posted for 7 calendar days and be open to all IBEW employees for bidding. Such postings shall be at locations customarily set aside for such announcements at Bus, Community Bus Service (CBS), Light Rail, and Facilities for IBEW bargaining unit members. Each job posting will include the hours, days off, and location of the vacancy.

4. If a test is required for filling a vacancy, it will not be administered to employees currently in the classification.

5. SacRT shall make proxy forms available upon request to employees leaving on vacation if a vacancy occurs during their absence. The employee shall indicate their interest in a different shift, days off, and/or reporting location(s) where the work is to be performed. It is the employee's responsibility to submit a completed proxy form to their supervisor. The beginning and ending dates for the proxy to be valid must be clearly written on the form.

6. At the conclusion of the posting period, the award of the posted vacancy shall be made pursuant to Section 8.4 below.

b. New Positions

1. SacRT will post all new positions for 7 calendar days. A new position is any vacancy SacRT wants to fill which is not listed on the "existing positions list" posted in January (i.e., new classifications, positions, hours, shifts, reporting location(s) and days off).

2. A new position that is going to be filled shall be posted for a minimum of 7 calendar days and this initial posting may be bid on only by employees currently in the classification.

3. Subsequent postings due to movement within the classification (8.3.a.2) will be posted for 7 calendar days and be open to all IBEW employees for bidding. Such postings shall be at locations customarily set aside for such announcements at Bus, Light Rail, Facilities and Procurement for IBEW bargaining unit members. Each job posting will include the hours, days off, and location of the vacancy.

4. If a test is required for filling a vacancy, it will not be administered to employees currently in the classification. Only individuals who successfully pass the test will be allowed to bid.

5. At the conclusion of the posting period, the award of the posted vacancy shall be made pursuant to Section 8.4 below.

c. New Classifications

In the event a new job classification is established, the position(s) will be filled by posting the job for 15 calendar days for bid by all employees in the bargaining unit. If a test is required for staffing the new position(s) only individuals who successfully pass the test will be permitted to bid.

d. Award of Positions

1. Upon completion of the posting procedure, the qualified employee(s) with the most SacRT seniority who applied for the vacant position will be notified in writing that they have been awarded the position, including the reporting date, time and location.

2. If an employee is: 1) required to report to work at a location different from the reporting location that they last reported; and 2) required to use large or heavy tools at the employee's work location; and 3) required by SacRT to transport such tools to such work location, then SacRT will provide the employee with the time and means necessary, prior to or during the employee's work day, to transport the required tools to that location. All such time will be considered work time and compensated accordingly.

3. It is the prerogative of SacRT to establish reporting locations for employees that may be different than the location of the main department office. In such circumstances and for the purpose of applying provisions of the CBA pertaining to employee bidding or selection based on seniority, each assigned reporting location shall operate as if it is a "separate department". As such, employees shall select their vacation, floating holidays, be assigned overtime, holiday work, etc., separately from employees in the same classification assigned to a different reporting location.

e. Award of Promotions

After awarding a promotion, SacRT will expedite the move of the employee into the new classification. If SacRT is unable to make the move within 10 calendar days, the employee's pay shall be adjusted to the hourly rate of the new classification.

SECTION 8.4 - PREFERENCE

a. Preferential consideration based upon SacRT seniority shall be given in the following order:

1. A bid made by an employee entitled to preferential consideration due to demotion as a result of layoffs or reduction in work. An individual refusing a recall shall forfeit their eligibility for future preferential consideration under this provision.

2. Bids made by senior, qualified employees.

SECTION 8.5 -WORK FORCE REALLOCATION

a. Whenever SacRT changes the manpower requirements at a division and/or department, such movement shall be subject to the following "bid" procedure. When there is a work-force reallocation, the newly created shifts, days off and/or hours, if any, shall not be considered a position vacancy as specified under Section 8.3.

1. The shift, days off and hours within the affected classifications will be posted for 15 calendar days. Individuals working in the affected classification may bid for the slots, and the senior employee bidding for the slot will be selected. SacRT shall provide a list of all allocated positions within the affected classification prior to the initiation of this process.

SECTION 8.6 - CERTIFICATION TRAINING

a. SacRT will establish certification training programs, which provide the opportunity for SacRT employees to become qualified for the following positions: Mechanic A, Mechanic A (Body/Fender), Mechanic A (SacRT GO), Painter, Facilities Maintenance Mechanic, Facilities Electronic Technician, Electronic Mechanic, Electronic Mechanic (SacRT GO), Mechanic A (Gas/Propane), Light Rail Vehicle Technician, Journey Lineworker, and Rail Maintenance Worker.

b. SacRT and Union will jointly establish Bus and Rail training committees to oversee the certification training programs. These committees shall consist of equal representation by both SacRT and the Union and are authorized to evaluate and establish the training needs, performance, and pay levels of new and current employees working their way through the established training program.

c. SacRT and Union will jointly establish a steering committee of six members, which will meet as needed to oversee the progress of the training committees. The steering committee shall consist of equal representation by both SacRT and the Union.

d. SacRT will endeavor to provide annual funding for certification training. The training committees will provide general direction concerning the expenditure of these funds.

e. An employee actively enrolled in a certification program who has completed the "take - home" portion of a module will be given preferential consideration for assignment to "hands-on" training work over an employee who may be otherwise eligible for the work but is not actively involved in the certification program. Incorporated into this Agreement as Attachment 2, are the agreed upon procedures and a flow chart, which details the filling of journey-level classification vacancies.

f. After an employee has been signed off as having completed a "hands-on" section of their training program, should they subsequently be used to perform such work, they shall be upgraded and paid the applicable rate of pay pursuant to Article 10, Section 10.3.

g. Employees having completed certification training in any classification must serve 12 months in that position after completion of training prior to being eligible to apply for any other SacRT classification.

h. Non-IBEW members are allowed to participate in the IBEW training program, by completing home study modules approved by the Training Committees. However, vacant IBEW positions will be filled by eligible IBEW members prior to offering to non-IBEW members.

SECTION 8.7 - TEMPORARY VACANCIES

a. When a temporary vacancy occurs in any job classification SacRT may, at its discretion, temporarily fill it. For the purpose of this article, a temporary vacancy is defined as: any temporary vacancy lasting for a period of more than 14 calendar days. Temporary vacancies will be filled as follows:

    1. Offered in order of seniority to the employee(s) in the classification on the shift where the vacancy occurs.

    2. Offered in order of seniority to the employee(s) in the classification regardless of shift.

    3. Assign to the lowest senior employee within the classification regardless of shift. When the temporary assignment has concluded the employee(s) shall

be returned to their shift days off and rate of pay in effect immediately preceding the assignment.

b. If a temporary vacancy is anticipated to last longer than 12 months, then SacRT will post the temporary vacancy during the 11th month of such vacancy and shall repost the notice every 12 months thereafter while the vacancy is being temporarily filled. The purpose of the posting is to fill the temporary vacancy in the manner described in 'a.', above.

SECTION 8.8 - EMPLOYEE PROBATIONARY PERIOD

a. Within the bargaining unit: An employee promoted or laterally transferred into a job classification with a change in job duties will be on probation for a period of 120 calendar days from the day the employee begins working in the position. During that period, members of the SacRT–IBEW Training Committee will periodically review the employee's performance to determine the employee's ability and qualifications for the position. The Training Committee shall meet (by regularly scheduled meetings or by a Special Meeting called for the exclusive purpose) 30 days prior to the end of an employee's probationary period to decide whether the employee will be retained in the position. If the Training Committee determines that the employee is not performing at the level necessary to pass probation, the employee may be returned to their prior job classification pursuant to the procedures set out in paragraph b, below. Should the labor and management Training Committee members split on their assessment of the employee's abilities for continuing in the new job, the matter will be submitted to the Steering Committee for review and determination. Should the Steering Committee be unable to resolve the deadlock, SacRT management will make the final decision. SacRT's determination is subject to the grievance procedure.

b. If SacRT determines that the employee does not have the ability and/or qualifications for the position, the employee shall be separated from employment unless the employee elects to return to the job classification and shift held just prior to the promotion. If that job classification and/or shift no longer exists, the employee shall be separated from employment unless they elect to be placed in the classification, days off and shift that they would have occupied had the employee exercised their seniority bidding rights when their prior job classification and/or shift was eliminated. If another employee is bumped out of a job classification and/or shift by reason of the foregoing, they may exercise their seniority bidding rights, in the same manner as provided above, and so may each employee who is displaced as the result of the exercise of such bidding rights. SacRT and the IBEW may return an employee pursuant to the section in an "overfill" capacity on a case by case basis.

c. If an employee who is working in the "hands-on" phase of their training program is promoted to another job, then the probationary period for the other job shall be extended by ⅓ the length of time of the training program or 90 calendar days, whichever is longer.

SECTION 8.9 - INTERDEPARTMENTAL MOVEMENT

a. Employees awarded a “lateral” change in job duties, from one department into another (Bus to Rail or Rail to Bus), may not bid out of that job for at least 12 months. For purposes of applying this language, a “lateral” job change is movement from a job in one department into a job within a different department, both of which have the same top hourly rate of pay.

SECTION 8.10 - RIGHT TO RETURN TO THE BARGAINING UNIT

a. If an employee accepts a SacRT position that is not covered by this Agreement, the employee shall have the right, within the probationary period established for that position, to elect to return to their prior job classification, days off and shift. An employee who returns in the manner described above will not suffer loss of seniority under this Agreement.

b. If the employee’s prior job classification and/or shift no longer exists, the employee shall be separated from employment unless they elect to be placed in the job classification, days off and shift that the employee would have occupied had the employee exercised their seniority bidding rights when their prior job classification and/or shift was eliminated. If another employee is bumped out of a job classification and/or shift by reason of the foregoing, the bumped employee may exercise their seniority bidding rights, in the same manner as provided above, and so may each employee who is displaced as the result of the exercise of such bidding rights.

ARTICLE 9: DISPLACEMENT, DEMOTION AND LAYOFF PROCEDURE

SECTION 9.1 - GENERAL RULES

The provisions of this Article, which are applicable to employees in cases of displacement, demotion or layoff, shall be applied in such manner as to give effect to the following.

SECTION 9.2 - PREVAILING SENIORITY

When it is necessary for SacRT to lay off employees in a given classification, the employee in such classification who has the least seniority shall be laid off first. Such employee may, in lieu of layoff, elect a demotion or transfer, provided they are able to effectively perform the remaining work in which event they shall be demoted or transferred to the next lower classification in the normal line of progression, and they shall be entitled to displace the employee in such other classification who has the least seniority, provided, however, that they shall not be entitled to displace the employee whose seniority is greater than their own. Successive demotion or transfers shall be in the reverse order of normal progression.

Nothing in this section shall preclude an employee, in the affected classification, to elect a voluntary layoff.

SECTION 9.3 - NOTICE OF LAYOFF

SacRT shall give employees concerned as much notice as possible, but in no event shall an employee receive less than 30 working days' notice prior to layoff.

SECTION 9.4 - SEVERANCE PAY

a. When an employee is laid off in excess of the time limits set forth in Article 7, Section 7.3, such employee shall receive a severance payment equal to $100 for each completed year.

b. Employees closed out of service by reason of a permanent physical disability shall have the option of collecting a severance payment pursuant to 'a.' above, or payment for accumulated sick leave as specified in Article 16, Section 16.8, of this Agreement. In addition to the foregoing, employees will receive payment for any accrued but unused vacation (Article 12).

c. An employee may elect to waive their recall rights. Such waiver shall be in writing and irrevocable. Upon submission of the waiver the employee shall be eligible to receive a severance payment at the time of leaving employment, pursuant to 'a.' above.

SECTION 9.5 - RECALL

a. When recalling a laid-off employee, SacRT shall transmit the notice of recall, via certified U.S. mail, restricted delivery, to the employee's current address of record. Should the employee fail to respond within 15 calendar days of receipt of the notice or the recall notice is returned to SacRT undeliverable, the employee's right of recall shall be forfeited unless such failure to respond is due to an incapacitating illness or injury preventing the employee from notifying SacRT, either personally or through someone else, of their inability to return as scheduled.

b. In recalling laid-off employee's, SacRT shall give preference to the employee who was laid off in the classification in which the vacancy occurs or any higher classification within the same line of progression with the greatest seniority, provided such employee can effectively perform the work. An employee, who is reinstated to a position after layoff or demotion in lieu of layoff, shall receive the prevailing wage for the position.

c. Notwithstanding the above, it is the responsibility of each employee to provide SacRT, via certified U.S. Mail, their current status and address changes occurring within the 2-year recall period. However, in any event, the recall period will not extend beyond 2 years.

SECTION 9.6 - REINSTATEMENT

a. Notwithstanding other provisions of this Article, an employee terminated from employment who is subsequently reinstated, shall return to their prior position or to the position they would have held had the termination not have occurred.

b. An employee, who is displaced due to the return of an employee pursuant to 'a.' above, shall be moved to the position they would have held had the termination not have occurred.

c. Nothing in this Section shall be construed so as to limit the authority of an arbitrator, or the parties to mutually fashion a reinstatement remedy, which may be inconsistent with 'a.' above.

ARTICLE 10: WAGE RATES AND CLASSIFICATIONS

SECTION 10.1 - WAGE RATES

a. Effective April 1,2024:

1. Hourly Wage Increase – Hourly wage rates for all covered job classifications will be increased on the dates and in the amounts as follows:

4/1/24	4/1/25	4/1/26	4/1/27
4%	4%	4%	4.5%

In addition, effective 4/1/2024 hourly wage rates for all covered job classifications will be increased by a 3% Signing Bonus.

SECTION 10.2 - JOB CLASSIFICATION RATES OF PAY

a. New-Hire Wage Progression Schedule

1. An employee hired into one of the below listed job classifications shall begin the new-hire wage progression at 80% of the top hourly rate of pay for the employee's job classification. Thereafter, the employee shall progress to the top hourly rate of pay for the job classification based upon demonstration of their job proficiency. Evaluation of proficiency and ability shall be made by SacRT and/or Joint Labor- Management Training Committee. The total duration of the wage progression shall not exceed 6 months for a full journey-level employee or a maximum of 3 years for a journey-level trainee (see Attachment 2).

Job Classifications:

Journey Lineworker
Lineworker Technician
Senior Mechanic
Facilities Maintenance Mechanic

LR Vehicle Technician
Painter
Mechanic A
Mechanic A (Gas/Propane)
Mechanic A (SacRT GO)
Mechanic A (Elk Grove)
Senior Mechanic (Elk Grove)
Facilities Electronic Technician
Rail Maintenance Worker
Senior Rail Maintenance Worker
Mechanic A (Body/Fender)
Electronic Mechanic (SacRT GO)
Electronic Mechanic (Elk Grove)
Electronic Mechanic

2. All Other Classifications:

Effective the first full pay period following adoption by the Board, an employee employed in a job classification covered by this Agreement not listed above, shall be paid pursuant to the wage table below. Any existing employee being paid less than the wage table below will move to an appropriate wage based on the wage table below.

b. Hourly Wage Table

	4/1/2024 (4% Plus 3% Signing Bonus)	**4/1/2025 (4%)**	**4/1/2026 (4%)**	**4/1/2027 (4.5%)**
BUS MAINTENANCE				
Bus Service Worker				
1st 6	$26.50	$27.56	$28.67	$29.96
Thereafter	$28.33	$29.47	$30.65	$32.02
Electronic Mechanic	$42.93	$44.65	$46.43	$48.52
Mechanic A	$41.69	$43.35	$45.09	$47.12
Mechanic A (Body/Fender)	$41.69	$43.35	$45.09	$47.12
Mechanic A (Gasoline/Propane)	$42.93	$44.65	$46.43	$48.52
Mechanic B				
1st 6	$33.20	$34.53	$35.91	$37.53
Thereafter	$35.19	$36.60	$38.06	$39.78
Mechanic C				
1st 6	$29.31	$30.48	$31.70	$33.13
Thereafter	$31.25	$32.50	$33.81	$35.33

Painter	$41.69	$43.35	$45.09	$47.12
Senior Mechanic	$43.77	$45.52	$47.35	$49.48
Storekeeper				
1st 6	$33.20	$34.53	$35.91	$37.53
Thereafter	$35.19	$36.60	$38.06	$39.78
Upholsterer				
1st 6	$29.31	$30.48	$31.70	$33.13
Thereafter	$31.25	$32.50	$33.81	$35.33
FACILITIES MAINTENANCE				
Facilities and Grounds Worker I				
1st 6	$26.50	$27.56	$28.67	$29.96
Thereafter	$28.33	$29.47	$30.65	$32.02
Facilities and Grounds Worker II				
1st 6	$31.25	$32.50	$33.81	$35.33
Thereafter	$33.20	$34.53	$35.91	$37.53
Facilities Electronic Technician	$42.93	$44.65	$46.43	$48.52
Facilities Maintenance Mechanic				
1st 6	$38.98	$40.54	$42.16	$44.06
Thereafter	$41.69	$43.35	$45.09	$47.12
Facilities Service Worker				
1st 6	$23.13	$24.06	$25.02	$26.15
Thereafter	$24.73	$25.72	$26.75	$27.95
Storekeeper				
1st 6	$33.20	$34.53	$35.91	$37.53
Thereafter	$35.19	$36.60	$38.06	$39.78

LIGHT RAIL MAINTENANCE				
Light Rail Assistant Mechanic				
1st 6	$29.31	$30.48	$31.70	$33.13
Thereafter	$31.25	$32.50	$33.81	$35.33
Light Rail Service Worker				
1st 6	$26.50	$27.56	$28.67	$29.96
Thereafter	$28.33	$29.47	$30.65	$32.02
Light Rail Vehicle Technician	$42.93	$44.65	$46.43	$48.52
Storekeeper				
1st 6	$33.20	$34.53	$35.91	$37.53
Thereafter	$35.19	$36.60	$38.06	$39.78
WAYSIDE				
Lineworker (Training Program Progression) (**) (***)	$47.90	$49.82	$51.81	$54.14
Journey Lineworker	$47.90	$49.82	$51.81	$54.14
Lineworker Technician	$55.09	$57.30	$59.59	$62.27
Rail Laborer				
1st 6	$28.08	$29.20	$30.37	$31.73
Thereafter	$31.25	$32.50	$33.81	$35.33
Rail Maintenance Worker	$39.62	$41.21	$42.86	$44.78
Senior Rail Maintenance Worker	$41.58	$43.24	$44.97	$47.00
SacRTGO				
SacRTGO Mechanic A	$41.69	$43.35	$45.09	$47.12
SacRTGO Mechanic B				
1st 6	$33.20	$34.53	$35.91	$37.53
Thereafter	$35.19	$36.60	$38.06	$39.78

SacRTGO Mechanic C				
1st 6	$29.31	$30.48	$31.70	$33.13
Thereafter	$31.25	$32.50	$33.81	$35.33
SacRTGO Service Worker				
1st 6	$26.50	$27.56	$28.67	$29.96
Thereafter	$28.33	$29.47	$30.65	$32.02
SacRTGO Electronic Mechanic	$42.93	$44.65	$46.43	$48.52
Elk Grove				
Elk Grove Mechanic A	$41.69	$43.35	$45.09	$47.12
Elk Grove Mechanic B				
1st 6	$33.20	$34.53	$35.91	$37.53
Thereafter	$35.19	$36.60	$38.06	$39.78
Elk Grove Mechanic C				
1st 6	$29.31	$30.48	$31.70	$33.13
Thereafter	$31.25	$32.50	$33.81	$35.33
Elk Grove Bus Service Worker				
1st 6	$26.50	$27.56	$28.67	$29.96
Thereafter	$28.33	$29.47	$30.65	$32.02
Elk Grove Electronic Mechanic	$42.93	$44.65	$46.43	$48.52
Elk Grove Senior Mechanic	$43.77	$45.52	$47.35	$49.48
Elk Grove Facilities and Grounds Worker I				
1st 6	$26.50	$27.56	$28.67	$29.96
Thereafter	$28.33	$29.47	$30.65	$32.02

(**) Lineworker top rate is upon completion of a 4-year Training Program beginning at 80% of the Journey Lineworker rate. Thereafter the rate is increased to 85%, 90%, and 95% over a maximum of 48 months in the Training Program.

(***) Lineworker trainees entering the program at a rate higher than the pay progression will maintain their rate of pay until such time as the Lineworker progression overtakes their pay rate, and they will advance to the correct Lineworker rate at that time.

d. After completing one's new hire pay progression, an employee awarded a new job in a classification with an equal or lower pay rate will be paid the top rate for the new classification. An employee awarded a new job in a classification with a lower top hourly rate of pay shall be compensated at the lower top rate of pay. An employee not having completed their new-hire progression shall be compensated pursuant to Section 10.2b.

An employee may not move into a new permanent job while working in their new-hire probationary period, or for 12 months following completion of certification training in a classification requiring certification. (Refer to Article 7, Section 7.4e, and Article 8, Section 8.6g)

SECTION 10.3 - TEMPORARY UPGRADE

When an employee is assigned another job temporarily, they shall receive the highest rate of pay for the classification, or the next higher rate of the new job, whichever is greater. Such employee shall be given credit for all time previously worked in the higher classification. If such assignment is made, it shall be offered to the senior most-qualified employee available at the time.

SECTION 10.4 - LEAD PREMIUM

A premium shall be paid to an employee who has been assigned to perform lead duties. Such duties may include assigning work, answering telephones, doing routine paperwork or directing the work force in the performance of normal duties. If such assignment is made, SacRT shall determine the appropriate classification needed for the lead duty. The assignment shall be made to the senior-most employee in that classification on the shift. The lead premium shall be 10% of the employee's regular hourly rate and shall be paid for a minimum of two hours or the duration of the assignment, whichever is longer.

SECTION 10.5 - TRAINING PREMIUM

Employees assigned by their supervisor to the training of any employee shall be paid 10% per hour in addition to their regular rate of pay for all hours they performed such training functions.

SECTION 10.6 - MILEAGE/MEAL ALLOWANCE

Mileage Allowance:

a. An employee required to attend training or who travels on SacRT business in excess of 25 miles from their normal reporting location shall be reimbursed the current allowable Internal Revenue Service rate per mile for use of their personal vehicle with prior SacRT approval. If 2 or more employees go to the same location, only the senior employee will be reimbursed for personal vehicle mileage.

b. Other reasonable expenses may be reimbursed as determined by SacRT, when receipts show expenses actually incurred and are submitted.

Meal Allowance:

An employee's business-related meals shall be reimbursed when it is necessary for such an employee to travel on SacRT business in accordance with the following guidelines:

a. An employee must be away from the service area for at least 4 hours to receive 1 appropriate meal reimbursement; 6 hours to receive 2 appropriate meal reimbursements; and 8 hours to receive 3 meal reimbursements.

b. Employees are required to submit receipts for the cost of meals consumed during out of area trips, as defined above. Employees will be reimbursed up to the business-related meal level established by the Internal Revenue Service for the meal (breakfast, lunch or dinner), in the city or geographic location where purchased as defined by the Governmental Accounting Office (GAO).

c. If receipts are not available, meals will be reimbursed for business-related meals, at the level established by the Internal Revenue Service as part of the tax-free allowable per diem rates as follows:

    1. Breakfast shall be paid at 20% of the per diem rate.
    2. Lunch shall be paid at 30% of the per diem rate.
    3. Dinner shall be paid at 50% of the per diem rate.

d. Employees are not entitled to per diem meals, which are supplied by common carriers or are included in conference fees or prepaid banquet or complimentary services.

SECTION 10.7 - WEEKEND SHIFT PREMIUM

A shift premium for all Saturday and/or Sunday work shall be paid at the rate of 6% of the employee's hourly wage rate for the entire shift. This shift premium shall include a shift that begins on a Friday and extends into a Saturday or a shift that begins on a Sunday and extends into a Monday.

SECTION 10.8 - NEW CLASSIFICATIONS AND WAGE RATES

When necessary, SacRT will write new job specifications, evaluate and set rates, and install new or modified classifications. Copies of the new job specification and rates of pay shall be furnished the Union as soon as possible. The Union shall have 15 calendar days from receipt of the new job specification and rates to indicate agreement or disagreement with the new job specification and rates of pay as installed by SacRT. Failure to notify SacRT of this agreement as set forth above shall signify acceptance of the specification and rates. In the event of timely disagreement by the Union, the parties shall meet to negotiate the specification and rates. Should the parties fail to reach agreement within 30 calendar days, the matter shall be referred directly to arbitration. Unless SacRT's operational needs require otherwise, the foregoing process shall be completed before any new or modified classifications are implemented.

SECTION 10.9 – SHIFT DIFFERENTIAL

Employees working their regular shifts on Swing Shift or Intermediate/Midnights, as defined in Article 5, Section 5.2, will be eligible for the following shift differentials:

Swing Shift:	Intermediate/Midnight Shift:
April 1, 2023- 3%	April 1, 2023- 4.5%

The following rules apply to the application of shift differential:

a. Shift differential will only apply to hours worked, not to paid leave usage,

b. Differential pay on overtime will only apply to the bid shift for an employee.

SECTION 10.10 – YARD MASTER PAY

Light Rail Service Worker's doing Yard Master/Assistant Yard Master duties will receive a 5% differential for all hours worked in that assignment. The offer for the assignment shall be made to the senior-most employee in that classification on the shift. The differential shall not be paid for any hours worked by Light Rail Service Workers when not assigned Yard Master/Assistant Yard Master duties, or while on paid leaves. If no Light Rail Service Workers are available after following overtime call out procedures specified in Section 6.6 (a) (b) excluding Section 6.6 (b) (6), Light Rail Assistant Mechanics or Light Rail Vehicle Technicians may be used to perform this task. Light Rail Assistant Mechanics or Light Rail Vehicle Technicians shall receive the 5% differential for Yard Master duties for each hour when assigned.

ARTICLE 11: HOLIDAYS

SECTION 11.1 - HOLIDAYS

Employees covered by this Agreement shall be entitled to have the following holidays off with pay when they fall on a workday in the basic workweek:

New Year's Day	Independence Day
Martin Luther King Jr.'s Birthday	Labor Day
Memorial Day	Thanksgiving Day
Christmas Day	Floating Holidays (5)

SECTION 11.2 - FLOATING HOLIDAYS

a. Sign-Up - At each vacation sign-up in December, the employee may choose, in seniority order, 3 floating holidays, the remaining 2 floating holidays may be selected 30 days prior to the requested date should the date occur in the final 6 months of the calendar year. The employee shall make such requests in writing and it will be granted, if a slot is available and it is taken during the calendar year. Two or more requests submitted on the same day shall be processed in seniority order. If the employee has not used the 2 floating holidays by the end of June, the employee must select a date for 1 of the floaters on a July sign-up for holidays. The remaining unfixed holiday may be selected as above.

b. Slots

1. For all bargaining unit classifications, except those listed in Section 11.b.2. (below), SacRT shall make available to employees 2 slots per day, per shift, for the purpose of selecting Floating Holidays, except during the weeks of Thanksgiving, Christmas and New Year's, when 1 slot will be available.

2. Employees in Bus Mechanic A, B and C classifications shall have available 1 slot in each classification per day, per shift.

c. The following table sets forth the number of floating holidays that will be made available to an employee after they complete their 6-month new-hire probationary period, depending upon the month in which the probationary period is completed. An employee may use an available floating holiday after they complete their new-hire probationary period and before the end of the calendar year in which the new-hire probationary period is completed, on any day selected by the employee that is approved in advance by their supervisor.

Probationary Period Ends During	Available Floating Holidays
January or February	five
March or April	four
May or June	three
July or August	two
September or October	one
November or December	none

In December of the calendar year in which an employee completes their new-hire probationary period, they shall be eligible to bid all 5 floating holidays for use during the following calendar year, pursuant to paragraphs a and b, above. Floating holidays not used for any reason during the year in which they are available may not be carried into subsequent years for later use.

d. When an employee moves into a new position or shift, they may be required to reschedule previously scheduled floating holiday(s) if the employee's floating holidays(s) on any day, plus the existing employee's previously scheduled floating holiday for the same day, exceed the total number of floating holidays authorized under Section 11.2(b).

SECTION 11.3 - SUNDAY HOLIDAYS

When any of the above holidays fall on a Sunday, except the floating holidays, the following Monday shall be observed as the holiday.

SECTION 11.4 - HOLIDAY PAY

a. Employees shall receive 8 hours holiday pay at their straight-time, hourly rate, subject to the following:

1. Newly hired employees must have been employed by SacRT for 30 calendar days before being eligible for holiday payment.

2. An employee absent without a bona fide reason who does not work their last regularly scheduled workday preceding and their first regularly scheduled workday following a paid holiday shall not receive holiday pay. However, holiday pay shall not be withheld if a non-workday intervenes between the holiday and the day they were absent, e.g. an employee has Saturday / Sunday off and Monday is a paid holiday. They must work Friday and Tuesday in order to receive holiday pay.

b. Employees off work due to SacRT approved leaves of absence shall receive holiday pay for all holidays occurring within the first 30 calendar days of absence.

c. An employee absent due to industrial illness/injury shall be paid for all holidays occurring within the first 180 calendar days after the date the absence begins.

SECTION 11.5 - HOLIDAY WORK ROTATION LIST

a. Employees may be scheduled to work on holidays, on a rotational basis, pursuant to the following:

1. Whenever an employee begins work (new hire, promotion, shift change) on a new shift and/or classification, they will be put at the bottom of the Holiday Work Rotation List as it stands on the date they begin work.

2. Prior to a holiday, SacRT shall determine how many individuals it needs on each shift and classification to work on the holiday.

3. SacRT shall refer to the Holiday Work Rotation List and select the individual(s), in established rotating order, to fill the required staffing levels.

4. SacRT shall attempt to post the list of individuals required to work the holiday at least 18 calendar days in advance of the holidays.

5. An employee scheduled to work a holiday, which falls on a regularly scheduled day off, shall have the option of working the holiday or not, provided the employee is working in a classification on a shift, where there is more than 1 person available for work. Employees electing not to work shall remain at the top of the Holiday Work Rotation List for the next holiday. Such election must be made within 3 workdays of the date of the posting.

6. An employee scheduled to work the holiday who does not receive the 15 calendar days' notice shall receive double time pay for all hours worked in addition to their 8 hours holiday pay, except as follows:

   (a) When an employee scheduled to work a holiday becomes unavailable to work and SacRT is informed of the employee's unavailability 15 calendar days or less prior to the holiday assignment, SacRT may solicit a volunteer to work said holiday assignment. SacRT will attempt to contact all employees on the Holiday Rotation List, in sequential order, to solicit a volunteer. A volunteer shall be compensated at the rate of 1½, in addition to receiving their 8 hours holiday pay.

   (b) An employee accepting the voluntary holiday work assignment shall have the option of: 1) retaining their place on the Holiday Rotation List; or 2) moving to the bottom of the Holiday Rotation List.

7. Employees scheduled to work the holiday who receive the 15 calendar days' notice shall receive 1½ pay for all hours worked in addition to their 8 hours holiday pay.

8. Employees on the Rotation List will not be required to work the holiday when their turn comes up in a week where they have bid the remaining entire week with vacation or 4 floating holidays.

9. An employee scheduled to work a holiday and is unavailable for the holiday assignment, except pursuant to '10.' below, shall be placed at the top of the Holiday Work Rotation List for the next holiday.

10. Any employee scheduled to work a holiday shall have the option of exchanging their assignment with any other qualified employee. The substitute employee shall be paid for all hours worked as though having received 15 calendar days' notice. If, for whatever reason, the substitute employee decides not to work the holiday or does not show up for work as scheduled on the holiday, the originally scheduled employee shall be required to work the holiday at the 1½ rate of pay. In the event an employee does not receive 15 calendar days' notice, their substitute shall be paid in accordance with Section 11.5.a., above. The employee that exercised the option and exchanged their holiday work assignment will rotate on the Holiday Work Rotation List as if they had worked. The substitute employee will retain their position on the Holiday Work Rotation List as if they did not work.

11. Newly hired employees on the payroll less than 30 calendar days who are scheduled to work on a holiday shall be paid at their straight-time rate of pay for all hours worked.

SECTION 11.6 - AFFECTING OTHER BENEFITS

Payment of holiday pay shall not be charged against an employee's sick/emergency leave or vacation accruals.

ARTICLE 12: VACATIONS

SECTION 12.1 - VACATION ELIGIBILITY

a. All individuals hired on or after March 1, 1986, shall have their entitlement to future vacation benefits determined as follows:

1. Such employees shall accumulate prorated vacation time based upon the amount of time worked during the calendar year in which they were hired, pursuant to the schedule set forth below:

EMPLOYMENT DATE:

FROM	THROUGH	DAYS OF VACATION
January 1	March 9	10

March 10	May 14	8
May 15	July 19	6
July 20	September 23	4
September 24	November 28	2
November 29	December 31	0

Prorated first-year vacation accumulation shall be bid in December of the initial calendar year of employment, to be taken during the following calendar year. Thereafter, vacation accruals shall be pursuant to the provisions as set forth in Paragraph c. below.

2. An employee hired on any date before July 1st of any year shall have the calendar year, which they were hired count as a completed year of service for future vacation benefit determination.

3. An employee hired on or after July 1st of any year shall not have the calendar year in which they were hired count as a completed year of service for purposes of determining future vacation benefit eligibility.

c. In the subsequent calendar years, an employee shall be entitled to vacation in accordance with the following table:

Completed Years of Continuous Service	Days of Paid Vacation
1 through 4 Years.....	10 Days
5-9 Years	15 Days
10-16 Years	20 Days
17-26 Years	25 Days
27 Years + Over	30 Days

d. Vacation Sellback to Deferred Compensation Account

An employee with 10 through 16 years of continuous service may annually sell back 1 week (40 hours) of accrued, available vacation at their straight time hourly rate. An employee with 17 or more years of continuous service may annually sell back up to 3 weeks (120 hours) of accrued, available vacation at their straight time hourly rate.

In order to take advantage of this program, an employee must be enrolled in the 457 Deferred Compensation Plan prior to the end of February of the year in which they desire to participate. Enrollment forms are available at the Human Resources Department.

SECTION 12.2 - HOLIDAY DURING VACATION

a. If a paid holiday occurs during an employee's scheduled vacation, the employee shall have the option to either: 1) take an additional day of vacation; or 2) receive 8 hours vacation pay as follows:

    1. When an employee elects to take an additional day of vacation, the provisions under Section 12.7.b. shall apply.

    2. When an employee elects to receive pay in lieu of time off for vacation, the time worked in lieu of time off for vacation shall not be considered overtime and shall be compensated at the employee's straight time rate of pay.

SECTION 12.3 - TERMINATION

Employees who resign after giving notice, or who are laid off, shall be paid for any vacation credits which they have at the time of resignation or lay-off. Employees dismissed for cause shall receive similar vacation payments.

SECTION 12.4 - RATE OF PAY

Vacation pay shall be computed at the rate of pay applicable to an employee's regular classification, as of the date their vacation shall be taken.

SECTION 12.5 - SELECTION

a. SacRT shall schedule vacations between January 1st and December 31st. Prior to January 1st of each year, there shall be a sign-up in each unit of classifications wherein employees may designate their choice of vacation periods, and SacRT shall prepare the annual vacation schedule on the basis of such a sign-up, giving effect where possible to the selections of employees in the order of their seniority within their respective classifications.

b. Two employees in any one classification, per shift, shall be allowed off on vacation simultaneously, except where there is a group of 3 or less employees on the same shift, only 1 employee shall be allowed off from that group. If there are 12 or more in a classification per shift and there are no floating holidays during that week, 1 additional slot shall be provided. There shall be 3 picks: first, second, and third shift.

c. A proxy bid shall be accepted if a person is not available for sign-up.

d. Employees who have a need for vacation that exceeds their annual accrual must submit a written request to SacRT by the selection period one year preceding the year in which the carryover is needed. Approval is at the discretion of SacRT. Carryover vacation is selected as all other vacation, as specified above.

SECTION 12.6 - VACATION PERIOD

a. Vacation period shall normally commence on Monday, except that for employees whose workweeks start on days of the week other than Monday, the vacation period shall commence with the starting day of their respective workweeks. SacRT shall post the vacation schedule on bulletin boards.

b. An employee is eligible to bid up to 2 weeks of accrued vacation in increments of one day, as follows: 1) the employee has at least 3 weeks of accrued vacation to bid at the December sign up (Section 12.1.c); or 2) the employee scheduled a vacation week during a week in which a holiday occurred as specified in Section 12.2 above. The aggregate total eligibility of incremental daily vacation picks shall not exceed 10 days in any calendar year. The employee may only select such vacation after all employees have selected their vacation and floating holidays. Such selection shall be in seniority order and within available slots (includes both vacation and floating holiday slots). It is understood that a week of vacation bid during a week in which a fixed holiday occurs shall not be considered as the "daily increment week" provided for herein.

c. An employee may elect to sell any vacation accrued in excess of 10 days (80 hours). Such election must be made at the December vacation sign-up. Following the completion of the sign-up, all employee requests to sell accrued vacation shall be processed and payment shall be made by separate check as soon as practicable, but not later than the second payday in February.

d. No employee shall be compelled to sell their vacation in lieu of taking time off. Time worked in lieu of taking time off because of selling vacation shall not be considered as overtime as such, but shall be compensated at the rate of pay applicable to the work performed.

SECTION 12.7 - UNPAID STATUS

a. An employee must be in the active service of SacRT for 40 hours or more in any 1 calendar month to receive a vacation credit for that month.

b. For purposes of applying this language, active employment is defined as time spent at work in a regular paid status, as well as spent in paid vacation, paid holidays, paid sick leave, jury duty or military leave. Active employment does not include any other hours paid for accrued benefits, except those mentioned above."

SECTION 12.8 - RETIREMENT

Employees who are approaching retirement shall be allowed to carry over earned vacation credits not to exceed 3 years total accumulation at time of retirement. For purposes of applying this provision, the term "approaching retirement" shall be defined as an employee who has attained a minimum age of 52 years. An employee accruing

vacation under this provision who has not retired after accumulating three years' worth of vacation is required to use all accrued vacation hours in excess of the 3-year amount.

SECTION 12.9 - VACATION FOLLOWING REINSTATEMENT

a. An employee terminated from employment shall be paid for all accrued but unused vacation time at the time of separation. Should the employee subsequently be reinstated, they shall receive vacation subject to the following:

    1. When an employee is terminated from employment, their previously bid vacation time in the year in which reinstatement occurred shall not be subject to selection by other employees until the department has been notified by the Labor Relations Department that the termination is final and no longer subject to appeal.

    2. A reinstated employee will be informed by SacRT that they may elect to take accrued vacation time off, if any. Such employee who had previously bid vacation which would occur sometime between the date of return and the end of the calendar year, shall have 7 calendar days following notification in which to inform their Department Manager/Director, in writing, whether or not they wish to take the time off. Should no written election be made, the employee shall work the time.

    3. A reinstated employee who was paid for accrued vacation that was to be taken the following calendar year, shall have the option to take the time off without pay or work the time. Such option shall be exercised at the annual vacation bid period.

    4. Should an employee elect to take the time off, such time shall be unpaid.

    5. Should an employee elect to work the time, compensation shall be based on the employee's regular rate of pay, including overtime, if applicable.

    6. A reinstated employee who accrues vacation time between reinstatement and the end of that calendar year, shall bid and take such time off as paid vacation in accordance with the normal procedures.

    7. Once notification has been received that a termination is final or an employee has elected not to take their previously scheduled vacation time off, said vacation time may be made available to other employees in accordance with the existing practice.

    8. An employee who has been reinstated and has an available vacation balance in excess of that which they would normally have had that year given their length of service (Section 12.1), will be paid for the extra time. The remaining normal amount of vacation time may be bid and taken off with pay during available time or, the employee may elect to be paid for the time.

b. Nothing in this Section shall be construed so as to limit the authority of an arbitrator or the parties to mutually fashion a reinstatement remedy which may be inconsistent with 'a' above.

SECTION 12.10 - VACATION ELIGIBILITY UPON CHANGE IN CLASSIFICATION OR SHIFT

When an employee moves into a new position or shift, they may be required to reschedule previously scheduled vacation if the employee's vacation schedule on any day, plus the existing employee's previously scheduled vacation for the same day, exceed the total number of vacation days authorized on any given day pursuant to Section 12.5.b.

ARTICLE 13: HEALTH & WELFARE INSURANCE BENEFITS

SECTION 13.1 - GENERAL

There shall be provided for each covered employee and eligible dependent(s) medical, dental, vision, life-AD&D and supplemental life insurance coverages, subject to the terms and conditions set forth herein. All registered domestic partners, as defined in the Domestic Partner Rights and Responsibilities Act of 2003, shall have the same rights, protections and benefits as other employees. Specific information about current insurance providers, insurance plan coverages, enrollment, co-payment amounts, etc., can be obtained by contacting the Benefits Unit of the Human Resources Department.

SECTION 13.2 - CORE INSURANCE BENEFIT

a. CalPERS Medical Insurance

1. Active Employees

Medical insurance coverage options shall continue to be provided through Cal PERS Medical Program. The maximum monthly amount paid by SacRT shall not exceed 90% of the monthly premium for Blue Shield Access Plus for the Sacramento Area. Employees electing coverage in a plan which is more costly than the Blue Shield Access Plus plan will pay the difference in the amount paid by SacRT for the Blue Shield Access Plus plan and the cost of the selected plan. An employee selecting a plan less costly than the Blue Shield Access Plus plan will still be subject to paying 10% of the monthly premium cost of that plan. The employee copayment towards their insurance coverage shall be no less than 10% of the monthly premium rate for the selected plan for the Sacramento Area. Employees may continue to participate in the Cash-In-Lieu of Medical Insurance program with CalPERS coverage under the same terms currently in existence with the monthly amount received being 50% of the Kaiser "Employee Only" premium.

An employee employed by SacRT who becomes deceased may have their medical insurance coverage for dependent(s) extended for 2 calendar months immediately following the end of the month in which the employee's death occurred. Dependent coverage shall be limited to the dependents on the employee's medical coverage at the time of death. The terms of the medical insurance premium obligations under the provision shall remain the same as if the employee was still an active employee.

2. Retirees

Retirees are eligible to enroll in medical insurance coverage under the CalPERS program and SacRT's contribution shall be the CalPERS minimum contribution rate. A Retiree will be required to co-pay the difference between SacRT's minimum monthly contribution amount and the monthly premium cost of the selected insurance plan.

b. Dental Insurance – During the term of this Agreement, SacRT will provide dental insurance at no cost to each covered employee and their eligible dependents. Insurance coverage is currently provided through Delta Dental Service (DDS) and the benefits are subject to the terms of the policy between SacRT and the insurance company. There is a one-time deductible of $50.00 per person, per lifetime.

c. Vision Care Insurance – During the term of this Agreement, SacRT will provide vision care insurance at no cost to each covered employee and their eligible dependents. Insurance coverage is currently provided through Vision Service Plan (VSP) and the benefits are subject to the terms of the policy between SacRT and the insurance company.

d. Life Insurance – During the term of this Agreement, SacRT will provide Life and Accidental Death and Dismemberment Insurance at no cost to each covered employee and their eligible dependents. Coverage for each employee is for $50,000 and $1,000 for spouse and eligible dependents over the age of 6 months. Dependents under 6 months of age have coverage in the amount of $100.00. The provision of all benefits is subject to the terms of the policy between SacRT and the insurance company.

e. Supplemental Life – During the term of this Agreement, SacRT will provide optional Supplemental Life Insurance coverage for each covered employee and their spouse. Participation in the insurance coverage is at the election of the employee and premium cost for the coverage is paid by the employee through monthly payroll deduction. Spousal coverage is limited to 50% of the coverage amount selected by the employee. The provision of the benefits is subject to the terms of the policy between SacRT and the insurance company.

SECTION 13.3 - BENEFIT CONTINUATION

Employees off work on a medical leave of absence for an illness or an injury, who are expected to return to active employment with SacRT as determined by a physician, will have their health and welfare benefits, as described in Section 13.2 above, continued for a period of 6 months (24 months if an industrial illness or injury) from the date of the injury or illness. The amount of payment as provided for in Section 13.2 or 13.3 and as amended from time to time, for such benefit continuation will be paid by SacRT. At the conclusion of 6 months (or 24 months), employees may elect to continue benefit coverage under COBRA. Employees electing continuation will be billed by SacRT on a monthly basis for the amount of the premium cost pursuant to COBRA. Employees not making their premium payment(s) will be dropped from coverage.

SECTION 13.4 - CASH FOR MEDICAL COVERAGE PROGRAM

Employees may elect to receive a monthly cash payment in lieu of SacRT provided medical insurance coverage, subject to the following conditions.

a. A new employee desiring to enroll in the Cash for Medical Insurance Program may do so as follows:

    1. Annually, during open enrollment, a new employee submitting suitable documentation showing that they are covered by medical insurance from a source other than Regional Transit must sign a form declining SacRT medical insurance and withdrawing from said coverage. After verification of the alternative medical insurance coverage by the Human Resources Department, the employee will be enrolled in the Cash for Medical Insurance Program. Beginning with the first of January of the following year, the employee will be paid an amount equal to 50% of the Kaiser Plan, “employee only” premium rate that is in effect at that time. The payment will be included in paycheck issued on the 25th of the month.

    2. Employees in the program need not re-enroll annually, but are required to maintain their alternative insurance. In the event of a request by SacRT, within 15 days, the employee must provide satisfactory documentation of the employee’s continuing participation in a medical insurance plan in order to remain enrolled in the program.

b. An employee desiring to terminate their participation in the Cash for Medical Insurance Program and re-enroll in a SacRT provided medical insurance plan may do so in one of two ways.

    1. An employee may voluntarily discontinue participation in the Cash for Medical Insurance Program during any annual open enrollment period. Upon submitting the necessary medical insurance plan enrollment forms to the Human Resources Department Benefits Unit, medical coverage will

commence the following January 1st. The cash payments will be discontinued the same month insurance coverage begins.

2. An employee may withdraw from the Cash for Medical Insurance Program at any time during the year upon losing their alternative medical insurance coverage due to a circumstance beyond their control, deemed a "qualifying event" (i.e., divorce, death, job loss, lapse of insurance). Upon providing the Human Resources Department Benefits Unit proof of the "qualifying event" and completing the required insurance plan enrollment forms, medical coverage will commence the first of the following month. The cash payments will be discontinued the same month insurance coverage begins.

SECTION 13.5 - FLEXIBLE SPENDING ACCOUNT (FSA)

a. General

A (FSA) is a benefit that allows the employee to pay for certain eligible expenses on a pre-tax basis.

b. Employee Eligibility

Newly hired employees of SacRT who enroll within the first 30 days of employment, may participate in the Plan on the 1st of the month following 30 days of employment.

Employees enrolled in the program who promote into another classification will experience no interruption in benefits.

c. Health Care Spending Account

The Health Care Account enables employees to pay for expenses, which are not covered by the employer's health plans or privately held insurance policies using pre-tax dollars. Employees may claim reimbursement of expenses for themselves, spouse, and eligible dependents. An employee may set aside a maximum annual amount allowed by law. Expenses funded through this pre-tax account may not be itemized on the employee's income tax return.

d. Dependent Care Spending Account

If an employee has dependents that need care in order for the employee to work, the employee may use the Dependent Care Account to pay this cost with pre-tax dollars. Expenses must be for an eligible dependent, as defined by Federal Income Tax Form 2441, "Credit for Child and Dependent Care Expenses." An employee may contribute up to the limits established by the Internal Revenue Code.

e. Information on Program Details

Contact the Benefits Unit in Human Resources for specifics regarding these plans.

ARTICLE 14: RETIREMENT PLAN

SECTION 14.1 – AMENDMENT AND DURATION

With respect to the Retirement Plan executed between the International Brotherhood of Electrical Workers, Local Union 1245, and the Sacramento Regional Transit District, on September 16, 1976; and amended and restated through March 31, 2018:

a. Except by mutual agreement between the International Brotherhood of Electrical Workers, Local Union 1245, and SacRT, this Plan shall not be subject to reopening for amendments or changes to become effective prior to April 1, 2018.

b. Should either party desire to amend or change said Retirement Plan, or any portion thereof, such party shall notify the other party in writing not later than January 1, 2018 or by January 1st of any following year.

c. If such notice is given by one or both parties, a meeting shall be arranged between the parties and a representative of the firm of actuaries retained by the Retirement Board for the purpose of instructing said actuaries to report in writing by March 1, 2018 on the feasibility and approximate costs (without extensive actuarial studies) of any amendments or changes that might later be requested by the parties.

d. Attached hereto and made part of this Agreement is Appendix A, SacRT/IBEW 1245, Retirement Plan.

e. Effective April 1, 2018, in the event that SacRT creates, absorbs or contracts new business, any employees hired to perform duties as a result of the new business will not be eligible to participate in SacRT's defined benefit retirement plan. Rather, they will be enrolled into a defined contribution, deferred compensation plan. Commencing with the first full pay period after completion of the initial probationary period, SacRT will contribute the equivalent of 3% of the employee's base pay each pay period into the employee's account. The retirement benefits for employees subject to this provision will be the subject of contract negotiations in 2020.

   For the purposes of administering this paragraph, the term "new business" refers to service lines, modes or options not provided by SacRT at the time the parties enter into this Agreement. Examples include, but are not limited to, downtown streetcar, assumption of service previously provided by other public or private entities, inter-district or inter-county commute service, intra-district shuttle or commute service, etc. It does not include extension of current routes, improvements in service frequency or the span of service for current routes or similar enhancements to current routes.

f. Employees hired on or after April 1, 2018, who are not hired to perform duties associated with new business and therefore, are not subject to paragraph E above,

will be provided a one-time, irrevocable option to either be enrolled in the defined benefit retirement plan as provided at the time of hire, or to waive enrollment in the defined benefit retirement plan, and in lieu of such enrollment be enrolled into a defined contribution deferred compensation plan with an employer contribution of 5% of the employee's base pay each pay period. Effective the first full pay period following adoption of the 4/1/2024-3/31/2028 agreement by the Board, IBEW employees will receive an 8% employer contribution into the employees 401 (a) defined contribution retirement plan.

In the event that an employee fails, as of the date of hire, to make a selection from the two options provided, the employee will be enrolled in the defined benefit retirement plan.

SECTION 14.2 – COMPENSATION FOR RETIREMENT BOARD MEMBERS

An employee serving as a member of the IBEW 1245 Retirement Board will be compensated at their regular hourly rate of pay for the amount of time during their regularly scheduled work hours that they actually and necessarily spend: 1) serving as a board member during a noticed Retirement Board Meeting, 2) participating as a board member in other business sanctioned by the Retirement Board, and 3) traveling between the place they regularly report to work at SacRT and the site of either the noticed Retirement Board Meeting or sanctioned business matter. SacRT will not compensate such employee for time they spend outside of their regularly scheduled work hours performing any of the foregoing activities.

SECTION 14.3 – 401 (a) AND 457 (b) COMPENSATION PLANS

a. Effective the first full pay period following adoption of the CBA by the Board IBEW SacRT GO and Elk Grove employees will receive an 8% employer contribution into the employees 401 (a) defined contribution retirement plan.

b. Effective the first full pay period following adoption of the CBA by the Board, IBEW SacRT GO and Elk Grove employees that begin or are contributing up to three percent into their 457(b) account, SacRT will match a corresponding amount up to three percent (3%) into the employees 401 (a) defined contribution retirement plan.

ARTICLE 15: LONG TERM DISABILITY INSURANCE

SECTION 15.1 - LTD BENEFITS

a. Employees covered by the terms of this Collective Bargaining Agreement are provided at no cost to themselves, Long Term Disability (LTD) benefits pursuant to the terms and conditions specified in the Group Long-Term Disability Benefits Policy.

b. The insurance policy referenced above is only to be used as a document to define the conditions and limits of the benefits payable and not an obligation of SacRT to

contract with Mutual of Omaha or any specific provider. This summary of coverage provides a brief description of some of the terms and conditions of the policy.

c. SUMMARY OF COVERAGE

Elimination Period	60 Calendar Days
Monthly Benefit	If totally disabled and earning less than 20% of your pre-indexed disability earnings, the benefit is the lesser of: • 60% of your basic monthly earnings to a maximum of $3,333, less other earnings; or • $2,000, less any other earnings.
Minimum Monthly Benefit	Never less than $50.
Maximum Benefit Period	Age 60 or Less: to Age 65 or Social Security Normal Retirement Age or 3 years, 6 months, whichever is longer. Age 61 and Up: Consult the Certificate.
Survivor Benefit	The Survivor Income Benefit pays 3x's the lesser of: • Your Monthly Income Loss multiplied by the Benefit Percentage in effect on the date of Your death; or • The Maximum Monthly Benefit.
When Insurance Starts	The first day of the month following 30 day(s) of employment.
When Insurance Ends	If You enter active military service and are granted a military leave of absence in writing, your coverage may be continued for up to 30 days, or longer if required by other applicable law. If the leave ends prior to the agreed upon date, this continuation will cease immediately. Your coverage will end on the earliest of the following: • the date the policy terminates; • the date the policy no longer insures Your class;

- the date premium payment is due but not paid;
- the last day of the period for which You make any required premium contribution;
- the date your employer terminates Your employment; or
- the date you cease to be a full-time active employee in an eligible class for any reason;

Unless continued in accordance with any of the Continuation Provisions.

For a complete description of the terms, conditions, exclusions, and limitations of the Policy, refer to the appropriate section of the Certificate, which is available at the Human Resources Department. In the event of a discrepancy between this summary and the Certificate, the Certificate will control.

ARTICLE 16: SICK LEAVE

SECTION 16.1 - ELIGIBILITY

Employees shall accrue 1 day of sick leave with pay for each month of continuous service except as provided in Section 16.12. Sick leave with pay may be taken as soon as it is accrued.

SECTION 16.2 - SICK LEAVE ALLOWANCE

a. Accrued Sick leave shall be allowed for absence due to:

1. Diagnosis, care, or treatment of an existing health condition of, or preventive care for, an employee or an employee's family member (Medical or Dental). Up to one half of an employee's annual accrued sick leave may be used to care for a family member (Kin Care). A family member is defined as:

   i. A child, which for purposes of this article means a biological, adopted, or foster child, stepchild, legal ward, or a child to whom the employee stands in loco parentis.

   ii. A biological, adoptive, or foster parent, stepparent, or legal guardian of an employee or the employee's spouse or registered domestic partner, or a person who stood in loco parentis when the employee was a minor child.

   iii. A spouse, registered domestic partner, grandparent, grandchild, sibling, or a designated person, which, for purposes of this section, means a person identified by the employee at the time the employee requests paid sick days. Employees are limited to one designated person per 12-month period for paid sick days. The inability of an employee to be

present or perform their duties because of personal illness, off-duty injury, or confinement for medical treatment;

2. For an employee who is a victim of domestic violence, sexual assault, or stalking, the purposes described in subdivision (c) of Section 230 and subdivision (a) of Section 230.1.

3. Unpaid leave which is not protected by law or part of an approved Leave of Absence is not permitted and may be subject to discipline.

SECTION 16.3 - THREE-YEAR INCENTIVE PLAN

a. At the completion of any 3 consecutive years of employment, an employee who has not missed more than 18 days (144 hours) of work during that time, as defined below, shall receive a sick leave "incentive payment" of 40 hours pay at their straight time rate in effect at the time payment is made. Receipt of the incentive payment is subject to the following:

1. An employee's 3-year period begins on January 1st following commencement of employment.

2. Any year used as one of 3 to receive payment cannot also be counted as one of another group of 3.

3. Time off work due to vacation, holiday, jury duty, funeral leave, military leave, Workers' Compensation, FMLA/CFRA, or incidental time off granted by a supervisor, which is made up later shall not be counted toward the 18 days (144 hours).

4. At the conclusion of the third calendar year in which an employee qualifies, the incentive payment will be included in their January 25th paycheck.

SECTION 16.4 - MAXIMUM ACCUMULATION

An employee may earn a yearly maximum accrual of 96 hours (12 days) of sick leave as defined above.

For employees who, as of March 31, 2024 have fewer than 576 accrued hours, the maximum accrual will be 576 hours. For these employees, any accrual as of March 31, 2024 that exceeds 480 hours will be converted to a cash value which will be deposited into a 401(a) and/or 457(b) account for the employee.

For employees who, as of December 31, 2021, have more than 576 accrued hours, the maximum accrual will be incrementally reduced from year to year according to the following schedule:

March 31, 2024 480 hours

Employees will be permitted to accrue additional sick leave to the applicable annual cap and will be required to reduce accruals each year to the levels specified for the next year through cash out or deposit to a 401(a) and/or 457(b) Deferred Compensation Plan.

SECTION 16.5 - LEAVE OF ABSENCE

a. Employees unable to return to work on the expiration of their paid sick leave, if any, shall be placed on sick leave without pay, not to exceed 2 additional years.

b. Individuals receiving compensation from SacRT and using this leave for purposes other than for what it was granted shall be subject to disciplinary action.

SECTION 16.6 - MINIMUM

A quarter of an hour (15 minutes) is the minimum amount of time which shall be charged to an employee's sick leave.

SECTION 16.7 - ADVANCES

Advanced sick leave will not be granted.

SECTION 16.8 - SICK LEAVE SELLBACK AT RETIREMENT

a. Effective November 1, 2007, an employee leaving employment and retiring (early, normal, or disability) pursuant to the terms of the SacRT–IBEW 1245 Retirement Plan, with a retirement date on or after November 1, 2007, may sell back 100% of their accrued sick leave balance at the time of leaving active employment.

b. An employee who leaves employment for any reason except termination for cause or retirement, as set forth above, is eligible to sell back one-third of their accumulated sick leave hours on record at the time of leaving active employment.

SECTION 16.9 - SICK LEAVE TO DEFERRED COMPENSATION

a. Each year, employees who have accumulated a sick leave balance in excess of 480 hours by November 30th shall be notified in January that they are eligible to convert up to 100% of the hours over 480 to money for the express purpose of depositing into their Deferred Compensation Account.

b. Upon receiving a notice, the employee will have until the end of the following February in which to notify Payroll in writing of how many hours (up to the limit expressed above) they desire to convert.

c. On or around March 1st, the conversion authorization forms will be processed and the dollar equivalent of the hours will be deposited in the employee's deferred

compensation account. The deposit will affect the tax year of the calendar year in which it was deposited.

d. It is the responsibility of the employee to establish an account with SacRT's provider and monitor the affairs with respect to account balances, taxability and annual deposit limitations.

e. Sick leave hours are converted to money based upon the employee's hourly rate in effect on November 30th.

SECTION 16.10 - PROOF OF ILLNESS

a. SacRT shall require satisfactory evidence of an employee's fitness to return to work for any absence in excess of three (3) consecutive days of sick leave, prior to the time of such return (Excludes Kin Care).

b. An employee obtaining a leave by making a misrepresentation shall be denied compensation for all time spent on leave and shall be subject to disciplinary action, up to and including termination of employment.

SECTION 16.11 - LOSS OF BENEFITS

a. An employee must be in the active service of SacRT at least 40 hours in any 1 calendar month to receive 8 hours of sick leave credit for that month.

b. For purposes of applying this language, active employment is defined as time spent at work in a regular paid status as well as spent in paid vacation, paid holidays, paid sick leave, jury duty or military leave. Active employment does not include any other hours paid for accrued benefits, except those mentioned above.

SECTION 16.12 - NOTIFICATION

a. When an employee has knowledge that they will not be able to report to work as scheduled, they shall notify a supervisor within their department, not later than 30 minutes prior to the start of the scheduled work shift.

b. Unless hospitalized or verifiably unavailable for other compelling reasons, employees are expected to notify a supervisor within their department personally, on the recorded shop line, of their impending absence from work.

c. Employees are required to notify a supervisor within their department each day they will be absent, pursuant to the above, unless another reporting schedule has been agreed to between the employee and supervisor.

SECTION 16.13 - AWOL

Employees off without a bona fide reason and not reporting within 4 hours after the start of their shift shall be considered AWOL (Absent Without Leave) and may be subject to discipline; provided, however, should an employee be involved in the Positive Discipline Program, SacRT may require a shorter call-in time until the employee is released from the Program. The employee so involved must be notified of the shortened AWOL period for this Section to be operative. Should disciplinary action be taken, the Union or the employee may grieve and take the grievance to the Expedited Grievance Procedure.

SECTION 16.14 - SUPPLEMENTAL SICK LEAVE ACCOUNT

a. Purpose

The purpose of this program is to provide for an extended paid leave of absence for all SacRT employees and other non-IBEW-represented employees of SacRT who would not otherwise be eligible for a paid leave of absence. An employee is eligible for the extended leave if such employee, or an immediate family member of such employee, has suffered a catastrophic occurrence or illness including, but not limited to, a terminal illness.

b. Catastrophic Illness Or Injury Defined:

A serious/extended illness or injury which is expected to incapacitate the employee and which creates a financial hardship because the employee has exhausted all of their sick leave and other leave credits. Catastrophic illness or injury may also include an incapacitated immediate family member if this results in the employee being required to take time off from work for an extended period of time to care for the immediate family member and the employee has exhausted all of their sick leave and other leave credits.

The prolonged illness or injury should preclude the employee from working and result in financial hardship, normally defined as at least two weeks without pay. Such catastrophic illness or injury may include, but is not limited to, heart attack, stroke, kidney failure, cancer, incapacitating disease, major surgery, treatment for a life-threatening illness, or hospitalization as a result of a serious automobile or other accident. The Director, Human Resources, will make the final determination on the situation which would qualify the employee for use of the catastrophic leave program.

c. Eligibility

All SacRT employees are eligible to participate in this program except that an employee may not donate accrued sick leave if their accrued sick leave balance would decline below 40 hours after making such a donation.

d. Participation

Participation in this program, as either a recipient or a donor, shall be strictly voluntary and shall not affect the donor's sick leave incentive eligibility. If this donor wishes, their name may be released.

e. Definitions

1. Donor: Donor means an eligible employee who transfers their paid leave to an account maintained for the benefit of an eligible recipient. A donor may transfer up to a maximum of 40 hours of paid leave to each Supplemental Sick Leave Account.

2. Immediate Family Members: An immediate family member means a person who is eligible for dependent coverage under any of the employee health plans offered by SacRT.

3. Paid Leave: Paid leave means an employee's accrued sick leave, accrued vacation, and accrued floating holidays.

4. Recipient: Recipient means any SacRT employee who meets the eligibility conditions precedent to the establishment of a Supplemental Sick Leave Account for the benefit of that employee.

f. Benefit Disbursement Conditions

A Supplemental Sick Leave Account may be established and disbursed for the benefit of a recipient subject to the following conditions:

1. An employee or immediate family member of the employee is terminally ill, as diagnosed by a licensed physician and the prognosis is for a continued life span of 12 months or less; or

2. An employee or immediate family member of the employee has been involved in a life threatening or other catastrophic occurrence which requires immediate care by the recipient; and

3. A Supplemental Paid Sick Leave Account shall be limited to no more than 2 accounts during a rolling 12-month period; and

4. A Supplemental Sick Leave Account may not fund more than 480 hours of paid sick leave, based upon the recipient employee's current hourly wage; and

5. A Supplemental Sick Leave Account may not be disbursed to an employee unless the employee has 80 hours or less of accrued vacation and sick leave combined.

g. Establishment of Supplemental Sick Leave Account:

1. An employee desiring to establish a Supplemental Sick Leave Account (or a Department Manager/Director acting on behalf of the employee) must contact their department office or the Human Resources Department and obtain a request form. The form must be completed in detail and submitted to the Human Resources Department for approval or denial by the Director, Human Resources.

2. Once a request has been approved, the Human Resources Department will notify other departments that a request has been approved and that a notice to employees is to be posted. The notice shall alert employees who wish to donate accrued time that they must fill out a donation form and return it to the Human Resources Department within 30 calendar days of the establishment of the Supplemental Sick Leave Account.

3. The donor form used by the Human Resources Department shall contain a declaration by the donor to the effect that the donation is to remain anonymous or the donor grants permission to reveal their name to the recipient.

4. The Human Resources Department shall notify the Payroll Department of the recipient's name and the paid leave transfers that have been authorized, and the Payroll Department shall establish an appropriate account and code for this purpose.

5. Once all hours donated have been verified, each employee's accrual balance will be reduced, and all hours will be credited toward the account. Generally, hours may be donated in any amount, except floating holidays may only be donated in blocks of 8 hours.

6. Donations will be credited to the intended recipient's sick leave account on a "first in, first used" basis. If the total donations exceed the amount used by the recipient or the 480-hour maximum, the remaining donations will not be deducted from the donor's account.

7. A donation may only be made one time per donor for each occurrence in which a Supplemental Sick Leave Account has been established.

ARTICLE 17: BEREAVEMENT LEAVE

SECTION 17.1 - LEAVE PROVISIONS

a. Bereavement leave shall be allowed for absences due to the below with said leave being paid by the employer (Section 17.1 (a)(1), unpaid, or charged against the employee's accrued leaves at the employee's discretion:

1. All employees shall be granted 40 hours of employer paid leave on account of death of any member of his/her immediate family. Immediate family shall be defined as an employee's spouse, children (including adopted children of either spouse) grandchildren of either spouse, parents, brothers or sisters of either spouse, natural grandparents of either spouse, and two family members acting "in loco parentis" or as otherwise defined in California Government Code 12945.2. To be eligible for bereavement leave, an employee must have been employed for at least 30 days before taking the leave. Bereavement Leave does not need to be used consecutively but must be used during the three months after the death of the person for whom employee is taking leave. All employees must provide documentation of the death within 30 days of the first day of the bereavement leave, if requested.

2. All employees shall be granted 40 hours leave (max 20 days (8 hour days)) of absence, which are unpaid by the employer or may be charged against the employees accrued leaves on account of a reproductive loss event as defined in California Government Code 12945.6.

3. Individuals receiving compensation from SacRT and using this leave for purposes other than for which it was granted shall be subject to disciplinary action.

ARTICLE 18: FAMILY AND MEDICAL LEAVE

SECTION 18.1 - ELIGIBILITY

a. Following the California Family Rights Act (CFRA) and the Federal Medical Leave Act (FMLA), leave taken under this section (except for Pregnancy Disability Leave [PDL]) shall not exceed 12 workweeks in a 12-month period.

b. An employee with at least 1,250 hours of service during the previous 12-month period may be eligible for an unpaid leave for up to 12 workweeks in a 12-month period. Family and Medical Leave may be granted for:

1. The birth of a child of the employee, the placement of a child with the employee in connection with the adoption or foster care placement of the child (leave for these reasons must be taken within the 12-month period following the child's birth or placement with the employee); or

2. An immediate family member, child, parent or a spouse who has a serious health condition; or

3. An employee's own serious health condition that makes them unable to work at all or unable to perform any one or more of the essential functions of their position, except for disability caused by pregnancy, childbirth or related medical condition.

c. Pregnancy disability continues to be governed by California Government Code which grants a woman up to 4 months, depending on her actual period of disability. In addition, the employee may be entitled to Family and Medical Leave up to 12 weeks.

d. SacRT grants unpaid leave to eligible employees with serious medical conditions in accordance with the Federal Family and Medical Leave Act of 1993 (FMLA) and California Family Rights Act (CFRA). Questions should be directed to the Human Resources Department.

SECTION 18.2 - COMPENSATION WHILE ON LEAVE

An employee off on Family and Medical Leave, except in the case of an employee's own serious health condition, may elect to be compensated by use of accrued vacation and/or floating holidays. Should these accruals be exhausted, by mutual agreement, employees may use their accumulated sick leave.

An employee off on leave for their own serious health condition may be compensated by use of accrued sick leave. Should the sick leave accrual be exhausted, then employee may be compensated by use of accrued vacation and/or floating holidays.

An employee may be allowed to take Family and Medical Leave intermittently at a minimum increment of a quarter hour for recurring medical treatment certified by a health care provider.

SECTION 18.3 - LIMITATIONS

a. Family and Medical Leave shall be limited to 12 workweeks (480 hours) in a twelve-month period. If both parents are employed by SacRT, said 12 workweek (480 hours) period may be divided between both parents.

SECTION 18.4 - REINSTATEMENT

Upon an employee's return to work after a leave of absence, they will be reinstated to their former position and working conditions, except when there has been a reduction of forces or their position has been eliminated during the leave, they will be returned to the position they would have been in had they not been on a leave of absence.

SECTION 18.5 - CONSTRUCTION

It is the intent of SacRT to comply with all applicable laws and regulations. An employee interested in further information regarding eligibility for Family and Medical Leave may contact the Human Resources Department.

ARTICLE 19: LEAVE OF ABSENCE

SECTION 19.1 - PERIODS OF LEAVE

a. The General Manager/CEO or their duly authorized representative may grant a "Leave of Absence" without pay to a regular employee, for an urgent and substantial reason, for a period not in excess of 12 consecutive months. Such leave shall be further contingent on SacRT's ability to make satisfactory arrangements to have the employee's duties performed without undue interference with the normal routine of work. Said leaves may, at SacRT's discretion, be extended for an additional 12 months for substantial reason.

b. Requests for personal leaves of absence must be submitted in writing to SacRT Labor Relations at least 15 working days prior to the anticipated date of leave unless an emergency situation or other personal compelling reason would dictate otherwise.

SECTION 19.2 - WORKING WHILE ON LEAVE

An employee, who accepts gainful employment while on leave of absence, terminates their employment as of such acceptance, unless such employment is approved by SacRT.

SECTION 19.3 - STATUS

An employee's status as regular employee will not be impaired by such leave of absence and their seniority shall continue to accrue through the first 12 months of such leave. Upon return from leave in excess of 12 months, their date of hire shall be adjusted by such excess. During the period of leave of absence, an employee's position and tour of duty will only be filled on a temporary basis.

SECTION 19.4 - COMMENCE AND END

A leave of absence will commence on and include the first workday on which the employee is absent and terminate with, and includes the workday preceding the day the employee returns to work. The conditions under which an employee will be restored to employment of the termination of leave of absence shall be clearly stated by SacRT, on the form on which application for the leave is made.

SECTION 19.5 - REINSTATEMENT

Upon an employee's return to work after a leave of absence they will be reinstated to their former position and working conditions, except when there has been a reduction of forces or their position has been eliminated during the leave, they will be returned to the position they would have been in had they not been on a leave of absence.

SECTION 19.6 - TERMINATION OF SERVICE

If an employee fails to report to work after the expiration of their leave of absence, they will thereby forfeit the leave of absence and terminate their employment with SacRT, unless such failure to report was due to an incapacitating illness or injury preventing the employee from notifying SacRT, either personally or through someone else, of their inability to return as scheduled.

SECTION 19.7 - UNION "LEAVE OF ABSENCE"

a. An employee's election or appointment to a paid, full-time, position within the International Brotherhood of Electrical Workers, Local 1245 Union, shall, upon presenting SacRT with evidence of such alternative employment, be granted a leave of absence for a period not to exceed 5 years from the effective date of such employment.

b. During the period of such leave of absence, the employee shall continue to accrue seniority. Should the employee elect to return to SacRT within the 5-year period, they shall be returned to their former employment at the wage rate and benefits in effect.

c. During the leave of absence, the employee shall not be entitled to continued coverage under any of SacRT health and welfare benefits. However, service credits shall continue to accrue toward retirement.

d. Should, at the time of return to SacRT employment, the former position of the employee not exist, they are no longer able to perform the job, or their seniority will not permit them to retain the position; they may bump into another position where their qualifications and seniority will allow them to hold a position.

e. There shall be no more than 1 SacRT employee on this leave of absence at any one time.

ARTICLE 20: MILITARY LEAVE/RE-EMPLOYMENT

SECTION 20.1 – LEAVE OF ABSENCE FOR DUTY IN THE UNIFORMED SERVICES

An employee providing SacRT notice that they are voluntarily or involuntarily leaving employment to undertake uniformed services or other services deemed to be in the uniformed services (e.g., services as a disaster-response appointee upon activation of the National Disaster Medical System) is entitled to a leave of absence (for a cumulative period not to exceed 5 years, with specified exceptions), reemployment, employment benefits, and protection against discrimination and/or retaliation on account of such uniformed service as provided under the Uniformed Services Employment and Reemployment Act of 1994 (USERRA) (49 U.S.C. Sections 4301 – 4334), in addition to any other rights afforded under applicable federal or state law.

SECTION 20.2 – MILITARY RESERVE AND NATIONAL GUARD SERVICE

An employee providing SacRT notice that they have been ordered to active or inactive duty, including for purposes of training, under authority of the State of California, shall be provided a leave of absence pursuant to such rights afforded under applicable state law.

SECTION 20.3 – LEAVE REQUEST

Employees called into service must provide SacRT with 30 days written advance notice of impending service or as much notice as is reasonable under the circumstances. Exceptions will be made where such notice is impossible, unreasonable or precluded by military necessity.

SECTION 20.4 – PAID LEAVE

An employee receiving compensation for paid leave for military service or training and using the leave for purposes not authorized by applicable federal or state law will be subject to disciplinary action.

ARTICLE 21: JURY DUTY

SECTION 21.1 - JURY DUTY LEAVE PROVISIONS

a. Employees called for jury duty, grand jury trial, or inquest shall be granted the necessary time off for this purpose under the following conditions:

    1. Supervisor Notification: Upon receiving summons of the jury duty report date, the employee must notify their supervisor the workday following receipt of the notification.

    2. A regular employee called for jury, grand jury trial, or inquest shall be compensated by SacRT for the difference between their regular wages and any compensation received as a juror. Expenses and travel allowances which are not taxable and payment for jury duty on non-workdays will not be included in computing the remuneration received from the court.

    3. Any compensation by the court shall be kept by the employee, providing jury duty does not conflict with their shift.

    4. Employees required to report for duty as defined in 'a.' above, are required to present to SacRT, official evidence from the court, of attendance on all days claimed to be at jury duty.

    5. Individuals receiving compensation from SacRT and using this leave for purposes other than for which it was granted shall be subject to disciplinary action.

b. If an employee is required to report for jury duty on both of their regularly scheduled days off in one workweek, the employee shall be given one workday with pay off during that workweek in which they are not required to report for jury duty.

c. An employee who is required to report to jury duty shall not be required to report to work on that same day if the employee is scheduled to work on that same day.

ARTICLE 22: SUBPOENAED WITNESS

a. An employee subpoenaed to appear as a witness before any court, or administrative, executive, or legislative tribunal, which is vested by law with powers of subpoena and territorial jurisdiction in this state, a sister state, or the United States, shall be entitled to leave with pay.

b. All time off work shall be verified for pay purposes by providing the Department Manager/Director with a copy of the subpoena and documentation from a responsible officer of the court of Court Attendance.

ARTICLE 23: HEALTH/SAFETY

SECTION 23.1 - SAFETY COMMITTEE

a. SacRT and Union agree to establish and maintain a Joint Health and Safety Committee consisting of not more than 8 members, 3 of whom shall be appointed by SacRT and 5 of whom shall be appointed by the Union, one from each of the departments of Bus Maintenance, Light Rail Maintenance, Wayside, Procurement and Facilities.

b. The purpose of the Committee will be to promote safe working conditions and safety awareness on the part of both supervisors and other employees, make recommendations with respect to safety rules, discuss industrial accidents and conditions, which create health and/or safety hazards, develop safety programs for employees and such other related matters, which may develop from time to time. SacRT shall furnish all lost- time industrial injury reports to the Committee. The parties agree to continue this Committee on a permanent basis.

c. Union members of the Health and Safety Committee shall serve as employee representatives in safety-related assessments, which could affect the bargaining unit.

d. Time spent in connection with the work of this Committee by Union's Committee members, who are employees of SacRT while on company time, shall be paid by SacRT.

SECTION 23.2 - PREVENTION OF ACCIDENTS

a. SacRT shall make reasonable provisions for the safety of employees in the performance of their work. It shall provide each new employee with a safety indoctrination during the first 5 days of employment, which shall include giving such employee a copy of the Accident Prevention Rules.

b. SacRT and Union shall cooperate in promoting the realization of the responsibility of the individual employee and supervisor with regard to the prevention of accidents. The safety rules of the state having jurisdiction shall be observed by the parties hereto. It is recognized that the employer has the exclusive responsibility for providing a safe and healthful workplace and it is the responsibility of all employees to comply with all safety rules and regulations promulgated for maintaining a safe and healthful workplace.

ARTICLE 24: PHYSICAL EXAMINATIONS

SECTION 24.1 - EXAMS AS A CONDITION OF ONGOING EMPLOYMENT

a. SacRT may require an employee at any time as a condition of continued employment, to undergo a medical examination to determine the mental or physical fitness of the employee to perform the duties of the job. The expense of the examination shall be borne by SacRT. The physician scheduled to conduct the examination shall be selected from the panel of Qualified Medical Evaluators (QME) maintained by the State of California, practicing in the medical specialty relevant to the employee.

b. As a condition of continued employment with SacRT, any physical examination above provided for must reveal the physical and/or mental fitness of the employee involved to perform their duties.

Should any physical examination above provided for reveal physical or mental unfitness caused by disease, defects or disabilities of a temporary and curable nature, and the employee involved is willing to have the cause or causes of such unfitness treated or rectified, then, and in the event, depending upon the particular circumstances of each case:

1. The employee involved may continue working while undergoing medical treatment if the examining physician shall certify to their ability to safely do so, or

2. The employee involved shall be given a leave of absence for the purpose of undergoing medical treatment until such time as the examining physician shall certify to their physical and mental fitness to perform again the duties for which they were employed. The seniority of the employee involved shall be subject to the provisions of Article 20. Disputes between medical practitioners

as to an employee's physical or mental ability shall be subject to a medical arbitration.

SECTION 24.2 - EXAMS FOR LICENSES

a. SacRT will provide for a free physical examination by SacRT physician, as required by law, for the renewal of a driver's license. If it is impracticable for the employee to obtain either a driver's or a physical examination, as required by SacRT, during their off-duty hours, SacRT will allow the employee time off with pay to do so.

b. If the examination or test cannot be completed during normal working hours, the employee will be given an allowance for that portion which cannot be completed during working hours, up to a maximum of 1 hour at the straight time rate, one time only, for each examination or test.

c. If the employee takes no time off from work in order to complete the examination or test, they will receive 1 hour's pay, at their straight time hourly rate.

ARTICLE 25: LIGHT DUTY

SECTION 25.1 - TEMPORARY LIGHT DUTY

a. Upon receipt of a written request, SacRT will make light duty work available to employees who have become temporarily unable to perform the full functions of their regular job, subject to the following provisions:

    1. The employee has been medically restricted from performing the full functions of their regular, full-time job.

    2. The employee's and/or SacRT's physician has reviewed and certified that the light duty tasks are within their physical limitations and will not aggravate the employee's condition. In the event of a dispute due to differing medical opinions (non-industrial illness/injury), the matter shall be resolved by submitting it to another physician mutually agreed upon by SacRT and Union. This physician's determination shall be final. Resolution of disputes pertaining to industrial illnesses or injuries shall be resolved pursuant to the guidelines mandated by state law under the provisions of the California Labor Code.

    3. The employee shall be paid their regular hourly rate of pay for all light duty work performed.

    4. An employee offered light duty work which meets the provisions of 1, 2, and 3 above may not refuse such work.

    5. Light duty work may be made up of duties within a single classification or a combination of duties from an assortment of classifications put together to make the job. Such work, in whole or in part, may be made up of non-

bargaining unit work, and employees may be assigned light duty in another bargaining unit's classifications, should there be no employees in that bargaining unit needing to work light duty.

6. Nothing herein is to be construed as a guarantee as to the duration of an individual's light duty or that light duty work will be available in all instances.

7. All time worked on light duty will be counted as regular paid time for purposes of determining benefit eligibility, accruals, and overtime pay.

SECTION 25.2 - PERMANENT LIGHT DUTY

Employees whose earning capacity is or becomes limited because of age, physical or mental handicap or other infirmities, may be retained at wage rates below those set forth in this Agreement. The wages of such permanently handicapped or super-annuated employees are to be mutually agreed upon between SacRT, the Union, and the employee, with the work to be performed being the controlling factor.

SECTION 25.3 - OVERTIME ELIGIBILITY

An employee who is accommodated and assigned light-duty work within their own classification may perform overtime work provided that the work is within the employee's light-duty work limitations.

ARTICLE 26: SEASONAL EMPLOYEES

SECTION 26.1 - INTRODUCTION

The following provisions shall apply to all seasonal employees in the employ of SacRT.

SECTION 26.2 - UNION MEMBERSHIP

Seasonal employees shall be covered under the Sections of this Agreement dealing with union membership, union representation, grievance procedure and arbitration.

SECTION 26.3 - RATE OF PAY

The payment for said help shall be the entry level of applicable classifications.

SECTION 26.4 - FRINGE BENEFITS

Seasonal employees shall not be eligible for paid leave or other fringe benefits applicable to full-time employees. However, existing overtime premiums shall apply to all overtime hours worked and seasonal employees who are hired before July 4th shall be entitled to that holiday.

SECTION 26.5 - NUMBER AND TERM OF EMPLOYMENT

a. Seasonal employees, other than Rail Laborers, shall not be employed for a period greater than 4 consecutive months during the spring and summer season. The number of such employees shall not exceed 10; however, in no event would the total exceed 50% within any applicable classification.

b. Notwithstanding the above, seasonal Rail Laborers shall not be employed for a period greater than 4 consecutive months in a calendar year. The number of seasonal Rail Laborers shall not exceed 4 individuals. The compensation for seasonal Rail Laborers shall be at the Light Rail Assistant Mechanic pay schedule.

    1. In order to gain experience, regular Light Rail Department employees shall be given preference in filling such seasonal positions.

    2. Seasonal Rail Laborers will be required to perform semi-skilled, heavy manual labor associated with track and roadbed maintenance and cleaning of Regional Transit right-of-way.

SECTION 26.6 - SENIORITY

Seasonal employees shall not accrue seniority while so employed. A seasonal employee who applies and is received for employment as a full-time employee shall, for all purposes, accrue service or seniority only from the date of their hire as a full-time employee.

SECTION 26.7 - SCOPE

The above provisions shall apply only to entry level positions of Facilities Service Worker, Bus and LR Service Worker and Rail Laborer. Duties shall be limited to routine work such as cleaning, sweeping, mopping, and other related semi-skilled assisting duties.

ARTICLE 27: PERSONNEL RECORDS

SECTION 27.1 - REVIEW OF RECORDS

Upon an employee's written request, SacRT shall provide its employees access to personnel records which are used as the basis for discipline or termination. Such request shall be furnished during normal work hours of SacRT. Employee's request shall be complied with no later than 5 days from submission with actual review of the record being during the normal operating times of SacRT.

SECTION 27.2 - DISCIPLINARY DOCUMENTS

a. Disciplinary documentation regarding oral reminders shall be forwarded to the supervisor's operating file and remain active for a period of 6 months. At the

conclusion of the six-month period, the documentation shall become inactive pursuant to the procedures of the Positive Discipline Program.

b. Disciplinary documentation regarding written reminders shall be forwarded to the employee's personnel file and remain active for a period of 12 months. At the conclusion of the one-year period, the documentation shall become inactive pursuant to the procedures of the Positive Discipline Program.

c. Disciplinary documents concerning a decision-making leave shall remain active in an employee's personnel file for a period of 18 months. Thereafter, if there has been no further disciplinary action, the decision-making leave shall be considered inactive pursuant to the procedures of the Positive Discipline Program.

ARTICLE 28: GRIEVANCE PROCEDURE

SECTION 28.1 - STATEMENT OF INTENT - NOTICE

a. SacRT and Union have implemented a Positive Discipline Program through a separate Memorandum of Agreement dated March 9, 1993, which is incorporated into this Agreement by reference. It is a total performance management system that supports the parties' belief that employees should be recognized for their successes and relies on personal responsibility and decision making to build commitment and self-discipline.

When employees perform their work well, they deserve recognition. When they do not, they should receive counseling and be given an opportunity to improve. Key aspects of the Positive Discipline Program include recognizing and encouraging good performance and correcting that which does not meet expectations. It focuses on communicating an expectation of change and improvement in a personal, adult, non-threatening way, while maintaining a commitment to SacRT's performance requirements.

b. It is the intent of the Union and SacRT that the grievance procedure will support the meaning and content of the Collective Bargaining Agreement and Positive Discipline Program through a concise procedure for resolution of disputes. It is, therefore, the stated purpose of this procedure to:

1. Avoid grievances and misunderstandings;

2. Orally handle as many grievances as possible within the framework of this Agreement;

3. Expeditiously investigate and quickly dispose of such grievances or problems.

SECTION 28.2 - GRIEVANCE AND SUBJECTS

a. Disputes involving the following subjects shall be determined by the grievance procedure established herein:

    1. Interpretation or application of any of the terms of this Agreement, including exhibits thereto, letters of agreement, informal interpretations and clarifications executed by the Union and SacRT.

    2. Formal discipline under the Positive Discipline Program of any regular employee, except a newly hired probationary employee as defined in Article 7, Section 7.4.

    3. Disputes as to whether a matter is properly subject for the grievance procedure.

    4. Disputes which may be of a class nature filed on behalf of the IBEW, Local 1245, members.

SECTION 28.3 - FORMAL DISCIPLINE

a. Under the Positive Discipline Program, formal discipline occurs when an employee receives an oral reminder, written reminder, decision-making leave, or crisis suspension. Coaching and Counseling sessions are not considered formal discipline and, therefore, are generally not subject to the grievance procedure. Following a conversation between the employee and supervisor, the supervisor will consider all information provided during the conversation. Based on the discussion, the supervisor will determine the merits of the issues and, if appropriate, will write a letter to the employee summarizing the formal discipline. This letter will describe the specific problem, the date(s) of previous coaching/counseling and/or formal discipline, the infraction, which caused the formal discipline, the employee's commitment and need to change their conduct or performance, and the further steps of formal discipline, which could follow if the problem is not solved. The letter shall also advise the employee of their right to Union representation and their right to respond to the formal discipline.

b. SacRT shall have 15 calendar days from the date of the infraction, or date on which such action could have reasonably become known, in which to proceed with formal discipline against an employee.

SECTION 28.4 - TIME LIMITS

a. It is in the interest of all parties that grievances should be resolved promptly. A grievance shall be considered "timely" when acted upon by the respective parties pursuant to the procedures set forth below.

b. All grievance time limits may be extended by mutual agreement. A request for a time - limit extension must be in writing and include a specific date a meeting will be held or written response forthcoming. Only in instances of an extreme or unusual nature will agreements for an extension be made for longer than 5 working days. Such request shall not be unreasonably denied.

c. Requests for extensions made by SacRT prior to initiating formal discipline are to be made to the Union Business Representative.

d. Should the Union fail to file a formal grievance, or SacRT fail to respond within the prescribed time limits or extension if applicable, the issue shall be deemed to have been resolved pursuant to the last written position of the opposing party. Grievances forfeited on time limits shall not be precedent setting for future issues.

SECTION 28.5 - GRIEVANCE PROCEDURAL STEPS

a. Pre-Termination Due Process Hearing (Skelly Hearing)

An employee alleged to have engaged in conduct to the degree that management is considering their termination from employment, or an employee is alleged to have violated the terms of their DML letter where termination from employment is the prescribed punishment, the following process shall be afforded the employee prior to administering a final decision on the proposed disciplinary action.

1. Within 15 calendar days of the date of the infraction or the date on which the infraction could have reasonably become known, the employee and Union will be provided with a “Charge Letter” which explains the infraction, the proposed termination from employment, and copies of any documentation in support of the proposed disciplinary action.

2. The Union and/or the employee will have 7 calendar days in which to submit a written response to the charges or request in writing a meeting to respond orally. The response (written or request for a meeting) shall be directed to the EMT Member (Chief Operating Officer, Chief of Facilities and Business Support Services, or Chief Administrative Officer) who is not in the employee’s direct organizational chain of command. If a meeting is requested, it shall be held at the earliest mutual available time and location.

3. Following receipt of the written response or close of the meeting, after taking into consideration the employee/Union’s response, the EMT shall issue a written decision within 15 calendar days on whether to uphold or modify the proposed action. Until such time as the decision is issued, the employee will remain employed and not be subject to a loss of normal pay and benefits.

4. If the Union, on behalf of the employee, is in disagreement with the decision of the EMT, it may challenge the decision pursuant to the grievance procedure, as set forth below.

b. Step 1:

1. When notification of formal discipline is received, the employee or Union representative shall have 15 calendar days in which to file a formal written grievance. The grievance is to be filed with the Manager/Director of the department or a designated representative of the department from which the grievance originated.

2. In non-disciplinary circumstances where a letter of formal discipline is not issued to an employee, the grievant/Union shall have 15 calendar days from the date of SacRT action, or date on which such action could have reasonably become known, in which to file the written grievance. The grievance is to be filed with the Department Manager/Director or designated representative where the issue originated.

3. A formal written grievance shall contain the following informational details:

   (a) a statement of the circumstances and facts upon which the grievance is based;
   (b) the specific remedy or correction requested;
   (c) the Article, Section and paragraph number(s) of the Agreement that is alleged to have been violated;
   (d) the signature of the grievant and/or the Union representative, if applicable; and
   (e) the date the grievance is filed with SacRT.

4. Upon receipt of the written grievance, a meeting shall be held with the department Manager/Director or a designated representative, the grievant and/or Union representative. SacRT's representative shall issue a written decision within 15 calendar days from the date the grievance was received.

c. Step 2:

1. Should the written response of SacRT be unacceptable to the Union, the Union may appeal the dispute, in writing, to Step 2. The appeal must be submitted to the Labor Relations Department within 15 calendar days of receipt of SacRT's Step 1 response.

2. Upon receipt of the appeal, the Director, Labor Relations or designee shall meet with the Union Business Representative or their designee within 15 calendar days to review the facts of the dispute in an attempt to resolve the matter. Depending upon the circumstances of the dispute, a joint fact-finding investigation may be conducted. A joint statement of the findings and positions of both parties will be issued within 30 calendar days. Should the issue not be resolved, the Union may forward the issue to expedited arbitration or arbitration for a final and binding resolution. If the parties cannot

agree on which forum to send the issue, the dispute shall be sent to arbitration. The time limits set forth above may be extended by mutual agreement.

SECTION 28.6 - EXPEDITED ARBITRATION

a. In the event a grievance is forwarded to expedited arbitration, the following procedures shall be utilized:

1. The parties will select one arbitrator to serve as the primary neutral in all expedited cases. They may be requested to set aside one day a month to hear as many expedited arbitrations as possible. The parties and the arbitrator may also agree on other dates in any month to hear additional cases.

2. The parties will also select 2 back-up neutral arbitrators who will hear expedited cases should the primary arbitrator be unavailable.

3. Either party may permanently strike the primary neutral arbitrator at any time. In that event, the back-up arbitrator will become the primary arbitrator and a new back- up arbitrator will be selected by the parties. If the back-up arbitrator(s) does not wish to become the primary arbitrator, the parties will select a new primary arbitrator.

4. In the event the parties cannot mutually agree upon the selection of a primary or back-up arbitrator, they shall request a list of 5 names from the California State Mediation and Conciliation Service. The parties shall flip a coin to decide who will strike first and will then alternately strike names from the list until one person remains who will be the arbitrator. If the arbitrator selected is not willing to serve as arbitrator, the parties will request another list and follow the above procedure until an arbitrator is selected.
5. Two calendar days prior to the hearing, SacRT and the Union shall each submit a prehearing statement to the arbitrator with a copy to the other party outlining its position and appending whatever exhibits it wishes to present.

6. Neither party may be represented by an attorney unless otherwise mutually agreed.

7. Each party shall have up to one hour to present its case, including whatever time it wishes to reserve for rebuttal. These time limits may be extended by the parties. The presentation may be made by way of statement by the parties' representatives, presentation of witnesses or both, but the hearing shall be informal and rules of evidence shall be liberally construed.

8. Following each case, the arbitrator and one member each from the Union and SacRT shall meet in executive session. If the parties cannot agree on a resolution of the issue, the neutral arbitrator shall make a decision on the

issue and determine the award. The award shall be announced to the parties, including the employee, and shall be documented in writing at the hearing but shall not include a written opinion. The award shall be final and binding.

9. The fee and expenses of the arbitrator shall be shared equally by the parties. The reimbursement of wages for employees called as witnesses, if applicable, shall be paid by the party wishing to present such witness. Witnesses shall be scheduled so as to minimize disruption of SacRT service and/or Union business.

10. The arbitrator shall have no authority to amend, add to, or alter in any way the expressed terms of the Collective Bargaining Agreement.

SECTION 28.7 - BINDING ARBITRATION

a. In the event a grievance is submitted to arbitration, the arbitrator shall be selected by mutual agreement or through a mutual selection procedure, which shall consist of the alternate striking by both parties from a list of 7 arbitrators provided by the California State Mediation and Conciliation Service. Once selected, the arbitrator shall have the authority to bind all parties. It is understood and agreed that proposals to add to, change, or modify this Agreement shall not be arbitrable and that no proposal to amend, modify, or terminate this Agreement, nor any matter or subject arising out of, or in connection with, such proposals may be referred to arbitration under this Section. The arbitrator shall have no authority or power to add to, alter, or amend the terms or provisions of this Agreement. The parties may, by mutual agreement, request the arbitrator to issue a “bench award” within 24 hours of the close of the hearing. In such instances, the arbitrator shall reduce the decision to writing and mail it to each party.

b. The fees incurred in the payment of the arbitrator shall be divided equally between both parties.

SECTION 28.8 - FINALITY

a. The resolution of a timely grievance at any time of the steps provided herein shall be final and binding on SacRT, the Union and the grievant. A resolution at a step below arbitration, while final and binding, is without prejudice to the position of either party unless mutually agreed otherwise.

ARTICLE 29: MISCELLANEOUS

SECTION 29.1 - TRANSIT PASSES

a. The spouse and dependent children of regular employees shall receive a Transit Pass for free transportation over all lines operated by SacRT. The pass(es) will be issued within 15 days following the employee’s submission of the required application form(s).

b. Employees with 15 or more years of seniority, together with their spouses, leaving by reason of retirement or disability, shall receive a Transit Pass.

c. The spouse and dependent(s) children of deceased employees with 5 or more years of seniority at the time of death shall receive a Transit Pass.

d. For purposes of applying these provisions, the IRS definition of "dependent status" shall be used in determining eligibility for the issuance of a Transit Pass to an employee's dependent(s).

SECTION 29.2 - TOOL REQUIREMENT/INSURANCE

a. SacRT will provide theft, fire, and damage insurance for the employee's personal tools stored in SacRT's garage or SacRT vehicles. Personal tools stored in SacRT vehicles overnight must be properly secured. The term "personal tools" shall include tool box or tool boxes. The employee will be responsible for a $50 deductible charge on personal tools.

b. Each employee required to have tools as a condition of their employment shall fill out and sign an appropriate tool list each January 10th. The tool list shall contain each required tool and the brand name.

c. Attached hereto and made a part hereof is Appendix A, entitled Position Descriptions and Minimum Tool Lists for employees identified in Article 10, Section 10.2.

SECTION 29.3 - TOOL ALLOWANCE

a. Employees in the classifications defined herein shall receive a tool allowance for the repair, replacement and/or purchase of new tools used in the performance of the job in accordance with the following:

GROUP 1

Senior Mechanic
Mechanic A
Lineworker
Journey Lineworker
Lineworker Technician
Electronic Mechanic
Electronic Mechanic (SacRT GO)
Senior Mechanic (Elk Grove)
LR Vehicle Technician
Facilities Maintenance Mechanic
Facilities Electronic Technician
Mechanic A (Gasoline/Propane)
Mechanic A (Body/Fender)
Mechanic A (SacRT GO)
Mechanic A (Elk Grove)
Electronic Mechanic (Elk Grove)

GROUP 2

Mechanic B	Rail Maintenance Worker
Senior Rail Maintenance Worker	Mechanic B (SacRT GO)
Mechanic B (Elk Grove)	

GROUP 3

Mechanic C	LR Assistant Mechanic
Rail Laborer	Mechanic C (SacRT GO)
Mechanic C (Elk Grove)	

Effective:	1/10/25	1/10/26	1/10/27	1/10/28
Group 1	$450	$450	$450	$450
Group 2	$400	$400	$400	$450
Group 3	$350	$350	$350	$450

b. Tool allowance as defined above shall be paid to the applicable employees, by separate check, on the 1st payday in January.

c. Newly hired employees shall be eligible for receipt of their tool allowance on the 1st payday in January immediately following the completion of their new hire probationary period.

d. Employees moving from a classification not requiring a tool allowance or from one of a lesser tool allowance shall receive the allowance of the new classification on the 1st payday in January immediately following completion of their probationary period.

SECTION 29.4 - COMMERCIAL DRIVER'S LICENSE ALLOWANCE

a. Employees submitting proof of payment for the renewal of the commercial driver's license required for the performance of their job will be reimbursed the cost of said license, excluding the cost of the Class C license fee.

b. Employees hired prior to July 29, 1993, who are no longer required to carry a Class A license in the performance of their jobs may elect to continue said license. Upon submission of proof of payment for renewal of the Class A license, SacRT will reimburse costs associated with renewal of said license, less the Class C fees.

c. Reimbursement will not be made for license costs incurred by new hires purchasing a commercial driver's license to begin employment, costs associated with reinstating a license following its being revoked, suspended, or expired, or the purchase or renewal of a Class C driver's license.

SECTION 29.5 - DE MINIMUS DUTIES

a. All job classifications may be assigned de minimus duties.

b. De minimus duties shall be defined as tasks which do not require special skills, training, knowledge or ability to complete safely. These tasks will include non-recurring incidental duties which do not affect primary functions but include situations involving interruption in service and cases of public image. It is not the intent of this provision to erode duties from any job classification.

ARTICLE 30: WORK CLOTHING

SECTION 30.1 – SACRT PROVIDED UNIFORMS AND COVERALLS

a. SacRT shall determine the style and make of coveralls and/or uniforms to be worn by the employee. For purposes of interpreting this Article, the term "uniforms" shall mean a shirt and style of pants. SacRT shall bear the total cost of purchasing, maintaining and laundering such coveralls and/or uniform. Coveralls and/or uniforms will be supplied in sufficient number to maintain SacRT's standard of appearance. If an employee abuses, misuses or intentionally damages their coverall and/or uniform, SacRT may deduct the cost of replacement for such coverall(s) and/or uniform(s) from the employee's pay.

b. All employees are required to wear their designated coverall or uniform (pants and shirt) and report to work clean and neat in appearance. Employees may choose coveralls or pants and shirt, or a combination of both, not in excess of 15 sets total.

c. SacRT shall supply an appropriate pant to be worn by employees. Exceptions to the specific pants may be made at the Department Director discretion. All units that already wear denim will continue to do so.

d. All coveralls and uniforms (pants and shirts) will meet safety requirements for the classification according to applicable federal and state laws. Coverall and/or uniform requirements may be changed by SacRT whenever needed to meet applicable safety requirements. The wearing t-shirts provided by SacRT by staff will be at the discretion of management.

e. In the event that a vendor providing work clothing for employees on behalf of SacRT pursuant to Section 31.2 below verifies in writing that they are unable to provide an employee with properly fitting work pants in compliance with this Section and Section 31.2 below, SacRT will provide the employee with a uniform reimbursement allowance of $300.00 for the purpose of purchasing work pants that comply with the provisions referenced herein. Payment of the reimbursement allowance is subject to the following:

    1. Effective July 1, 2019, employees qualifying for the reimbursement allowance will receive a $300.00 "credit" against which they may submit requests for

reimbursement of costs associated with purchasing work pants during the calendar year.

2. Employees purchasing pants in accordance with these provisions must submit a paid receipt to their supervisor in order to receive reimbursement. Receipts may be submitted during the calendar year until the reimbursement allowance maximum has been reached.

3. At 6-month intervals, employees may request reimbursement of up to $50 for replacement of 1 pair of jeans that are damaged such that they can no longer be worn in the work setting.

4. Requests for reimbursement will be processed expeditiously and reimbursement issued within 15 calendar days of submission of the request form and receipt.

5. Any unused allowance at the end of the calendar year will not carry over. A new “credit” will be established in July for each fiscal year.

f. Employees who qualify for reimbursement pursuant to paragraph (e) above will receive an annual allowance in the amount of $50 for laundering and maintenance of the work pants purchased. This allowance will be paid in January of each year commencing with January 2020 and will be subject only to FICA withholding.

SECTION 30.2 - SAFETY SHOES

SacRT will provide safety shoes to all bargaining unit members, pursuant to the following:

Guidelines for implementing a SacRT-paid program for providing footwear meeting federal or state safety standards (ANSI) at no cost to affected employees.

a. The annual procurement cost limit of required footwear will be $200.00. On an annual basis SacRT will provide all employees one voucher, good for the purchase of one pair of safety shoes/boots. Vouchers may not be accumulated (carried over) from year to year.

b. SacRT has determined the appropriate footwear safety standard (ANSI) for each classification in the bargaining unit. At any time during the calendar year, an employee may go to a pre-designated store and procure through the use of the voucher, a new pair of safety shoes.

c. An employee desiring to purchase a different safety shoe that costs more than the one identified by SacRT may do so by paying the difference in cost. Any shoe/boot purchased for wear on the job must meet the prescribed safety standard.

d. An employee promoting on a full-time basis, into a job classification requiring footwear with a higher ANSI standard of protection, will be afforded one voucher to be used for the purchase of the required shoe/boot. Promoting employees are expected to procure the adequate footwear prior to beginning work.

e. When purchasing a new pair of safety shoes/boots, an employee will be required to show identification to the vendor and disclose the job classification in which they are or will be working.

f. An employee working in a classification where wear and tear on footwear beyond ordinary use might be expected, e.g., Rail Maintenance Worker, Rail Laborer, Lineworkers, LR Service Workers, may request from their Superintendent, a mid-year voucher for the replacement of the damaged shoes/boots. Employees are expected to take reasonable care in the maintenance of their footwear and restrict personal use to work time.

ARTICLE 31: ANTI-ABROGATION

SacRT shall not by reason of execution of this Agreement reduce the wage rate of any employee covered hereby or change the conditions of employment on the bargaining unit to their disadvantage, or reduce the scope of any present plan or rule beneficial to employees.

ARTICLE 32: SUCCESSORSHIP

In the event there is any change in the ownership of SacRT either by sale or otherwise, or if SacRT becomes a part of any Transit District or other Transit Authority during the term of this contract or any extension or renewal thereof, the contract shall, upon 60 days written notice by either party hereto, be opened for renegotiations; provided, however, this provision shall become inoperable in the event SacRT is acquired by a Transit District or Authority which is required to assume and observe all existing labor contracts of the Sacramento Regional Transit District.

ARTICLE 33: DRUG AND ALCOHOL TESTING POLICY

SECTION 33.1 - POLICY COMPLIANCE

Each employee is required to comply with all applicable provisions of SacRT's adopted Drug and Alcohol Testing Policy. Nothing herein shall be interpreted to limit SacRT's right to impose disciplinary action, including termination, for an employee's failure to comply with any aspect of this Program.

SECTION 33.2 - GRIEVANCE AND ARBITRATION RIGHTS

Issues relating to the interpretation and/or administration of the Drug and Alcohol Testing Program including, but not limited to the imposition of discipline not agreed to

hereunder, may be made the subject of a grievance and/or arbitration pursuant to the procedures outlined in the Collective Bargaining Agreement.

SECTION 33.3 - TESTING AND WAITING TIME

a. All time spent on testing, including travel time (if any) and awaiting the test result, shall be considered as paid time under regular pay status, including overtime, if applicable. An employee with a verified positive test result will be taken off regular paid status and placed on a leave of absence after notification of a positive test result as provided herein.

b. Employees requesting a retest of a positive urine sample may use accrued sick leave and/or vacation. Should the original test result (positive) be different than that of the retest (negative), the employee will be paid for all time lost and their accruals will be restored.

SECTION 33.4 - UNION REPRESENTATION

When SacRT directs an employee to undergo a required drug or alcohol test, then upon request by the employee, the employee shall be afforded an opportunity to confer with a union representative in accordance with the principles of Weingarten. The employee shall have the right to be accompanied by a Union Representative to the testing site, if one is reasonably available. Upon receiving a written release signed by the employee, SacRT will provide the Union with all records upon which the directive was based.

SECTION 33.5 - TESTING DOCUMENTATION

a. Documentation of a positive drug and/or alcohol test result shall remain in an employee's record for a minimum of 60 months. The time period shall begin from the date of returning to work pursuant to the provisions of this Program.

b. Access to Records: An employee is entitled, upon written request, to obtain copies of any records pertaining to their drug or alcohol test(s). SacRT shall provide promptly the records requested by the employee. Access to an employee's records shall not be contingent upon payment for records other than those specifically requested.

SECTION 33.6 – CONFIDENTIALITY OF RECORDS AND TESTING INFORMATION

SacRT shall comply with all applicable DOT and FTA regulations as they apply to confidentiality and privacy of employee records and drug/alcohol testing information. Except as may be authorized or required by law, and as permitted herein, any release of this information is prohibited without the express written permission of the employee tested.

SECTION 33.7 – POSITIVE DRUG OR ALCOHOL TEST RESULT

a. The following represents the procedural steps in the event of a positive drug screen or breath alcohol test result. A second positive drug and/or alcohol test, for any reason, in violation of the DOT, FTA Drug and Alcohol Testing Regulations, during the employee's length of employment with SacRT will result in termination from employment.

1. The employee receives word of a verified positive test result.

2. The employee is notified of a scheduled appointment with the SAP. Attendance and participation are mandatory.

3. If SacRT is notified that the employee failed to complete the program as specified by the SAP, then:

4. The employee is discharged from employment.

5. The employee completes the treatment program specified by the SAP and tests negative on a Return-To-Duty Test. They are returned to work and:

6. The employee is subject to unannounced drug and/or alcohol testing, as determined by the SAP. Such testing is in addition to the other program testing and shall be a minimum of 6 unannounced tests during the first year.

7. The employee has a positive Return-To-Duty test, then:

8. The employee is discharged from employment.

9. After returning to work, an employee receives notice of a verified positive drug or alcohol test result during the follow-up testing period for any reason, then:

10. The employee is discharged from employment.

11. After returning to work, an employee has no verified positive test during the follow- up testing period, then the unannounced follow-up testing is discontinued.

12. A verified positive drug or alcohol test for any other reason that is outside the follow- up testing period will result in termination from employment.

SECTION 33.8 – VOLUNTARY REQUEST FOR SUBSTANCE ABUSE TREATMENT

a. SacRT provides a drug and alcohol rehabilitation program for employees needing treatment for drug and alcohol abuse. Employees may voluntarily request a referral to the treatment program by contacting the Labor Relations Department. An employee voluntarily seeking treatment will be placed on a leave of absence and

may utilize their accrued paid sick leave and/or vacation during the absence. An employee voluntarily seeking and entering a treatment program must successfully complete the program requirements or be subject to termination from employment. An employee notified to undergo a drug or alcohol test may not seek treatment under this voluntary treatment procedure. An employee may undergo voluntary treatment a maximum of 2 times during their length of employment with SacRT.

The following represents the procedural steps in the event an employee voluntarily requests referral to the substance abuse treatment program:

1. The employee voluntarily requests referral to SacRT's substance abuse treatment/rehabilitation program.

2. The employee is scheduled for an appointment with the SAP. The employee begins a designated treatment program.

3. SacRT is notified that the employee has been dismissed from the rehabilitation program for cause.

4. The employee is discharged from employment.

5. The employee completed rehabilitation and tests negative on a Return-To-Duty Test.

6. The employee is returned to work and is subject to unannounced follow-up testing as determined by the SAP. Such testing is conducted under the authority of SacRT and is in addition to other DOT FTA program testing.

7. The employee has a positive Return-To-Duty Test.

8. The employee is discharged from employment.

9. After returning to work and within the follow-up testing period, if the employee is notified of a verified positive drug or alcohol test result, then:

10. The employee is discharged from employment.

11. At the conclusion of the follow-up testing period, the follow-up testing is ended.

12. A verified positive drug or alcohol test, for any reason, outside the follow-up testing period, is handled pursuant to the procedure established for a positive DOT FTA drug or alcohol test, as set forth in Section 34.7 above, provided that the employee has not utilized more than 2 voluntary treatments.

Richard Mathieu
Richard Mathieu (Oct 7, 2024 06:23 PDT)

ARTICLE 34: ENTIRE AGREEMENT

The parties acknowledge that during the negotiations that resulted in this Agreement, each party had the opportunity to negotiate over wages, hours and working conditions, and that all of the understandings and agreements of the parties with respect to such matters are set forth in this Agreement. This Agreement supersedes and cancels all other understandings and agreements, whether oral or written, between the parties. Any subject or matter not specifically referred to, or covered in this Agreement may only be amended during its term by the parties' mutual agreement in writing.

ARTICLE 35: TERM

This Agreement shall take effect on April 1, 2024 and shall continue in full force and effect through March 31, 2028., and thereafter from year to year unless written notice of termination or modification shall be given by either party to the other 90 days prior to the end of the current term.

IN WITNESS HEREOF, the parties execute this Collective Bargaining Agreement this 23rd day of September, 2024.

FOR SACRAMENTO REGIONAL TRANSIT DISTRICT:

HENRY LI
General Manager/CEO

DISTRICT NEGOTIATION COMMITTEE:

MARK SALVO, Senior Manager, Labor Relations & Chief Negotiator

ALBERT KENNEDY, Director, Bus Maintenance

MICHAEL CORMIAE, Director, Light Rail Maintenance

FOR THE INTERNATIONAL BROTHERHOOD OF ELECTRICAL WORKERS, LOCAL UNION 1245:

Bob Dean (Oct 3, 2024 12:39 CDT)
BOB DEAN
Business Manager

UNION NEGOTIATION COMMITTEE:

SHEILA LAWTON, Business Representative & Chief Negotiator

Sesar Brambila (Oct 6, 2024 18:27 PDT)
SESAR BRAMBILA, Mechanic A/Shop Steward

Constance Bibbs (Oct 7, 2024 13:39 PDT)
CONSTANCE BIBBS, Storekeeper/Shop Steward

Sergio Gomez (Oct 7, 2024 08:03 PDT)
SERGIO GOMEZ, Senior Mechanic, Elk Grove/ Shop Steward

APPROVED
INTERNATIONAL OFFICE - I.B.E.W.
4/14/2025
Kenneth Cooper,
International President
This approval does not make the International a party to this agreement.

RICHARD MATHIEU, Facilities Maintenance Mechanic/Shop Steward

NEAL PICKERING, Light Rail Vehicle Technician/Shop Steward

ANTHONY BERTUCCELLI, Storekeeper/ Shop Steward

DESHAWN VICKERS, Rail Maintenance Worker/ Shop Steward

RT- IBEW COLLECTIVE BARGAINING AGREEMENT

SECTION 5.6
ALTERNATIVE WORK SCHEDULE

PURPOSE

To clarify the Letter of Agreement entered into between the Sacramento Regional Transit District and International Brotherhood of Electrical Workers, Local 1245, dated February 14, 1996, attached hereto as Exhibit A, establishing a uniform procedure for administering the terms and conditions of employment for employees working an alternative work schedule.

INTRODUCTION

The alternative schedules available to the conventional 5/8/40 week are 9/8/80 and 4/10/40.

4/10/40
The 4/10/40 plan is a work schedule in which employees complete the required 40-hour week by working 10 hours a day, 4 days a week.

9/8/80
The 9/8/80 plan is a work schedule in which employees alternate weekly between a schedule of four 9-hour days, plus one 8-hour day, and a schedule of four 9-hour days plus one day off. The total hours worked for the 2 weeks is 80.

RESPONSIBILITIES FOR THE ALTERNATIVE WORK SCHEDULE

Responsibilities for submitting a requisition for an alternative work schedule are as follows:

1. Employee's Responsibility

   The individual group of employees must provide the District with a written justification* which consists of: 1) names of all employees within the classification on the affected shift; 2) the proposed shifts and days off for each employee; and 3) the work schedule for each employee (4-10-40, 9-8-80, 5-8-40). The employee must complete the Alternative Work Schedule form[1] and submit it to his/her supervisor/manager for review

* Justification has been defined as meeting the operational needs of the District.

1 The Alternative Work Schedule form is available in the “J” drive as J:\erd\ibewalt.wk4.

Please note: Employees will continue to receive a paid or unpaid lunch break, pursuant to Section 5.4 of the CBA, based upon their established basic shift hours, not new hours resulting from approval of an alternative workweek schedule.

2. Department Manager's Responsibility

Upon receipt of the employee's request for alternative work schedule, the Department Manager, or designee, shall review the proposed schedule to determine whether the schedule meets the District's justification requirements.

If the proposed schedule does not meet the District's justification requirements, the Department Manager, or designee, shall communicate to the affected employees the reasons why, and no further action will be necessary.

The Department Manager, or designee, will establish the minimum duration for the proposed schedule.

If the proposed schedule meets the District's justification requirements, said work schedule shall be forwarded to the Employee Relations Department and the Business Representative of the IBEW, Local 1245, for further processing.

3. IBEW Business Representative's Responsibility

Upon receipt of the proposed schedule, the Business Representative shall submit the proposed alternative work schedule to a vote of the affected employees in accordance with the Union's established approval procedures.

IMPLEMENTATION AGREEMENT

Following the vote, the Business Representative shall contact the Employee Relations Department to enter into an agreement regarding the outcome of the alternative work schedule request by the employees.

1. If the vote is not successful, the IBEW Business Representative will send a letter to that effect to the Employee Relations Department and upon execution of the agreement, the Department Manager will be notified and no further action is necessary.

2. If the schedule is approved for implementation, the IBEW Business Representative will send a letter to that effect to the Employee Relations Department and upon execution of the agreement, the originating department will fill the alternative work schedules pursuant to the bid posting, Section 8.5 of the CBA.

3. After the bid posting, to ensure that the pertinent information is properly maintained and recorded for pay purposes, each employee who accepts the alternative work schedule must be provided with an Alternative Work Schedule - Bid Award form[2].

4. *Please note: In preparing the Bid Award form, to avoid working overtime every other week, the official beginning of the "workweek" for 9/8/80 employees will be changed. Employees work 80 hours in 9 days over a two-week period (no more than 40 hours in any given week): 9 hours for 8 days, 8 hours for one day, with the corresponding day in the following week off. Once the 8-hour day is selected, it will be split (4+4) and the workweek will be officially changed to begin at the second 4-hour period. The first 4 hours will be part of week 1, and the second 4 hours will be part of week 2. For example, a typical 9/8/80 schedule is:*

		SUN	MON	TUES	WED	THUR	FRI	SAT
Week 1	Shift	6 -3	6 -3	6-3	6-3	7-3	off	off
	Hours	9 +	9 +	9 +	9 +	4 +	0 +	0 =40 hours
						4 +	(establishes start of workweek 2)	
Week 2	Shift	6 -3	6 -3	6-3	6-3	7-3	off	off
	Hours	9 +	9 +	9 +	9 +	ADO +	0 +	0 =40 hours

ADO = Alternative day off

4. Upon completion of the bid process, a copy of each employee's bid posting (indicating shifts, days off and hours) shall be forwarded to Payroll for processing, Risk/Personnel for filing in the employee's personnel file, and the employee.

CHANGES/TERMINATION TO ALTERNATIVE WORK SCHEDULES

Once an alternative work schedule is established for an employee, any changes or termination in the program must be maintained and recorded for pay purposes. *Please note: Alternative work schedule changes or terminations must be effective on the Monday of the first full week of the pay period. Further, documentation of the effective date of change/termination must be forwarded to the Payroll Department for processing.*

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2 The Alternative Work Schedule Bid Award form is available in the "J" drive as J:\erd\ibewalt.awd.

EXHIBIT "A" OF ATTACHMENT 1

Regional Transit

Sacramento Regional Transit District
A Public Transit Agency
ıd Equal Opportunity Employer

Mailing Address:
P.O. Box 2110
ıcramento, CA 95812-2110

Administrative Office:
1400 29th Street
Sacramento, CA 95816
(916) 321-2800
(29th St. Light Rail Station)
Bus 36 38 50 67 68)

Light Rail Office:
2700 Academy Way
Sacramento, CA 95815
(916) 648-6400

February 14, 1996

Dennis Seyfer, Business Representative
IBEW Local 1245
P. O. Box 161719
Sacramento CA 95816-1719

Dear Mr. Seyfer:

This letter of intent represents the agreement between the UNION and DISTRICT concerning the manner in which the DISTRICT will consider and implement alternative work schedules. For the purposes of this agreement, 4-10 and 9-80 work schedules will be the only alternative work schedules considered.

The 4-10 alternative work schedule is based upon four 10 hour days per work week for a total of 40 hours. The 9-80 work schedule is based upon a two week period totaling 80 hours. During the first week, an employee would work four 9 hour days and one 8 hour day for a combination of 44 hours in that week. In the second week, that employee would work four 9 hour days for a weekly total of 36 hours. Over the two week period a total of 80 hours are worked which averages to 40 hours per week.

Employees interested in an alternative work schedule will be required to submit a written justification to the appropriate superintendent or department manager. This justification will contain the proposed work schedule (4-10 or 9-80) which employees would work, the alternative schedule and an indication that all effected employees concur with the work schedule. In order to be considered, the employees justification must be of sufficient detail to demonstrate that RT's operational needs would be met. Approval of alternative work schedules would be at the sole discretion of the applicable department manager. Once approved, alternative work schedules may be revoked by either the District or the Union with 30 calendar day notification. Effected employees will be returned to a 5-8 schedule with hours and days off determined as specified in Article 8 Section 8.5.

All provisions of the Collective Bargaining Agreement shall apply to employees working alternative work schedules except as noted below:

I. Article 3 - Union Activities

A. Section 3.3 - Negotiating Time

Negotiating team members on an alternative work schedule will be moved to an 8 hour five day work week for the term of negotiations.

II. Article 5 - Hours and Overtime

A. Section 5.1 - Definition

For alternative work schedules, the work week is defined to consist of seven consecutive days and the basic work week will be defined by the alternative work schedule. The days in the basic work week will be considered those days regularly scheduled for work as stated in the alternative work week schedule, and non-work days for those days regularly scheduled off.

B. Section 5.2 - Basic Shifts

The alternative work schedule will define an employee's shift while they are working that schedule. Employees on alternative work schedules will be considered a part of the shift which they left when they moved to the alternative schedule. Employees will be allowed 10 minute rest breaks as near the middle of the first half of the shift and second half of the shift as practicable.

C. Section 5.4 - Lunch Breaks

Employees moving from the day shift to an alternative work schedule will not receive a paid lunch regardless of the start or end times of their alternative work schedule. Alternative work schedules developed by employees on the day shift shall include a ½ hour non-paid lunch period regularly occurring between the third and sixth hour of the shift.

D. Section 5.4b - Paid Lunch

Employees moving to an alternative work schedule from the swing or midnight shifts will receive a ½ hour paid lunch break as is the current practice for employees on an 8 hour five day a week work schedule.

III. Article 6 - Overtime

A. Section 6.1 - Overtime Definitions

For alternative work schedules, overtime shall be paid for time worked in excess of the regularly scheduled day (9 hours or 10 hours); or time worked in excess of 40 hours in a work week for a 10-40 work schedule or 80 hours over a two week period for a 9-8-80 work schedule.

B. Section 6.2b - Compensation

Double time will continue to be paid for seventh day work in accordance with the existing contract provision.

C. Section 6.2e - Call-In

The existing call-in language shall apply, however, reference to the normal work day being 8 hours will change to what is normally scheduled for the employee under the alternative work schedule.

D. Section 6.11 - Training Time

The existing training time language shall apply, however, for employees on an alternative work schedule overtime will be paid for training in excess of the employees regularly scheduled work day under the alternative work schedule not to exceed 12 hours.

IV. Article 11 - Holidays

A. Section 11.5 - Holiday Pay

Employees on alternative work schedules will be paid 8 hours at their straight time hourly rate subject to the provisions of Section 11.5 of the Collective Bargaining Agreement. Employees on an alternative work schedule will be allowed to add vacation to the 8 hours of holiday pay in order to receive a full days pay for the holiday based upon the alternative work schedule.

V. Article 12 - Vacation

A. Section 12.1- Vacation Eligibility

Employees on alternative work schedules will continue to accrue vacation days as specified in these articles. For employees on alternative work schedules, the days of vacation accrued will be converted to hours based

upon 8 hours per day. Employees on alternative work schedules will use vacation on an hourly basis.

VI. Article 16 - Sick Leave

A. Section 16.1 - Eligibility

Employees on alternative work schedules will accrue 8 hours of sick leave with pay for each month of continuous service. Sick leave shall be used on a hourly basis with all other provisions of Article 16 applying.

If you are in agreement with the foregoing please sign and return a copy of this letter of intent as indicated below.

Sincerely,

Dan Bailey
Employee Relations Manager

Approval:

Dennis Seyfer, Business Representative
IBEW Local 1245

FILLING FULL JOURNEY-LEVEL AND JOURNEY-LEVEL TRAINEE POSITION VACANCIES

A. Introduction

The following illustrates the procedures and steps to follow in filling a position vacancy as outlined in the flow chart contained in Exhibit A, of this document. The Step/Action numbering sequence corresponds to the numbering of the boxes on the flowchart.

B. Steps/Action

1. The District decides to fill a vacancy in a journey-level job classification.

2. A recruitment notice for the vacancy position shall be posted internally for a minimum of seven (7) calendar days. The notice shall state whether the District is seeking a fully qualified journey-level worker or a journey-level/trainee.

3a./b. If the District decides that the position must be filled with an individual possessing full journey-level skills,[1] the senior, qualified, internal employee will be offered the vacant position, including the shift, days off and location of the job.

4a./b. If the District decides that the position can be filled with either a qualified journey-level employee or a journey-level trainee,[2] the vacancy will be offered to the senior, qualified journey-level employee, including shift, days off and location. If there is none, the vacancy will be offered to the senior, qualified journey-level trainee, as determined by the Joint Labor-Management Training Committee (JLMTC). The shift, days off and location will "float," as deemed necessary by the District, to facilitate completion of hands on training. In all such instances, preference will be given to the fully qualified journey-level employee over a trainee. Training and wage progression will be established pursuant to Step 10, below.

5. If the District is unable to fill the vacant position after completing Steps 3 or 4, as applicable, District may recruit for an external candidate.

[1] For purposes of this provision, an individual possessing a "journey-level" skill has been defied as one who has completed the District's Certification Training Program or one meeting the qualifications of the position as established for an outside recruitment.

[2] For purposes of this provision, a "journey-level trainee" is defined as one that is actively enrolled in the District's Certification Training Program (CTP), has completed all of the required number of home-study modules and is waiting for an opportunity to move into the "hands-on" training phase.

6. If there is one or more qualified journey-level external candidate(s), the most qualified candidate will be offered the position. Training and wage progression will be established pursuant to Step 10, below.

7. If the District has been unsuccessful in recruiting an individual with full journey-level skills, after an internal (Step 3) or external (Step 5) recruitment, the District may re-post the vacancy internally for a journey-level trainee.

8. If a qualified internal journey-level trainee applies for the posted position, he or she will be offered the position (see Steps 4a and b, above). Training and wage progression will be established pursuant to Step 10, below.

9. If no one applies for the vacancy and/or no applicant is deemed to be a qualified internal journey-level trainee, the District may hire a candidate from the external recruitment applicant pool (Step 5) that most closely meets the needs of the District, for the purpose of placing him or her in the CTP. Training and wage progression will be established pursuant to Step 10, below.

10. Successful candidates, whether internal journey-level trainees or external new-hires will undergo a "needs assessment" by either District management and/or the JLMTC at the time they begin work. Individuals will start work at not less than eighty (80%) percent of the top hourly wage rate for the applicable job classification.

    (1) An employee will progress to the top hourly wage rate based upon the length of time needs to complete the CTP or new-hire orientation/familiarization with District equipment. Newly hired, fully qualified journey-level employees will have their wage rate increased to the top hourly rate of pay for that job classification on or before the completion of their 6-month probationary period. Journey-level trainees will have their wage rate increased every six (6) months in an amount determined as follows. The amount of time, based upon the "needs assessment," that the employee will take to complete "hands-on" training will be divided into 6-month increments. The difference between 80% and 100% of the top hourly wage rate for the employee's job classification will be divided by the number of 6-month increments. That amount will be added to the trainee's hourly rate at the conclusion of each 6-month period of time. The "hands-on" training/progression period will not exceed 36 months unless the Union and District members of the Training Steering Committee (TSC) agree to extend that time period.

(2) A journey-level trainee that accepts a position is not eligible to bid on other vacancies within his or her job classification while working in “trainee” status.

(3) An employee working on “trainee” status that bids into a different job classification may not return to his or her original trainee job classification for a minimum of 12 months.

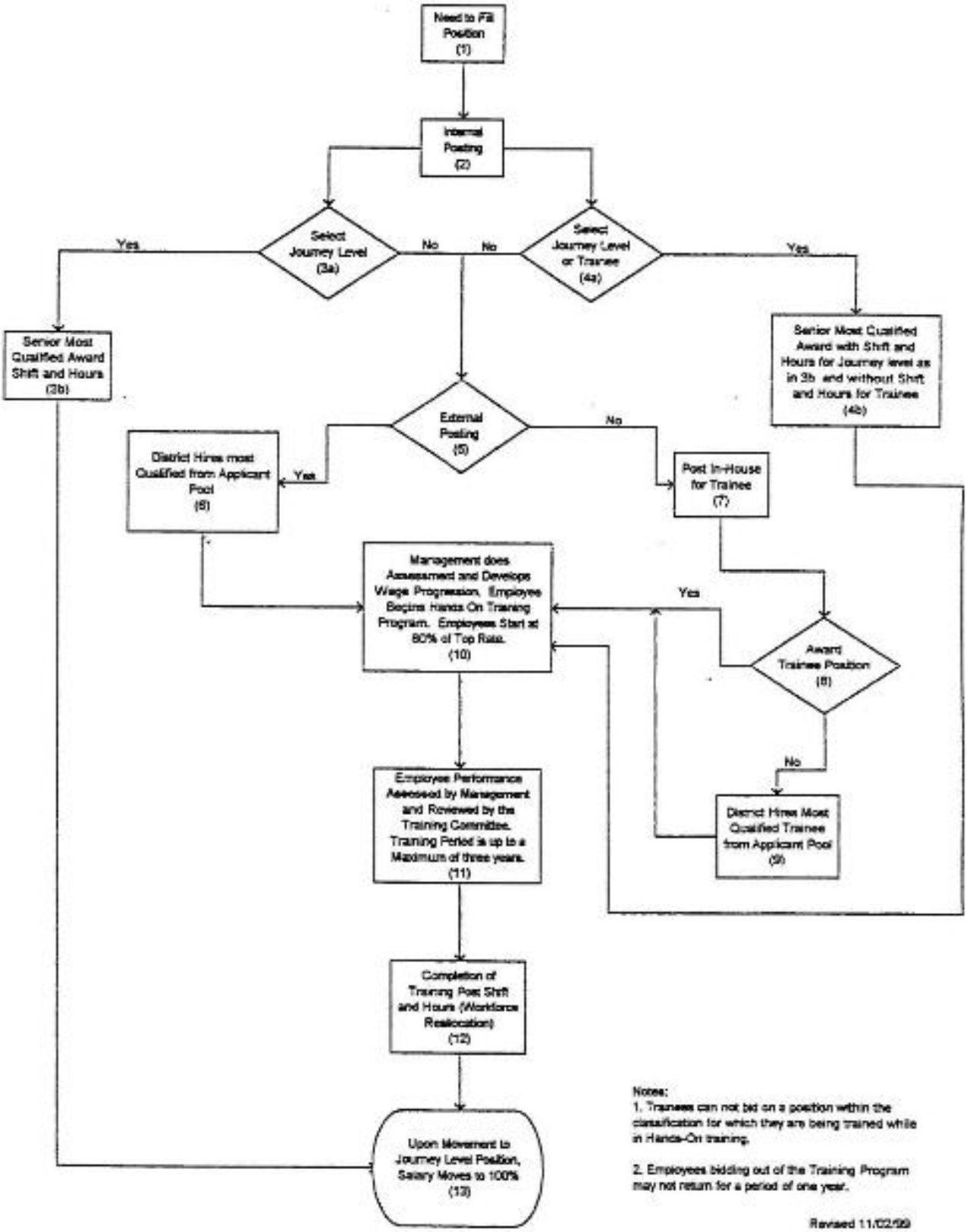
(4) An employee working on “trainee” status will not be assigned a regular shift and days off. He or she may be assigned any shift, combination of days off and location deemed necessary by the District to facilitate completion of the training program.

11. The employee/trainee will receive performance standards and periodic reviews from his or her supervisor.

12. At the conclusion of the training period (journey-level trainee), the vacant shift, days off and location will be posted for bid by all employees within the job classification as a “workforce reallocation.”

13. At the time the journey-level trainee starts performing full journey-level work, he or she will be compensated at the top hourly rate of the applicable job classification.

Filling Journey Level and/or Trainee Positions



Notes:

1. Trainees can not bid on a position within the classification for which they are being trained while in Hands-On training.

2. Employees bidding out of the Training Program may not return for a period of one year.

Revised 11/02/99

RT-IBEW NEGOTIATIONS

MEMORANDUM OF UNDERSTANDING

This Memorandum of Understanding (MOU) is entered into by and between the International Brotherhood of Electrical Workers, Local 1245, hereinafter referred to as "Union," and the Sacramento Regional Transit District, hereinafter referred to as "District." This MOU shall supercede and replace the RT-IBEW 1995 Negotiations Memorandum of Understanding dated October 17, 1996, and shall memorialize the intent of the parties for interpreting and applying contract provisions of the labor agreement in effect November 1, 1999, through October 31, 2003.

ARTICLE 4: Subcontracting

When the parties were discussing the situations where the subcontracting provisions might be used, their "intent" evolved. While the Union recognized that the District at times needs the ability to contract certain bargaining unit work for efficiency and cost, an IBEW-represented employee cannot be displaced or disadvantaged by such action. The District is willing to assure the Union that no member/employee will lose his or her job because of a subcontract. Further, if an employee is on layoff for lack of work and bargaining-unit work is being subcontracted, he or she shall be offered the opportunity to do the work provided he or she possesses the necessary skills.

When a subcontract involving work within the bargaining unit is approved, the number of Union member employees working at that time will be noted, and that number will be the level against which the impact of the subcontracting will be measured. Subcontracting cannot take place if its impact reduces the total regular workforce by attrition, demotion, displacement or layoff.

If the District decides to close out a classification and subcontract those functions, a meeting will be held with the Union to discuss setting up a "closed classification." The details will be worked out so that no bidding into the classification will occur. Current employees will be moved to other vacancies for which they are qualified within the bargaining unit Of, at the option of the affected employee, "grandfathered" in the closed classification until there are no members remaining in that classification. During the phase-out of employees within the classification, functions may be subcontracted. Eventually, there would be no employees in the classification and the work performed by subcontractors. In this situation, anyone on a layoff would not be offered the opportunity to enter the closed classification. Should the District decide to once again hire employees to do the work, the Union will retain representation rights to the employees.

ARTICLE 5: Lunchbreak - Punch In and Out

Section 5.4 - The parties agree to suspend punching time clocks during the lunch period. Employees who work or are interrupted during their lunch period will have their supervisors sign authorization for said time. Employees who have been coached and counseled regarding abuse of their lunch period may be required to punch in and out for their lunch period.

ARTICLE 6: Overtime

Section 6.6 Misassignment of Overtime/Classification - The parties agree that issues arising from an error in assigning overtime or work to a classification, which has been substantiated, will be remedied by the District compensating the affected individual(s) at the appropriate rate of pay, rather than making overtime hours available to the employee(s).

ARTICLE 11: Floating Holiday and ARTICLE 12: Vacation

The procedure to select vacation and floating holiday time off used by an employee (trainee) working in the Certification Training Program (CTP) is not addressed in the Collective Bargaining Agreement (CBA). In that regard, a "trainee" shall select, in seniority order, such time off separately from the other employees working in the job classification. The "trainee" shall be considered a "classification" for purposes of applying the selection language. In the event there is more than one "trainee" in the classification at the same time, All other provisions of the CBA shall be applicable to the CTP "trainees".

JOB DESCRIPTIONS

a. Body/Fender and Painter Classifications - It is the understanding of the parties that the current job descriptions of Body/Fender and Painter do not need to be modified in order for the Body/Fender Classification to perform painting duties as part of repair work. It is not the intent to have Body/Fender Mechanics do the full vehicle painting. However, to be consistent with current practice, Body/Fender Mechanics may be utilized to perform painting on the areas which they have fixed.

CERTIFICATION EXAMINATIONS

Employees who must successfully pass an examination required for the full performance of their job will be given no more than three opportunities to pass the test. The examination will be given two times in writing and, if the employee is unable to pass the test, it will be administered one time orally. The employee may waive a written test and request the second examination be oral. Employees unable to pass the required test will be placed on "remedial status," and the training steering committee will meet to discuss the final dispensation of the matter. The decision of the steering committee will be final.

This MOU is hereby entered into on this 10th day of Dec. 1999, and shall run concurrently with the present Collective Bargaining Agreement and will expire on October 31, 2003, unless modified and/or extended by the parties.

FOR THE IBEW, 1245:

John Mendonca Jr.

FOR THE DISTRICT:

Side Letter of Agreement
Between
IBEW Local 1245
And
Sacramento Regional Transit

This Side Letter of Agreement is entered into by and between IBEW Local 1245 (IBEW) and the Sacramento Regional Transit District (District or SacRT) in settlement of the grievance filed on May 31, 2018 and as an amendment to the IBEW Bargaining Unit Agreement.

The parties agree as follows:

1. The job description for Mechanic A — Body And Fender lists the essential functions and responsibilities for the classification and includes "prepares, fills, sands, masks, primes, and spot paints surfaces after repairs are completed."

2. The job description for Painter lists the essential functions and responsibilities for the classification and includes "Prepares, masks, sands, primes, mixes and sprays, brushes or roller paints a variety of paint and other coatings on District coaches, buildings, equipment and/or LRVs; may perform minor body work to prepare coaches or LRVs for painting."

3. The job descriptions described above do not provide clear criteria to distinguish the paint related duties of a Mechanic A — Body And Fender from those of a Painter.

4. Due to vehicle wraps and other alternatives to traditional painting of buses, the volume of paint related work at Bus Maintenance has significantly decreased over the past three years. As a consequence, Sac RT has decided not to fill the recently vacated Painter position at Bus Maintenance and has decided to reallocate the position to Mechanic A — Body And Fender.

5. With the elimination of the Painter position in Bus Maintenance, paint related work will be assigned to employees in the classification of Mechanic A — Body and Fender. Management will endeavor to make such assignments on a voluntary basis but reserves the right to mandate such work when deemed necessary.

6. The parties agree to implement a demonstration project whereby as long as there is no filled Painter position in the Bus Maintenance Department, employees in the classification of Mechanic A — Body and Fender will receive a pay premium of $ 3.50 per hour for a minimum of 2 hours or the duration of the paint related duties including preparing, filling, sanding, masking, priming, and painting surfaces on buses or other vehicles serviced or maintained by the Bus Maintenance Department, whichever is longer. This premium will be calculated to the nearest quarter hour.

Side Letter of Agreement
Between
IBEW Local 1245
And
Sacramento Regional Transit

7. This demonstration project will terminate on March 31, 2020 unless extended or modified by mutual agreement of the parties.

8. The grievance giving rise to the dispute addressed herein will be held in abeyance pending the parties' opportunity to negotiate final resolution of the issues in negotiations for a successor collective bargaining agreement. If the demonstration project terminate without a final resolution, IBEW may advance the grievance to arbitration.

Dated• 01/24/2019

For IBEW:

Sheila Lawton
Business Representative

For SacRT:

Stephen Booth
Director, Labor Relations

Regional Transit

Sacramento Regional Transit District
A Public Transit Agency
and Equal Opportunity Employer

Administrative Offices
1400 29th Street
Sacramento, CA 95816
916-321-2800

Mailing Address
P.O. Box 2110
Sacramento, CA 95812-2110

Human Resources
2810 O Street
Sacramento, CA 95816
916-556-0299

Customer Service & Sales Center
1225 R Street
Sacramento, CA 95811

Route, Schedule & Fare Information
916-321-BUSS (2877)
TDD 916-483-HEAR (4327)
sacrt.com

Public Transit Since 1973

SacRT and IBEW Side Letter

Subject: Leave of Absence (LOA) for DUI

This Letter of Agreement documents the understanding of the parties for addressing IBEW Members who have been arrested for DUI. Employees will be afforded an opportunity to request a Leave of Absence, up to 24 months as follows:

This Agreement shall apply exclusively when an employee has lost their driver's license due to a DUI arrest for conduct not connected with their employment at SacRT. The employee must inform SacRT no later than 48 hours upon notification of the arrest and submit to their Department Director/Manager, a written request for the time period needed. The employee must provide verification of their arrest and driver's license status for driving under the influence (DUI).

Once Labor Relations is notified of the arrest, staff will meet with the employee to review their submission and document their responsibilities and reporting requirements concerning the arrest and any subsequent conviction.

When a Leave of Absence is approved by SacRT, it will be granted for a period up to 24 months for a first time DUI conviction (first time is defined as first and only DUI at any time, inclusive of prior to hire at SacRT). An LOA will only begin upon evidence that the employee's classification required driver's license(s) have been suspended, and only for the actual time period it is suspended. The employee must keep Labor Relations updated of court dates, license status prior to any conviction, and the outcome of final court disposition.

The employee granted a Leave of Absence under this Agreement shall be considered positive under SacRT's Drug and Alcohol Testing and Rehabilitation Program. The employee must sign a waiver upon entering the Department of Motor Vehicle DUI program releasing information to SacRT's Counselor to monitor the employee's progress. Upon return to active employment, the employee shall be subject to unannounced drug and/or alcohol tests as determined by the Counselor. A positive test result will result in employee's termination from employment, without further right of appeal.

An employee granted an LOA by SacRT, shall upon commencement of said Leave have the following conditions apply:

1) The employee may be offered transfer to another bargaining unit classification where a vacancy exists, if they are qualified, and at management discretion.
2) The employee will be carried on unpaid Leave of Absence status.

3) The employee will be paid for their accrued vacation balance.
4) SacRT paid health and welfare benefits will be in accordance with Article 13.2 and 13.3. Employees not maintaining their portion of the premium contribution may continue coverage under the provisions of COBRA.
5) The employee will receive no accrual of time towards vacation, sick leave or seniority during the period of the Leave of Absence.
6) The time under this Leave of Absence will be deemed a break in service for retirement purposes. No time under this Leave of Absence shall count as credited service for Retirement purposes.
7) If applicable, employees under a disciplinary action, prior to the LOA, shall have said action and time served frozen for the duration of the LOA.
8) The employee is granted permission by SacRT and Union to be gainfully employed during the duration of this leave.
9) At least 14 calendar days prior to the expiration of the Leave of Absence, the employee shall contact the Labor Relations Department at (916) 557-1053 to schedule the necessary Drug and Alcohol Testing Authorizations
    a. The employee will receive a conditional date for returning to active employment.
        i. If the test result(s) is positive, the employee will be terminated.
10) The employee must present a valid driver's license and a current Department of Motor Vehicle (DOT) medical to SacRT prior to returning to active employment.

Upon return to active employment, the following shall apply:

1) The employee's seniority date shall be adjusted by the time off due to the Leave of Absence.
2) The employee will resume accruals of sick leave, vacation and credited service for retirement benefits based on the adjusted seniority date.
3) The employee will be considered a new enrollee in Health and Welfare benefits, if their benefits have lapsed.
4) If applicable, the employee's disciplinary action, prior to the LOA, shall resume.
5) The employee shall be assigned to the currently available shift in their classification and be allowed to bid for subsequent postings
6) The employee must satisfactorily complete all training required by SacRT to perform the essential duties of the job.
7) The employee shall be subject to unannounced drug and/or alcohol tests as determined by the Counselor. A positive test result under this Program shall result in the immediate termination from employment, without further right of appeal.
8) An employee who is arrested for a subsequent DUI shall be terminated without recourse under the Collective Bargaining Agreement between SacRT and IBEW.

An employee failing to notify SacRT of their DUI arrest shall be cause for immediate termination.

IN WITNESS, HEREOF the parties execute this Memorandum of Agreement this

_26_____ day of ____July_____, 2021.

FOR SACRAMENTO REGIONAL TRANSIT DISTRICT:

David Topaz, Senior Manager, Labor Relations &

FOR IBEW, INTERNATIONAL BROTHERHOOD OF ELECTRICAL WORKERS, Local Union 1245:

Sheila Lawton, Business Representative

Regional Transit

Sacramento Regional Transit District
A Public Transit Agency
and Equal Opportunity Employer

Administrative Offices
1400 29th Street
Sacramento, CA 95816
916-321-2800

Mailing Address
P.O. Box 2110
Sacramento, CA 95812-2110

Human Resources
2810 O Street
Sacramento, CA 95816
916-556-0299

Customer Service & Sales Center
1225 R Street
Sacramento, CA 95811

Route, Schedule & Fare Information
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Public Transit Since 1973

March 19, 2021

Ms. Sheila Lawton
Business Representative
IBEW Local Union 1245
PO Box 2547
Vacaville, CA 95696

Subject: Letter of Understanding
RE: Lineworker Entrance External Requirement Qualifications.

Dear Sheila,

The agreed changes to the Lineworker Job Description included amendments to the minimum education requirements:

High school diploma or equivalent, and successful completion of DC and AC Theory and Circuit Fundamentals coursework (4 units total) from an accredited post-secondary educational institution, *or equivalent training as evidenced by completion of journey level in one of the three crafts that make up the Lineworker classification.*

The parties understand the following passage: "*or equivalent training as evidenced by completion of journey level in one of the three crafts that make up the Lineworker classification"* to mean that:

An individual that possesses the skill set achieved through a trade school type program with evidence that shows successful completion of such program in one of the three following crafts, would meet the minimum education requirement for entry to the Lineworker Trainee Program.

The three craft training programs are the following.

1. Train Control: Railroad or Transit vital signaling training program.
2. Traction Power: Any trade school, or industry program that shows evidence of successful completion and 2 years of High Voltage service as mandated though CCR Title 8 (2700 – 2989). *Qualified Electrical Worker. A qualified person who by reason of a minimum of two years of training and experience with high-voltage circuits and equipment and who has demonstrated by performance familiarity with the work to be performed and the hazards involved.*
3. Power Distribution: Any trade school, or industry program that shows evidence of successful completion of utility or transit power distribution systems and 2 years of High Voltage service as mandated though CCR Title 8 (2700 – 2989). *Qualified Electrical Worker. A qualified person who by reason of a minimum of two years of training and experience with high-voltage circuits and*

equipment and who has demonstrated by performance familiarity with the work to be performed and the hazards involved.

Successful completion of only one of the three listed craft training programs would serve as experience necessary for meeting the minimum qualifications for Lineworker Trainee.

New candidates would enter the Lineworker Training Program with regular oversite by the Training Committee and the training coordinator.

We believe this represents the understanding of the parties.

Sincerely,

David E. Topaz
Senior Manager, Labor Relations

I am in agreement with the foregoing:

Sheila Lawton
Sheila Lawton, Business Representative
IBEW Local Union 1245

July 26, 2021
Date

CC: Michael Cormiae, Director, Light Rail Maintenance
Edna Stanley, VP, Light Rail

MEMORANDUM OF AGREEMENT

Paratransit Service Line Employees (SacRT GO)

This MEMORANDUM OF AGREEMENT (MOA) is entered by and between the International Brotherhood of Electrical Workers, Local 1245, hereinafter referred to as "UNION", and the SACRAMENTO REGIONAL TRANSIT DISTRICT, hereinafter referred to as "SacRT".

The parties agree as follows:

Section 1 – Paratransit Service Line

Except as provided herein below, the provisions of the primary Collective Bargaining Agreement (CBA) shall apply to employees in the classifications listed in Section 2 below.

Section 2 - New Classifications Added To The Bargaining Unit

Pursuant to Section 2.1 of the (CBA), the following classifications are designated to the IBEW Bargaining unit:

Paratransit Electronic Mechanic
Paratransit Mechanic A
Paratransit Mechanic B
Paratransit Mechanic C
Paratransit Service Worker

Section 3 – Seniority

a. The provisions of Article 7 of the CBA notwithstanding, employees who transition from employment with Paratransit Inc. (PI) into one of the classifications listed above will retain their relative classification seniority based upon verified most recent hire date with PI.

b. Employees who transition from employment with Paratransit Inc. (PI) into one of the classifications listed above will have bargaining unit seniority based upon their most recent hire date with SacRT.

c. In the event a transitioned employee successfully applies for a position in an IBEW classification not listed above, bargaining unit seniority shall prevail for any purposes specified in the CBA.

Section 4 – Post and Bid

a. Employees in the classifications listed above within the paratransit service line may bid for hours, days and work locations within their classification pursuant to the process(es) specified in the CBA.

b. Employees in the classifications listed above are precluded from bidding for positions in other bargaining unit classifications pursuant to the process(es) specified in the CBA. This provision will remain in effect until such time that it may be modified by a subsequent MOA or a successor CBA.

Section 5 – Wage Rates

The maximum wage rates for the unit are contained in the main CBA, Article 10, Section 10.2.c

a. Employees who transition without a break in service from employment with Paratransit Inc. to employment with SacRT will be paid at the wage rates specified in 10.2.c.. Employees who are hired thereafter will be subject to the provisions of Section 10.2 (a) and (b).

b. Any general salary increase provided to the bargaining unit pursuant to the CBA on or after April 1, 2021 shall be applied to the classifications listed above.

Section 6 – Retirement Plan

Employees in the classifications listed above shall be subject to the “New Business” provisions in the CBA providing a 3% employer contribution to a defined contribution plan.

Upon notification of the annexation of Elk Grove service line into SacRT, the parties shall re-open to discuss the pension contributions from SacRT for IBEW members in the SacRT GO line of business and if the parties do not reach agreement within 45 days, the parties agree to go to mediation, and then if no agreement is reached, to submit the matter to a neutral arbitrator for final and binding decision.

Section 7 - Holidays

Employees in the classifications listed in Section 2 above shall be entitled to the seven designated Holidays stated in Section 11.1 and five Floating Holidays.

IN WITNESS, HEREOF the parties execute this Memorandum of Agreement this

____26___ day of ____July_____, 2021.

FOR SACRAMENTO REGIONAL TRANSIT DISTRICT:

_____
Henry Li, General Manager/CEO

_____
David Topaz, Senior Manager, Labor Relations

FOR IBEW, INTERNATIONAL BROTHERHOOD OF ELECTRICAL WORKERS, Local Union 1245:

_____
Robert Dean (Jul 26, 2021 18:14 PDT)
Bob Dean, Business Manager

Sheila Lawton
_____
Sheila Lawton, Business Representative

Regional Transit

Sacramento Regional Transit District
A Public Transit Agency
and Equal Opportunity Employer

Administrative Offices
1400 29th Street
Sacramento, CA 95816
916-321-2800

Mailing Address
P.O. Box 2110
Sacramento, CA 95812-2110

Human Resources
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Sacramento, CA 95816
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Sacramento, CA 95811

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Information
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Public Transit Since 1973

SacRT and IBEW Side Letter

Subject: AD-HOC COMMITTEE ON RETENTION OF COMMERCIAL DRIVERS LICENSES

The parties agree to form an ad-hoc committee made up of equal numbers of IBEW members and Department/SacRT management to discuss the issue of employees who are capable of doing their full duties, but not maintain the relevant commercial driver's license pursuant to their job description. The parties agree to begin meeting within 120 days of the full adoption of this agreement.

IN WITNESS, HEREOF the parties execute this Memorandum of Agreement this

__26_____ day of ____July_____, 2021.

FOR SACRAMENTO REGIONAL TRANSIT DISTRICT:	FOR IBEW, INTERNATIONAL BROTHERHOOD OF ELECTRICAL WORKERS, LOCAL 1245:
David E. Topaz, Senior Manager, Labor Relations	Sheila Lawton, Business Representative

Side Letter of Agreement
Between
IBEW Local 1245
And
Sacramento Regional Transit

This Side Letter of Agreement is entered into by and between IBEW Local 1245 (IBEW) and the Sacramento Regional Transit District (District or SacRT) as an amendment to the IBEW Bargaining Unit Agreement.

The parties acknowledge that a long-standing agreement generally precludes trainees in the Light Rail Vehicle Technician (LRVT) classification from working overtime during their training period. The parties further acknowledge that there are currently a large number of LRVT's in training and an increased demand for service and repair on the Light Rail Vehicle Fleet. In an effort to enhance the skill sets of trainees and to meet the demand for service and repair, the parties agree to implement a demonstration project, subject to the following:

1. Trainees may continue to work unanticipated overtime to complete work in progress at the conclusion of their assigned shift. Such overtime work is not to exceed 2 hours beyond the employee's normal shift.

2. Trainees may be assigned to work scheduled or planned overtime only if such overtime work has first been offered to qualified journey level LRVT's and there are insufficient journey volunteers to perform the overtime work.

3. To the extent that the work facilities and equipment permit, "open solicitation" for journey level LRVT's to work overtime will precede any attempt to assign overtime work to trainees. Such solicitation shall not be limited to merely covering absences from regularly assigned shifts.

4. Trainees may continue to be scheduled on overtime for activities specifically related to their training without such overtime being offered to journey LRVT's.

5. Trainees may only be assigned overtime work for which they have been certified or "signed off' as proficient or in concert with a journey LRVT on an assignment for training purposes. Documentation of demonstrated proficiency must be maintained by the Trainer and/or Management and made available to IBEW upon request.

6. Generally, trainees should be assigned to overtime work for which 2 LRVT's are needed in order to provide additional mentoring and oversight of the work. A trainee assigned to work independently on a task for which they have been determined to be proficient will be paid at the journey rate of pay for such work.

7. The Light Rail Maintenance Department will maintain and provide electronically to the IBEW and the SacRT Labor Relations Department a copy of the weekly overtime report including overtime work performed by trainee and journey level LRVT's as well as hours offered and declined by journey level LRVT's.

Side Letter of Agreement
Between
IBEW Local 1245
And
Sacramento Regional Transit

8. Nothing herein shall be construed as a guarantee that overtime work will be available for journey or trainee level LRVT's.

9. The demonstration project and this agreement shall continue in full force and effect through the term of the current collective bargaining agreement at which time the parties may determine to terminate, continue or modify the provisions contained herein, unless either party provides a 10 day written notice to the other that they wish to restore the previous preclusion from trainees working overtime prior to that date. If such notice is provided, the assignment of overtime work to trainees except for work in progress and training activities will cease within one week.

10. Any dispute arising over the administration of this Side Letter will be subject to the grievance and arbitration procedure specified in the contract.

Dated: 1/18/2019

For IBEW:

Sheila Lawton
Business Representative

For SacRT:

Stephen Booth
Director, Labor Relations

RETIREMENT PLAN

BETWEEN

INTERNATIONAL BROTHERHOOD OF ELECTRICAL WORKERS LOCAL UNION 1245, AFL-CIO

AND

SACRAMENTO REGIONAL TRANSIT DISTRICT

Adopted by the Board Of Directors
on
August 26, 2013

As Restated Effective July 1, 2010

and Amended on January 12, 2015

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ARTICLE 1

INTRODUCTION

The Sacramento Regional Transit District originally adopted this Retirement Plan Between International Brotherhood of Electrical Workers Local Union 1245, AFL-CIO and Sacramento Regional Transit District for Regional Transit Employees who are Members of IBEW Local 245 (the "Plan"), effective September 16, 1974. Since then, the District has amended and restated the Plan on numerous occasions. This Retirement Plan supersedes all prior retirement plans which the parties hereto were signatories.

Effective July 1, 2010, the District hereby restates the Plan. The restatement is designed to conform the Plan's terms to recent changes in governing tax laws, and to clarify the Plan's intended operation. The restatement is not intended to eliminate or reduce any benefit or right provided under the Plan as in effect on June 30, 2010.

The Plan is a defined benefit pension plan, and is intended to meet the applicable requirements for qualification under section 401(a) of the Code. The Plan is a governmental plan within the meaning of section 414(d) of the Code.

This Plan document applies to every Member who is credited with an Hour of Service on or after July 1, 2010. All other Members will be covered by the Plan provisions that were in effect on the last date on which the Member was credited with an Hour of Service; however, each provision in this Plan document that has a specific effective date before July 1, 2010 will apply to every Member who is credited with an Hour of Service on or after that effective date.

Capitalized terms used in the Plan are defined in Article 2, unless otherwise indicated.

ARTICLE 2

DEFINITIONS

2.1 "Actuarial Equivalence" or **"Actuarial Equivalent"** means an actuarially equivalent amount, determined using the factors specified in Appendix A.

2.2 "Beneficiary" means any person designated by a Member to receive payment of benefits under the Plan, or who otherwise qualifies for receipt of benefits under the Plan.

2.3 "Break in Service" means the cessation of an Employee's service with the District as an Employee due to resignation, discharge, death, retirement, or any other reason. A Break in Service does not include any of the following break periods:

(a) The period beginning on the date an Eligible Employee is laid off and ending on the date he or she reemployed by the District as an Eligible Employee, but only if he or she (i) is reemployed within 2 years after being laid off and by the last day by which recall to employment is required in order to avoid loss of seniority, as specified in the collective bargaining agreement between the District and the IBEW in effect at the time of recall, and (ii) did not receive any Retirement Allowance during such period.

(b) A leave of absence that is approved in writing by the District, or any period during which the Employee is entitled to receive temporary benefits under California disability laws, but only to the extent the period does not exceed 12 consecutive months. If either such break period (or if the two are taken consecutively, the combined break period) exceeds 12 consecutive months, the Employee will have a Break in Service effective on the day after the last day of the 12-month period. The Retirement Board may extend the 12-month limit for good cause.

(c) Absence from employment with the District for any cause for less than 90 days, provided that the absence does not result in a loss of seniority under the applicable collective bargaining agreement and provided that the Employee returns to work as an Eligible Employee within such 90 day period.

(d) Any cessation of an Employee's service with the District described in Section 4.6.

2.4 "Code" means the Internal Revenue Code of 1986, as amended.

2.5 "Compensation" with respect to a Member will be determined as follows:

(a) Compensation includes:

(1) base salary paid in cash for personal services actually rendered in the course of employment with the District, to the extent that the amounts are includible in the gross income of the Member;

(2) cash received for overtime and shift differentials;

(3) bonuses and commissions;

(4) cash received in lieu of vacation or sick leave;

(5) amounts deducted, pursuant to a salary reduction agreement, by the District from the Member's base salary that are not includible in the Member's gross income under sections 125, 132(f)(4), 402(e)(3), 402(h)(1)(B), 403(b) or 457(b) of the Code;

(6) Member contributions to the Plan that are treated as employer contributions in accordance with section 414(h)(2) of the Code; and

(7) differential wages, that is, payments made by the District to the Member with respect to any period during which he or she is performing service in the uniformed services (as defined in chapter 43, title 38, United States Code) while on active duty for more than 30 days, but only to the extent those payments represent wages the Member would have received from the District if he or she were performing service for the District.

(b) Compensation does not include:

(1) District contributions to a plan described under section 457(b) or (f) of the Code;

(2) distributions from a plan of deferred compensation;

(3) cash received in lieu of group health coverage under a Code section 125 arrangement;

(4) the monetary value of board, lodging, fuel, laundry, uniforms, or other advantages supplied to the Member; and

(5) any other benefit that is not specifically included in Compensation in accordance with subsection (a) of this Section, regardless of whether the benefit is received in cash or includible in the Member's gross income.

(c) For Plan Years beginning on or after January 1, 1989, and before January 1, 1996, in no event may a Member's annual Compensation exceed $200,000, as adjusted at the same time and in the same manner as section 415(d) of the Code. For Plan Years beginning on or after January 1, 1996, and before January 1, 2002, the annual Compensation of each Member taken into account for determining all benefits provided under the Plan for any Plan Year may not exceed $150,000, as adjusted for the cost-of-living increases in accordance with section 401(a)(17)(B) of the Code. For Plan Years beginning on or after January 1, 2002, the annual Compensation of each Member taken into account in determining all benefits under the Plan for any Plan Year may not exceed $200,000, as adjusted for cost-of-living increases in accordance with section 401(a)(17)(B) of the Code.

(1) In determining benefit accruals for Plan Years beginning after December 31, 2001, the annual Compensation limit in this Section for determination periods beginning before January 1, 2002 will be $200,000 if a Member has an Hour of Service on or after January 1, 2002.

(2) The cost-of-living adjustment in effect for a calendar year applies to annual Compensation for the Plan Year that begins with or within such calendar year.

2.6 "Credited Service" means a Member's service as an Eligible Employee for which the Member receives credit under the Plan. See Article 4.

2.7 "Date of Hire" means the date on which an Employee is first entitled to payment for an Hour of Service for the District. For an Employee who has had a Break in Service, Date of Hire means the date on which the Employee is first entitled to payment for an Hour of Service after the Break in Service.

2.8 "Disability" means a permanent physical or mental condition of an Eligible Employee, resulting from illness or injury, that disqualifies the Employee from performing the duties of his or her position with the District for reasons not constituting cause for discharge, as determined in accordance with Section 8.4.

2.9 "Disability Retirement Allowance" means the benefit payable to the Member upon his or her retirement for Disability as set forth in Article 8.

2.10 "District" means the Sacramento Regional Transit District.

2.11 "District Board" means the District's board of directors.

2.12 "Domestic Partner" means a person who has entered into a registered domestic partnership with a Member in accordance with Division 2.5 of the California Family Code, as amended.

2.13 "Eligible Employee" means an Employee who meets the requirements specified in Section 3.1.

2.14 "Employee" means any person who is employed by the District under a common-law relationship and does not include a "leased employee" or a person under a third-party contract or personal services contract with the District. Notwithstanding the preceding sentence, if during any period the District does not classify a person as a common-law employee and, for that reason, does not withhold income or employment taxes with respect to that person, then he or she will not be eligible to participate in the Plan during that period, even if he or she is later determined, retroactively, to have been a common-law employee during all or any portion of the period. A person's status as an Employee will be determined by the District, and that determination will be conclusive and binding on all parties. For purposes of this Section 2.14, the term 'leased employee' means any person (other than an employee of the District) who provides services to the District if:

(a) the services are provided pursuant to an agreement between the District and any other person ('leasing organization');

(b) the person has performed those services for the District (or for the District and related persons) on a substantially full-time basis for a period of at least one year, and

(c) the services are performed under the primary direction or control of the District.

(d) Contributions or benefits provided to a leased employee by the leasing organization which are attributable to services performed for the District shall be treated as provided by the District.

(e) A leased employee will not be considered an employee of the District if:

(1) the individual is covered by a money purchase pension plan providing:

(A) a nonintegrated employer contribution rate of at least 10 percent of compensation, as defined in section 415(c)(3) of the Code, but including amounts contributed pursuant to a salary reduction agreement which are excludable from the employee's gross income under section 125, section 402(e)(3), or section 402(h)(1)(B) of the Code,

(B) immediate participation, and

(C) full and immediate vesting; and

(2) leased employees do not constitute more than 20 percent of the District's nonhighly compensated workforce.

2.15 "Final Monthly Compensation" means the highest average monthly Compensation received by a Member during any consecutive 48-month period of employment with the District as an Eligible Employee.

2.16 "Hour of Service" means Hour of Service as defined in Article 4.

2.17 "IBEW" means the International Brotherhood of Electrical Workers, Local 1245.

2.18 "Member" means a person who has commenced participation in the Plan under Section 3.2, and whose participation has not terminated under Section 3.3.

2.19 "Normal Retirement Age" means the later of (i) the Member's attainment of age 62, or (ii) the Member's completion of five Years of Service.

2.20 "Plan Year" means the 12-month period beginning on each July 1 and ending on the following June 30.

2.21 "Retirement Allowance" means the benefit payable to a Member upon his or her retirement from service as set forth in Article 7.

2.22 "Retirement Board" means the entity responsible for operating and administering the Plan. See Section 13.1.

2.23 "Retirement Date" means the first day of the month after the date on which the Member meets the requirements under Sections 7.1 or 8.1, as applicable, to retire and receive a Retirement Allowance or Disability Retirement Allowance under the Plan.

2.24 "Spouse" means a person who has entered into a marriage with a Member pursuant to California Family Code section 300 et seq.

2.25 "Trust" means the trust established by the District to fund the benefits payable under the Plan. See Article 12.

2.26 "Year of Service" means Year of Service as defined in Article 4.

ARTICLE 3

ELIGIBILITY AND PARTICIPATION

3.1 Eligible Employee. A person will become an Eligible Employee on the date he or she first: (a) becomes an Employee; and (b) is a member of the bargaining unit represented by IBEW.

3.2 Commencement of Participation. Each person who was a Member under the Plan as in effect immediately before July 1, 2010, will remain a Member. On and after that date, a person will become a Member on the date that he or she first becomes an Eligible Employee.

3.3 Termination of Participation. Once a person becomes a Member, he or she will remain a Member until the earliest of (a) his or her death; (b) the payment, withdrawal or transfer of all vested benefits due to the Member under the Plan; (c) the Member has a Break in

Service before meeting the applicable vesting conditions under the Plan for receiving a benefit; or (d) the termination of the Plan.

3.4 Former Eligible Employees. If a person ceases to be an Eligible Employee for any reason, he or she will again become an Eligible Employee upon meeting the requirements of Section 3.1.

ARTICLE 4

SERVICE

4.1 General. Credited Service includes a Member's continuous, uninterrupted employment with the District as an Eligible Employee, beginning with the Member's most recent Date of Hire through and including his or her Break in Service.

4.2 Hour of Service. An Hour of Service will be credited in accordance with the following provisions:

(a) An Hour of Service will be credited for each hour for which the Member is paid, or entitled to payment, for the performance of duties for the District as an Eligible Employee subsequent to the Member's most recent Date of Hire. These Hours of Service shall be credited to the Member for the period(s) in which the duties are performed.

(b) An Hour of Service will be credited for each hour for which the Member is paid, or entitled to payment, by the District as an Eligible Employee on account of a period of time subsequent to his or her most recent Date of Hire during which no duties are performed due to vacation, holiday, illness, disability, layoff, jury duty, military duty or leave of absence authorized by the District or any leave authorized by applicable law. If, however, the Member has a Break in Service, no additional Hours of Service will be credited to the Member on or after the date of the Break in Service.

4.3 Year of Service. A Year of Service shall be credited in accordance with the following provisions:

(a) For any period during which a Member is employed as an Eligible Employee in a job classification designated as full-time under the terms of the applicable collective bargaining agreement between IBEW and the District, the Member will be credited with one Year of Service for each 12 consecutive month period of employment subsequent to the Member's most recent Date of Hire as an Eligible Employee during which the Member is in continuous service with the District without a Break in Service.

(b) For all other periods of employment as an Eligible Employee, including but not limited to part-time employment, a Member will be credited with one Year of Service for each 2,080 Hours of Service credited to the Member subsequent to the Member's most recent Date of Hire as an Eligible Employee.

(c) Each person who was a Member on June 30, 2010, and who was entitled to receive credit under the Plan as in effect on that date for employment before September 16, 1974 with a predecessor entity of the District, will be credited with Years of Service for that service.

4.4 Break in Service. If a Member has a Break in Service and is subsequently reemployed by the District as an Eligible Employee, the following will apply:

(a) If the Member is vested under the Plan before the Break in Service, then the Member's Retirement Allowance attributable to Credited Service before the Break in Service will be determined in accordance with the Plan as in effect at the start of the Break in Service. In addition, the Member may accrue another, separate Retirement Allowance for Credited Service after the Break in Service, determined in accordance with the Plan as in effect at the Member's subsequent retirement. The Retirement Allowance for each continuous period of Credited Service before and after the Break in Service will be calculated by taking into account only the Member's Credited Service and Compensation for each such separate but continuous period.

(b) If the Member is not vested under the Plan before the Break in Service, then he or she will not be entitled to any benefit under the Plan for Credited Service or Compensation before the Break in Service. In addition, any Retirement Allowance attributable to the Member's Credited Service after the Break in Service will be calculated without taking into account any Credited Service or Compensation before the Break in Service.

4.5 Military Service. A Member is absent on military service when he or she is absent from service with the District by reason of service with the Armed Forces or the Merchant Marine of the United States, or on ships operated by or for the United States government. A Member will receive credit for any increases in Years of Service and in Compensation or Final Monthly Compensation that would otherwise have occurred for all such military service. This will not be construed to regard military service as time worked in the event the military service is performed prior to commencement of service for the District or as the result of military service performed after employment with the District or a predecessor has been terminated by reason of resignation, voluntary quit, or discharge, even if the Member later resumes employment with the District. See also Section 17.1.

4.6 Service with IBEW. If an Eligible Employee goes on temporary leave of absence from District employment in order to work for IBEW, then he or she will (i) continue to participate in the Plan during the leave period, (ii) receive service credit under the Plan for the leave period in accordance with Section 4.3(a) or (b), whichever applies based on the Member's job classification as in effect on the day before the first day of the leave period, and (iii) will not suffer any impairment of the credited service or Compensation or Final Monthly Compensation for the purpose of calculating either service or Compensation or Final Monthly Compensation under the terms of the Plan. For this purpose, the Member's Compensation for the leave period will be the Compensation the District would have paid to the Member for the leave period had it not occurred based on the pay rate for the Member's job classification in effect on the day before the first day of the leave.

ARTICLE 5

VESTING

A Member will become 100% vested in his or her benefits under the Plan upon the earlier of: (i) the Member's attainment of Normal Retirement Age; or (ii) the Member's completion of five Years of Service. To the extent a Member's benefits under the Plan are vested, they are nonforfeitable.

ARTICLE 6

AEA/AFSCME/ATU/NON-REPRESENTED TRANSFERS

6.1 Transfers From AEA, AFSCME, ATU or Non-Represented Employment. This Section 6.1 applies to any Member who retires under the Plan or who dies while an Eligible Employee, but who, before becoming a Member, received credit for service under the ATU Plan, the Salaried Plan or both. With respect to any such Member:

(a) If the Member has a partially or fully vested retirement benefit under the ATU Plan or Salaried Plan, the Member's prior service and earnings while covered under such plan will not be counted under this Plan for purposes of calculating the amount the Member's Retirement Allowance, Disability Retirement Allowance, or survivor benefit, as applicable. Such service will, however, be counted as Credited Service for the sole purpose of determining eligibility for those benefits, but only if (1) the prior service would have, if the Member were a member of the bargaining unit represented by IBEW, counted as Credited Service under this Plan, and (2) the Member did not have a Break in Service immediately before becoming a Member of this Plan.

(b) If the Member does not have any vested retirement benefit under the ATU Plan or Salaried Plan, the Member's prior service and earnings while covered under such plan will be counted for all purposes under this Plan (including calculation of the Member's Retirement Allowance and Disability Retirement Allowance), but only if (1) the prior service and earnings would have, if the Member were a member of the bargaining unit represented by IBEW, counted as Credited Service or Compensation under this Plan, and (2) the Member did not have a Break in Service immediately before becoming a Member of this Plan.

6.2 Definitions. For purposes of this Article 6:

(a) "ATU Plan" means the Retirement Plan for Regional Transit Employees who are Members of ATU Local 256.

(b) "Salaried Plan" means the Sacramento Regional Transit District Retirement Plan for AFSCME, AEA, and Non-Represented Employees.

ARTICLE 7

SERVICE RETIREMENT

7.1 Retirement. A Member will be eligible to retire and receive payment of a Retirement Allowance under the Plan upon meeting the following requirements:

(a) Either:

(1) the Member has attained age 55 and completed at least five Years of Service; or

(2) the Member has completed at least 25 Years of Service;

(b) the Member's service as an Employee terminates; and

(c) the Member has completed and submitted an application for benefits, at the time and manner determined by the Retirement Board.

7.2 Benefit Amount. A Member's Retirement Allowance is the product of the Member's Final Monthly Compensation, Years of Service, and a percentage multiplier. The Retirement Allowance will be determined under subsection (a) or (b) below, whichever produces the highest Retirement Allowance. If as a result of a Break in Service a Member is entitled to more than one Retirement Allowance as set forth in Section 4.4, the provisions of this Section shall be applied separately to each Retirement Allowance.

(a) A Retirement Allowance equal to the amount the Member would have received had the Member's Retirement Allowance been computed based upon the Member's age and Years of Service as of February 28, 1993, and according to the Plan provisions in effect on February 28, 1993, as set forth in Appendix B; or

(a) A Retirement Allowance determined based upon the Member's age and Years of Service on the date of the Member's last day of service under the Plan, and the applicable multiplier in the table below:

Age or Years of Service	Percentage Multiplier
55-59 or 25-29 years	**2.0%**
60+ or 30+ years	**2.5%**

7.3 Minimum Benefit. The following minimum benefit levels, as determined in the normal form of Retirement Allowance, will apply to those already retired and to future retirees:

Over 25 Years of Service $400.00
Over 20 but less than 25 Years of Service.. $300.00
Over 15 but less than 20 Years of Service.. $200.00

7.4 Time of Payment.

(a) A Member's retirement under this Article 7 will be effective on his or her Retirement Date.

(b) Payment of the Member's Retirement Allowance will begin on the Retirement Date, or as soon as administratively practicable thereafter. If payments of the Retirement Allowance begin after the Retirement Date, the first payment will consist of, in addition to the regular monthly payment, a retroactive payment equal to the total of all payments due from the Retirement Date until the date of the first payment, without any adjustment for interest.

7.5 Normal Form of Payment. The normal form of Retirement Allowance is a single-life annuity for the Member's life alone, payable monthly for the Member's life with no continuing payments after his or her death.

7.6 Optional Forms of Payment. A Member may elect, in lieu of the normal form of payment, to receive payment of his or her Retirement Allowance under one of the three optional forms of payment set forth below. Each of the optional forms will be Actuarially Equivalent to the Member's normal form of Retirement Allowance, determined as of the Member's Retirement Date. The Member must make such election, or any subsequent revocation or change of election, before the first payment of the Retirement Allowance.

(a) 100% survivor annuity: A monthly annuity payable to the Member for his or her life, with a monthly annuity payable after the Member's death, in an amount equal to 100% of the Member's monthly annuity, to the Member's Beneficiary for his or her life.

(b) 50% survivor annuity: A monthly annuity payable to the Member for his or her life, with a monthly annuity payable after the Member's death, in an amount equal to 50% of the Member's monthly annuity, to the Member's Beneficiary for his or her life.

(c) Social security leveling: A monthly annuity payable to the Member for his her life, in an amount that, when combined with the Member's Social Security benefits, provides an approximately level amount of monthly payments to the Member throughout retirement. For this purpose, the Member is presumed to receive Social Security benefits upon attaining age 62. Accordingly, under this payment option, the Member's monthly benefit payment under the Plan before his or her attainment of age 62 will be approximately equal to the sum of the Member's (1) monthly Social Security payment after attaining age 62, and (2) monthly benefit payment under the Plan after attaining age 62. This optional form of payment is available only to a Member who has not attained age 62 as of his or her Retirement Date and who has elected to receive the unmodified Retirement Allowance.

If a Member elects the 100% or 50% survivor annuity and the Beneficiary is the Member's Spouse or Domestic Partner and such Spouse or Domestic Partner predeceases the Member within 36 months after the date on which the Retirement Allowance is first payable, the Member's Retirement Allowance will be increased to the amount the Member would have received had such Member selected the normal form of retirement allowance. Such increase will be payable with the first monthly payment made to the Member following the date of death of the Member's Spouse or Domestic Partner or the date of receipt by the Retirement Board of notice of the death of the Spouse or Domestic Partner, whichever occurs later.

7.7 Reemployment After Retirement. If Member is reemployed by the District as an Employee after retiring under this Article 7, the Member's Retirement Allowance will automatically be suspended. Payment of the Member's Retirement Allowance will resume on the first day of the month after the subsequent termination of the Member's service as Employee.

7.8 Payment in Event of Death. In the event that a retired Member dies on a day other than the last calendar day of a month, the Member's Retirement Allowance payment for that month shall be prorated to that day and paid to the Member's Beneficiary or to the Member's estate if there is no living Beneficiary. If the retired Member dies on the last day of a calendar month, the Member's full Retirement Allowance payment for that month shall be paid to the Member's Beneficiary or estate as the case may be.

ARTICLE 8

DISABILITY RETIREMENT

8.1 Eligibility for Disability Retirement. A Member will be eligible to retire and receive a Disability Retirement Allowance upon meeting the following requirements:

(a) the Member incurs a Disability at a time he or she is an Eligible Employee;

(b) the Member has completed at least five Years of Service;

(c) the Member's service as Employee terminates; and

(d) the Member has completed and submitted an application for benefits, at the time and manner determined by the Retirement Board.

8.2 Benefit Amount.

(a) Upon retirement for Disability, the Member will receive a Disability Retirement Allowance equal to the applicable Retirement Allowance set forth in Article 7. If the Member has not reached age 55 or completed 25 Years of Service upon retiring for Disability, the 2% multiplier will be used to calculate the Member's Disability Retirement Allowance.

(b) A Member's Disability Retirement Allowance upon retiring for Disability may not exceed the amount that the Member would have received as a Retirement Allowance under Section 7.2 if the Member had retired from service on the same Retirement Date.

(c) A Member's monthly Disability Retirement Allowance will be reduced by 50% of the amount of earned income received by the Member from other sources, but only to the extent that income exceeds 50% of the Member's average monthly Compensation during the Member's last 12 months of service. This offset is subject to the following:

(1) This offset will not apply to earnings after the 55th birthday of any retiree.

(2) Income from dividends and interest, real property or farm income, or property management will not be offset against the Disability Retirement Allowance.

(3) The nature of the work, rather than the manner of payment, controls the determination of whether it is income.

(4) Earnings are considered earned in the year in which they are received; however, income received in one year may be allocated to more than one year if, in the sole discretion of the Retirement Board, such allocation more correctly reflects the year in which the earnings were earned.

(5) A Member must furnish the Retirement Board, from time to time, with such information as may be determined by the Retirement Board to be necessary to properly ascertain earnings. This will include authorization for access to Social Security records. The Disability Retirement Allowance will be suspended if the Member fails to furnish the requested information or cooperate with the Retirement Board in obtaining the information.

8.3 Time and Form of Payment.

(a) A Member's retirement under this Article 8 will be effective on his or her Retirement Date.

(b) The Disability Retirement Allowance will be paid monthly. Payments will begin on the Retirement Date, or as soon as administratively practicable thereafter. If payments of the Disability Retirement Allowance begin after the Retirement Date, the first payment will consist of, in addition to the regular monthly payment, a retroactive payment equal to the total of all payments due from the Retirement Date until the date of the first payment, without any adjustment for interest.

8.4 Determination of Disability. Whether a Member has incurred a Disability will be determined as follows:

(a) The Retirement Board has sole authority to determine whether a Disability has occurred. The Retirement Board will make its determination based on medical evidence.

(b) The Retirement Board may require any recipient of a Disability Retirement Allowance, while under the age of 55, to undergo medical examination. The examination will be made by a physician or surgeon appointed by the Retirement Board in the recipient's city of residence or other mutually agreed-upon location. Based on the examination, the Retirement Board will determine whether the Member is still incapacitated, physically or mentally, for duty in the position held by the Member when he or she retired for Disability.

(c) Any failure on a Member's part to follow reasonable courses of medical care prescribed that would lead to return to duty will be cause for rejection of application for a Disability Retirement Allowance, as may be determined by the Retirement Board.

(d) If the Retirement Board determines that the recipient is not so incapacitated for duty in the position held when retired for Disability, his or her Disability Retirement Allowance will be immediately canceled.

8.5 Reemployment After Disability Retirement.

(a) If a Member receiving a Disability Retirement Allowance applies for a position with the District, the Retirement Board will cause a medical examination to be made in order to determine whether the Member is physically or mentally incapacitated for that position.

(b) If any recipient of a Disability Retirement Allowance is reemployed by the District, his or her Disability Retirement Allowance will be canceled. No Break in Service will result from the period of Disability.

ARTICLE 9

SURVIVOR BENEFIT

9.1 Eligibility for Survivor Benefit. If a Member dies while an Eligible Employee after completing at least five Years of Service, a survivor benefit will be payable in accordance with this Article 9 to the Member's surviving Eligible Spouse, Eligible Domestic Partner, or Eligible Child (or eligible children).

9.2 Eligible Recipients. The survivor benefit will be payable to the Member's surviving Eligible Spouse or Eligible Domestic Partner for his or her life. If no Eligible Spouse or Eligible Domestic Partner survives the Member, the benefit will be payable to the surviving Eligible Child (or if there is more than one Eligible Child, to the eligible children) for as long as he or she remains an Eligible Child.

9.3 Benefit Amount.

(a) The survivor benefit will be equal to the Actuarial Equivalent of the Retirement Allowance to which the deceased Member would have been entitled to receive under Article 7 if the Member had retired on the day before his or her death.

(b) If a Member dies before attaining the applicable minimum age to retire under the Plan, the survivor's benefit will be determined by using the lowest percentage multiplier set forth in Article 7.

(c) If the Member has more than one Eligible Child, the survivor benefit will be equally divided among, and paid to, the eligible children. When each such child is no longer an Eligible Child, his or her portion of the survivor benefit will lapse, and each remaining Eligible Child will receive only that portion of the benefit to which he or she was entitled when eligibility was determined.

9.4 Time and Form of Payments. The survivor benefit will be payable in equal monthly payments. Payment will begin as of the first day of the month after the Member's death, or as soon as administratively practicable thereafter. In addition, the payment will be effective from the date of the Member's death. The survivor benefit for the month of death will be prorated from the date of death based upon the number of working days in that month.

9.5 Cessation of Payments. Payments of the survivor benefit to an Eligible Spouse or Eligible Domestic Partner will continue until, and will cease upon, his or her death. Payments of the survivor benefit to an Eligible Child will continue until, and will cease upon, the earlier of his or her death, or the date he or she ceases to be an Eligible Child.

9.6 Benefit Claims. An eligible survivor may claim the survivor benefit by submitting to the Retirement Board proof of eligibility together with a certified copy of a death certificate of the deceased Member. The claimant may be required to supply additional information or documentation at the Retirement Board's request. This information is to be used to establish initial and continuing eligibility. Eligibility may be established by the following documentation:

(a) for an Eligible Spouse, by a valid certificate of marriage;

(b) for an Eligible Child, by a valid birth certificate or decree of adoption;

(c) for an Eligible Domestic Partner, by a Declaration of Domestic Partnership registered in the manner set forth under section 298 of the California Family Code; or

(d) any other documentation determined by the Board of Retirement to be sufficient to establish eligibility.

In the case of contested eligibility, the claimant will be required to acquire a judicial determination at no cost to the District or the Plan.

9.7 Definitions. For purposes of this Article 9, the following definitions apply:

(a) "Eligible Spouse" means a Member's surviving Spouse, but only if the marriage was valid under California law on the date of the Member's death.

(b) "Eligible Domestic Partner" means a Member's surviving Domestic Partner, but only if the domestic partnership was valid under California law on the date of the Member's death.

(c) "Eligible Child" means a Member's surviving natural or adopted child, but only so long as he or she does not have a Spouse or Domestic Partner and has not attained age 21. The child will cease to be an Eligible Child upon the earlier of his or her 21st birthday or the date he or she has a Spouse or Domestic Partner.

ARTICLE 10

PROOF OF AGE

Members and their Beneficiaries must provide proof of age satisfactory to the Retirement Board. After a Member or Beneficiary has advised the Retirement Board of his or her date of birth, the Retirement Board must consent to any requested correction. This does not preclude the Retirement Board from, at any time, investigating and demanding correction of the date of birth. Any such permitted correction requires proper actuarial adjustment of retirement benefits.

ARTICLE 11

INALIENABILITY OF BENEFITS

11.1 Nonassignable Benefits. Except to the extent required by applicable law and Section 11.2, no Member or Beneficiary may assign, transfer, encumber, or anticipate his or her interest in any retirement funds accumulated under the Plan or in any retirement benefit paid

from the Plan. Funds and benefits under the Plan are not in any way subject to any legal process to levy upon or attach the same for the payment of any claim against any Member or Beneficiary.

11.2 Exception for Qualified Orders. Payment must be made in accordance with the provisions of any judgment, decree, or order which the Retirement Board determines to be a qualified domestic relations order. For purposes of determining benefits under a qualified domestic relations order, actuarial equivalence must be determined using the actuarial assumptions used for funding the Plan, as adopted by the Retirement Board from time to time. For purposes of this Section, the term "qualified domestic relations order" means an order of a court of competent jurisdiction that is made under a state domestic-relations law, and that relates to the provision of child support, alimony payments or marital or other property rights to a Spouse, former Spouse, Domestic Partner, former Domestic Partner, child or dependent ("alternate payee") and that would satisfy the requirements of section 414(p) of the Code. The Plan does not permit distributions to commence to an alternate payee under a qualified domestic relations order until the Member has terminated employment and has otherwise met the requirements for entitlement to commence receiving payment of his or her Retirement Allowance.

ARTICLE 12

FUNDING; AMENDMENT OR TERMINATION OF PLAN

12.1 Trust. All amounts contributed by the District to the Plan will be deposited in the Trust.

12.2 Contributions. The District must from time to time (at least annually to the extent necessary) make contributions to the Trust adequate to finance benefits provided by the Plan on a sound actuarial basis. Any forfeitures must be used to reduce the District contributions otherwise payable. Employee contributions will be permitted under the Plan only in accordance with the terms of a collective bargaining agreement or memorandum of understanding between the District and IBEW.

12.3 Amendment or Termination. The District reserves the right to amend, alter, modify or terminate the Plan or adopt a successor plan at any time, in its sole discretion, for any reason or for no reason. No amendment, alteration, modification, or termination of the Plan may adversely affect any accrued rights of any Member without corresponding advantages, but in all other respects such amendments, alterations, or modifications will be binding upon Members. If the Plan is terminated, the rights of Members to the benefits accrued under the Plan to the date of the termination, to the extent funded, will be nonforfeitable.

12.4 No Impairment. No alteration, amendment, termination, or discontinuance of contributions may be effected as to any Member if it violates applicable state or federal laws or, if applicable, the terms of any lawful collective bargaining agreement executed by the District with the IBEW.

12.5 Plan Assets Upon Termination. If the Plan is terminated, all funds held under the Trust will be applied to provide for benefit payments owed to Members then retired. If the amount in the Trust is insufficient for this purpose, it will be prorated among those Members. Any amount remaining in the Trust after the allocation to retired Members will be allocated to

non-retired Members on the basis of the actuarial reserves for their benefits, oldest first, until the Trust funds have been completely allocated.

12.6 No Reversion of Plan Assets. Notwithstanding any other provision hereof or any amendment hereto to the contrary, at no time may any amount held in the Trust revert to the District or be used for or diverted to purposes other than for the exclusive benefit of Members or their Beneficiaries under the Plan and paying the reasonable expenses of administering the Plan and Trust.

ARTICLE 13

ADMINISTRATION

13.1 Retirement Board. The Plan is administered by a Retirement Board. The Retirement Board consists of four regular members, two appointed by IBEW, and the other two appointed by the District Board, and two alternates, one appointed by IBEW and one appointed by the District Board;

13.2 Powers and Authority. The Retirement Board administers and interprets all provisions of the Plan. In addition to any implied powers and duties which may be needed to carry out the authority granted to the Retirement Board under this Article 13 of the Plan and the California Public Utilities Code Section 99159, the duties, among others, of the Retirement Board include:

(a) Authorizing the employment of such actuarial and other professional services as it may deem appropriate.

(b) Responsibility for the filing and maintaining of personnel records necessary for operation of the Plan.

(c) Authorizing the payment of retirement benefits under the Plan.

(d) Approving, in accordance with applicable laws, mortality tables, interest rates, and other actuarial factors to be used in determining the requirements of the Plan.

In addition, the Retirement Board has each of the powers, authorities and responsibilities set forth in Section 17 of Article 16 of the California constitution with respect to a retirement board of a public pension or retirement system.

13.3 Plan Expenses. All expenses incurred in the administration of the Plan, including legal, actuarial fees and expenses, will be paid out of the Trust.

13.4 Actuarial Valuation. The Retirement Board will cause an actuarial valuation of the Plan to be made annually and an investigation as to the experience under the Plan not less frequently than every four years. The valuation will be conducted under the supervision of an actuary and will cover the mortality, service and compensation experience of the Members and Beneficiaries and shall evaluate the assets and liabilities of the Trust. Upon the basis of the investigation, evaluation, and recommendations of the actuaries, the Retirement Board will recommend to the District such changes in the actuarial assumptions and in contributions as are necessary.

13.5 Service Providers. The Retirement Board may engage such attorneys, actuaries, accountants, consultants or other persons to render advice or to perform services with regard to its responsibilities under the Plan as it may determine to be necessary or appropriate. The Retirement Board may designate one or more persons to carry out, where appropriate, responsibilities under the Plan. The duties and responsibilities under the Plan of the Retirement Board or of the District as Plan sponsor that have not been delegated to other individuals pursuant to the preceding sentence or which the Retirement Board or the District have not reserved to themselves will be carried out by the directors, officers and Employees of the District, acting on behalf of and in the name of the District in their capacities as directors, officers and Employees.

13.6 Arbitration. Arbitration in the event of disputes involving Members:

(a) Only disputes, claims, or grievances arising between IBEW and the Retirement Board concerning the following matters will be submitted to arbitration:

(1) the physical or mental condition of a Member;

(2) the Member's earned income from other sources;

(3) the determination of a Member's age;

(4) the determination of a Member's service; and

(5) computations of Compensation or Final Monthly Compensation.

No other disputed matters will be submitted to arbitration without the prior consent of the Retirement Board and the aggrieved Member.

(b) The Member or IBEW, as applicable, will submit a written request for arbitration within 20 business days after the adverse decision of the Retirement Board. The matter will then be submitted to an arbitration board ("Arbitration Board").

(c) The Arbitration Board will consist of three members, appointed as follows: IBEW will appoint the first member. The Retirement Board will appoint the second. These two appointments must be made, and each party must notify the other of their respective appointment, within 10 days after the date the matter is submitted for arbitration. The two appointed persons will endeavor to select the third member. If they cannot agree on the third member within 10 days of the last appointment, the third person will be selected as follows:

The parties will, within 10 days, jointly request the State Conciliation Service to list seven persons qualified to act as an impartial member of the Arbitration Board. IBEW and the Retirement Board must, within 10 days of receiving that list, alternately strike three names from the list, and the seventh remaining name will thereupon become the third member of the Arbitration Board. The decision as to which will be first to start the elimination proceedings will be determined by lot.

(d) The issue to be submitted to the Arbitration Board will be limited to the dispute as submitted in writing and, unless otherwise agreed in writing, the jurisdiction of the Arbitration Board will be limited to the determination of said issue. The Arbitration Board will

have no authority to modify, vary, alter, amend, add to or take away from, in whole or in part, any of the terms or provisions of the Plan.

(e) The Arbitration Board will meet in the City of Sacramento within 10 days after the selection of the third member, or as soon thereafter as possible.

(f) The Arbitration Board, or either party, may call any Member as a witness and such Member, if on duty, will be released from duty for the purpose of such appearance.

(g) The ruling of the Arbitration Board with respect to procedure and all obligations to the exclusion or inclusion of evidence will be binding on the parties.

(h) Each party must bear the expenses and fees of the Arbitration Board member appointed by it and its own expenses involved in the matter. All other expenses incurred by the Arbitration Board, including the making of a record, if the Arbitration Board deems it necessary, will be borne equally by the parties. The reimbursement of wages for Members called as witnesses where a loss of wages has been incurred by said Member, will be paid by the party calling such witness.

(i) The Arbitration Board's decision will be in writing and will be submitted within ten days from the conclusion of the hearing.

(j) The decision of the majority of the Arbitration Board will be final and binding on the parties.

ARTICLE 14

INVESTMENTS

14.1 Investment of Plan Assets. The Retirement Board will control and will safely keep the monies of the Trust. It will invest and reinvest the monies, and may from time to time sell any securities belonging to the Trust, and will invest and reinvest the proceeds therefrom. In the event that the Retirement Board does not enter into a contract of insurance under which the insurance company handles the investment of the Trust, no purchase or sale of securities may be effected by the Retirement Board except in accordance with advice of a corporate co-trustee or investment counsel designated by the Retirement Board. In selecting any investment counsel, the Retirement Board must choose from among firms of national reputation and must not designate any person or firm which derives a profit from the sale or purchase of any securities but, on the contrary, derives income solely from fees for investment advice. The Retirement Board may rely upon the advice of such a selected investment counsel in method and program of investments except to the extent that any particular investment or proportion of investment is precluded by applicable law.

14.2 Reliance on Advisors. Investment in or sale of securities pursuant to advice of the corporate co-trustee or investment counsel will be made on authorization of the Retirement Board, and the Retirement Board is permitted to allow such advisors to make selections and the timing of investments within guidelines established by the Retirement Board after consultation with such advisors. Investment in or sale of securities will not be made except on authorization of the Retirement Board, or by an Employee, officer or director of the District to whom the Retirement Board has delegated the responsibility for making such authorization.

14.3 Trust or Custodial Arrangement. For the purpose of investing and reinvesting funds held under the Trust, the Retirement Board may enter into a custodial or trust agreement with a bank or trust company, or into a contract with an insurance company, subject to legal approval.

14.4 Common Trust Funds. The Retirement Board may commingle funds for the payment of benefits provided for in this Plan in a trust containing funds to finance the benefits for any other qualified defined benefit retirement plan maintained by the District for its Employees.

ARTICLE 15

ANNUAL BENEFIT LIMIT

15.1 Limitation. Unless the alternate limitation of Section 15.2 below applies, a Member's Annual Benefit for a Plan Year may not exceed the dollar limitation for defined benefit plans of $160,000 under section 415(b)(1)(A) of the Code, as adjusted in such manner as the Secretary of the Treasury may prescribe. Any adjustment to the dollar limit will be effective for Plan Years ending with or within the calendar year with respect to which the adjustment is made, but a Member's benefits may not reflect the adjustment prior to January 1 of that calendar year.

15.2 Alternate Limitation. A Member's Annual Benefit is not subject to the limitation of Section 15.1 if:

(a) The Member's Annual Benefit does not exceed $10,000; and,

(b) The Member has never participated in a qualified defined contribution plan maintained by the District.

15.3 Fewer than 10 Years of Participation. In the case of a Member who has not completed 10 years of participation in the Plan (determined with respect to the date as of which benefit payments are to commence), the dollar limitation under Section 15.1 will be multiplied by a fraction where:

(a) the numerator of the fraction is the number of years and partial years of the Member's years of participation in the Plan; and,

(b) the denominator is 10.

15.4 Reduced Dollar Limit Before Age 62. If a Member's Annual Benefit commences before the Member attains age 62, the dollar limitation in Section 15.1 is adjusted to commence payment at such age. This adjusted limitation is the actuarial equivalent, at such age, of the limitation in Section 15.1 commencing at age 62. For this purpose, the actuarial equivalent will be determined by using the Applicable Mortality Table and the Applicable Interest Rate.

15.5 Increased Dollar Limit After 65th Birthday. The limitation described in Section 15.1 above is increased if a Member's Annual Benefit commences after he or she attains age 65. This adjusted limitation is the actuarial equivalent, at the age the Annual Benefit commences, of the limitation in Section 15.1 commencing at age 65. For this purpose, the

actuarial equivalent will be determined by using the Applicable Mortality Table and the Applicable Interest Rate.

15.6 Adjustment for Optional Form of Payment. If the Member's benefit is or was payable in a form other than a straight-life annuity, the Annual Benefit is a straight-life annuity that is the actuarial equivalent of such other form of benefit, determined using the Applicable Mortality Table and the Applicable Interest rate, but with the following exception. For purposes of adjusting any form of benefit subject to section 417(e)(3) of the Code, the rate of interest may not be less than the greatest of:

(a) 5.5%;

(b) the rate that provides a benefit of not more than 105% of the benefit that would be provided if the applicable interest rate were the interest rate assumption (for this purpose, effective for Plan Years beginning on or after July 1, 2008, "applicable interest rate" means the applicable interest rate defined in section 417(e)(3)(C) of the Code, determined as of the third month preceding the Plan Year containing the annuity starting date and for which the applicable interest rate will remain constant; and for Plan Years beginning before July 1, 2008, the applicable interest rate is the annual rate of interest on 30-year Treasury securities as of the third month preceding the Plan Year containing the annuity starting date and for which the applicable interest rate will remain constant); or

(c) the rate specified in Appendix A.

15.7 Multiple Plan Limit. If a Member participates or has participated in this Plan and in one or more other tax-qualified defined-benefit plans maintained by the District or an Affiliated Employer, the benefit under this Plan and all such other plans will be reduced in proportion to the total benefits accrued under each such plan, but only to the extent necessary to comply on the limits on benefits in this Article 15. For purposes of this Section 15.7: (a) the termination of any plan is disregarded, and (b) the total benefits accrued under each plan for calculating the proportional reduction is determined without regard to the limitations of this Article 15.

15.8 Definitions. For purposes of this Article 15, the following definitions apply:

(a) "Affiliated Employer" means any government agency or other organization which is a member of a controlled group (as defined in section 414(b) of the Code, as modified by section 415(h)) of the Code which includes the District; any trade or business (whether or not incorporated) which is under common control (as defined in section 414(c) of the Code, as modified, except in the case of a brother-sister group of trades or businesses under common control, by section 415(h) of the Code) with the District; any organization (whether or not incorporated) which is a member of an affiliated service group (as defined in section 414(m) of the Code) which includes the District; and any other entity required to be aggregated with the District pursuant to regulations under section 414(o) of the Code.

(b) "Annual Benefit" means the sum of (1) the aggregate annual retirement benefit to which the Member is entitled under any other qualified defined benefit plans maintained by the District or an Affiliated Employer; (2) the annual retirement benefit to which the Member is entitled under the Plan; (3) the aggregate annual retirement benefit that has been distributed to the Member under any other qualified defined benefit plans maintained by the

District or an Affiliated Employer; and, (4) the aggregate annual retirement benefit that has been distributed to the Member under the Plan.

(c) "Applicable Interest Rate" means an interest rate equal to the greater of 5% or the rate (as determined by the date and type of retirement) specified in Appendix A.

(d) "Applicable Mortality Table" means, effective for distributions with annuity starting dates on or after December 31, 2002, the mortality table that is used for purposes of adjusting any benefit or limitation under section 415(b) of the Code and that is the relevant table prescribed by the Internal Revenue Service in Revenue Ruling 2001-62 until modified or superseded. Effective for distributions for annuity starting dates in Plan Years beginning on or after July 1, 2008, Applicable Mortality Table means the applicable mortality table, as defined under section 417(e)(3)(B) of the Code, as set forth in Revenue Ruling 2007-67 or subsequent guidance from the Internal Revenue Service, as in effect on the annuity starting date.

ARTICLE 16

MANDATORY DISTRIBUTION REQUIREMENTS

16.1 Minimum Required Distributions. Regardless of any Plan provision to the contrary, all distributions under the Plan will meet the requirements set forth in Appendix D relating to required minimum distributions.

16.2 Eligible Rollover Distributions. If payment under the Plan is ever permitted in a form which qualifies as an eligible rollover distribution, the distributee may elect, at the time and in the manner prescribed by the Retirement Board, to have any portion of such eligible rollover distribution rolled directly to an eligible retirement plan specified by the distributee in a direct rollover. For purposes of this Section 16.2, the following terms have the following meanings:

(a) "direct rollover" means a payment by the Plan to the eligible retirement plan specified by the distributee.

(b) "distributee" means a Member, a Member's surviving Spouse, or a Member's Spouse or former Spouse who is the alternate payee under a domestic relations order which is treated as a qualified domestic relations order to the extent provided in section 414(p)(11) of the Code, and such other persons as come within the meaning of the term as used in section 401(a)(31)(A) of the Code. Effective for Plan Years beginning on or after July 1, 2010, a distributee also includes the Member's non-Spouse Beneficiary. In the case of a non-Spouse Beneficiary, the direct rollover may be made only to an individual retirement account or annuity described in section 408(a) or 408(b) of the Code ("IRA") that is established on behalf of the designated Beneficiary and that will be treated as an inherited IRA pursuant to the provisions of section 402(c)(11) of the Code. Also, in this case, the determination of any required minimum distribution under section 401(a)(9) of the Code that is ineligible for rollover will be made in accordance with Notice 2007-7, Q&A 17 and 18, 2007-5 I.R.B. 395 (or its successor).

(c) "eligible rollover distribution" means a distribution from the Plan which constitutes an eligible rollover distribution within the meaning of section 401(a)(31)(D) of the Code, i.e., any distribution of all or any portion of the balance to the credit of the distributee, except that an eligible rollover distribution does not include:

(1) any distribution that is one of a series of substantially equal periodic payments (not less frequently than annually) made (i) for the life (or life expectancy) of the distributee or the joint lives (or joint life expectancies) of the distributee and the distributee's designated beneficiary or (ii) for a specified period of ten years or more;

(2) any distribution to the extent such distribution is required under section 401(a)(9) of the Code; or

(3) the portion of any distribution that is not includible in gross income; provided, however, that this paragraph does not apply to the distribution if the plan to which the distribution is transferred:

(A) is an individual retirement account or annuity described in section 408(a) or (b) of the Code;

(B) for taxable years beginning after December 31, 2001, and before January 1, 2007, is a qualified trust which is part of a defined contribution plan that agrees to separately account for the amounts so transferred, including separately accounting for the portion of the distribution which is includible in gross income and the portion of the distribution that is not so includible; or

(C) for taxable years beginning on or after December 31, 2006, is a qualified trust or an annuity contract described in section 403(b) of the Code, if such trust or contract provides for separate accounting for amounts so transferred (including interest thereon), including separately accounting for the portion of such distribution which is includible in gross income and the portion of such distribution which is not so includible.

(d) "eligible retirement plan" means a plan which constitutes an eligible retirement plan within the meaning of section 401(a)(31)(E) of the Code, including an individual retirement account described in section 408(a) of the Code, an individual retirement annuity described in section 408(b) of the Code, an annuity plan described in section 403(a) of the Code, or a qualified trust described in section 401(a) of the Code that is a defined contribution plan, the terms of which permit the acceptance of rollover distributions. In the case of an eligible rollover distribution to a surviving spouse or a surviving former spouse, an eligible retirement plan means only an individual retirement account or individual retirement annuity. Effective for distributions after December 31, 2001, the definition of eligible retirement plan applies without regard to the preceding sentence in the case of a distribution to a surviving Spouse, or to a Spouse or former Spouse who is the alternate payee under a qualified domestic relations order, as defined in section 414(p) of the Code. Effective for distributions after December 31, 2001, the term "eligible retirement plan" also includes an annuity contract described in section 403(b) of the Code or an eligible plan under section 457(b) of the Code which is maintained by a state, political subdivision of a state, or any agency or instrumentality of a state or political subdivision of a state and which agrees to separately account for amounts transferred into such plan from this Plan. Effective for distributions after December 31, 2007, an eligible retirement plan also includes a Roth IRA described in section 408A of the Code.

ARTICLE 17

MISCELLANEOUS

17.1 USERRA and HEART Compliance. Regardless of any Plan provision to the contrary, benefits and service credit with respect to qualified military service will be provided in accordance with section 414(u) of the Code. If a Member dies on or after January 1, 2007, while performing qualified military service (as defined in section 414(u) of the Code), the survivors of the Member are entitled to any additional benefits (other than benefit accruals relating to the period of qualified military service) provided under the Plan had the Member resumed and then terminated employment on account of death.

17.2 Overpayments. If a Member or Beneficiary receives retirement benefit payments to which he or she is not entitled, such overpayments will be offset against future retirement benefit payments to which the Member or Beneficiary is entitled, or, at the discretion of the Retirement Board, the Member or Beneficiary may be required to refund any overpayment as a condition precedent to receive any future retirement benefits.

17.3 Controlling Plan Provisions. Any benefit that any person may be entitled to receive under the Plan will be determined under the Plan as in effect when the Member's service with the District terminates and will not be affected by any subsequent changes to the Plan. If a Member is subsequently reemployed as an Eligible Employee and (subject to applicable provisions of the Plan relating to crediting of service and vesting) accrues a benefit under the Plan for his or her post-reemployment service, that benefit will be determined in accordance with the Plan provisions in effect at the subsequent termination of the Member's service with the District.

17.4 Incompetent Payee. If any Member or Beneficiary becomes legally incompetent, incapacitated, or otherwise legally unable to properly handle any amounts payable under the Plan, the Retirement Board may, in its sole discretion, make any arrangement for payment of the person's benefit on behalf of the person that it determines is advisable with regard to payment of the person's benefit on his or her behalf, including (without limitation) payment to his or her guardian, conservator, Spouse, Domestic Partner or dependent, or other representative who the Retirement Board determines, in its sole discretion, is legally responsible for the person's financial affairs. In making this determination, however, the Retirement Board must consider any court order appointing a guardian, conservator or other legal representative of such person. Any such determination by the Retirement Board will be binding and conclusive on all parties, and any such payment will be in complete satisfaction of the Plan's liability to that person.

17.5 No Employment or Service Rights. Nothing in the Plan gives anyone any right to remain in the District's employ or service, or affects the District's right to terminate any person's employment or service with or without cause.

17.6 Governing Law. The provisions of the Plan will be construed, administered and enforced in accordance with applicable laws of the State of California to the extent not preempted by applicable federal law, and in a manner consistent with the intention that the Plan qualify for favorable tax treatment under section 401(a) of the Code.

17.7 Beneficiary Designation. Each Member may designate in writing, before receiving benefit payments under the Plan, the person or persons who will be his or her

Beneficiary under the Plan. The designation must be made at the time and in the manner determined by the Retirement Board.

ARTICLE 18

EXECUTION

IN WITNESS WHEREOF, the District has caused this Plan to be executed on this 30th day of September, 2013.

SACRAMENTO REGIONAL TRANSIT DISTRICT

By: _____

Its: General Manager/CEO

Reviewed as to Content:

INTERNATIONAL BROTHERHOOD OF ELECTRICAL WORKERS, LOCAL 1245

By: _____

Its: Business Manager

APPENDIX A ACTUARIAL EQUIVALENCE

Assumptions for Calculation of Optional Forms of Benefit

Service Retirement:

Interest Rate:	6%
Member Mortality:	1983 Group Annuity Table
Beneficiary Mortality:	1983 Group Annuity Table, set back 6 years

Disability Retirement:

Interest Rate:	6%
Member Mortality:	OASDI 1976 Disability Termination Table for Males, set back 4 years
Beneficiary Mortality:	1983 Group Annuity Table, set back 6 years

APPENDIX B

RETIREMENT ALLOWANCE AS IN EFFECT ON FEBRUARY 28, 1993

Only the alternative Retirement Allowance in Section 7.2(a) is computed in accordance with this Appendix B based upon the Member's age and Years of Service as of February 28, 1993, and all provisions of the Plan as in effect on February 28, 1993. All terms used in this Appendix B will have the same meanings given such terms by the Plan as in effect on February 28, 1993.

For retirement at age 62, the monthly service retirement allowance shall equal one-sixtieth (1/60) of the member's final monthly compensation multiplied by the total number of years of prior service plus current service. For retirement at ages other than 62, the allowance will be adjusted in accordance with the following table by applying the appropriate percentages to the final compensation of the member based upon his years of service and age at retirement. For ages and periods of service differing from those shown on the table, the applicable percentages shall be interpolated, based upon the preceding completed quarter year of service and the preceding completed quarter year of age. For ages beyond age 70, the applicable percentage shall be determined on the basis of the same actuarial assumptions used to obtain the percentages shown on the table. In addition, members shall be credited with unused sick leave on the basis of one hour representing one/two thousandths (1/2000) of a year.

SERVICE RETIREMENT ALLOWANCE AS A PERCENTAGE OF FINAL COMPENSATION

Age at Retirement

Yrs Serv.	55	56	57	58	59	60	61	62	63	64	65	66	67	68	69	70	71	72	73	74	75
10	10.2	11.0	11.8	12.6	13.5	14.4	15.5	16.7	17.8	18.9	20.1	22.3	24.8	27.7	31.1	35.1	39.8	45.3	51.8	59.7	69.2
11	11.2	12.1	12.9	13.8	14.8	15.9	17.1	18.3	19.5	20.8	22.2	24.6	27.4	30.6	34.4	38.7	43.8	49.9	57.2	65.8	76.3
12	12.3	13.2	14.1	15.1	16.2	17.3	18.6	20.0	21.3	22.7	24.2	26.8	29.9	33.4	37.5	42.2	47.8	54.4	62.3	71.8	83.2
13	13.3	14.3	15.3	16.3	17.5	18.6	20.2	21.7	23.1	24.6	26.2	29.1	32.3	36.1	40.6	45.7	51.8	58.9	67.5	77.7	90.1
14	14.4	15.4	16.5	17.6	18.9	20.2	21.7	23.3	24.9	26.5	28.2	31.3	34.8	38.9	43.6	49.2	55.7	63.5	72.7	83.7	97.0
15	15.4	16.5	17.6	18.9	20.2	21.7	23.3	25.0	26.7	28.4	30.2	33.5	37.3	41.7	46.7	52.7	59.7	68.0	77.8	89.7	100.0
16	16.4	17.6	18.8	20.1	21.5	23.1	24.8	26.7	28.4	30.3	32.2	35.7	39.7	44.4	49.8	56.2	63.7	72.5	83.0	95.6	
17	17.5	18.7	20.0	21.4	22.9	24.5	26.4	28.3	30.2	32.2	34.3	38.0	42.3	47.3	53.1	59.8	67.7	77.1	88.3	100.0	
18	18.5	19.8	21.2	22.6	24.2	26.0	27.9	30.0	32.0	34.1	36.3	40.3	44.8	50.1	56.2	63.3	71.7	81.6	93.5		
19	19.6	20.9	22.3	23.9	25.6	27.4	29.5	31.7	33.8	36.0	38.3	42.5	47.3	52.8	59.3	66.8	75.7	86.2	98.7		
20	20.6	22.0	23.5	25.2	26.9	28.9	31.0	33.3	35.5	37.9	40.3	44.7	49.7	55.6	62.4	70.3	79.6	90.7	100.0		
21	21.6	23.1	24.7	26.4	28.3	30.3	32.6	35.0	37.3	39.7	42.3	46.9	52.2	58.3	65.5	73.8	83.6	95.2			
22	22.7	24.2	25.9	27.7	29.6	31.8	34.1	36.7	39.1	41.6	44.3	49.1	54.7	61.1	68.6	77.3	87.6	99.7			
23	23.7	25.3	27.0	28.9	31.0	33.2	35.7	38.3	40.9	43.5	46.3	51.3	57.1	63.9	71.7	80.8	91.5	100.0			
24	24.8	26.4	28.2	30.2	32.3	34.6	37.2	40.0	42.6	45.4	48.4	53.7	59.7	66.8	74.9	84.4	95.6				
25	25.8	27.5	29.4	31.4	33.7	36.1	38.8	41.7	44.4	47.3	50.4	55.9	62.2	69.5	78.0	87.9	99.6				
26	26.9	28.6	30.6	32.7	35.0	37.5	40.3	43.3	46.2	49.2	52.4	58.1	64.7	72.3	81.1	91.4	100.0				
27	27.9	29.7	31.7	34.0	36.4	39.0	41.9	45.0	48.0	51.1	54.4	60.3	67.1	75.0	84.2	94.9					
28	29.0	30.9	32.9	35.2	37.7	40.4	43.4	46.7	49.8	53.0	56.4	62.5	69.6	77.8	87.3	98.4					
29	30.0	32.0	34.1	36.5	39.1	41.9	45.0	48.3	51.5	54.9	58.4	64.8	72.1	80.6	90.4	100.0					
30	31.1	33.1	35.3	37.7	40.4	43.3	46.5	50.0	53.3	56.8	60.4	67.0	74.6	83.3	93.5						
31	32.1	34.2	36.5	39.0	41.7	44.8	48.1	51.7	55.1	58.7	62.5	69.3	77.1	86.2	96.7						
32	33.2	35.3	37.6	40.2	43.1	46.2	49.6	53.3	56.9	60.6	64.5	71.5	79.6	89.0	99.8						
33	34.3	36.5	38.8	41.5	44.4	47.6	51.2	55.0	58.6	62.5	66.5	73.7	82.1	91.7	100.0						
34	35.4	37.6	40.0	42.8	45.8	49.1	52.7	56.7	60.4	64.4	68.5	76.0	84.6	94.5							
35	36.5	38.7	41.2	44.0	47.1	50.5	54.3	58.3	62.2	66.2	70.5	78.2	87.0	97.2							
36	37.3	39.7	42.4	45.2	48.5	52.0	55.8	60.0	64.0	68.2	72.5	80.4	89.5	100.0							
37	38.4	40.8	43.5	46.5	49.8	53.4	57.4	61.7	65.7	70.1	74.5	82.6	92.0								
38	39.4	41.9	44.7	47.8	51.2	54.8	58.9	63.3	67.5	71.9	76.5	84.9	94.5								
39	40.4	43.0	45.9	49.0	52.5	56.3	60.5	65.0	69.3	73.8	78.5	87.1	97.0								
40	41.5	44.1	47.1	50.3	53.9	57.7	62.0	66.7	71.0	75.7	80.5	89.3	99.5								
41	42.5	45.2	48.2	51.5	55.2	59.2	63.6	68.3	72.8	77.6	82.5	91.6	100.0								
42	43.5	46.3	49.4	52.8	56.6	60.6	65.1	70.0	74.6	79.5	84.6	93.8									
43	44.6	47.4	50.6	54.0	57.9	62.1	66.7	71.7	76.4	81.4	86.6	96.0									
44	45.6	48.5	51.8	55.3	59.3	63.5	68.2	73.3	78.2	83.3	88.6	98.3									
45	46.7	49.7	53.0	56.6	60.6	65.0	69.8	75.0	80.0	85.2	90.6	100.0									

SERVICE RETIREMENT ALLOWANCE AS A PERCENTAGE OF FINAL COMPENSATION

Age at Retirement

Yrs Serv.	40	41	42	43	44	45	46	47	48	49	50	51	52	53	54
25	9.2	9.9	10.5	11.2	12.0	12.8	13.6	14.6	15.6	16.7	17.9	19.2	20.7	22.2	23.9
26	9.6	10.3	10.9	11.7	12.5	13.3	14.2	15.2	16.3	17.4	18.7	20.1	21.5	23.2	25.0
27	10.0	10.7	11.4	12.1	12.9	13.8	14.7	15.8	16.9	18.1	19.4	20.8	22.4	24.0	25.9
28	10.4	11.1	11.8	12.6	13.4	14.3	15.3	16.4	17.5	18.8	20.2	21.6	23.2	25.0	26.9
29	10.8	11.5	12.2	13.0	13.9	14.8	15.9	17.0	18.2	19.4	20.8	22.4	24.0	25.8	27.8
30	11.1	11.9	12.7	13.5	14.4	15.4	16.4	17.6	18.8	20.2	21.6	23.2	24.9	26.8	28.8
31	11.5	12.3	13.1	13.9	14.9	15.9	17.0	18.1	19.4	20.8	22.3	23.9	25.7	27.7	29.8
32	11.9	12.7	13.5	14.4	15.4	16.4	17.6	18.8	20.1	21.5	23.1	24.8	26.6	28.6	30.8
33	12.3	13.1	14.0	14.9	15.9	17.0	18.1	19.4	20.8	22.2	23.8	25.6	27.5	29.6	31.8
34	12.7	13.5	14.4	15.4	16.4	17.5	18.7	20.0	21.4	22.9	24.6	26.4	28.4	30.5	32.8
35	13.1	13.9	14.9	15.8	16.9	18.1	19.3	20.6	22.1	23.7	25.4	27.2	29.2	31.4	33.9
36	13.3	14.3	15.2	16.2	17.3	18.5	19.7	21.1	22.6	24.2	25.9	27.8	29.9	32.2	34.6
37	13.7	14.7	15.7	16.7	17.8	19.0	20.2	21.7	23.2	24.9	26.6	28.6	30.7	33.1	35.5
38	14.1	15.1	16.1	17.1	18.2	19.5	20.8	22.3	23.8	25.6	27.4	29.4	31.5	33.9	36.5
39	14.4	15.5	16.5	17.6	18.7	20.0	21.3	22.9	24.4	26.3	28.1	30.2	32.4	34.8	37.4
40	14.8	15.9	16.9	18.0	19.2	20.5	21.9	23.5	25.1	26.9	28.8	30.9	33.2	35.7	38.4
41											29.5	31.7	34.0	36.6	39.4
42											30.2	32.5	34.9	37.5	40.3
43											31.0	33.3	35.7	38.4	41.3
44											31.7	34.0	36.5	39.3	42.2
45											32.4	34.8	37.4	40.2	43.2

APPENDIX C

AGREEMENT REGARDING RETIREMENT PLAN RECIPROCITY

This Agreement is entered into on this 28th day of June 1999, by and between the **SACRAMENTO REGIONAL TRANSIT DISTRICT**, the **NON-CONTRACT EMPLOYEE COMMITTEE, Local Division 256 of the AMALGAMATED TRANSIT UNION, AFL-CIO**, and **LOCAL 1245 of the INTERNATIONAL BROTHERHOOD OF ELECTRICAL WORKERS, AFL-CIO.**

1. MUTUAL RECIPROCITY PROVISION

The title and text of Paragraph 2 below entitled "Service Reciprocity" is hereby incorporated by this reference into the District retirement plans as if set out in full therein. District retirement plans means the plans referred to in paragraph 2f. below.

2. SERVICE RECIPROCITY

a. This reciprocity provision is applicable only to those members who have current service credited under this Plan on or after July 1, 1999.

b. Notwithstanding anything to the contrary in this Plan pertaining to vesting, for the purpose of determining a member's vesting, all service credited to a member under any other District retirement plan will be added to Credited Service under this Plan, except as follows: Any service performed by a member prior to a separation from employment with the District will not be added (for vesting or any other purpose) to service credited to that member under this Plan after such separation unless such separation was requested in advance by the employee and approved by District as provided in the paragraph related to break in employment under the Section of the Plan entitled "Service." [Section 2e ATU/IBEW plans; Section 3E Salaried plan]

c. The retirement allowance of a vested member of this Plan will be calculated based only upon service credited to that member pursuant to the Section of the Plan entitled "Service."

d. Notwithstanding anything to the contrary in the Section of the Plan entitled "Definitions," for the purpose of determining the member's final compensation a member must elect a consecutive monthly period of service for the duration required by this Plan. For this purpose, a member's final compensation may be based upon any consecutive monthly period of service in any District retirement plan(s) that may be used for vesting in this Plan as described in paragraph b above.

e. For the purpose or this reciprocity provision, a member who is retired for disability under any other District retirement plan in which the member has a vested benefit will be deemed to be disabled within the meaning of this Plan.

f. For the purpose of this reciprocity provision, "District retirement plans" means the:

   1. Retirement Plan for District Employees Who Are Members of ATU Local 256, effective as of April 1, 1974, as amended.

2. Retirement Plan for District Employees Who Are Members of I.B.E.W. Local 1245, effective as of September 16, 1974, as amended.

3. Retirement Plan for Salaried Employees of Sacramento Regional Transit District, restated effective August 1, 1996, as amended.

3. AMENDMENT

This Agreement will remain in effect in accordance with the terms hereof until amended by the parties hereto.

In Witness Whereof, the parties have entered into this agreement as of the date first hereinabove appearing.

NON- CONTRACT EMPLOYEE COMMITTEE

By: /s/ Jim Warriner

JIM WARRINER

Chairman

By: /s/ Jacquelyn Johnson

JACQUELYN JOHNSON

Committee Person

By: /s/ Robert Ruiz

ROBERT RUIZ
Committee Person

By: /s/ Dennis Jones

DENNIS JONES

Committee Person

SACRAMENTO REGIONAL TRANSIT DISTRICT

By: /s/ Pilka Robinson

PILKA ROBINSON

General Manager

APPROVED AS TO CONTENT:

By: /s/ Michael R. Wiley

MICHAEL R. WILEY
Director of Administrative Services

APPROVED AS TO LEGAL FORM:

By: /s/ Mark W. Gilbert

MARK W. GILBERT Chief Legal

Counsel

LOCAL 256 of the AMALGAMATED TRANSIT UNION, AFL-CIO

By: /s/ Donald D. Delis

DONALD D. DELIS

President

By: /s/ Linda Oliveri

LINDA OLIVERI Vice-President

By: /s/ Clyde Beckham

Clyde Beckham

Financial Secretary

By: /s/ Joe Rovito

Joe Rovito

Recording Secretary

LOCAL 1245 of the INTERNATIONAL BROTHERHOOD OF ELECTRICAL WORKERS, AFL-CIO

By: /s/ Jack McNally

JACK McNALLY

Business Manager

APPENDIX D

MINIMUM DISTRIBUTION REQUIREMENTS

The following rules apply for purposes of the Internal Revenue Code. They do not affect the form or total amount of any retirement benefit under the Plan.

D.1 General Rules.

D.1.1 Effective Date. Notwithstanding any other provision of the Plan to the contrary, the provisions of this Appendix apply for purposes of determining required minimum distributions for calendar years beginning with the 2003 calendar year.

D.1.2 Precedence. The requirements of this Appendix take precedence over any inconsistent provisions of the Plan.

D.1.3 Requirements of Treasury Regulations Incorporated. All distributions required under this Appendix must be determined and made in accordance with the Treasury regulations under section 401(a)(9) of the Code.

D.1.4 TEFRA Section 242(b)(2) Elections. Notwithstanding the other provisions of this Appendix, distributions may be made under a designation made before January 1, 1984, in accordance with section 242(b)(2) of TEFRA and the provisions of the Plan that relate to section 242(b)(2) of TEFRA.

D.2 Time and Manner of Distribution.

D.2.1 Required Beginning Date. The Member's entire interest must be distributed, or begin to be distributed, to the Member no later than the Member's Required Beginning Date.

D.2.2 Death of Member Before Distributions Begin. If the Member dies before distributions begin, the Member's entire interest must be distributed, or begin to be distributed, no later than as follows:

(a) If the Member's surviving Spouse is the Member's sole Designated Beneficiary, then, except as provided in the Plan, distributions to the surviving Spouse must begin by December 31 of the calendar year immediately following the calendar year in which the Member died, or by December 31 of the calendar year in which the Member would have attained age 70½, if later.

(b) If the Member's surviving Spouse is not the Member's sole Designated Beneficiary, then, except as provided in the Plan, distributions to the Designated Beneficiary must begin by December 31 of the calendar year immediately following the calendar year in which the Member died.

(c) If there is no Designated Beneficiary as of September 30 of the year following the year of the Member's death, the Member's entire interest must be distributed by December 31 of the calendar year containing the fifth anniversary of the Member's death.

(d) If the Member's surviving Spouse is the Member's sole Designated Beneficiary and the surviving Spouse dies after the Member but before distributions to the surviving Spouse begin, this Section D.2, other than Section D.2.2(a), must apply as if the surviving Spouse were the Member.

For purposes of this Section D.2 and Section D.5, distributions are considered to begin on the Member's Required Beginning Date (or, if Section D.2.2(d) applies, the date distributions are required to begin to the surviving Spouse under Section D.2.2(a)). If annuity payments irrevocably commence to the Member before the Member's Required Beginning Date (or to the Member's surviving Spouse before the date distributions are required to begin to the surviving Spouse under Section D.2.2(a)), the date distributions are considered to begin is the date distributions actually commence.

D.2.3 Form of Distribution. Unless the Member's interest is distributed in the form of an annuity purchased from an insurance company, as of the first Distribution Calendar Year distributions must be made in accordance with Sections D.3, D.4 and D.5 of this Appendix D. If the Member's interest is distributed in the form of an annuity purchased from an insurance company, distributions thereunder must be made in accordance with the requirements of section 401(a)(9) of the Code and the Treasury regulations. Any part of the Member's interest which is in the form of an individual account described in section 414(k) of the Code must be distributed in a manner satisfying the requirements of section 401(a)(9) of the Code and the Treasury regulations that apply to individual accounts.

D.3 Determination of Amount to be Distributed Each Year.

D.3.1 General Annuity Requirements. If the Member's interest is paid in the form of annuity distributions under the Plan, payments under the annuity must satisfy the following requirements:

(a) The annuity distributions must be paid in periodic payments made at intervals not longer than one year.

(b) The distribution period must be over a life (or lives) or over a period certain not longer than the period described in Section D.4 or D.5 of this Appendix D.

(c) Once payments have begun over a period certain, the period certain must not be changed even if the period certain is shorter than the maximum permitted.

(d) Payments must either be non-increasing or increase only as follows: (1)

by an annual percentage increase that does not exceed the annual percentage increase in a cost-of-living index that is based on prices of all items and issued by the Bureau of Labor Statistics;

(2) to the extent of the reduction in the amount of the Member's payments to provide for a survivor benefit upon death, but only if the Beneficiary whose life was being used to determine the distribution period described in Section D.4 dies or is no longer the Member's Beneficiary pursuant to a qualified domestic relations order;

(3) to provide cash refunds of Employee contributions upon the Member's death; or

(4) to pay increased benefits that result from a Plan amendment.

D.3.2 Amount Required to be Distributed by Required Beginning Date. The amount that must be distributed on or before the Member's Required Beginning Date (or, if the Member dies before distributions begin, the date distributions are required to begin under Section D.2.2(a) or (b)) is the payment that is required for one payment interval. The second payment need not be made until the end of the next payment interval even if that payment interval ends in the next calendar year. Payment intervals are the periods for which payments are received, e.g., bi-monthly, monthly, semi-annually, or annually. All of the Member's benefit accruals as of the last day of the first Distribution Calendar Year must be included in the calculation of the amount of the annuity payments for payment intervals ending on or after the Member's Required Beginning Date.

D.3.3 Additional Accruals After First Distribution Calendar Year. Any additional benefits accruing to the Member in a calendar year after the first Distribution Calendar Year must be distributed beginning with the first payment interval ending in the calendar year immediately following the calendar year in which such amount accrues.

D.4 Requirements for Annuity Distributions That Commence During Member's Lifetime.

D.4.1 Joint Life Annuities Where the Beneficiary Is Not the Member's Spouse. If the Member's interest is being distributed in the form of a joint and survivor annuity for the joint lives of the Member and a non-spouse Designated Beneficiary, annuity payments to be made on or after the Member's Required Beginning Date to the Designated Beneficiary after the Member's death must not at any time exceed the applicable percentage of the annuity payment for such period that would have been payable to the Member using the table set forth in Q&A-2(c) of section 1.401(a)(9)-6 of the Treasury regulations; provided, however, that if the Member's annuity starting date precedes the year in which the Member attains age 70, the Member's and nonspouse Designated Beneficiary's age difference must be adjusted as set forth in Q&A-2(c) in order to determine the applicable percentage as provided in the table set forth in Q&A-2(c). If the form of distribution combines a joint and survivor annuity for the joint lives of the Member and a non-spouse Designated Beneficiary and a period certain annuity, the requirement in the preceding sentence applies to annuity payments to be made to the Designated Beneficiary after the expiration of the period certain.

D.4.2 Period Certain Annuities. Unless the Member's Spouse is the sole Designated Beneficiary and the form of distribution is a period certain and no life annuity, the period certain for an annuity distribution commencing during the Member's lifetime may not exceed the applicable distribution period for the Member under the Uniform Lifetime Table set forth in section 1.401(a)(9)-9 of the Treasury regulations for the calendar year that contains the annuity starting date. If the annuity starting date precedes the year in which the Member reaches age 70, the applicable distribution period for the Member is the distribution period for age 70 under the Uniform Lifetime Table set forth in section 1.401(a)(9)-9 of the Treasury regulations plus the excess of 70 over the age of the Member as of the Member's birthday in the year that contains the annuity starting date. If the Member's Spouse is the Member's sole Designated Beneficiary and the form of distribution is a period certain and no life annuity, the period certain may not exceed the longer of the Member's applicable distribution period, as determined under this Section D.4.2, or the joint life and last survivor expectancy of the Member and the Member's Spouse as determined under the Joint and Last Survivor Table set forth in section 1.401(a)(9)-9

of the Treasury regulations, using the Member's and Spouse's attained ages as of the Member's and Spouse's birthdays in the calendar year that contains the annuity starting date.

D.5 Requirements for Minimum Distributions Where Member Dies Before Date Distributions Begin.

D.5.1 Member Survived by Designated Beneficiary. If the Member dies before the date distribution of his or her interest begins and there is a Designated Beneficiary, the Member's entire interest must be distributed, beginning no later than the time described in Section D.2.2(a) or (b), over the life expectancy of the Designated Beneficiary or over a period certain not exceeding:

(a) unless the annuity starting date is before the first Distribution Calendar Year, the Life Expectancy of the Designated Beneficiary determined using the designated Beneficiary's age as of the Designated Beneficiary's birthday in the calendar year immediately following the calendar year of the Member's death; or

(b) if the annuity starting date is before the first Distribution Calendar Year, the Life Expectancy of the Designated Beneficiary determined using the Designated Beneficiary's age as of the Designated Beneficiary's birthday in the calendar year that contains the annuity starting date.

D.5.2 No Designated Beneficiary. If the Member dies before the date distributions begin and there is no Designated Beneficiary as of September 30 of the year following the year of the Member's death, distribution of the Member's entire interest must be completed by December 31 of the calendar year containing the fifth anniversary of the Member's death.

D.5.3 Death of Surviving Spouse Before Distributions to Surviving Spouse Begin. If the Member dies before the date distribution of his or her interest begins, the Member's surviving Spouse is the Member's sole Designated Beneficiary, and the surviving Spouse dies before distributions to the surviving Spouse begin, this Section D.5 will apply as if the surviving Spouse were the Member, except that the time by which distributions must begin is determined without regard to Section D.2.2(a).

D.6 Definitions.

The following words and phrases used in this Appendix D have the following meanings.

D.6.1 "Designated Beneficiary." The individual who is designated as the Beneficiary under the Plan and is the designated beneficiary under section 401(a)(9) of the Code and section 1.401(a)(9)-4 of the Treasury regulations.

D.6.2 "Distribution Calendar Year." A calendar year for which a minimum distribution is required. For distributions beginning before the Member's death, the first Distribution Calendar Year is the calendar year immediately preceding the calendar year which contains the Member's Required Beginning Date. For distributions beginning after the Member's death, the first distribution calendar year is the calendar year in which distributions are required to begin pursuant to Section D.2.2 of this Appendix D.

D.6.3 "Life Expectancy." Life expectancy as computed by use of the Single Life Table in section 1.401(a)(9)-9 of the Treasury regulations.

D.6.4 "Required Beginning Date." April 1 of the calendar year following the later of (i) the calendar year in which a Member attains age 70 1/2, or (ii) the calendar year in which a Member retires.

D.6.5 Other Capitalized Terms. All other capitalized terms used in this Appendix D have the meanings set forth in Article 2, unless the

ATTACHMENT 1

SECOND AMENDMENT TO THE RETIREMENT PLAN BETWEEN INTERNATIONAL BROTHERHOOD OF ELECTRICAL WORKERS LOCAL UNION 1245, AFL-CIO AND SACRAMENTO REGIONAL TRANSIT DISTRICT

This SECOND AMENDMENT to the RETIREMENT PLAN BETWEEN INTERNATIONAL BROTHERHOOD OF ELECTRICAL WORKERS LOCAL UNION 1245, AFL-CIO AND SACRAMENTO REGIONAL TRANSIT DISTRICT, as restated effective July 1, 2010 (the "Pian"), is made and entered into by and between the Sacramento Regional Transit District (the "District") and the International Brotherhood of Electrical Workers Local Union 1245 (the "IBEW"), (hereinafter collectively the "Parties") on this 1 day of April, 2015.

PURPOSE

The District established the Plan effective September 16, 1974, and has since modified the Plan on numerous occasions. The District most recently restated the Plan effective July 1, 2010, and has since amended the Plan once. The Plan currently provides that (1) Members become 100% vested after completing five Years of Service; (2) retirement benefits are calculated using a 2% multiplier at age 55 or 25 Years of Service, or a 2.5% multiplier at age 60 or 30 Years of Service; (3) employee contributions are permitted only in accordance with the terms of a collective bargaining agreement or MOU between the District and the IBEW; and (4) Compensation includes cash outs of unused vacation or sick leave.

The Parties have agreed that each IBEW member who is hired or rehired by the District on or after January 1, 2015, will (1) become 100% vested after 10 Years of Service; (2) qualify for a benefit multiplier of 2.0% at 62, 2.1% at 63, 2.2% at 64, 2.3% at 65, 2.4% at 66, and 2.5% at 67; (3) contribute 1.5% of pay after one year of service, 3.0% of pay after two years of service, 4.5% of pay after three years of service, and 50% of normal cost up to 5% of pay after four years of service; and (4) have 40% after 10 years of service, 50% after 15 years of service, or 75% after 20 years of service of his or her accrued vacation and sick leave cash outs counted as Compensation. The Parties have agreed to amend the Plan to incorporate these changes.

Section 2.24 of the Plan currently defines "Spouse" as a person who has entered into a marriage with a Member pursuant to California Family Code section 300 et seq. Section 300 defines marriage as between a man and a woman. On June 26, 2013, the Supreme Court held in *United States* v. *Windsor* that section 3 of the federal Defense of Marriage Act (DOMA) proclaiming that marriage is between a man and a woman was unconstitutional. On the same date, in *Hollingsworth* v. *Perry,* the Supreme Court left in place the Ninth Circuit federal district court's decision in *Perry* v. *Schwarzenegger* declaring Article I, section 7.5 of the California Constitution defining marriage as between a man and a woman unconstitutional. On April 4, 2014, the IRS published Notice 2014-19 requiring among other things that plan sponsors amend their qualified plans to remove language defining marriage by reference to section 3 of DOMA or that is otherwise inconsistent with *Windsor.* The Parties desire to amend the Plan to comply with the Supreme Court's decisions and subsequent IRS guidance described above.

To accomplish the aforementioned purposes, the District and the IBEW desire to amend the Plan as set forth below, effective January 1, 2015, except as otherwise provided below.

Section 1: Section 2.5(a)(4) of the Plan is hereby amended to read in its entirety as follows:

"(2) if the Member is hired or rehired before January 1, 2015, 100% of cash received in lieu of vacation or sick leave; if the Member is hired or rehired on or after January 1, 2015, the

percentage of cash received in lieu of vacation or sick leave determined based on his or her Years of Service in accordance with the following schedule:

Years of Service	Percenta
Fewer than 10	0%
10 to 14	40%
15 to 19	50%
20 or more	75%

Section 2: Section 2.19 of the Plan is hereby amended to read in its entirety as follows:

"2.19 'Normal Retirement Age' means the later of (i) the Member's attainment of age 62, or (ii) the Member's completion of five (ten if the Member is hired or rehired by the District on or after January 1,2015) Years of Service."

Section 3: Effective June 26, 2013, Section 2.24 of the Plan is amended in its entirety to read as follows:

"2.24 'Spouse' means individual to whom a Member is lawfully married, including an individual of the same-sex with whom the Member has validly entered into a marriage in a state, the District of Columbia, a United States territory or a foreign jurisdiction whose laws authorize the marriage of two individuals of the same sex, even if the individuals are domiciled in a state that does not recognize the validity of same sex marriage. Spouse excludes an individual with whom a Member has entered into a registered domestic partnership, civil union, or other similar formal relationship, whether opposite-sex or same-sex, recognized under the law of another jurisdiction that is not denominated as a marriage under the laws of that jurisdiction."

Section 4: Article 5 of the Plan is hereby amended to read in its entirety as follows:

"A Member will become 100% vested in his or her benefits under the Plan upon the earlier of: (i) the Member's attainment of Normal Retirement Age; or (ii) the Member's completion of five (ten if the Member is hired or rehired by the District on or after January 1, 2015) Years of Service. To the extent a Member's benefits under the Plan are vested, they are nonforfeitable."

Section 5: Section 7.1(a)(1) of the Plan is hereby amended to read in its entirety as follows:

"(1) the Member has attained age 55 and completed at least five (ten if the Member is hired or rehired by the District on or after January 1, 2015) Years of Service; or"

Section 6: Section 7.2 of the Plan is hereby amended to read in its entirety as follows: "7.2

Benefit Amount. A Member's Retirement Allowance is the product of the Member's Final Monthly Compensation, Years of Service, and a percentage multiplier. If as a result of a Break in Service a Member is entitled to more than one Retirement Allowance as set forth in Section 4.4, the provisions of this Section shall be applied separately to each Retirement Allowance.

(a) For each Member who is hired or rehired by the District before January 1, 2015, the Retirement Allowance will be determined under paragraph (1) or (2) below, whichever produces the highest Retirement Allowance.

(1) A Retirement Allowance equal to the amount the Member would have received had the Member's Retirement Allowance been computed based upon the Member's age and Years of Service as of February 28, 1993, and according to the Plan provisions in effect on February 28, 1993, as set forth in Appendix 8; or

(2) A Retirement Allowance determined based upon the Member's age and Years of Service on the date of the Member's last day of service under the Plan, and the applicable multiplier in the table below:

Age or Years of Service	Percentage Multiplier
55-59 or 25-29 years	2.0%
60+ or 30+ years	2.5%

(b) For each Member who is hired or rehired by the District on or after January 1, 2015, the Retirement Allowance will be determined based on the Member's age and Years of Service on the date of the Member's last day of service under the Plan, and the applicable multiplier in the table below:

Age or Years of Service	Percentage Multiplier
55-62 or 25 years	2.0%
63 or 26 years	2.1%
64 or 27 years	2.2%
65 or 28 years	2.3%
66 or 29 years	2.4%
67+ or 30+ years	2.5%

,

Section 7: Section 8.1(b) of the Plan is hereby amended to read in its entirety as follows: "(b) the Member has completed at least five (ten if the Member is hired or rehired by the District on or after January 1, 2015) Years of Service;"

Section 8: Section 9.1 of the Plan is hereby amended to read in its entirety as follows: "9.1 Eligibility for Survivor Benefit. If a Member dies while an Eligible Employee after completing at least five (ten if the Member is hired or rehired by the District on or after January 1, 2015) Years of Service, a survivor benefit will be payable in accordance with this Article 9 to the Member's surviving Eligible Spouse, Eligible Domestic Partner, or Eligible Child (or eligible children)."

Section 9: Section 12.2 of the Plan is hereby amended to read in its entirety as follows: "12.2 District Contributions. The District must from time to time (at least annually to the extent necessary) make contributions to the Trust adequate to finance benefits provided by the Plan on a sound actuarial basis. Any forfeitures must be used to reduce the District contributions otherwise payable."

Section 10: Article 12 of the Plan is hereby amended by adding new Section 12.7 thereto to read in its entirety as follows:

"12.7 Member Contributions.

(a) Each Member who is an Eligible Employee and who is hired by the District on or after January 1, 2015, must contribute a percentage of his or her Compensation to the Plan, as determined based on his or her Years of Service, in accordance with the following schedule:

Years of Service	Percentage of Compensation
1	1.5%
2	3.0%
3	4.5%

After completing four Years of Service, each such Member must contribute 50% of the normal cost rate, rounded to the nearest quarter of 1%, not to exceed 5% of Compensation. For this purpose, "normal cost rate" means the annual actuarially determined normal cost for the Plan expressed as a percentage of payroll. The term "normal cost" means the portion of the present value of projected benefits under the Plan that is attributable to the current Year of Service.

(b) An individual account will be established for each Member in order to record the Member's contributions made to the Plan. The account balance will be credited with interest on the last day of each month at the rate determined by the Retirement Board.

(c) All Member contributions will be deducted from the Members' Compensation by payroll deduction and will be paid by the District to the Plan on behalf of Members. Member contributions must be transmitted to the Trust and credited to Members' accounts as soon as administratively practicable.

(d) Although designated as employee contributions, Member contributions will be picked up by the District for tax purposes in accordance with section 414(h)(2) of the Code and will be treated as pre-tax employer contributions. Members will not have the option of receiving the contributed amounts instead of having them paid by the District to the Plan.

(e) If a Member performs qualified military service (as defined in section 414(u)(5) of the Code), he or she will be permitted to makeup Member contributions to the Plan in accordance with section 414(u) of the Code. Makeup Member contributions made to the Plan on behalf of a Member in accordance with the preceding sentence will be credited to the Member's account, and any applicable interest on such contributions will accrue on a prospective basis only.

(f) Each Member has at all times a non-forfeitable interest in his or her account. However, if a Member qualifies for, and begins to receive a benefit under the Plan, he or she will not receive both the value of his or her account and the benefit. When any part of a Member's benefit under the Plan is first paid, the value of his or her account will become zero.

(g) If a Member has a Break in Service due to reasons other than death before completing 10 Years of Service, the Member's account balance will automatically be paid to the Member in a lump sum without the Member's consent, and his or her benefit under the

Plan will be forfeited. If the distribution exceeds $1,000, and the Member has not elected to roll over the distribution to an eligible retirement plan pursuant to Section 16.2 or to receive the distribution directly, the distribution will be rolled over to an individual retirement plan maintained by a provider designated by the Retirement Board pursuant to a written agreement with the provider. The Member will be notified in writing, either separately or as part of the notice required under section 402(f) of the Code, that the distribution may be transferred to another individual retirement plan.

(h) If a Member has a Break in Service due to reasons other than death after completing 10 Years of Service, he or she may elect, at the time and manner prescribed by the Retirement Board, to either (1) receive a distribution of his or her account balance in a lump sum, or (2) continue to maintain his or her account under the Plan until his or her benefit under the Plan is paid. If the Member elects to receive a distribution of his or her account balance in accordance with this subsection, his or her benefit under the Plan will be forfeited.

(i) If a Member dies before satisfying the survivor benefit eligibility requirements in Section 9.1 or does not have an Eligible Spouse, Eligible Domestic Partner or Eligible Child at death, the Member's account balance will automatically be paid in a lump sum to (1) the Member's Beneficiary, or (2) if the Member does not have a Beneficiary at death, the Member's estate, without, in either case, the recipient's consent. If the Member's account balance is paid to the Member's Beneficiary or estate, his or her benefit under the Plan will be permanently forfeited.

U) If a Member dies after satisfying the survivor benefit eligibility requirements in Section 9.1 and has an Eligible Spouse, Eligible Domestic Partner or Eligible Child at death, his or her surviving Eligible Spouse, Eligible Domestic Partner or Eligible Child may elect, at the time and the manner prescribed by the Retirement Board, to either (1) receive a refund of the Member's account balance, or (2) receive the survivor benefit determined in accordance with Article 9. If the Eligible Spouse, Eligible Domestic Partner or Eligible Child elects to receive a distribution of the Member's account balance in accordance with this subsection, the Member's benefit under the Plan will be permanently forfeited.

(k) A Member who resumes membership in the Plan in accordance with Article 3 after having previously received a distribution of his or her account balance in accordance with the preceding provisions of this Section 12.7 may reestablish Years of Service for the entire period of his or her previous membership by redepositing to the Trust, at the time and manner prescribed by the Retirement Board, the total amount distributed plus interest on that amount at the rate determined by the Retirement Board. If the Member does not redeposit that amount at the time and manner prescribed by the Retirement Board, he or she will not receive credit for Years of Service attributable to those distributions. Payment of the redeposit must be made in a lump sum, at the time and manner determined by the Retirement Board. In addition, the redeposit will be made either (1) on an after-tax basis, (2) by direct rollover of an eligible rollover distribution from an eligible retirement plan described in sections 401 (a), 403(b), 408(a) and 457(b) of the Code, or (3) by transfer from the District's eligible deferred compensation plan' within the meaning of Section 457(b) of the Code."

IN WITNESS WHEREOF, the Parties have entered into this SECOND AMENDMENT to the Plan on the date first set forth above.

SACRAMENTO REGIONAL TRANSIT DISTRICT

By: _____
JAY SCHENIRER, Chair

By: _____
MICHAEL R. WILEY, General Manager/CEO

INTERNATIONAL BROTHERHOOD OF ELECTRICAL WORKERS, LOCAL UNION 1245

By: _____

Its: Business Representative

APPENDIX B

TO THE
COLLECTIVE BARGAINING AGREEMENT

BETWEEN

SACRAMENTO REGIONAL TRANSIT DISTRICT

AND

INTERNATIONAL BROTHERHOOD OF ELECTRICAL WORKERS LOCAL 1245, AFL-CIO

POSITIVE DISCIPLINE PROGRAM GUIDELINES

April 1, 2024 thru March 31, 2028

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SACRAMENTO REGIONAL TRANSIT DISTRICT POSITIVE DISCIPLINE PROGRAM GUIDELINES

I. Introduction

The Sacramento Regional Transit District (RT) and the International Brotherhood of Electrical Workers (IBEW) adopted a "Positive Discipline" Program pursuant to the memorandum of agreement dated March 9, 1993. Positive Discipline is a total performance management system that supports Regional Transit's belief that employees prefer successes in their work, and should be encouraged and recognized for these successes. Positive Discipline concentrates and relies on personal responsibility and decision making to build commitment and self-discipline. This is essential for the success of Regional Transit and its employees.

When employees perform their work well, they deserve to be recognized for it. When they do not, they deserve to have it discussed with them and to be given the opportunity to improve. Key aspects of the Positive Discipline system include recognizing and encouraging good performance, and correcting performance, which does not meet expectations. Positive Discipline focuses on communicating an expectation of change and improvement in a personal, adult, non-threatening way, while at the same time maintaining a commitment to RT's performance requirements.

II. Application

The Positive Discipline Program applies to all regular IBEW member employees. It does not apply to newly hired employees while they are on probation. The performance of probationary employees shall continue to be monitored utilizing performance reviews and counseling. Employees on probation as a result of a promotion will be subject to the Positive Discipline Program.

III. Responsibilities

To be successful, it is important that all the participants under Positive Discipline understand their roles and responsibilities. The participants include Executive Management, IBEW, Senior Managers, Superintendents, Supervisors, and each employee. These responsibilities are outlined as follows.

A. Executive Manager

Executive Management is responsible for the top down support of the Positive Discipline Program. This includes monitoring departmental participation and holding Senior managers accountable for the effective application of Positive Discipline in their respective departments.

B. I.B.E.W.

The IBEW will actively participate in all elements of the Positive Discipline Program including education, communication and evaluation. C. Senior

Managers

Managers are responsible for the effective application of Positive Discipline in their departments. This includes assuring that supervisors have the necessary skills, supervisory performance, and monitoring consistency and fairness among supervisors.

D. Superintendents and Supervisors

Superintendents and Supervisors are responsible for the day to day application of the Positive Discipline Program with the employees, which they supervise. This includes providing positive recognition and feedback, coaching and counseling, and addressing performance problems as they occur. Each supervisor is responsible for clearly communicating RT's performance expectations to the employees who work for them, and to let them know how they are performing, through coaching, counseling, recognition, and formal discipline.

E. Employees

Each employee is responsible and accountable for his or her own actions and performance, and for performing their jobs in a safe and efficient manner. Employees are expected to know the performance expectations for their jobs and to meet those expectations.

IV. Procedures and Practices

A. Recognition

The supervisor is a very important member of the work group. Since the supervisor's job is to get work done through others, it is essential that energies be concentrated on helping employees be as successful as possible. What a supervisor expects of an employee and the way the employee is treated to a large extent determines that employee's performance. Good performance is a shared responsibility.

The supervisor has an opportunity to foster a working environment that is based on mutual respect and trust. This is a collaborative team effort that is mutually beneficial to the supervisor, employee, and the organization. Positive Discipline is intended not only to resolve performance problems

but encourage improvement and recognize exceptional performance. Reinforcement of this behavior will help ensure its continuation and should be used in a variety of circumstances including the following examples:

1. When an employee's attendance, conduct and/or performance improves, it is the responsibility of the supervisor to acknowledge the improvement in a way that encourages the employee to continue the improvement.

2. When an employee deserves recognition and commendation for performance that is above and beyond the call of duty.

3. When an employee deserves recognition and commendation for performing competently and diligently over a period of time.

In a discussion of this nature, the supervisor must refer to the specific improvement or incident with which the supervisor is pleased. The supervisor must be specific and sincere. These positive contacts should be noted on the employee's operating file. If the employee's performance is exceptional, or the supervisor is deactivating a step of formal discipline, a memo to the employee should be prepared by the supervisor recognizing this exceptional or improved performance. The memo should be presented personally by the supervisor to the employee. This type of recognition can be highly successful in establishing and maintaining a motivating, productive work environment.

B. Coaching and Counseling

Coaching/counseling is the expected method for the supervisor to inform an employee about a problem in the areas of work performance, conduct, or attendance. The objective of performance coaching/counseling is to help the employee recognize that a problem exists and to develop effective solutions to it. Since it is the supervisor's approach to a performance problem that often brings about the employee's decision to change behavior, it is critical that the supervisor be prepared. Coaching/counseling is intended to be a deliberation and discussion between the supervisor and employee. Normally, performance problems can be resolved at this step. Documentation (memoranda or forms) of coaching and counseling sessions shall be signed and dated by the employee.

Coaching/counseling memos, forms, or notes kept in the supervisor's operating file should be deactivated in the same manner as oral reminders. If a bargaining unit employee requests a shop steward prior to or during coaching/counseling, such requests shall be granted.

C. Formal Discipline Steps

When an employee fails to respond to counseling or a single incident occurs which is serious enough to warrant a formal step of discipline, the supervisor will have several options, depending upon the seriousness of the performance problem. These options include:

1. Oral Reminder

The oral reminder is a formal conversation between a supervisor and an employee about a conduct, attendance or performance problem. The conversation is followed by the supervisor's memo to the employee summarizing the conversation and the employee's commitment to change or improve in the identified deficiency. It is the first step of the formal discipline process.

a. Application

The supervisor discusses the conduct, attendance, or work performance problem(s) with the employee in a private meeting. The supervisor reminds the employee of the importance of commitment to follow work rules and District standards. In this problem solving discussion, the supervisor informs the employee that this is the first step of formal discipline and restates the employee's need to live up to his or her commitment. The meeting closes with the supervisor expressing confidence in the employee's ability to change.

b. Documentation

i. The supervisor will prepare a memo documenting the points covered in the conversation; this memo shall be signed and dated by the employee when received by the employee. The Supervisor shall retain it in his or her operating file. The employee will be given a copy of this memo.

ii. An oral reminder is active for six (6) months.

2. Written Reminder

A written reminder is a formal conversation between a supervisor and an employee about a continued or serious performance, conduct, attendance problem. The conversation is followed by the

supervisor's written letter to the employee summarizing the conversation and the employee's commitment to change his or her behavior. It is the second step of formal discipline.

a. Application

This step is applied when

i. An employee's commitment to improve is not met within the six (6) month active time period for an oral reminder; or

ii. An employee commits a serious offense whether or not any previous disciplinary action has been taken.

b. Documentation

i. After the conversation with the employee, the supervisor will then write a letter to the employee summarizing the discussion. It should describe the specific performance conduct or attendance problem, the date of previous coaching/counseling and/or oral reminders, if any, what offense caused the written reminder, the employee's commitment and need to change in the future, and that further steps of formal discipline could follow if the problem is not solved. The letter shall be signed and dated by the employee.

ii. The original copy of the letter is given to the employee. The immediate supervisor retains a copy of the letter and a copy is placed in the employee's personnel file.

iii. The written reminder is active for twelve (12) months.

3. Decision Making Leave (DML)

The DML is the third and final step of formal discipline. It consists of a discussion between the supervisor and the employee about a very serious incident or continuation of a performance conduct or attendance problem. The discussion is followed by the employee being placed on a decision making leave the following workday, with pay, to decide whether he or she wants and is able to continue work for RT. This means following all the rules and performing conducting or attending work in a fully satisfactory manner.

The employee's decision is reported to the supervisor the next workday after the DML. The DML is an extremely serious step since, he or she will be subject to termination from employment if the employee does not live up to the commitment to meet all company work rules and standards during the next eighteen (18) months, the active period of the DML.

Because the DML is a total performance agreement by the employee there is only one (1) active DML allowed.

a. Application

This step is applied when:

i. An employee's commitment to improve is not met during the twelve (12) month active time period for a written reminder; or

ii. An employee commits or continues a very serious offense whether or not previous discipline has taken place.

b. Documentation

i. When the employee returns from the decision making leave, the employee will be given a letter summarizing the decision making leave incident and the employee's decision. The letter will advise the employee he/she will be subject to termination should the employee fail to live up to his or her commitment to maintain an acceptable level of performance, conduct and attendance and abide by all company rules. The letter shall be signed and dated by the employee.

ii. The original copy of the letter is given to the employee. The immediate supervisor retains a copy of the letter and a copy is placed in the employee's personnel file.

iii. A DML is active for eighteen (18) months.

c. Prohibition on Promotion

An employee working under the terms of an active (live) DML is not eligible to bid for, or be awarded a promotion into another job classification with a higher top hourly pay rate.

4. Extension of Active Time Period for Disciplinary Action

During the active period of a disciplinary action, if an employee has an absence for anything other than floating holiday, military leave, jury duty or vacation, the active period of the disciplinary action will be extended by one (1) day for each day of any such absence.

5. Termination

a. Termination from employment shall occur when Positive Discipline has failed to bring about a positive change in an employee's behavior, such as another disciplinary problem occurring within the eighteen (18) month active duration of a DML. Termination from employment will also occur in instances when a single offense of such major consequence is committed that the employee forfeits his or her right to the Positive Discipline Program. Examples include but are not limited to theft, possession of illegal drugs or alcohol on company property, during working hours striking a member of the public or another employee and other similar offenses.

b. Notwithstanding the forgoing, if a performance conduct or attendance problem which normally would result in any level of formal discipline occurs during an active DML, RT will take mitigating factors such as length of employment, employment record, nature and seriousness of the violation, etc. into consideration before making a decision to discharge. Should RT make the decision not to terminate, this decision should be documented and placed in the employee's personnel file. The employee should also be given a copy of this documentation.

c. In the event of a proposed termination from employment for a violation of the terms of a DML or for a single instance of egregious conduct, the employee shall be subject to a pre-termination hearing, as set forth in Section 29.5, of the labor agreement.

V. Administrative Guidelines

A. Rule Infraction Categories

Rule infractions are generally divided into three (3) categories. These are:

1. Work performance
2. Conduct
3. Attendance

The maximum number of oral reminders that may be active at one time are three (3) and these must be in different categories. Should another performance, conduct or attendance problem occur in a category where there is already an active oral reminder, the discipline must escalate to a higher level of seriousness; usually a written reminder.

The maximum number of written reminders that may be active at one time is two (2), and these must be in different categories. Should another performance, conduct or attendance problem occur in a category where there is already an active written reminder, the discipline must escalate to a DML.

The supervisor is responsible for the Positive Discipline Program including each step of formal discipline. At each formal discipline step specific approvals are required as indicated on the attachment entitled Positive Discipline Summary.

B. Grievance Appeal

Placement of an employee at a Positive Discipline step or termination of an employee may be grieved by the Union on the grounds that such action was without “just cause”.

Because the Decision-Making Leave is a total performance agreement on the employee’s part, there is only one (1) DML that can be active at any time. While a DML is active, no other formal discipline may be administered.

C. Infraction Category Examples

The following list, which is not intended to be all inclusive, gives examples of rule violations and the general categories they fall into.

1. Attendance

a. Absenteeism b. Tardiness
c. Sick leave abuse
d. Unavailability for work e. AWOL

2. Conduct

a. Violation of employee work rules b. Insubordination
c. Falsification of District records
d. Conducting personal business on District time e. Failure to adhere to safe work practices
f. Sleeping on the job

3. Work Performance

a. Unsatisfactory work performance (quality/quantity, effort, or negligence)
b. Poor housekeeping

D. Infraction Severity

Offenses in each of the three (3) categories are normally assigned a level of severity. Their level of severity can be minor, serious, or major in nature. As a general rule, the seriousness of the offense dictates which disciplinary step of the Positive Discipline Program would apply.

E. Practices, Rules and Common Sense

The above list is not totally inclusive. RT's standard practices, safety and procedural rules, along with sound judgment and common sense should govern individual conduct and actions. Individual departments also have rules and standards, which must be followed.

F. Union Representation/Record Review

Upon request, all employees are entitled to Union representation during any coach and counseling or formal discipline step of the Positive Discipline Program. Employees will be permitted to review their performance conduct or attendance record upon advance notice to their supervisor allowing a mutually agreeably time to be established.

G. Crises Suspension

Crises suspension should be used when the employee's inappropriate behavior is so serious immediate removal from the work place is necessary because the employee's actions indicate that remaining on, or returning to the job may be detrimental to the employee, patrons, or to RT. The employee shall be required to leave RT property with pay pending the results of an investigation. Some examples would be theft, gross insubordination, threat of violent action or, destruction of RT property. Such situations are to be handled as follows:

1. If, upon completion of its investigation, RT finds that there is insufficient evidence to support the alleged misconduct, the employee will be returned to work.

2. If, upon completion of its investigation, RT finds that there is sufficient evidence to support proposed termination of employment, the employee will be charged and given an opportunity to respond in accordance with procedures of the CBA. The response will be taken into consideration in making a final decision.

3. If, upon completion of its investigation, RT finds that there is sufficient evidence to support disciplinary action short of termination from employment, the appropriate step of formal discipline will be assessed.

H. Disciplinary Action Deactivation

A very important step of the Positive Discipline Program which recognizes improved performance is the disciplinary action deactivation process. If an employee's attendance, conduct, and/or performance improves, it is mandatory that the supervisor acknowledge the improvement during a meeting with the employee. The administrative process of deactivation is summarized below.

1. Oral Reminder

At the end of the six (6) month active time period, the immediate supervisor will meet with the employee and inform him or her of the inactive status of the oral reminder, and commend the improved performance conduct or attendance. The original memo is to be removed from the supervisor's operating file and returned to the employee.

2. Written Reminder

At the end of the twelve (12) month active time period for the written reminder the supervisor will meet with the employee and informs him or her of the inactive status of the written reminder. The supervisor will prepare a memo advising the employee of the inactive status of this step, commend the improved performance, conduct or attendance and sends a copy to the employee's personnel file.

3. DML

At the end of the eighteen (18) month active time period for the DML the supervisor will meet with the employee and inform him or her of the inactive status of the DML. The supervisor will prepare a memo advising the employee of the inactive status of the step, commend the improved performance conduct or attendance and sends a copy to the employee's personnel file.

I. Employee Assistance Program

The Employee Assistance Program (EAP) will continue to play a very important role and should be utilized by supervisors and employees when appropriate.

J. Options to Formal Discipline

At each step of the Positive Discipline Program, both the supervisor and employee should consider a variety of options to formal discipline. These may include EAP, training, demotion, leave of absence, etc.

K. Documentation

Documentation prepared by the supervisor as a part of the Positive Discipline Program, including recognition, coaching/counseling, and formal discipline, will be issued after a discussion with the affected employee. The documentation should address the following items.

1. The event leading to the discussion.

2. What was said by both parties during the discussion.

3. What future actions are expected.

The employee is to be afforded copies of all documentation related to the administration of this program.

VI. Program Duration

This Positive Discipline Program. first established on September 21. 1993, and as is revised from time to time, shall run concurrently with the present Collective Bargaining Agreement and will continue in its present form unless modified or terminated by the parties through collective bargaining.

FOR SACRT:	FOR THE IBEW, LOCAL 1245:
David Topaz Senior Manager, Labor Relations	Sheila Lawton Business Representative
July 26, 2021 DATE	July 26, 2021 DATE

POSITIVE DISCIPLINE SUMMARY

ACTION	MONTH ACTIVE	INITIATING RESPONSIBILITY	APPROVAL	DOCUMENTATION
Employee Recognition	---	Immediate Supervisor	---	Verbal or Letter (Copy of letter placed in Personnel File)
Coaching/Counseling	---	Immediate Supervisor	---	Letter placed in Operating File or Log
		FORMAL DISCIPLINE		
Oral Reminder	6	Immediate Supervisor	Reviewed by Department Manager/Director	Written memo to employee (Copy placed in Supervisor's Operating File)
Written Reminder	12	Immediate Supervisor	Reviewed by Department Manager/Director & EMT	Typed letter given to employee (Copy placed in Supervisor's Operating File & Personnel File)
Decision Making Leave (DML)	18	Immediate Supervisor	Reviewed by Department Manager/Director, EMT, & Director, Labor Relations	Typed letter given to employee (Copy placed in Supervisor's Operating File & Personnel File)
Termination	---	Immediate Supervisor	Reviewed by Department Manager/Director, EMT, & Director, Labor Relations	Typed letter given to employee (Copy placed in Personnel File)

NOTE:

Oral Reminder The maximum number of oral reminders that may be active at one time is three (3) and all of these must be in different categories. Any employee whose performance requires reminders in excess of this will move to the next level of discipline.

Written Reminder The maximum number of written reminders that may be active at one time is two (2) and these must be in different categories. Any employee whose performance requires reminders in excess of this will move to the next level of discipline.

DML A DML is a total performance step. There is one DML allowed during its active period.

APPENDIX C

JOB DESCRIPTIONS AND MINIMUM TOOL LISTS

FOR

INTERNATIONAL BROTHERHOOD OF ELECTRICAL WORKERS LOCAL 1245, AFL-CIO

APRIL 1, 2024 thru MARCH 31, 2028

***Effective 04/01/2024, Appendix C shall be reopened at the request of the IBEW or SacRT within the first three months of each calendar year to update Job Descriptions as necessary. Any changes to Appendix C as a result of this reopener will be done by mutual agreement.**

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SACRAMENTO REGIONAL TRANSIT DISTRICT JOB DESCRIPTION

Bus Service Worker

FLSA Exemption Status: Non-exempt

Authorized: 10/1999
Revised: 05/2008

Job Summary

Cleans and services District coaches, other vehicles and related service areas; operates buses for servicing and maintenance purposes; practices safe work processes and contributes to the creation and maintenance of a safe working environment for self and others; and performs related work as assigned.

Distinguishing Characteristics

Incumbents in this entry-level job classification clean and service District coaches, vehicles and related service areas.

Supervision Received

New employees receive close supervision within a framework of well-defined policies and procedures. Once proficiency is attained, assignments become more varied and are performed under general supervision within a framework of standard operating policies and procedures.

Supervision Exercised

Incumbents in this classification do not supervise others, but may provide direction to new employees on task and function.

Essential Functions and Responsibilities

Sweeps, mops, steams, scrapes and washes the interior and exterior of buses; sweeps and mops garage floors, pits, District parking lots, and service areas; lifts, moves and dumps trash containers; cleans maintenance office and storage room; performs daily visual vehicle inspection, reporting defects; makes non-mechanical road calls, checks and replaces consumables and equipment as necessary; checks engine fluids, refilling as needed; replaces accessories such as light bulbs, mirrors, wiper blades and seat cushions; drives buses between District locations; operates CNG fueling equipment; operates revenue collection equipment; safely operates a variety of equipment, including forklift, ground scrubber/sweeper, and upholstery cleaning equipment; installs and replaces vandal guards; places and replaces fliers and advertisements in buses; work will not encroach upon the work of higher classified positions; performs other related duties as assigned.

Required Education, Experience, Knowledge Skills and Abilities
Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Required Prior Education:
High school diploma or equivalent.

Required Prior Experience:
Six months of full-time related work experience in a position successfully performing janitorial and/or industrial cleaning duties or a position responsible for the cleaning, maintenance and/or servicing of a variety of vehicles.

Licenses and/or Certificates:
Possession of a Class B California Driver's License permit with endorsement(s) on the first day of appointment and the ability to obtain a Class B California Driver's License with endorsement(s) within 90 days of appointment; a satisfactory driving record; possession of a Forklift Operator Certification or the ability to obtain a forklift certificate within 90 days of appointment.

Required Knowledge of:
- Basic cleaning techniques and equipment.
- Basic cleaning chemicals, interactions, danger signs and safe disposal methods.
- Basic first aid and safety practices.
- Proper handling and disposal of blood-borne pathogens.

Required Ability to:
- Obtain and maintain a valid Class B California driver's license issued by the Department of Motor Vehicles with proper endorsements and current medical certificate.
- Maintain current DOT medical certificate as provided by the District.
- Comply with drug and alcohol testing provisions for safety-sensitive employees as required by the FTA, Department of Transportation (49 CFR, Parts 40 and 655).
- Learn and effectively perform a variety of routine maintenance assignments.
- Learn and effectively apply District policies and procedures.
- Learn and follow established safety practices.
- Understand and follow guidelines for safe handling of toxic and/or caustic chemicals and other hazardous materials, including blood-borne pathogens.
- Understand and effectively follow both oral and written instructions.
- Work independently for long periods of time and as a positive team member.
- Perform heavy manual labor on a continuous basis.
- Communicate in a clear and understandable manner both orally and in writing.
- Read and understand designated computer reports and schedules.
- Use District cleaning supplies and equipment in an accurate and safe manner.
- Operate District vehicles and equipment in a safe and effective manner.

- Establish and maintain effective working relationships with those contacted in the performance of required duties.
- Perform the essential functions of the job without causing harm to self or others.

Required Computer Skills with:

- N/A

Physical and Mental Requirements

The essential functions of this job are performed in both a shop environment and outside in various weather conditions, including exposure to extreme heat and cold. Work is performed around moving vehicles, equipment and machinery with moving parts and under wet and slippery conditions. Incumbents are exposed daily to electrical hazards, toxic and/or caustic chemicals, grease, oil, dust, fumes, smoke, and gases and are intermittently exposed to loud noise and vibrations.

On a daily basis, the essential functions of the job require incumbents to climb ladders, stoop, kneel, crouch, stand, and walk and occasionally to crawl into confined spaces; to extend arms and use upper extremities, finger dexterity and hand strength to reach, pick, pinch and grasp tools and controls and/or to feel the attributes of objects; to lift, carry, push and pull objects weighing up to 50 pounds; to hear and talk to receive and communicate instructions and other information; to rotate neck left and right and bend neck forward and backward; to bend and twist torso; and to see objects clearly within one to twenty feet, using a full field of vision and good depth perception with the ability to distinguish basic colors and shades of color.

SACRAMENTO REGIONAL TRANSIT DISTRICT JOB DESCRIPTION - IBEW

ELECTRONIC MECHANIC

Overtime Status: Nonexempt

Authorized: 10/1999
Revised: 03/2021

JOB SUMMARY

Performs diagnostic analysis, inspection, testing, preventive maintenance and repair of electronic-related systems and components.

EXAMPLES OF ESSENTIAL FUNCTIONS

Under general supervision, maintains, repairs and assists other Mechanics with electronic analyses; works with tools, including hand tools and electrical diagnostic tools; maintains and repairs fareboxes, fare collection equipment and small shop machinery power tools; performs diagnostic analysis, inspection, testing, preventive maintenance and repair of all electronic-related systems and components on RT revenue and non-revenue vehicles; may also be assigned to instruct and/or assist other mechanics; must be able to perform these duties without direct supervision; may be required to communicate with equipment manufactures; and performs other related duties as assigned.

JOB DEMANDS

Must regularly stand and see; communicate orally, hear, reach overhead and lift with arms and hands to handle or feel objects; twist, stoop, kneel and crouch; maintain fine hand manipulation and dexterity; rotate neck left, right, forward and backward; may lift up to 50 pounds; be able to work independently for sustained periods; work environment includes exposure to heat, cold, electrical hazards, toxic or caustic chemicals, dust and fumes.

KNOWLEDGE AND ABILITIES

Knowledge of: Electrical and mechanical system repair for District vehicles and equipment; first aid and safety practices.

Ability to: Diagnose, repair and/or overhaul electronic, electrical and mechanical systems for coaches, cars, trucks and other support equipment; communicate effectively with Operators and other Mechanics; read and understand schematics, operations and service manuals, including schematic symbols, electrical drawing, pulse and logic circuits and operation of microprocessors; learn District policies and procedures; inspect, test, repair, rebuild and overhaul vehicle equipment; learn and use

computer based diagnostic systems; must comply with drug and alcohol testing provisions for safety-sensitive employees, as required by FTA, Department of Transportation Regulations (49 CFR, Parts 40 and 655).

MINIMUM QUALIFICATIONS – *Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

Education: High school diploma or equivalent.

Experience: Five years experience as a Mechanic A; or have completed the requirements of the District's Certification and Training Program.

Special Requirements: Possession of a Mechanic A rating and/or possession of a Regional Transit Certification of Ability. Possession of a Class B California Driver's License permit with endorsement(s) on the first day of appointment and the ability to obtain a Class B California Driver's License with endorsement(s) within 90 days of appointment; a satisfactory driving record; possession of a Forklift Operator Certification or the ability to obtain a forklift certificate within 90 days of appointment; required to obtain the tools for the Mechanic A by the end of the probationary period.

Physical and Mental Requirements: The essential functions of this job are performed in both a shop environment and outside in various weather conditions, including extreme heat and cold. Work is performed on ladders, around moving vehicles, equipment and machinery with moving parts, under wet and slippery conditions and, occasionally, with hands in water. Incumbents may be exposed on a daily basis to excessive humidity, a dry atmosphere, intermittent loud noise and vibrations, dust, silica, fumes, smoke, gases, grease, oils, electrical energy, high pressure clean natural gas and toxic and/or caustic chemicals.

On a daily basis, the essential functions of the job require incumbents to climb ladders, stoop, kneel, crouch, stand, and walk and occasionally to crawl into confined spaces; to extend arms and use upper extremities, finger dexterity and hand strength to reach, pick, pinch and grasp tools and controls and/or to feel the attributes of objects; to lift, and carry objects weighing up to 50 pounds; to push and pull objects weighing up to 150 pounds; to hear and talk to receive and communicate instructions and other information; to rotate neck left and right and bend neck forward and backward; to bend and twist torso; to read and see objects clearly within one foot to arms length, and occasionally to twenty feet, requiring a full field of vision and good depth perception with the ability to adjust focus and distinguish basic colors and shades of color; and to operate vehicles and equipment requiring the use of both feet and hands.

MINIMUM TOOL LIST
ELECTRONIC MECHANIC REVISED: 12/5/14

1. 1/4" drive socket set, 1/8" - 1/2" 6 or 12 point sockets
2. 3/8" drive sockets 1/4" - 13/16" 6 or 12 point sockets
3. 3/8" deep sockets 1/4" - 13/16"
4. 1/2" drive socket set 3/8" - 1-1/8"
5. 7-piece standard screwdriver set
6. 6-piece Phillips screwdriver set
7. One set short combination wrenches 1/4" through 7/8"
8. One set standard combination wrenches 3/8" through 1-1/8"
9. Punch and chisel set (pin punch 3/32" through 5/16") (starter punch 3/32" through 5/16") (chisel 5/16" through 5/8") (3/8" and 1/2" center punch)
10. One 5-piece easy-out set 3/16" through 7/16"
11. Terminal removal kit (Matco #TTK031)
12. One ladyfoot line-up bar
13. One standard scratch awl
14. Crimping tool (Matco #MC93150)
15. Pair 7" diameter cutting pliers
16. Pair 6" or 8" standard pliers
17. One 6" adjustable wrench
18. One 12" adjustable wrench
19. 8 oz. ball peen hammer
20. 20 oz. ball peen hammer
21. Allen wrench set "15 piece" (3/64" through 7/16")
22. Pneumatic die grinder
23. One adjustable inspection mirror
24. Pair 6-1/2" needle-nose pliers
25. One 16 oz. plastic hammer

26. One 6' or 10' steel tape
27. One set standard wire-gripping and crimp pliers
28. One pair reversible snap ring pliers 5-3/4" - .038" tips
29. One pair reversible snap ring pliers 8" - .070 tips
30. 5" vise-grip pliers
31. 7" vise-grip pliers
32. Portable butane soldering iron
33. One 7-piece hex-head screwdriver set for 3/8" square drive 1/8" through 3/8"
34. One seal puller
35. One standard telescopic magnet or equivalent
36. One set standard nut drivers 3/16" through 1/2" or 1/4" deep socket set
37. One 3/8" drive universal socket set 7/16" through 3/4" and 15/16"
38. One flashlight
39. One set of feeler gauges .0015" - .035"
40. 12 mm hex key or hex socket
41. 13 & 17 mm sockets
42. Combination wrenches, 8, 10, 11, 12, 13, 14, 17, 19, 22, 24, 27 mm
43. Metric sockets, 8, 10, 11, 12, 13, 14, 17, 19, 22, 24, 27 mm
44. Allen wrench, 3, 5, and 6 mm
45. Straight punches, 3, 4, and 6 mm
46. Any metric tools required

SACRAMENTO REGIONAL TRANSIT DISTRICT JOB DESCRIPTION

Facilities and Grounds Worker I

FLSA Exemption Status: Non-exempt

Authorized: 02/2002
Revised: 05/2008

Job Summary

Individually or as a member of a crew, cleans and services District bus stop shelters, light rail stations and adjacent grounds; assists employees in higher classifications within the Facilities division with the maintenance and repair of other District facilities and grounds; safely operates District vehicles and equipment; practices safe work processes and contributes to the creation and maintenance of a safe working environment for self and others; and performs related work as assigned.

Distinguishing Characteristics

This job classification is the entry level within the Facilities and Grounds Worker job series. This classification is distinguished from the Facilities Service Worker responsible for routine cleaning of assigned facilities. This classification is distinguished from the Facilities and Grounds Worker II classification responsible for performing a full range of skilled landscaping and grounds maintenance duties and semi-skilled facility maintenance and repair work.

Supervision Received

New employees receive close supervision within a framework of well-defined policies and procedures. Once proficiency is attained, assignments become more varied and are performed under general supervision within a framework of standard operating policies and procedures.

Supervision Exercised

Incumbents may provide functional direction to less experienced employees.

Essential Functions and Responsibilities

Performs inspections of light rail stations, bus stops and bus shelters; pressure washes shelters and replaces panels; picks up litter, removes graffiti; mows grass and washes down pads; trims tree limbs, bushes, weeds, and other vegetation; repairs and/or replaces landscaping equipment, sprinklers, pipes, valves, time clocks and lighting; prepares and installs District signage; repairs and/or replaces basic lighting components; repairs kiosks and two sided displays at light rail stations; installs information in cylinders, monuments, kiosks and 2-sided displays and repairs as needed; installs trash receptacles and bike lockers; paints District facilities, fixtures and property; assists other Facilities division employees with basic repairs and remodels; and performs other related work as assigned.

Facilities and Grounds Worker I

Required Education, Experience, Knowledge Skills and Abilities
Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Required Prior Education:
High school diploma or equivalent.

Required Prior Experience:
One year of full-time work related experience successfully performing grounds maintenance, custodial and/or industrial cleaning and basic repair duties.

Licenses and/or Certificates:
Possession of a valid Class C California Driver's License; a satisfactory driving record; possession of a Forklift Operator Certification or the ability to obtain a forklift certificate within 90 days of appointment.

Required Knowledge of:
- Basic cleaning techniques and equipment.
- Basic cleaning chemicals, interactions, danger signs and safe disposal methods.
- Basic first Aid and safety practices
- Proper handling and disposal of material containing blood borne pathogens.

Required Ability to:
- Learn and effectively perform routine facilities and grounds maintenance and repair assignments.
- Understand and effectively follow both oral and written instructions
- Use District cleaning supplies and equipment in an accurate and safe manner.
- Understand and follow guidelines for safe handling of toxic and/or caustic chemicals and other hazardous materials, including blood borne pathogens.
- Operate District vehicles and equipment in a safe and effective manner.
- Work independently for long periods of time and as a positive team member.
- Communicate effectively orally and in writing.
- Use tact and diplomacy in interactions with the public including individuals who may display volatile behavior.
- Perform manual labor on a continuous basis
- Establish and maintain effective working relationships with those contacted in the performance of required duties.
- Perform the essential functions of the job without causing harm to self or others

Required Computer Skills with:
- Basic literacy with personal computers and Windows applications
- Learn and effectively use GroupWise email software.
- Learn SAP PM/RM work order computer software.
- Learn and effectively use GPS system to locate and map stops and stations.

Physical and Mental Requirements

The essential functions of this job are performed both inside and outside in various weather conditions, exposing incumbents to extreme heat and cold. Work is performed on ladders and scaffolding, around equipment and machinery with moving parts and under wet and slippery conditions. Incumbents are exposed daily to toxic and/or caustic solvents and chemicals, dust, fumes, smoke, gases, loud noise and vibrations and are occasionally exposed to grease, oils, electrical hazards, bodily fluids, discarded syringes, feces, and volatile people.

Depending upon assignment, the essential functions of the job require incumbents to walk for extended periods of time; to climb ladders, to stoop, kneel, crouch, crawl, and stand, to occasionally sit for extended periods of time; to extend arms and use upper extremities, finger dexterity and hand strength to reach, pick, pinch and grasp tools and controls and/or to feel the attributes of objects by touch; to lift objects weighing up to 50 pounds; to carry objects weighing up to 50 pounds; to push and pull objects weighing up to 75 pounds; to hear and talk to receive and communicate instructions and other information; to bend and twist torso and rotate neck; to see objects clearly within one to twenty feet, using a full field of vision, good depth perception and the ability to view objects at night; and to operate vehicles and equipment requiring the use of both hands and feet.

SACRAMENTO REGIONAL TRANSIT DISTRICT JOB DESCRIPTION

Facilities and Grounds Worker II

FLSA Exemption Status: Non-exempt **Authorized:** 02/2002
Revised: 05/2008

Job Summary

Performs a variety of skilled landscaping and grounds maintenance functions and semi-skilled preventive maintenance and repair work District wide at light rail stations, park and ride facilities, buildings and future use properties; may assist District Facilities Maintenance Mechanics on a wide range of facilities and systems maintenance and repair projects; safely operates District vehicles and equipment; practices safe work processes and contributes to the creation and maintenance of a safe working environment for self and others; and performs related work as assigned.

Distinguishing Characteristics

This job classification is the second level within the Facilities and Grounds Worker job series. This job classification is distinguished from the Facilities and Grounds Worker I classification responsible for performing routine cleaning, basic repair and maintenance assigned facilities and adjacent grounds. This classification is distinguished from the Facilities Maintenance Mechanic responsible for the operation, maintenance, repair, alteration and construction of District facilities, fixtures, equipment, electrical and mechanical systems.

Supervision Received

Receives general supervision within a framework of standard operating policies and procedures.

Supervision Exercised

May coordinate and oversee the work of contractors as assigned. May provide functional direction and instruction to less experienced employees.

Essential Functions and Responsibilities

Installs and maintains plants, trees, ground covers and other landscaping materials and irrigation systems; performs site cleanup, trimmings removal and/or composting, fertilization, and chemical or mechanical weed abatement; diagnoses specific landscaping problems and makes recommendations; performs inspections and maintains records; interprets work orders; assists in preventative maintenance, troubleshooting and repairs at light rail stations, park and ride facilities, buildings and future use properties involving carpentry, masonry, and other trades such as but not limited to: asphalt work, use of decomposed granite and concrete, and masonry work; fencing, signage, plumbing and irrigation systems work; analyzes and diagnoses flora and equipment problems; operates all non-revenue company vehicles including backhoes, tractors, mowers, sprayers, and other tools and equipment required in the

normal performance of duties; identifies safety hazards; inventories supplies; may assist Facilities Maintenance Mechanics on facilities and systems maintenance and repair projects; and performs other related duties as assigned.

Required Education, Experience, Knowledge Skills and Abilities
Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Required Prior Education:
High school diploma or equivalent.

Required Prior Experience:
Two years of full-time responsible work experience performing skilled landscape and grounds maintenance and semi-skilled facilities repair duties.

Licenses and/or Certificates:
Possession of a valid Class C California Driver's License; a satisfactory driving record; possession of a Forklift Operator Certification or the ability to obtain a forklift certificate within 90 days of appointment.

Required Knowledge of:
- Standard procedures, tools, equipment and materials used for landscaping and grounds maintenance and repair.
- Chemicals, their interactions, danger signs and safe disposal methods
- Basic math and common measures to calculate square footage, proportions and volume.
- Soil preparation and enrichment.
- Methods and techniques of planting, transplanting, cultivation, pruning, and maintaining lawns, ground cover, shrubs, hedges and trees.
- Methods, chemicals, and equipment to control weeds, insects and plant diseases.
- Installation and maintenance of automated irrigation systems
- Care and maintenance of commonly used hand and power tools and equipment.
- Pertinent local, state and federal codes and safety regulations.
- Standard and accepted first aid and safety practices.
- Proper handling and disposal of material containing blood borne pathogens.

Required Ability to:
- Effectively perform skilled landscaping and semi-skilled facility maintenance and repair tasks on District property and facilities.
- Understand and follow guidelines for safe handling of toxic and/or caustic chemicals, pesticides and other hazardous materials.
- Coordinate the work of contractors; and direct and instruct less experienced employees on proper work methods and use of tools and equipment.
- Read and interpret work plans, blueprints, schematics, operations and service manuals.

- Understand and effectively follow both oral and written instructions
- Work independently for long periods of time and as a positive team member
- Use tact and diplomacy in interactions with employees, contractors and the general public.
- Operate District vehicles and equipment in a safe and effective manner.
- Establish and maintain effective working relationships with those contacted in the performance of required duties.
- Perform the essential functions of the job without causing harm to self or others.

Required Computer Skills with:

- Basic literacy with personal computers and Windows applications
- Learn and effectively use GroupWise email software.
- Learn SAP PM/RM work order computer software.
- Learn and effectively use GPS system.

Physical and Mental Requirements

The essential functions of this job are performed both inside and outside in various weather conditions, exposing incumbents to extreme heat and cold. Work is frequently performed on ladders and scaffolding at elevated heights, around vehicles, equipment and machinery with moving parts, on uneven surfaces, and under wet and slippery conditions. Incumbents are regularly exposed to toxic and/or caustic solvents and chemicals, pesticides, dust, silica, fumes, smoke, gases, and intermittent loud noise and vibrations. Occasionally work is performed in confined spaces, with hands submerged in water and incumbents are exposed to grease and oils

Depending upon assignment, the essential functions of the job require incumbents to walk for extended periods of time; to climb ladders, to stoop, kneel, crouch, crawl, and stand, to occasionally sit for extended periods of time; to extend arms and use upper extremities, finger dexterity and hand strength to reach, pick, pinch and grasp tools and controls and/or to feel the attributes of objects by touch; to lift objects weighing up to 50 pounds; to carry objects weighing up to 50 pounds; to push and pull objects weighing up to 75 pounds; to hear and talk to receive and communicate instructions and other information; to bend and twist torso and rotate neck; to see objects clearly within one to twenty feet, using a full field of vision, good depth perception and the ability to view objects at night; and to operate vehicles and equipment requiring the use of both hands and feet.

SACRAMENTO REGIONAL TRANSIT DISTRICT JOB DESCRIPTION

Facilities Electronic Technician

FLSA Exemption Status: Non-exempt **Authorized:** 02/2002
Revised: 05/2008

Job Summary

Using specialized knowledge and expertise in electrical and mechanical maintenance and repair, electronic systems, and programmatic logic controller (PLC) theory and principles, performs a variety of skilled work in the inspection, diagnoses, troubleshooting, maintenance, and repair of the District's mechanical, electrical, and electronic equipment and systems, including compressed natural gas (CNG) equipment, fiber optics and telecommunications systems; instructs, assists and may serve in a lead capacity in the absence of supervisor; coordinates the work of contractors; safely operates District vehicles and equipment; practices safe work processes and contributes to the creation and maintenance of a safe working environment for self and others; and performs related work as assigned.

Distinguishing Characteristics

This is a specialized advanced journey-level job classification responsible for performing a full range of complex assignments requiring specialized knowledge and expertise relative to the inspection, installation, maintenance and repair of the Districts mechanical, electrical and electronic equipment and systems, including fiber optic networks and telecommunication systems.

Supervision Received

Receives limited supervision within a framework of standard operating policies and procedures.

Supervision Exercised

May provide technical direction and/or serve as a lead to other Facilities Maintenance employees. May coordinate and/or oversee the work of contractors as assigned.

Essential Functions and Responsibilities

Using electrical and electronic digital and analog test equipment and associated tools, inspects, troubleshoots, and maintains electrical, mechanical, electronic, network I/O devices, and PLC control systems and components; installs fiber optics; interprets test results to diagnose malfunctions; plans troubleshooting procedures using schematics, diagrams, and technical manuals; installs and maintains communication, electrical, and mechanical equipment such as motors, generators, climate control units, and related electronic controls; analyzes and diagnoses equipment problems; performs preventative maintenance and scheduled inspections of mechanical, electrical and electronic equipment and systems; interprets work orders; maintains and repairs shop machinery, power tools, public address (PA) systems and CNG equipment;

coordinates efforts with equipment technical support providers; safely operates District vehicles, tools, and equipment required in the normal performance of duties; may coordinate the work of contractors; instructs, assists and/or provides functional supervision in a lead capacity to employees in other classifications; identifies safety hazards; performs other related duties as assigned.

Required Education, Experience, Knowledge Skills and Abilities
Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Required Prior Education:
High school diploma or equivalent. Advanced education with coursework in electrical systems or electronics is highly desirable.

Required Prior Experience:
Three years of full-time journey level work experience successfully performing duties related to the inspection, diagnosis, troubleshooting, maintenance and repair of mechanical, electrical, and/or electronic systems, controls and equipment; or successful completion of District sponsored certification and training program.

Licenses and/or Certificates:
Possession of a valid Class C California Driver's License; a satisfactory driving record; possession of, or ability to obtain a Refrigeration Recovery/Containment Certificate Type II (per Federal EPA regulations) within 90 days of appointment; possession of a Forklift Operator Certification or the ability to obtain a forklift certificate within 90 days of appointment; required to obtain the tools for the Facilities Electronic Technician by the end of the probationary period.

Required Knowledge of:
- Electrical, mechanical, electronic, and PLC theory and principles.
- Methods, tools, materials and equipment used in the operation, maintenance and repair of facilities, fixtures and mechanical, electrical and electronic systems and equipment.
- Principles and practices related to fiber optic installation.
- Standard and proper use of tools and equipment common to the trade.
- Care and maintenance of commonly used hand and power tools and equipment.
- Pertinent local, state and federal codes and safety regulations.
- Standard and accepted preventative maintenance requirements.
- Standard and accepted first aid and safety practices.
- Proper handling and disposal of material containing blood borne pathogens.

Required Ability to:
- Effectively perform skilled maintenance tasks on the District's electrical, electronic and mechanical systems, facilities, property, fixtures and equipment.

Facilities Electronic Technician

- Inspect, test, adjust, repair, replace, rebuild, and overhaul electrical, mechanical, electronic and PLC equipment, assemblies, sub-assemblies and related equipment, machinery and tools.
- Read and interpret work plans, operations, service and technical manuals, schematics, diagrams and logic circuits.
- Effectively use testing instruments and automated diagnostic tools.
- Troubleshoot/diagnose and correct infrastructure problems with Districts facilities, equipment and property.
- Exercise good judgment and effectively solve practical problems
- Understand and effectively follow both oral and written instructions.
- Work independently for long periods of time and as a positive team member.
- Accurately calculate proportion, area, volume, and circumference and effectively apply basic algebraic concepts.
- Demonstrate the proper use of voltmeter, ammeter, ohmmeter, hand tools and other tools commonly used in the performance of assigned work responsibilities.
- Learn new skills and adapt to new and evolving technologies.
- Safely operate a variety of District equipment and vehicles.
- Coordinate the work of contractors; and direct and instruct less experienced employees on proper work methods and use of tools and equipment.
- Use tact and diplomacy in interactions with employees, contractors and the general public.
- Understand and follow guidelines for safe handling of toxic and/or caustic chemicals and other hazardous materials.
- Establish and maintain effective working relationships with those contacted in the performance of required duties.
- Perform the essential functions of the job without causing harm to self or others.

Required Computer Skills with:

- Working knowledge of personal computers and a variety of Windows applications
- Learn and effectively use GroupWise email software.
- Learn and effectively use SAP PM/RM work order computer software.
- Learn and effectively use GPS system

Physical and Mental Requirements

The essential functions of this job are performed both inside and outside in various weather conditions, exposing incumbents to extreme heat and cold. Work is frequently performed on ladders and scaffolding at elevated heights and around vehicles, equipment and machinery with moving parts. Incumbents are regularly subjected to vibration and exposed to 480 volts of electrical energy, toxic and/or caustic solvents and chemicals, dust, fumes, smoke, gases, grease, oils and intermittent loud noise. Occasionally, work is performed below ground, in confined spaces, and/or on uneven, wet and slippery surfaces.

Depending upon assignment, the essential functions of the job require incumbents to walk for extended periods of time; to climb ladders, to stoop, kneel, crouch, crawl, and stand, to occasionally sit for extended periods of time; to extend arms and use upper

extremities, finger dexterity and hand strength to reach, pick, pinch and grasp tools and controls and/or to feel the attributes of objects by touch; to lift objects weighing up to 75 pounds; to carry objects weighing up to 50 pounds; to push and pull objects weighing up to 75 pounds; to hear and talk to receive and communicate instructions and other information; to bend and twist torso and rotate neck; to see objects clearly within one to twenty feet, using a full field of vision, good depth perception and the ability to view objects at night; and to operate vehicles and equipment requiring the use of both hands and feet.

MINIMUM TOOL LIST
FACILITIES ELECTRONIC TECHNICIAN REVISED: 05/08

1. One nail set
2. One 20 oz hammer
3. Claw hammer
4. One 12" combination square
5. One framing square
6. One set wood chisels - 1/4", 1/2", 3/4", 1" and 1-1/2"
7. One 7-piece standard screwdriver set
8. One 6-piece Phillips screwdriver set
9. One set open-end wrenches, 7/16" - 1"
10. Two adjustable wrenches, 8" and 12"
11. One pair 8" standard pliers
12. One 8 oz. plastic hammer
13. One pair 7" diagonal wire-cutting pliers
14. Two pair vise grips 7" and 10"
15. One 9-1/2" pair water pump pliers
16. One 24" wrecking bar
17. One 22" line-up pry bar
18. One line-up bar ladyfinger
19. One set of starter punches, 3/32" through 5/16"
20. One set chisels, 5/16" through 5/8"
21. One center punch
22. 25 ft steel tape
23. One set feeler gauges, .0015 - .035
24. One set Allen wrenches, 3/64" - 7/16"
25. One set standard nut drivers, 3/16" through 1/2" or 1/4" deep socket set
26. One putty knife
27. 3/8" drive socket set, 7/16" through 3/4", including ratchet and 2", 4", 6" and 12" extensions

28. One hacksaw
29. One flashlight
30. One mechanical fingers
31. One 15" chain wrench for 1/4" - 5" pipe
32. One 6" pipe wrench
33. One 8" pipe wrench
34. One 24" carpenter level
35. One 6 oz. plumb bob
36. One keyhole saw
37. One compass
38. One 6" utility knife
39. One scratch awl
40. One chalk-line reel
41. One bevel square with 8" blade
42. One set power wood bits, 3/8", 1/2", 5/8", 3/4" 7/8" and 1"
43. One counter sink
44. One pair 7" dividers
45. Two C clamps, 1-1/2" throat depth
46. One set metric 3/8" drive sockets, twelve point from 9 - 17 mm (9 sockets)
47. One straight-cut shear

SACRAMENTO REGIONAL TRANSIT DISTRICT JOB DESCRIPTION

Facilities Maintenance Mechanic

FLSA Exemption Status: Non-exempt **Authorized:** 02/2002
Revised: 05/2008

Job Summary
Using specialized knowledge and expertise in HVAC, carpentry, painting, masonry, plumbing, electrical, and mechanical systems maintenance and repair, performs a variety of skilled maintenance work to repair, and remodel District buildings, facilities, electrical and mechanical systems, equipment, and fixtures; as assigned, may provide assistance, training and functional direction to less experienced employees; may coordinate the work of contractors; may serve in a lead capacity during absence of supervisor; safely operates District vehicles and equipment; practices safe work processes and contributes to the creation and maintenance of a safe working environment for self and others; and performs related work as assigned.

Distinguishing Characteristics
This is a full journey level classification responsible for performing a variety of complex tasks. This classification is distinguished from the Facilities and Grounds Worker II responsible for performing skilled landscaping and grounds maintenance work and semi-skilled preventive maintenance and repair work at light rail stations, park and ride facilities and future use properties. This classification is distinguished from the Facilities Electronic Technician responsible for the inspection, diagnoses, troubleshooting, maintenance, and repair of the District's mechanical, electrical, and electronic equipment and systems, including compressed natural gas (CNG) equipment, fiber optics and telecommunications systems.

Supervision Received
Receives limited supervision within a framework of standard operating policies and procedures.

Supervision Exercised
May provide technical direction and/or serve as a lead to other Facilities Maintenance employees. May coordinate and/or oversee the work of contractors as assigned.

Essential Functions and Responsibilities
Performs preventive maintenance, troubleshoots, diagnoses, and repairs District buildings, facilities, fixtures, equipment, and property. Specialized knowledge and expertise in HVAC, carpentry, painting, masonry, plumbing, electrical and mechanical systems are required to perform a variety of duties including: asphalt repair, concrete paving and finishing; building partitions and cabinets; repairing heating, lighting, cooling, plumbing, ventilation systems and CNG equipment; installation and maintenance of network and electronic wiring; and the installation and maintenance of

cameras; analyzes and diagnoses equipment problems; identifies safety hazards; safely operates District vehicles, tools, and equipment required in the normal performance of duties; may instruct, direct and/or assist employees in other classifications; may serve in a lead capacity during absence of supervisor; may coordinate and oversee the work of contractors; and performs other related duties as assigned.

Required Education, Experience, Knowledge Skills and Abilities
Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Required Prior Education:
High school diploma or equivalent.

Required Prior Experience:
Three years of full-time work experience successfully performing journey-level duties related to the operation, maintenance and repair of electrical and mechanical systems, such as heating, lighting, air conditioning and ventilation or skilled construction work; or two years of related journey-level work experience plus successful completion of a post-secondary Mechanical-Electrical Technology Certification Program, or successful completion of District sponsored certification and training program.

Licenses and/or Certificates:
Possession of a valid Class C California Driver's License; a satisfactory driving record; possession of, or ability to obtain a Refrigeration Recovery/Containment Certificate Type II (per Federal EPA regulations) within 90 days of appointment; possession of a Forklift Operator Certification or the ability to obtain a forklift certificate within 90 days of appointment; required to obtain the tools for the Facilities Maintenance Mechanic by the end of the probationary period.

Required Knowledge of:
- Methods and principles related to the skilled trades of HVAC, carpentry, painting, electrical, mechanical maintenance and/or plumbing.
- Methods, tools, materials and equipment used in the operation, maintenance and repair of heating, ventilation, air conditioning, refrigeration, minor electrical and piping systems.
- Standard and proper use of tools and equipment related to facilities construction, maintenance and repair.
- Care and maintenance of commonly used hand and power tools and equipment.
- Pertinent local, state and federal codes and safety regulations.
- Standard and accepted preventative maintenance requirements.
- Standard and accepted first aid and safety practices.
- Proper handling and disposal of material containing blood borne pathogens.

Required Ability to:

- Safely and effectively perform skilled maintenance tasks on District facilities, property, fixtures, electrical and mechanical systems, and equipment.
- Adjust and calibrate pneumatic, electrical and computerized controls connected to air conditioning systems.
- Troubleshoot/diagnose and correct infrastructure problems with Districts facilities, equipment and property.
- Understand use of Programmable Logic Controls (PLC).
- Understand and follow guidelines for safe handling of toxic and/or caustic chemicals and other hazardous materials.
- Exercise good judgment and effectively solve practical problems
- Safely operate a variety of District equipment and vehicles.
- Read and interpret work plans, blue prints, schematics, operations and service manuals.
- Understand and effectively follow both oral and written instructions.
- Learn new skills and adapt to new and evolving technologies.
- Work independently for long periods of time and as a positive team member.
- Coordinate the work of contractors; and direct and instruct less experienced employees on proper work methods and use of tools and equipment.
- Use tact and diplomacy in interactions with employees, contractors and the general public.
- Establish and maintain effective working relationships with those contacted in the performance of required duties.
- Perform the essential functions of the job without causing harm to self or others.

Required Computer Skills with:

- Working knowledge of personal computers and a variety of Windows applications
- Learn and effectively use GroupWise email software.
- Learn and effectively use SAP PM/RM work order computer software.
- Learn and effectively use GPS system.

Physical and Mental Requirements

The essential functions of this job are performed both inside and outside in various weather conditions, exposing incumbents to extreme heat and cold. Work is frequently performed on ladders and scaffolding at elevated heights and around vehicles, equipment and machinery with moving parts. Incumbents are regularly exposed to 480 volts of electrical energy, toxic and/or caustic solvents and chemicals, dust, grease, oils and intermittent loud noise. Occasionally, work is performed below ground, in confined spaces, and/or on uneven, wet and slippery surfaces; and incumbents are occasionally subjected to vibrations and exposed to grease and oils, fumes, smoke, and gases.

Depending upon assignment, the essential functions of the job require incumbents to walk for extended periods of time; to climb ladders, to stoop, kneel, crouch, crawl, and stand, to occasionally sit for extended periods of time; to extend arms and use upper

extremities, finger dexterity and hand strength to reach, pick, pinch and grasp tools and controls and/or to feel the attributes of objects by touch; to lift objects weighing up to 50 pounds; to carry objects weighing up to 50 pounds; to push and pull objects weighing up to 75 pounds; to hear and talk to receive and communicate instructions and other information; to bend and twist torso and rotate neck; to see objects clearly within one to twenty feet, using a full field of vision, good depth perception and the ability to view objects at night; and to operate vehicles and equipment requiring the use of both hands and feet.

MINIMUM TOOL LIST

FACILITIES MAINTENANCE MECHANIC REVISED: 12/5/14

1. One nail set
2. One 20 oz hammer
3. Claw hammer
4. One 12" combination square
5. One framing square
6. One set wood chisels - 1/4", 1/2", 3/4", 1" and 1-1/2"
7. One 7-piece standard screwdriver set
8. One 6-piece Phillips screwdriver set
9. One set open-end wrenches, 7/16" - 1"
10. Two adjustable wrenches, 8" and 12"
11. One pair 8" standard pliers
12. One 8 oz. plastic hammer
13. One pair 7" diagonal wire-cutting pliers
14. Two pair vise grips 7" and 10"
15. One 9-1/2" pair water pump pliers
16. One 24" wrecking bar
17. One 22" line-up pry bar
18. One line-up bar – rolling head
19. One set of starter punches, 3/32" through 5/16"
20. One set chisels, 5/16" through 5/8"
21. One center punch
22. 25 ft steel tape
23. One set feeler gauges, .0015 - .035
24. One set Allen wrenches, 3/64" - 7/16"
25. One set standard nut drivers, 3/16" through 1/2" or 1/4" deep socket set
26. One putty knife
27. 3/8" drive socket set, 7/16" through 3/4", including ratchet and 2", 4", 6" and 12" extensions

28. One hacksaw
29. One flashlight
30. One mechanical fingers
31. One 15" chain wrench for 1/4" - 5" pipe
32. One 6" pipe wrench
33. One 8" pipe wrench
34. One 24" carpenter level
35. One 6 oz. plumb bob
36. One keyhole saw
37. One compass
38. One 6" utility knife
39. One scratch awl
40. One chalk-line reel
41. One bevel square with 8" blade
42. One set power wood bits, 3/8", 1/2", 5/8", 3/4" 7/8" and 1"
43. One pair 7" dividers
44. Two C clamps – throat depth 6”
45. One set metric 3/8" drive sockets, twelve point from 9 - 17 mm (9 sockets)
46. One straight-cut shear

SACRAMENTO REGIONAL TRANSIT DISTRICT JOB DESCRIPTION

Facilities Service Worker

FLSA Exemption Status: Non-Exempt

Authorized: 08/2004
Revised: 05/2008

Job Summary

Individually or as a member of a crew, performs a variety of routine cleaning tasks at light rail stations, bus stops, District buildings and grounds, as assigned; performs office relocations and room set-ups; hauls and transports materials safely operating District vehicles; practices safe work processes and contributes to the creation and maintenance of a safe working environment for self and others; and performs related work as assigned.

Distinguishing Characteristics

The Facilities Service Worker classification is responsible for routine cleaning of assigned District facilities. This classification is distinguished from classifications within the Facilities and Grounds job series responsible for cleaning, maintenance and basic to semi-skilled repair of assigned District facilities and grounds.

Supervision Received

New employees receive close supervision within a framework of well-defined policies and procedures. Once proficiency is attained, assignments become more varied and are performed under general supervision within a framework standard operating policies and procedures.

Supervision Exercised

Incumbents do not supervise or direct the work of others.

Essential Functions and responsibilities

Rotates between work assignments, as directed; at bus and light rail stations: removes trash and debris from facilities and grounds, empties trash receptacles, sweeps stations and parking lots, pulls weeds from planters, removes graffiti, and pressure washes and steam cleans stations weekly; cleans and picks up trash and debris at bus stops; performs routine janitorial cleaning at assigned District facilities; loads trucks with furniture and office equipment; packs and pads fragile furniture and equipment; moves furniture and equipment between District locations safely operating District vehicles; assists higher level Facilities and Grounds Workers with a variety of tasks; sets up common rooms for meetings and/or events per requirements and returns rooms to regular configuration once events have ended; and performs other related duties as assigned.

Facilities Service Worker

Required Education, Experience, Knowledge Skills and Abilities
Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Required Prior Education:
High school diploma or equivalent.

Required Prior Experience:
Six months of work related experience performing custodial, industrial cleaning and/or grounds maintenance duties.

Licenses and/or Certificates:
Possession of a valid Class C California Driver's License and a satisfactory driving record.

Required Knowledge of:
- Basic cleaning techniques and equipment.
- Basic cleaning chemicals, interactions, danger signs and safe disposal methods.
- Safe lifting methods.
- Basic first Aid and safety practices.
- Proper handling and disposal of material containing blood borne pathogens.

Required Ability to:
- Understand and effectively follow both oral and written instructions
- Use District cleaning supplies and equipment in an accurate and safe manner.
- Work independently for long periods of time and as a positive team member.
- Operate District vehicles and equipment in a safe and effective manner.
- Communicate effectively orally and in writing.
- Use tact and diplomacy in interactions with the public including individuals who may display volatile behavior.
- Perform manual labor on a continuous basis
- Establish and maintain effective working relationships with those contacted in the performance of required duties.
- Perform the essential functions of the job without causing harm to self or others.

Required Computer Skills with:
- Learn to effectively operate personal computers and Windows applications
- Learn and effectively use GroupWise email software.
- Learn SAP PM/RM work order computer software.
- Learn and effectively use GPS system to locate and map stops and stations.

Physical and Mental Requirements

Dependent upon assignment, the essential functions of this job are performed both inside and outside in various weather conditions, exposing incumbents to extreme heat and/or cold, excessive humidity or an arid atmosphere. Work may be performed on ladders and scaffolding; on uneven surfaces, under wet and slippery conditions, with hands submerged in water, around moving objects and vehicles and/or machinery with moving parts; and occasionally in confined spaces. Incumbents may be subjected to constant loud noise and vibration and are exposed to toxic and/or caustic solvents and chemicals, dust, fumes, smoke, gases, grease, oils, and electrical energy and are occasionally bodily fluids, discarded syringes, feces, and volatile people.

Depending upon assignment, the essential functions of the job require incumbents to walk for extended periods of time; to climb ladders, to stoop, kneel, crouch, crawl, and stand, to occasionally sit for extended periods of time; to extend arms and use upper extremities, finger dexterity and hand strength to reach, pick, pinch and grasp tools and controls and/or to feel the attributes of objects by touch; to lift objects weighing up to 50 pounds; to carry objects weighing up to 50 pounds; to push and pull objects weighing up to 75 pounds; to hear and talk to receive and communicate instructions and other information; to bend and twist torso and rotate neck; to see objects clearly within one to twenty feet, using a full field of vision, good depth perception and the ability to view objects at night; and to operate vehicles and equipment requiring the use of both hands and feet.

SACRAMENTO REGIONAL TRANSIT DISTRICT
JOB DESCRIPTION

LIGHT RAIL ASSISTANT MECHANIC

FLSA Exemption Status: Non-Exempt

Authorized: 10/99
Revised: 03/21

Job Summary

Using a variety of hand and power tools, performs routine physical labor and maintenance duties on light rail vehicles (LRV), related equipment, and/or other motorized vehicles; assists more experienced Light Rail Journey Mechanics in performing maintenance, repair, inspections, and/or re-building tasks; performs defined inspections and preventive maintenance functions as assigned; may make road calls taking corrective action as identified on defect reports; practices safe work processes and contributes to the creation and maintenance of a safe working environment for self and others; and performs related duties as assigned.

Distinguishing Characteristics

This is the entry level to the Mechanic job classification series. Incumbents learn and apply basic mechanical knowledge and skill to the performance of designated routine inspections and related maintenance and repair functions and assist more experienced light rail mechanics in the inspection, analysis, preventive maintenance and mechanical repair of light rail vehicles and related equipment.

Supervision Received

New employees receive close supervision within a framework of well-defined policies and procedures. Once proficiency is attained, assignments become more varied and are performed under general supervision within a framework of well-defined policies and procedures.

Supervision Exercised

Incumbents in this classification do not exercise supervision over other employees.

Essential Functions and Responsibilities

Performs designated and routine inspections on District light rail vehicles and equipment and makes repairs associated with those inspections, such as brake pad replacement, replacement of window glass, motor brushes and air filters; assists in pull out operations; may assist with emergency road calls; takes corrective action on defect reports; assists higher level classifications, in the replacement and removal of component parts, such as truck assemblies, camshaft controllers, motor/alternator sets, car, train and brake control units, air conditioning units, traction motors and gearboxes; may assist in sand blasting, general and special cleaning, and painting of vehicles and equipment; may operate and move LRVs and traction equipment as required for testing, service and repairs; may operate re-railing equipment and perform duties as a flag person for the protection of the public, employees and trains; and performs other related duties as assigned.

Required Education, Experience, Knowledge Skills and Abilities

Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Required Prior Education:
High school diploma or equivalent. Maintenance or mechanical experience/training such as that obtained in automotive or diesel mechanics (or equivalent) is desirable.

Required Prior Experience:
Any IBEW Member having completed new hire probation, or one year of full time work experience successfully performing the maintenance, servicing and/or safety checking of electrical, mechanical, or electronics equipment.

Special Requirements, Licenses and/or Certificates:
Possession of a Class B California Driver's License permit with endorsement(s) on the first day of appointment, and the ability to obtain a Class B California Driver's License with endorsement(s) within 90 days of appointment; a satisfactory driving record; possession of a Forklift Operator Certification or the ability to obtain a forklift certificate within 90 days of appointment; the ability to pass the District's LRV Operator's License, including the Ishihara Eye Test; required to obtain the tools for the Light Rail Assistant Mechanic by the end of the probationary period.

Required Knowledge of:
- Basic methods, tools and equipment used in the servicing, routine maintenance and repair of light rail vehicles and related equipment.
- Standard first aid and safety practices.

Required Ability to:
- Understand and follow guidelines including the Material Data Safety Sheets (MSDS) for safe handling of toxic and/or caustic chemicals and other hazardous materials, including blood borne pathogens.
- Obtain and maintain a valid Class B California driver's license issued by the Department of Motor Vehicles with proper endorsements and current medical certificate.
- Comply with drug and alcohol testing provisions for safety-sensitive employees as required by the FTA, Department of Transportation (49 CFR, Parts 40 and 655).
- Perform routine maintenance work in a safe and effective manner.
- Understand and effectively follow written and oral instructions.
- Learn and effectively apply the District's policies and procedures.
- Work independently in the absence of supervision.
- Safely operate LRVs and District vehicles and equipment.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the performance of required duties.
- Perform essential functions of the job without causing harm to self or others.

Physical and Mental Requirements
The essential functions of this job are primarily performed in an open air maintenance facility, though yard and mainline work are performed outside in varying weather conditions. Work is performed on ladders, around equipment and machinery with moving parts, and on slippery, uneven surfaces. Incumbents are frequently exposed to risk of electrical shock, airborne particles, vibration, intermittent loud noise, grease and oils;

silica; fumes, smoke and gases. Incumbents are occasionally exposed to toxic or caustic chemical fumes, wet conditions, and a fast paced schedule.

On a daily basis, the essential functions of the job require incumbents to climb ladders, stairs, scaffolding and ramps; to stoop, kneel, crouch, crawl stand, and walk and occasionally to crawl into confined spaces; to extend arms and use upper extremities, finger dexterity and hand strength to reach, pick, pinch and grasp tools and controls and/or to feel the attributes of objects by touch; to lift, and carry objects weighing up to 50 pounds; to push and pull objects weighing up to 150 pounds; to hear and talk to receive and communicate instructions and other information; to rotate neck left and right and bend neck forward and backward; to bend and twist torso; to read and see objects clearly within one foot to twenty feet, requiring a full field of vision and good depth perception with the ability to adjust focus and to distinguish basic colors and shades of color; and to operate vehicles and equipment requiring the use of both feet and hands.

MINIMUM TOOL LIST
LIGHT RAIL ASSISTANT MECHANIC REVISED: 05/08

1. 3/8" drive socket set, including ratchet and speed handle

2. Extensions - 4", 6", and 12"

3. 3/8" drive sockets - 4 mm through 10 mm, 13, 15, 17, and 19 mm

4. 1/2" drive socket set, including ratchet and 18" flex handle

5. Extensions - 4", 6", and 12"

6. 1/2" drive sockets - 10, 13, 15, 17, 19, 20, 21, 22, 24, 27, 30, 32, and 36 mm

7. Wrenches - combination long handle - 6-10 mm, 13, 15, 17, 19, 20, 21, 22, 24, 27, 30, and 32 mm

8. Standard screwdrivers: 1-1/2", 6", and 8"

9. Phillips screwdrivers: 1-1/2" and 6" #1 and #2

10. Pliers - water pump, standard slip jaw and diagonal wire cutters

11. Vise-grip pliers: 6" and 8"

12. Hacksaw

13. Allen wrench set, 3 mm - 10 mm

14. Crescent wrenches: 6", 8", and 12"

15. Pinch bar, l8"

16. Flashlight

17. Hammers - ball peen, 16 oz and 32 oz, dead blow

18. Punch and chisel set, 11 piece

SACRAMENTO REGIONAL TRANSIT DISTRICT JOB DESCRIPTION

Light Rail Service Worker

FLSA Exemption Status: Non-Exempt

Authorized: 10/1999
Revised: 05/2008

Job Summary
Cleans and services District light rail vehicles (LRV), other vehicles and related service areas; operates LRVs for servicing and maintenance purposes; practices safe work processes and contributes to the creation and maintenance of a safe working environment for self and others; and performs related work as assigned.

Distinguishing Characteristics
Incumbents in this entry-level job classification clean and service the light rail vehicles.

Supervision Received
New employees receive close supervision within a framework of well-defined policies and procedures. Once experience and proficiency are attained, assignments become more varied and are performed under general supervision within a framework of well- defined policies and procedures.

Supervision Exercised
Incumbents in this classification do not supervise or direct the work of others.

Essential Functions and Responsibilities
Sweeps, mops, steams, scrapes and washes the interior and exterior of LRVs; sweeps and mops garage floors, pits and service areas; lifts, moves and dumps trash containers; cleans Maintenance office and storage room; performs daily visual vehicle inspection, reporting defects; checks and replaces consumables and equipment as necessary; replaces accessories such as light bulbs, mirrors, wiper blades and seat cushions; operates, moves, and drives LRVs within yard and on main line to move from one Light Rail facility to another; performs routine trouble shooting and diagnostic duties to identify simple problems and/or generate problem tickets; safely operates a variety of equipment including forklift, ground scrubber/sweeper, and upholstery cleaning equipment; places and replaces fliers and advertisements in LRVs; installs and replaces vandal guards; pulls operator defect cards; reports problems to appropriate resource; performs yard set-up duties for pull out operations at the main and remote storage locations; replenishes sand; and performs other related duties as assigned. Work may not encroach on that of higher classified positions.

Required Education, Experience, Knowledge Skills and Abilities
Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Light Rail Service Worker

Required Prior Education:
High school diploma or equivalent.

Required Prior Experience:
One year of work related experience in a position performing janitorial and/or industrial cleaning duties or a position responsible for the cleaning, maintenance and/or servicing of a variety of vehicles.

Special Requirements, Licenses and/or Certificates:
Possession of a Class B California Driver's License permit with endorsement(s) on the first day of appointment and the ability to obtain a Class B California Driver's License with endorsement(s) within 90 days of appointment; a satisfactory driving record; possession of a Forklift Operator Certification or the ability to obtain a forklift certificate within 90 days of appointment, if required; the ability to pass RT's LRV Operator's License exam within 90 days of appointment; pass the Ishihara Eye Test prior to appointment.

Required Knowledge of:
- Basic cleaning techniques and equipment.
- Basic cleaning chemicals, their interactions, danger signs and their safe disposal methods.
- Basic first aid and safety practices.

Required Ability to:
- Learn and effectively perform a variety of routine maintenance assignments.
- Learn and effectively apply District policies and procedures.
- Learn and follow established safety practices.
- Understand and follow guidelines including the Material Data Safety Sheets (MSDS) for safe handling of toxic and/or caustic chemicals and other hazardous materials, including blood borne pathogens.
- Understand and effectively follow both oral and written instructions.
- Work independently for long periods of time and as a positive team member.
- Perform manual labor on a continuous basis.
- Communicate in a clear and understandable manner both orally and in writing.
- Use District cleaning supplies and equipment in an accurate and safe manner.
- Operate LRVs and other vehicles and equipment in a safe and effective manner.
- Establish and maintain effective working relationships with those contacted in the performance of required duties.
- Perform the essential functions of the job without causing harm to self or others.
- Comply with drug and alcohol testing provisions for safety-sensitive employees as required by the FTA, Department of Transportation (49 CFR, Parts 40 and 655).
- Reading and understanding designated computer reports and schedules.

Physical and Mental Requirements

The essential functions of this job are performed in both shop environment and outside in various weather conditions, including exposure to extreme heat and cold. Work is performed around equipment and machinery with moving parts and under wet and slippery conditions. Incumbents are exposed daily to electrical hazards, toxic and/or caustic chemicals, grease, oil, dust, fumes, smoke, and gases and are intermittently exposed to loud noise and vibrations.

On a daily basis, the essential functions of the job require incumbents to climb ladders and into/out LRV stepwells from low ground locations, stoop, kneel, crouch, crawl into confined spaces, stand, and walk; to extend arms and use upper extremities, finger dexterity and hand strength to reach, pick, pinch and grasp tools and controls, feel the attributes of objects and control machinery using light hand grasp and fine manipulation; to lift, carry, push and pull objects weighing up to 50 pounds; to hear and talk to receive and communicate instructions and other information; to use forceful hand grasp; to rotate neck left and right and bend neck forward and backward; to bend and twist torso; and to see objects clearly within one to twenty feet, using a full field of vision and good depth perception with the ability to distinguish basic colors and shades of color.

SACRAMENTO REGIONAL TRANSIT DISTRICT JOB DESCRIPTION

Light Rail Vehicle Technician

FLSA Exemption Status: Non-exempt **Authorized:** 10/1999
Revised: 05/2008

Job Summary
Effectively uses a variety of hand, power, pneumatic, and computer diagnostic tools and testing instruments to independently troubleshoot, maintain, repair and overhaul a variety of light rail vehicles (LRVs) to include specialized systems and components as well as related equipment, machinery, and tools, fare vending machines, and other vehicles owned and operated by the District; troubleshoots emergencies and/or operational problems, diagnoses problems and responds to off-site emergencies; may provide technical direction and/or functional supervision to less experienced employees; practices safe work processes and contributes to the creation and maintenance of a safe working environment for self and others; and performs other related duties as assigned.

Distinguishing Characteristics
Employees in this highly skilled journey level classification apply specialized knowledge and expertise in multiple mechanical and electronic processes to the inspection, maintenance and repair of light rail vehicles and related equipment. Incumbents in this classification are distinguished from the Assistant Light Rail Mechanic classification by the independent performance of a wide range of complex functions required to support multiple LRV maintenance processes and operations. Incumbents in this job class must be capable of learning and transferring new and expanded mechanical and electronic skills and expertise as LRV components, diagnostic tools, and Programmable Logic Control (PLC) systems are modified and up-dated.

Supervision Received
Receives limited supervision within a framework of standard operating policies and procedures.

Supervision Exercised
May provide limited functional or technical supervision to trainees and/or subordinate employees. May be assigned duties as Lead Person.

Essential Functions and Responsibilities
Inspects, tests, diagnoses, maintains, repairs, modifies, and overhauls all systems and components of LRVs and other District equipment; uses electrical/electronic testing and diagnostic equipment and associated tools to inspect, troubleshoot, and maintain LRVs; interprets test results to diagnose malfunctions; plans troubleshooting procedures using schematics, diagrams, technical manuals, and expertise; installs, maintains, repairs and modifies electrical wiring and equipment such as motors, generators, HVAC climate

control units, and related electronic systems; repairs/overhauls hydraulic, pneumatic, and electric brake systems, gear drive units, wheels, bearings, cam shaft controller unit, and other related equipment; replaces and/or repairs accessory parts such as headlights, mirrors, windows, seats, and performs door adjustments; maintains, modifies and repairs fare vending machines; replaces consumables, tests, repairs and modifies electrical, mechanical and electronic systems, including component repair to Printed Circuit Boards (PCB's); maintains and repairs re-rail equipment, shop machinery, and power tools, as assigned; energizes and de-energizes the overhead traction power system within the maintenance shop and adjacent yard areas when required for testing, maintenance, and repair of LRVs; operates LRVs in yard or on mainline to safely return LRV to the maintenance facility and to verify performance specifications; line routes, operates and moves LRVs and traction equipment as required for testing, servicing and performing repairs; safely operates a variety of District vehicles and equipment in the normal performance of duties; as directed, operates re-railing equipment and acts as flag person for the protection of the public, employees and trains during emergencies and rerouting of trains; documents and records work activities such as repairs made, parts usage and work in progress; and performs other related duties as assigned.

Required Education, Experience, Knowledge Skills and Abilities
Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Required Prior Education:
High school diploma or equivalent.

Required Prior Experience:
Four (4) years of progressively responsible journey level full-time work experience successfully performing mechanical, electrical, and electronic diagnostic, maintenance and repair functions on large and complex vehicles, machinery and/or equipment; or successful completion of District-sponsored certification and training program. Prior experience working on Light Rail Vehicles or related equipment is highly desirable.

Special Requirements, Licenses and/or Certificates:
Possession of an LRV Mechanic A rating and/or possession of a Regional Transit Certification of ability to diagnose, repair, and overhaul electrical and mechanical systems for light rail vehicles and other support equipment; possession of a Class A California Driver's License permit with endorsement(s) on the first day of appointment, and the ability to obtain a Class A California Driver's License with endorsement(s) within 90 days of appointment; a satisfactory driving record; possession of a Forklift Operator Certification or the ability to obtain a forklift certificate within 90 days of appointment, if required; ability to pass and maintain Regional Transit's examination for LRV Operator's License; pass the Ishihara Eye Test; obtain EPA 608 Type 2 Certification within 90 days of appointment; required to obtain the tools for the Light Rail Vehicle Technician by the end of the probationary period

Light Rail Vehicle Technician

Required Knowledge of:

- Methods, materials, tools, and equipment used in the inspection, diagnosis, preventive maintenance, overhaul and repair of District LRVs and equipment.
- Use of standard tools and equipment common to LRV inspections, maintenance and repair.
- Door systems, communication systems (PA, Next stop announcement, passenger information signs (destination/head/next stop signs), and coupler/electrical train line systems
- Standard and accepted electronic theory and principles.
- Standard and accepted electrical and mechanical systems of Designated District Light Rail Vehicles and other related equipment.
- Standard and accepted light rail propulsion systems.
- Standard and accepted hydraulic, pneumatic, and electric brake systems.
- Standard and accepted HVAC systems.
- Standard and accepted practices and principles of welding.
- Standard first aid and safety practices.

Required Ability to:

- Understand and follow guidelines including the Material Data Safety Sheets (MSDS) for safe handling of toxic and/or caustic chemicals and other hazardous materials, including blood borne pathogens.
- Obtain and maintain a valid Class A California driver's license issued by the Department of Motor Vehicles with proper endorsements and current medical certificate.
- Perform critical tasks proficiently and safely and make decisions under stressful conditions
- Comply with drug and alcohol testing provisions for safety-sensitive employees as required by the FTA, Department of Transportation (49 CFR, Parts 40 and 655).
- Troubleshoot, diagnose, repair and/or overhaul electronic, electrical and mechanical failures for light rail vehicles and heavy equipment.
- Inspect, test, adjust, repair, replace, rebuild, and overhaul light rail vehicle equipment, assemblies, sub-assemblies, and related equipment, machinery, tools, and fare vending machines.
- Effectively operate machine tools used in mechanical repair work and use hand tools in making complex repairs to heavy equipment and light rail vehicles.
- Demonstrate the correct use of standard hand tools, oscilloscopes, voltmeter, ammeter, ohmmeter, frequency and special generators, and other related tools and equipment.
- Understand and effectively follow written and oral instructions.
- Learn and effectively apply the District's policies and procedures.
- Prioritize workload to ensure successful job performance for self; and others when training or acting in a lead person capacity.
- Read and understand schematics, operations, service, and safety manuals.

- Exercise good judgment and effectively solve practical problems; respond quickly, calmly and appropriately to emergency situations.
- Communicate clearly and concisely, both orally and in writing
- Write work orders and routine reports in a clear and concise manner.
- Calculate basic math, such as proportion, area, volume, and circumference, and apply concepts of basic algebra and geometry.
- Safely operate LRVs and District vehicles and equipment.
- Establish and maintain effective working relationships with those contacted in the performance of required duties.
- Perform essential functions of the job without causing harm to self or others

Required Computer Skills with:

- Working knowledge of personal computers and Windows applications.
- Multiple and designated PLC systems used in LRVs and their operations.
- Multiple and designated diagnostic software used to inspect, troubleshoot and diagnose problems in mechanical, electric, and electronic systems.

Physical and Mental Requirements

The essential functions of this job are primarily performed in an open air maintenance facility, though yard and mainline work are performed outside in varying weather conditions. Work is performed on ladders, roof top access platforms and in under vehicle pits, around equipment and machinery with moving parts, and on slippery, uneven surfaces. Incumbents are frequently exposed to risk of electrical shock, airborne particles, vibration, intermittent loud noise, grease and oils; silica; fumes, smoke and gases. Incumbents are occasionally exposed to toxic or caustic chemical fumes, wet conditions, and a fast-paced schedule.

On a daily basis, the essential functions of the job require incumbents to climb ladders, stairs, scaffolding and ramps; to stoop, kneel, crouch, crawl stand, and walk and occasionally to crawl into confined spaces; to extend arms and use upper extremities, finger dexterity and hand strength to reach, pick, pinch and grasp tools and controls and/or to feel the attributes of objects by touch; to lift, and carry objects weighing up to 50 pounds; to push and pull objects weighing up to 150 pounds; to hear and talk to receive and communicate instructions and other information; to rotate neck left and right and bend neck forward and backward; to bend and twist torso; to read and see objects clearly within one foot to twenty feet, requiring a full field of vision and good depth perception with the ability to adjust focus and to distinguish basic colors and shades of color; and to operate vehicles and equipment requiring the use of both feet and hands.

MINIMUM TOOL LIST
LIGHT RAIL VEHICLE TECHNICIAN REVISED: 12/5/14

1. 1/4" drive socket set, with 3/8", 7/16", 1/2" sockets
2. 3/8" drive socket set, 3/8", 7/16", 1/2", 9/16", 5/8", 11/16", 3/4" sockets
3. 3/8" drive deep sockets, 3/8", 7/16", 1/2", 9/16", 5/8" sockets
4. 1/2" drive socket set, 3/8" to 1 1/8"
5. 7-piece standard screwdriver set
6. Phillips screwdriver set No. 1, No. 2, and No. 3
7. One set open-end wrenches (offset), 7/16" through 1 1/8"
8. Punch and chisel set, taper 5/32", 3/16", 1/4", 5/16"
9. One 22" line-up pry bar (point 5/16" stock size 5/8")
10. One ladyfoot line-up bar
11. One standard awl
12. Pair 7" diameter cutting pliers
13. Pair 8" standard pliers
14. Ball peen hammer
15. Allen wrench set 15-piece metric
16. One adjustable inspection mirror
17. Pair 6-1/2" needle-nose pliers
18. Dead blow hammer
19. One 12 ft. steel tape measure, standard and metric
20. 5" vise-grip pliers
21. 7" vise-grip pliers
22. 10" vise-grip pliers
23. One pair wire stripper and crimper pliers
24. One standard telescopic magnet or equivalent

25. One 3/8" drive universal socket set, 7/16" through 3/4 and 15/16"
26. 1/4" socket ratchet, and 2" and 6" extensions
27. 3/8" socket ratchet, and 2", 4", 6", and 12" extensions
28. 1/2" socket ratchet, flex bar and 2", 4", 6" and 12" extensions
29. One flashlight
30. One each utility knife
31. 1/4" drive metric socket set with 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13 mm sockets
32. 3/8" drive metric socket set with 7 mm to 32 mm + 3/8" deep socket set 7 mm to 32 mm
33. 1/2" drive metric socket set with 13 mm to 36 mm
34. Set of open-end metric wrenches 7 to 32 mm
35. Set of snap ring pliers
36. Set of Torx bits
37. Safety-wire pliers
38. Standard size Channel lock pliers
39. Electronic miniature screwdriver set
40. Cannon plug pliers
41. Tool box
42. Tool bag

SACRAMENTO REGIONAL TRANSIT DISTRICT
JOB DESCRIPTION

LINEWORKER

FLSA Exemption Status: Non - Exempt

Authorized: 10/99
Revised: 03/21

Job Summary
Assists with inspections, testing, routine maintenance, and repairs on the District's light rail signal system, traction power substations, and electrical distribution system in a training capacity; performs a variety of manual labor tasks in the performance of assigned duties and in support of designated work crew's activities; participates in organizing and maintaining an inventory of parts, tools, and equipment in the workshop; practices safe work processes and contributes to the maintenance of a safe working environment for self and others; and performs related duties as assigned.

Distinguishing Characteristics
This is the entry-level classification in the Lineworker job series. The Lineworker classification differs from the Journey Lineworker and Lineworker Technician classifications in that the former performs more routine tasks under close supervision.

Supervision Received
New employees receive close supervision within a framework of well-defined policies and procedures. Once proficiency is attained, assignments become more varied and are performed under general supervision within a framework of well-defined policies and procedures.

Supervision Exercised
Incumbents in this classification do not exercise supervision over others.

Essential Functions and Responsibilities
Assists other Lineworker classifications in performing inspections, testing, diagnostic analysis and maintenance of the light rail traction power substations, electrical distribution system, signal system, traffic warning devices, highway grade crossings, power switch and electric lock mechanisms; receives and stocks inventory of parts and equipment in workshop; maintains cleanliness of the workshop and organizes tools and equipment; performs routine preventative maintenance of substation air conditioning units; performs duties as a switch tender or flagperson for the protection of the public, employees, and trains during emergencies and rerouting of trains; operates a variety of non-revenue District vehicles including construction and heavy equipment vehicles; and performs other related duties as assigned.

Required Education, Experience, Knowledge Skills and Abilities
Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Required Prior Education:
High school diploma or equivalent, and successful completion of 300 level Electronic Technology - DC and AC Theory and Circuit Fundamentals coursework (4 units total) from an accredited post-secondary educational institution, or equivalent training as evidenced by completion of journey level in one of the three crafts that make up the Lineworker classification.

Required Prior Experience:
One year of full time work experience performing basic electrical, electronic and/or electro/mechanical repairs and maintenance OR one year of full time work experience in a District IBEW Bargaining Unit position.

Special Requirements, Licenses and/or Certificates:
Possession of a valid Class C Driver's License; the ability to obtain a Class A Instructional Permit with air brake endorsement prior to the start of employment; a satisfactory driving record; the ability to pass Ishihara Eye Test; required to obtain the tools for the Lineworker by the end of the probationary period. All employees in the Lineworker (apprentice) job classification must complete the District's four (4) year training program and move into the Journey Lineworker job classification.

Required Knowledge of:
- Basic operating principles of electrical or electronic circuitry.
- Care and use of hand tools and equipment used in general electrical or mechanical maintenance work.
- Safe work practices relative to working with electricity.
- Basic mathematics.
- Basic first aid and safety practices.

Required Ability to:
- Comply with drug and alcohol testing provisions for safety-sensitive employees as required by the FTA, Department of Transportation (49 CFR, Parts 40 and 655).
- Understand and follow written and oral instructions.
- Learn and comply with all District policies and procedures.
- Work safely at elevated heights.
- Perform tasks in compliance with all safety rules and regulations.
- Communicate verbally and in writing.
- Safely operate District non-revenue vehicles and construction and/or heavy equipment.
- Pass Light Rail Vehicle Rule Book examination.
- Pass and maintain Regional Transit's High Rail Operator's License.
- Calculate basic mathematics in an accurate manner.
- Establish and maintain effective working relationships with those contacted in the performance of required duties.
- Perform essential functions of the job without causing harm to self or others.

Required Computer Skills with:

- Basic literacy in the use of personal computers and Windows applications.
- Ability to learn and effectively use the District's email system.
- Ability to learn to use network I/O devices and PLC systems.
- Ability to read and understand computer readouts and diagnostics accurately.

Physical and Mental Requirements

The essential functions of this job are performed primarily outside in various weather conditions, potentially exposing incumbents to extreme heat and cold. Work is frequently performed around high voltage electrical energy, on ladders and scaffolding at elevated heights, and around equipment and machinery with moving parts. Incumbents are regularly exposed to toxic and/or caustic solvents and chemicals, heavy dust, grease, and intermittent moderate to loud noise. Job duties require working non- traditional and/or odd hours, including holidays, and incumbents may be called in to work at any time during emergencies.

Essential duties of this job require incumbents to have a high degree of concentration; to sit and use leg/foot to reach or handle controls; to climb stairs and ladders and work at elevated heights; to stoop, stand, walk, and reach with hands and arms to grasp, handle or feel objects or controls; to bend and twist at the waist; to hear and talk to give and receive instruction and other information; to maintain body equilibrium; to possess depth perception and peripheral vision; to view objects within one to twenty feet, adjust focus, and distinguish between basic colors and shades of color; to push, and/or pull weight up to 75 pounds, or carry weight up to 50 pounds; and to use both hands and feet to operate vehicles and equipment.

MINIMUM TOOL LIST
LINEWORKER REVISED: 1/27/16

1. 1/4" drive socket set, 5/16” – 1/2” with Extensions
2. 3/8” Drive Socket Set, 3/8” – 3/4” with 2”, 4”, 6”, 12” Extensions
3. 3/8” Drive Metric Socket Set, 10mm – 22mm
4. 3/8” Drive Deep Sockets, 3/8” – 5/8”
5. 3/8” Ratchet
6. 1/2” Drive Sae Socket Set, 3/8 – 1 1/8” with 2”,4”, 6”, 12” Extensions
7. 1/2” Ratchet
8. 7 – Piece Standard Screwdriver Set
9. Phillips Screwdriver Set No. 1, No. 2, No. 3
10. Sae Combination Wrenches 3/8” – 1 1/8”
11. Metric Combination Wrenches 10mm – 19mm
12. One 22” Line-Up Pry Bar (Point 5/16” Stock Size 5/8”)
13. One Ladyfoot Line-Up Bar
14. One Standard Scratch Awl
15. Pair 7” Diameter Side Cutting Pliers with Insulated Grips
16. Pair 8” Standard Pliers with Insulated Grips
17. 8oz Ball Peen Hammer
18. 20oz Ball Peen Hammer
19. Sae Allen Wrench Set 15 Piece (3/64” – 7/16”)
20. Metric Allen Wrench Set (1.5mm – 10mm)
21. One Adjustable Inspection Mirror
22. Pair 6 1/2” Needle Nose Pliers with Insulated Grips
23. One 16oz Brass Hammer
24. One 12ft Steel Tape

25. 5” Vise-Grip Pliers
26. 7” Vise-Grip Pliers
27. One 25” Fiberglass Fish Tape
28. One Wire Crimpers with Dies
29. One Standard Telescopic Magnet
30. One Pair Linemen Pliers with Insulated Grips
31. One Flashlight with Batteries
32. One Utility Knife
33. Hacksaw with Blade
34. One Pair of 10” Channel Lock Pliers with Insulated Grips
35. One Portable Electric (Battery) 3/8” Drill with Assorted Bits
36. One Torpedo Level
37. 12” Adjustable Crescent Wrench
38. 18” Adjustable Crescent Wrench
39. One Set of Feeler Gauges
40. Nut Drivers 3/16” – 1/2”
41. Battery Operated Sawzall
42. Tool Bag(s) / Boxes as Needed for Tool Storage

SACRAMENTO REGIONAL TRANSIT DISTRICT JOB DESCRIPTION

JOURNEY LINEWORKER

FLSA Exemption Status: Non-Exempt **Authorized:** 10/99
Bd. Revised: 04/15

Job Summary
Inspects, tests, performs diagnostic analyses, maintains and repairs the light rail traction power substations, and electrical distribution system; troubleshoots emergencies and/or operational problems, diagnoses problems, and performs emergency repairs; may serve as crew leader, providing training and oversight to lower level employees; practices safe work processes, and contributes to the creation and maintenance of a safe working environment for self and others; and performs other related duties as assigned.

Distinguishing Characteristics
This is the journey level classification within the Lineworker job series. This classification is distinguished from the Lineworker classification in that incumbents are responsible for performing complex duties on sophisticated systems and equipment, including working with high voltage distribution lines and equipment. Incumbents receive only occasional instruction or assistance as new or unusual situations arise and are fully competent and knowledgeable of industry standards as well as the operating procedures and policies within the District.

Supervision Received
Receives general supervision within a framework of standard operating policies and procedures.

Supervision Exercised
This classification may provide technical or functional supervision to Lineworkers, as assigned within a framework of standard operating policies and procedures.

Essential Functions and Responsibilities
Performs inspections and skilled work in the testing, diagnostic analysis, maintenance, troubleshooting and repair of the light rail traction power signaling, Overhead Catenary System (OCS), electrical distribution and substation systems; inspects, tests, diagnoses, troubleshoots, maintains, and repairs operational signal systems, traffic warning devices and crossing gates, power switches and electric lock mechanisms; updates signal prints with new circuits and relay wiring; troubleshoots and repairs electronic equipment; designs and fabricates system improvements; may train and/or oversee the work of lower level personnel, as needed; performs duties such as a switch or flagperson for the protection of the public, employees, and trains during emergencies and rerouting of trains; safely operates non-revenue District vehicles and construction and heavy equipment; maintains and updates knowledge base related to applicable technologies and computer subsystems; and performs other related duties as assigned.

Required Education, Experience, Knowledge Skills and Abilities
Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Required Prior Education:
High school diploma or equivalent. Coursework or completion of an apprenticeship program in electrical circuitry/electronics or related skill area is required.

Required Prior Experience:
Three (3) years of progressively responsible full time work experience performing inspections, testing, diagnostic analyses, maintenance, and repairs of high voltage and/or railroad signal and crossing protection systems.

Special Requirements, Licenses and/or Certificates:
Must possess a valid Class C Driver's License; possession of, or ability to obtain a Class A Instructional Permit with air brake endorsement prior to the start of employment; a satisfactory driving record; the ability to pass the Ishihara Eye Test; required to obtain the tools for the Journey Lineworker by the end of the probationary period.

Required Knowledge of:
- Standard and accepted theories, principles, codes, and laws applicable to light rail electrical systems and traction power substations.
- Basic railroad track maintenance processes.
- Standard and accepted hand tools and equipment used in the testing and repair of electrical systems.
- Basic mathematics.
- Standard and accepted safe work practices and procedures relative to working with high voltage lines, wires and cables.
- Standard and accepted first aid practices.

Required Ability to:
- Comply with drug and alcohol testing provisions for safety-sensitive employees as required by the FTA, Department of Transportation (49 CFR, Parts 40 and 655).
- Understand and effectively follow written and oral instructions.
- Learn and effectively apply the District's policies and procedures.
- Read, interpret and record changes to schematics, plans and specifications.
- Work independently in the absence of supervision.
- Effectively direct the work of others.
- Prioritize workload to ensure successful job performance for self and others.
- Work safely at elevated heights.
- Perform tasks efficiently and in compliance with all safety rules and regulations.
- Communicate clearly and concisely, both orally and in writing.

- Pass Light Rail Vehicle Rule Book examination.
- Safely operate District non-revenue vehicles and construction and/or heavy equipment.
- Calculate basic mathematics in an accurate manner.
- Establish and maintain effective working relationships with those contacted in the performance of required duties.
- Perform essential functions of the job without causing harm to self or others.

Required Computer Skills with:

- Working knowledge of the use of personal computers and Windows applications.
- Effectively use the District's email software.
- Familiarity with Switch logic control interface.
- Read, understand, and interpret computer readouts and diagnostics accurately.
- Familiarity with designated computerized drafting software.

Physical and Mental Requirements

The essential functions of this job are performed primarily outside in various weather conditions, potentially exposing incumbents to extreme heat and cold. Work is frequently performed around high voltage electrical energy, on ladders and scaffolding at elevated heights, and around equipment and machinery with moving parts. Incumbents are regularly exposed to toxic and/or caustic solvents and chemicals, heavy dust, grease and intermittent moderate to loud noise. Job duties require working non- traditional and/or odd hours, including holidays and incumbents may be called in to work at any time during emergencies.

Essential duties of this job require incumbents to have a high degree of concentration; to sit and use leg/foot to reach or handle controls; to climb stairs and ladders and work at elevated heights; to stoop, stand, walk, and reach with hands and arms to grasp, handle or feel objects or controls; to bend and twist at the waist; to hear and talk to give and receive instruction and other information; to maintain body equilibrium; to possess depth perception and peripheral vision; to view objects within one to twenty feet, adjust focus, and distinguish between basic colors and shades of color; to push and/or pull up to 75 pounds, or carry weight up to 50 pounds; and to use both hands and feet to operate vehicles and equipment.

MINIMUM TOOL LIST
JOURNEY LINEWORKER REVISED: 1/27/16

1. 1/4" drive socket set, 5/16” – 1/2” with Extensions
2. 3/8” Drive Socket Set, 3/8” – 3/4” with 2”, 4”, 6”, 12” Extensions
3. 3/8” Drive Metric Socket Set, 10mm – 22mm
4. 3/8” Drive Deep Sockets, 3/8” – 5/8”
5. 3/8” Ratchet
6. 1/2” Drive Sae Socket Set, 3/8 – 1 1/8” with 2”,4”, 6”, 12” Extensions
7. 1/2” Ratchet
8. 7 – Piece Standard Screwdriver Set
9. Phillips Screwdriver Set No. 1, No. 2, No. 3
10. Sae Combination Wrenches 3/8” – 1 1/8”
11. Metric Combination Wrenches 10mm – 19mm
12. One 22” Line-Up Pry Bar (Point 5/16” Stock Size 5/8”)
13. One Ladyfoot Line-Up Bar
14. One Standard Scratch Awl
15. Pair 7” Diameter Side Cutting Pliers with Insulated Grips
16. Pair 8” Standard Pliers with Insulated Grips
17. 8oz Ball Peen Hammer
18. 20oz Ball Peen Hammer
19. Sae Allen Wrench Set 15 Piece (3/64” – 7/16”)
20. Metric Allen Wrench Set (1.5mm – 10mm)
21. One Adjustable Inspection Mirror
22. Pair 6 1/2” Needle Nose Pliers with Insulated Grips
23. One 16oz Brass Hammer
24. One 12ft Steel Tape

25. 5” Vise-Grip Pliers
26. 7” Vise-Grip Pliers
27. One 25” Fiberglass Fish Tape
28. One Wire Crimpers with Dies
29. One Standard Telescopic Magnet
30. One Pair Linemen Pliers with Insulated Grips
31. One Flashlight with Batteries
32. One Utility Knife
33. Hacksaw with Blade
34. One Pair of 10” Channel Lock Pliers with Insulated Grips
35. One Portable Electric (Battery) 3/8” Drill with Assorted Bits
36. One Torpedo Level
37. 12” Adjustable Crescent Wrench
38. 18” Adjustable Crescent Wrench
39. One Set of Feeler Gauges
40. Nut Drivers 3/16” – 1/2”
41. Battery Operated Sawzall
42. Tool Bag(s) / Boxes as Needed for Tool Storage

SACRAMENTO REGIONAL TRANSIT DISTRICT JOB DESCRIPTION

LINEWORKER TECHNICIAN

FLSA Exemption Status: Non-Exempt **Authorized:** 11/05
Bd. Revised: 04/15

Job Summary
Inspects, tests, conducts diagnostic analyses, maintains and repairs the District's Light Rail traction power substations, electrical distribution and signal systems, including protective relay testing (PRT), train-to-wayside communication (TWC), program logic controller (PLC) systems, and related alarm systems; troubleshoots emergencies and/or operational problems, diagnoses problems and performs emergency repairs; practices safe work processes and contributes to the creation and maintenance of a safe working environment for self and others; and performs related duties as assigned.

Distinguishing Characteristics
This is the advanced-journey level classification within the Lineworker job series. This job class is distinguished from the Journey Lineworker job class in that it is responsible for performing the most complex duties on the most sophisticated systems and equipment to include working with high voltage distribution lines and equipment. Incumbents in this classification receive only occasional instruction or assistance as new or unusual situations arise, and are fully competent and knowledgeable of industry standards as well as the operating procedures and policies within the District.

Supervision Received
Receives limited supervision within a framework of standard operating policies and standard operating procedures.

Supervision Exercised
May provide technical and/or functional supervision to other Lineworkers as assigned and within a framework of established policies and procedures.

Essential Functions and Responsibilities
Utilizes PC's, network I/O devices and multiple PLC control systems for purposes of programming vital circuits and PRT; inspects, tests, conducts diagnostic analyses, maintains, troubleshoots and repairs the District's light rail traction power signaling, Overhead Catenary System (OCS), electrical distribution and substation systems including related alarm systems; inspects, tests, conducts diagnostic analyses, maintains, troubleshoots and repairs the operations signal systems, TWC system, traffic warning devices and crossing gates, power switch and electric lock mechanisms; updates signal prints with new circuits and relay wiring; troubleshoots and repairs designated electronic equipment; designs and fabricates system improvements as necessary; may design complex schematics and mapping documents utilizing

computerized drafting software; may direct the work of lower level personnel, as assigned; performs duties such as a switch or flagperson for the protection of the public, other employees, and trains during emergencies and rerouting of trains; operates a variety of non-revenue District vehicles including construction and heavy equipment vehicles; and performs other related duties as assigned.

Required Education, Experience, Knowledge Skills and Abilities
Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Required Prior Education:
High school diploma or equivalent and completion of an approved apprenticeship program similar to the District-sponsored Journey Lineworker training and certification program. Coursework or completion of an apprenticeship program in electrical circuitry/electronics or related skill area is required.

Required Prior Experience:
Two (2) years of journey level work experience performing inspection, testing, diagnostic analyses, maintenance and repair of high voltage electrical distribution lines and/or railroad traction power substations and electrical distribution systems similar to the duties performed by the District's Journey Lineworker.

Special Requirements, Licenses and/or Certificates:
Possession of a valid Class C Driver's License; ability to obtain a Class A Instructional Permit with air brake endorsement prior to the start of employment; a satisfactory driving record; the ability to pass Ishihara Eye Test; possession of a QEW Certification as High Voltage Qualified; possession of Federal Railroad Administration (FRA) Certification as a qualified Railroad Inspector; required to obtain the tools for the Lineworker Technician by the end of the probationary period.

Required Knowledge of:
- Standard and accepted theories, principles, codes and laws applicable to light rail traction power substations, electrical distribution, signal systems, control systems and related alarm systems.
- Principles and practices of railroad track maintenance.
- Effective utilization of PC's, network I/O devices, and PLC control systems used for programming and testing.
- Standard and accepted hand tools and equipment used in the testing and repair of electrical systems.
- Standard and accepted DC and AC switchgear and rectifier circuitry.
- Standard and accepted safe work practices and procedures relative to working with high voltage lines, wires and cables to include grounding procedures.
- Basic mathematics.
- Standard and accepted first aid practices

Lineworker Technician

Required Ability to:

- Comply with random drug testing provisions for safety-sensitive classifications as required by the Department of Transportation (49 CFR, Part 655).
- Read, interpret, and record changes to schematics, plans, and specifications in reports or revising existing schematics with computerized drafting software.
- Understand and effectively follow written and oral instructions.
- Work independently in the absence of supervision.
- Effectively direct the work of others.
- Prioritize workload to ensure successful job performance for self and others.
- Work safely at elevated heights.
- Splice all signal, substation, and OCS cables, including underground cables and energized high voltage conductors in a safe and effective manner.
- Perform tasks efficiently and in compliance with all safety rules and regulations.
- Communicate clearly and concisely, both orally and in writing.
- Safely operate District non-revenue vehicles and construction and/or heavy equipment such as bucket trucks, pole climbing equipment, and elevated platforms.
- Pass Light Rail Vehicle Rule Book examination.
- Calculate basic mathematics in an accurate manner.
- Establish and maintain effective working relationships with those contacted in the performance of required duties.
- Perform essential functions of the job without causing harm to self or others.

Required Computer Skills with:

- Personal computers and Windows applications
- GroupWise email software.
- Switch logic control interface.
- Read, understand, and interpret computer readouts and diagnostics accurately.
- Designated computerized drafting software.

Physical and Mental Requirements

The essential functions of this job are performed primarily outside in various weather conditions, potentially exposing incumbents to extreme heat and cold. Work is frequently performed around high voltage electrical energy, on ladders and scaffolding at elevated heights, and around equipment and machinery with moving parts. Incumbents are regularly exposed to toxic and/or caustic solvents and chemicals, heavy dust, grease, and intermittent moderate to loud noise. Job duties require working non- traditional and/or odd hours, including holidays and incumbents may be called in to work at any time during emergencies.

Essential duties of this job require incumbents to have a high degree of concentration; to sit and use leg/foot to reach or handle controls; to climb stairs and ladders and work at elevated heights; to stoop, stand, walk, and reach with hands and arms to grasp, handle or feel objects or controls; to bend and twist at the waist; to hear and talk to give and receive instruction and other information; to maintain body equilibrium; to possess depth perception and peripheral vision; to view objects within one to twenty feet, adjust

focus, and distinguish between basic colors and shades of color; to push and/or pull 75 pounds, or carry weight up to 50 pounds; and to use both hands and feet to operate vehicles and equipment.

MINIMUM TOOL LIST
LINEWORKER TECHNICIAN REVISED: 1/27/16

1. 1/4" drive socket set, 5/16” – 1/2” with Extensions
2. 3/8” Drive Socket Set, 3/8” – 3/4” with 2”, 4”, 6”, 12” Extensions
3. 3/8” Drive Metric Socket Set, 10mm – 22mm
4. 3/8” Drive Deep Sockets, 3/8” – 5/8”
5. 3/8” Ratchet
6. 1/2” Drive Sae Socket Set, 3/8 – 1 1/8” with 2”,4”, 6”, 12” Extensions
7. 1/2” Ratchet
8. 7 – Piece Standard Screwdriver Set
9. Phillips Screwdriver Set No. 1, No. 2, No. 3
10. Sae Combination Wrenches 3/8” – 1 1/8”
11. Metric Combination Wrenches 10mm – 19mm
12. One 22” Line-Up Pry Bar (Point 5/16” Stock Size 5/8”)
13. One Ladyfoot Line-Up Bar
14. One Standard Scratch Awl
15. Pair 7” Diameter Side Cutting Pliers with Insulated Grips
16. Pair 8” Standard Pliers with Insulated Grips
17. 8oz Ball Peen Hammer
18. 20oz Ball Peen Hammer
19. Sae Allen Wrench Set 15 Piece (3/64” – 7/16”)
20. Metric Allen Wrench Set (1.5mm – 10mm)
21. One Adjustable Inspection Mirror
22. Pair 6 1/2” Needle Nose Pliers with Insulated Grips
23. One 16oz Brass Hammer
24. One 12ft Steel Tape

25. 5” Vise-Grip Pliers
26. 7” Vise-Grip Pliers
27. One 25” Fiberglass Fish Tape
28. One Wire Crimpers with Dies
29. One Standard Telescopic Magnet
30. One Pair Linemen Pliers with Insulated Grips
31. One Flashlight with Batteries
32. One Utility Knife
33. Hacksaw with Blade
34. One Pair of 10” Channel Lock Pliers with Insulated Grips
35. One Portable Electric (Battery) 3/8” Drill with Assorted Bits
36. One Torpedo Level
37. 12” Adjustable Crescent Wrench
38. 18” Adjustable Crescent Wrench
39. One Set of Feeler Gauges
40. Nut Drivers 3/16” – 1/2”
41. Battery Operated Sawzall
42. Tool Bag(s) / Boxes as Needed for Tool Storage

SACRAMENTO REGIONAL TRANSIT DISTRICT JOB DESCRIPTION

Mechanic A – Body and Fender

FLSA Exemption Status: Non-exempt

Authorized: 10/1999
Revised: 03/2021

Job Summary
Effectively uses a variety of hand and power tools, welding equipment and specialized knowledge to fabricate, weld and manipulate a variety of materials to repair the bodies and frames of District revenue and non-revenue vehicles and other components common to the body of District vehicles and equipment; prepares and spot paints surfaces after repairs are completed; assists and/or purchases designated parts and supplies from vendors; performs off-site and/or emergency repairs; serves as a team leader for assigned projects; practices safe work processes and contributes to the creation and maintenance of a safe working environment for self and others; and performs other related duties as assigned.

Distinguishing Characteristics
This is a highly skilled journey level specialist job classification within the Mechanic job series. Incumbents in this classification are distinguished from other mechanic classifications by the independent performance of a full range of skilled welding and fabrication duties and body and fender repair work.

Supervision Received
Receives limited supervision within a framework of standard operating policies and procedures.

Supervision Exercised
Provides technical supervision to other employees, as assigned.

Essential Functions and Responsibilities
Fabricates, welds, and works metal, plastic, wood, vinyl and fiberglass to repair District vehicles and other body components common to a variety of District vehicles and equipment; prepares, fills, sands, masks, primes, and spot paints surfaces after repairs are completed; communicates with equipment manufacturers as required; performs necessary repairs on associated electrical and pneumatic components; prepares and maintains work orders, logs, inventories, and other routine records/reports; may make road calls to take corrective action on defect reports and/or to perform emergency repairs; serves as team leader for assigned projects; repairs destination signs and curtains on an as needed basis; may assist and/or purchase designated parts and supplies from vendors; safely operates District coaches and other vehicles in the course of performing assigned duties; designs and fabricates special tools and equipment as required, and performs other related duties as assigned.

Mechanic A – Body/Fender

Required Education, Experience, Knowledge Skills and Abilities
Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Required Prior Education:
High school diploma or equivalent.

Required Prior Experience:
Four (4) years of progressively responsible full-time journey-level experience performing body/fender repair work on buses, commercial trucks, light rail vehicles or equivalent vehicles and/or equipment or successful completion of a District sponsored training and certification program.

Licenses and/or Certificates:
Possession of a Class B California Driver's License permit with endorsement(s) on the first day of appointment, and the ability to obtain a Class B California Driver's License with endorsement(s) within 90 days of appointment; a satisfactory driving record; possession of a Forklift Operator Certification or the ability to obtain a forklift certificate within 90 days of appointment. Required to obtain the tools for the Mechanic (Body/Fender) by the end of the probationary period.

Depending on assignment, may be required to pass an examination for, and maintain a Regional Transit LRV Operator's license, which includes the ability to pass the Ishihara Eye Test.

Required Knowledge of:
- Methods, techniques materials, tools, and equipment necessary for the repair, of automobile, bus and LRV bodies, frames and related components and equipment.
- Basic metallurgy; and metal cutting techniques, including the use of plasma machines.
- Techniques and safe use of oxy-acetylene, TIG, Stick and MIG welding equipment.
- Methods and practices used to fabricate and shape sheet steel, aluminum, plastic, fiberglass, wood, plywood, and other materials commonly used in automotive, bus and LRV bodies.
- Mechanical principles of standard hydraulic, pneumatic and electrical systems
- Standard first aid and general shop safety practices.
- Understand and follow guidelines including the Material Data Safety Sheets (M.S.D.S.) for safe handling of toxic and/or caustic chemicals and other hazardous materials, including blood borne pathogens.
- Depending on assignment, when using a single or multi-stage paint system, management and maintenance of the AQMD records for the paint materials and supplies is required.

Mechanic A – Body/Fender

Required Ability to:

- Obtain and maintain a valid Class B California driver's license issued by the Department of Motor Vehicles with proper endorsements and current medical certificate.
- Comply with drug and alcohol testing provisions for safety-sensitive employees as required by the FTA, Department of Transportation (49 CFR, Parts 40 and 655).
- Remove and repair damaged body panels, windows, doors, trim plates, mirrors, bumpers and other vehicle body components.
- Spot paint repaired areas utilizing single paint system and process.
- Read and understand blueprints and engineering specifications to build, assemble, and fabricate body components, tools and equipment.
- Read and understand schematics, operations, service and safety manuals.
- Understand and effectively follow written and oral instructions.
- Learn new skills and adapt to new and evolving repair technologies.
- Exercise good judgment and effectively solve practical problems
- Maintain attention to detail in a work environment of frequent interruptions.
- Work independently in the absence of supervision.
- Understand and follow guidelines for safe handling of toxic and/or caustic chemicals and other hazardous materials.
- Learn and effectively apply the District's policies and procedures.
- Establish and maintain effective working relationships with those contacted in the performance of required duties.
- Perform essential functions of the job without causing harm to self or others.

Required Computer Skills with:

- Personal Computers and Windows applications

Physical and Mental Requirements

The essential functions of this job are performed in both a shop environment and outside in various weather conditions, including extreme heat and cold. Work is performed on ladders, around moving vehicles, equipment and machinery with moving parts, in confined spaces, on wet, slippery and/or uneven surfaces, and occasionally, below ground and/or with hands submerged in water. Incumbents are exposed on a daily basis to a dry atmosphere, constant loud noise and vibrations, dust, silica, fumes, smoke, gases, grease, oils, and toxic and/or caustic solvents and chemicals; and are occasionally subjected to excessive humidity and exposed to electrical energy,

On a daily basis, the essential functions of the job require incumbents to climb ladders, stoop, kneel, crouch, crawl, stand, and walk; to sit for extended periods of time while processing work orders and driving vehicles; to extend arms and use upper extremities, finger dexterity and hand strength to reach, pick, pinch and grasp tools and controls and/or to feel the attributes of objects; to lift, and carry objects weighing between 10 and 50 pounds; to push and pull objects weighing up to 150 pounds; to hear and talk to receive and communicate instructions and other information; to rotate neck left and right and bend neck forward and backward; to bend and twist torso; to read and see objects

clearly within one foot to twenty feet, requiring a full field of vision, good depth perception, the ability to adjust focus and distinguish basic colors and shades of color; and to operate vehicles and equipment requiring the use of both feet and hands.

MINIMUM TOOL LIST

MECHANIC - A (BODY/FENDER) REVISED: 12/5/14

1. 1/4" - drive socket set, 1/4" - 1/2" 6 or 12 point sockets, ratchets, extensions, and flex bar
2. 3/8" drive socket set, 1/4" - 13/16" 6 or 12 point sockets ratchets, extensions, and flex bar
3. 3/8" - deep sockets, 1/4" - 13/16"
4. 1/2" drive socket set, 3/8" - 1 1/4", ratchets, extensions, and flex bar
5. 7-piece standard screwdriver set
6. 6-piece Phillips screwdriver set
7. One set standard combination wrenches, 1/4" through 1 1/4"
8. Punch and chisel set (pin punch 3/32" through 5/16") (starter punch 3/32" through 5/16") (chisel 5/16" through 5/8") (3/8" and 1/2" center punch)
9. One 5-piece easy-out set 3/16" through 7/16"
10. One 22" line-up pry bar (point 5/16" stock size 5/8")
11. One ladyfoot line-up bar
12. One standard scratch awl
13. Pair 9-1/2" water pump pliers
14. Pair wire cutters
15. Pair 6" and 8" standard pliers
16. One 8" adjustable wrench
17. One 12" adjustable wrench
18. 8 oz ball peen hammer
19. 20 oz ball peen hammer
20. Allen wrench set "15 piece" (3/64" through 7/16")
21. One hacksaw
22. One adjustable inspection mirror
23. Pair 6-1/2" needle-nose pliers
24. Rubber mallet

25. One set 1/2" deep sockets, 1/2" through 1”
26. One 25 ft steel tape
27. 5" vise-grip pliers
28. 7" vise-grip pliers
29. 10" vise-grip pliers
30. One 7-piece Allen socket screwdriver set for 3/8" square drive 1/8" through 3/8"
31. Utility knife
32. One standard telescopic magnet or equivalent
33. One set standard nut drivers, 3/16" through 1/2" or 1/4" deep socket set
34. One 3/8" drive universal socket set, 7/16" through 3/4" and 15/16"
35. Any metric tools required
36. One flashlight
37. One 5-piece set body hammers and dollie
38. One slide hammer
39. One right-cut sheer
40. One left-cut sheer
41. Torx bit set, T10-T50
42. 2 ½ lb sledge hammer
43. Manual riveting tool for 1/8” to 3/16” rivets

SACRAMENTO REGIONAL TRANSIT DISTRICT JOB DESCRIPTION

Mechanic A - Gasoline and Propane

FLSA Exemption Status: Non-exempt

Authorized: 10/1999
Revised: 03/2021

Job Summary

Effectively uses a variety of hand, power and computer diagnostic tools and testing instruments to independently perform varied and complex inspection, diagnostic, overhaul and repair functions required for the maintenance of the District's non-revenue fleet of vehicles and related equipment; troubleshoots and performs off-site and/or emergency repairs; serves as a team leader on assigned projects; researches, assists and/or purchases parts and supplies from vendors; practices safe work processes and contributes to the creation and maintenance of a safe working environment for self and others; and performs other related duties as assigned.

Distinguishing Characteristics

This is a highly skilled journey level specialist job classification within the Mechanic job series. Incumbents in this classification are distinguished from the Mechanic A classification by the independent performance of a wide range of complex inspection, testing, diagnostic and repair functions required to maintain the District's gasoline, diesel, electric and propane powered non-revenue fleet of vehicles and related equipment.

Supervision Received

Receives limited supervision within a framework of standard operating policies and procedures.

Supervision Exercised

Provides technical supervision to other employees as assigned.

Essential Functions and Responsibilities

Inspects, tests. troubleshoots, diagnoses, builds, rebuilds, overhauls and maintains all mechanical and electronic-related systems and components on non-revenue fleet vehicles or other equipment owned and operated by the District; reads blueprints, schematics, job orders and wire numbers; makes road calls to service disabled vehicles; safely operates District vehicles, machinery and equipment; performs essential functions of all classifications within the Mechanic job series as required; provides input and oversight to the outsourcing of mechanical maintenance and repair tasks as necessary; ensures that all designated non–revenue vehicles and equipment meet California State emissions requirements; researches, assists and/or purchases parts and supplies from vendors; may be assigned to instruct and/or assist other Mechanics; and performs other related duties as assigned.

Mechanic A - Gasoline and Propane

Required Education, Experience, Knowledge Skills and Abilities
Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Required Prior Education:
High school diploma or equivalent. Automotive ASE Certifications are highly desirable.

Required Prior Experience:
Four (4) years of responsible full-time journey level experience successfully performing diagnostics and mechanical overhaul and repair of gasoline, electric, diesel and/or propane powered vehicles and other support equipment, or completion of a District sponsored training and certification program.

Licenses and/or Certificates:
Possession of a Mechanic A's rating and/or possession of a Regional Transit Certification of ability to diagnose, repair, and overhaul electrical and mechanical systems for vehicles and other support equipment; possession of a Class B California Driver's License permit with endorsement(s) on the first day of appointment, and the ability to obtain a Class B California Driver's License with endorsement(s) within 90 days of appointment; a satisfactory driving record; possession of a Forklift Operator Certification, or the ability to obtain a forklift certificate within 90 days of appointment; EPA Type 609 Certification; may be required to acquire Headlight and Brake Repair Certification; required to obtain the tools for the Mechanic A (Gas/Propane) by the end of the probationary period.

Required Knowledge of:
- Methods, materials, lubricants, tools, and equipment used in servicing, diagnosis, preventive maintenance, overhaul and repair of District vehicles and equipment.
- Mechanical principles for gas, diesel, electric and propane powered engines, fluid systems, electrical systems, power train and chassis.
- Mechanical principles of braking, heating, air conditioning, pneumatic and hydraulic systems and transmissions.
- Standard first aid and general shop safety practices, including the proper handling and disposal of blood-born pathogens.

Required Ability to:
- Obtain and maintain a valid Class B California driver's license issued by the Department of Motor Vehicles with proper endorsements and current medical certificate.
- Comply with drug and alcohol testing provisions for safety-sensitive employees as required by the FTA, Department of Transportation (49 CFR, Parts 40 and 655).
- Understand and follow guidelines including the Material Data Safety Sheets (MSDS) for safe handling of toxic and/or caustic chemicals and other hazardous materials, including blood borne pathogens.

- Learn and effectively apply the District's policies and procedures.
- Troubleshoot, diagnose, repair and/or overhaul electronic, electrical and mechanical systems for District gas and propane-powered vehicles and support equipment.
- Inspect, test, adjust, repair, replace, rebuild, and overhaul vehicle equipment, assemblies, sub-assemblies, and related equipment, machinery and tools
- Demonstrate the correct use of hand tools common to the trade.
- Safely operate District equipment and vehicles.
- Write work orders and routine reports in a clear and concise manner.
- Read and understand schematics, operations, service, and safety manuals.
- Understand and effectively follow written and oral instructions.
- Prioritize workload to ensure successful job performance for self and others.
- Exercise good judgment and effectively solve practical problems
- Maintain attention to detail in a work environment of frequent interruptions.
- Work independently in the absence of supervision.
- Understand and follow guidelines for safe handling of toxic and/or caustic chemicals and other hazardous materials.
- Establish and maintain effective working relationships with those contacted in the performance of required duties.
- Perform essential functions of the job without causing harm to self or others.
- Maintain current DOT medical certificate as provided by the District.

Required Computer Skills with:

- Personal Computers and Windows applications
- Ability to learn and effectively utilize multiple and designated computer based diagnostic tools, such as Scan and OBD II tools for a variety of automotive equipment.

Physical and Mental Requirements

The essential functions of this job are performed in both a shop environment and outside in various weather conditions, including extreme heat and cold. Work is performed on ladders, around moving vehicles, equipment and machinery with moving parts, under wet and slippery conditions and, occasionally, with hands in water. Incumbents may be exposed on a daily basis to excessive humidity, a dry atmosphere, intermittent loud noise and vibrations, dust, silica, fumes, smoke, gases, grease, oils, electrical energy, and toxic and/or caustic chemicals.

On a daily basis, the essential functions of the job require incumbents to climb ladders, stoop, kneel, crouch, stand, and walk and occasionally to crawl into confined spaces; to extend arms and use upper extremities, finger dexterity and hand strength to reach, pick, pinch and grasp tools and controls and/or to feel the attributes of objects; to lift, and carry objects weighing up to 50 pounds; to push and pull objects weighing up to 150 pounds; to hear and talk to receive and communicate instructions and other information and to listen to vehicles in operation to determine malfunction; to rotate neck left and right and bend neck forward and backward; to bend and twist torso; to read and

see objects clearly within one foot to arms length, and occasionally to twenty feet, requiring a full field of vision and good depth perception with the ability to adjust focus and distinguish basic colors and shades of color; and to operate vehicles and equipment requiring the use of both feet and hands.

MINIMUM TOOL LIST
MECHANIC - A (GASOLINE/PROPANE) REVISED 12/5/14

1. 1/4" drive socket set, 1/8" - 1/2" 6 or 12 point sockets
2. 3/8" drive sockets 1/4" - 13/16" 6 or 12 point sockets
3. 3/8" deep sockets 1/4" - 13/16"
4. 1/2" drive socket set 3/8" - 1-1/8"
5. 7-piece standard screwdriver set
6. 6-piece Phillips screwdriver set
7. One set short combination wrenches 1/4" through 7/8"
8. One set standard combination wrenches 3/8" through 1-1/8"
9. Punch and chisel set (pin punch 3/32" through 5/16") (starter punch 3/32" through 5/16") (chisel 5/16" through 5/8") (3/8" and 1/2" center punch)
10. One 5-piece easy-out set 3/16" through 7/16"
11. One 22" line-up pry bar (point 5/16" stock size 5/8")
12. One ladyfoot line-up bar
13. One standard scratch awl
14. Pair 9-1/2" water pump pliers
15. Pair 7" diameter cutting pliers
16. Pair 6" or 8" standard pliers
17. One 6" adjustable wrench
18. One 12" adjustable wrench
19. 8 oz. ball peen hammer
20. 20 oz. ball peen hammer
21. Allen wrench set "15 piece" (3/64" through 7/16")
22. Pneumatic die grinder
23. One adjustable inspection mirror
24. Pair 6-1/2" needle-nose pliers
25. One 16 oz. plastic hammer
26. One 6' or 10' steel tape

27. One set standard wire-gripping and crimp pliers
28. One pair reversible snap ring pliers 5 3/4" - .038" tips
29. One pair reversible snap ring pliers 8" - .070 tips
30. 5" vise-grip pliers
31. 7" vise-grip pliers
32. 10" vise-grip pliers
33. One 7-piece hex-head screwdriver set for 3/8" square drive 1/8" through 3/8"
34. One set flare nut wrenches 3/8" through 3/4" or #51
35. One set metric deep impact sockets, 1/2” drive
36. One seal puller
37. One standard telescopic magnet or equivalent
38. One set standard nut drivers 3/16" through 1/2" or 1/4" deep socket set
39. 3/8” spark plug socket set
40. One flashlight
41. Spark plug gauge
42. Metrix hex head socket set 4 – 12mm
43. Flare nut metric wrenches 10 – 19mm
44. Combination wrenches, 8, 10, 11, 12, 13, 14, 17, 19, 22, 24, 27 mm
45. Metric sockets, 8, 10, 11, 12, 13, 14, 17, 19, 22, 24, 27 mm
46. Allen wrench set, metric
47. Straight punches, 3, 4, and 6 mm
48. Any metric tools required
49. Open end wrench set, 3/8” to 7/8”
50. Tappet wrench set, 3/8” to 7/8”

SACRAMENTO REGIONAL TRANSIT DISTRICT JOB DESCRIPTION

MECHANIC A

FLSA Exemption Status: Non-Exempt **Authorized:** 10/99
Bd. Revised: 03/21

Job Summary
Effectively uses a variety of hand, power and computer diagnostic tools and testing instruments to independently perform varied and complex inspection, diagnostic, overhaul and repair functions required for the maintenance of District revenue and non- revenue vehicles and equipment, including gas, diesel and CNG powered coaches, trucks, cars, fare boxes, fare collection equipment, small shop machinery, power tools, and other support equipment; performs off-site and/or emergency repairs; serves as a team leader for assigned projects; may serve as Lead Mechanic during absence of supervisor; practices safe work processes and contributes to the creation and maintenance of a safe working environment for self and others; and performs other related duties as assigned.

Distinguishing Characteristics
This is the highly-skilled journey level classification within the Mechanic job series. Incumbents in this classification are distinguished from lower level Mechanic classifications by the independent performance of a wide range of complex inspection, testing, diagnostic and repair functions required to maintain all District revenue and non-revenue vehicles and related equipment. Incumbents in this classification must be able to learn and transfer new and expanded mechanical and electronic knowledge and skills as diagnostic systems and mechanical/electronic components are modified and up- dated.

Supervision Received
Receives limited supervision within a framework of standard operating policies and procedures.

Supervision Exercised
Provides technical and/or functional supervision to lower level positions as assigned. May act in a lead capacity to others during assigned supervisor's absence.

Essential Functions and Responsibilities
Inspects, tests. troubleshoots, diagnoses, builds, rebuilds, overhauls and maintains all pneumatic, mechanical and electronic-related systems and components on RT revenue and non-revenue vehicles and equipment, including gas, diesel, propane and CNG powered coaches, trucks, cars, fare boxes, fare collection equipment, small shop machinery power tools, and other support equipment; reads blueprints, schematics, job orders and wire numbers; makes road calls to service disabled vehicles; safely operates District coaches and other vehicles in the course of

performing assigned duties; performs essential functions of all classifications within the Mechanic job series as required; may be assigned to instruct and/or assist other Mechanics; may be assigned to serve as Lead Mechanic during absence of supervisor; and performs other related duties as assigned.

Required Education, Experience, Knowledge Skills and Abilities
Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Required Prior Education:
High school diploma or equivalent.

Required Prior Experience:
Four (4) years of progressively responsible full-time journey-level experience performing diagnostics and mechanical overhaul and repair of gas, diesel and/or CNG powered buses, trucks, and/or other related vehicles and equipment; or successful completion of a District-sponsored training and certification program; or successful completion of a certified vocational, technical, trade school or college program in a closely related field of study.

Licenses and/or Certificates:
Possession of a Mechanic A rating and/or possession of a Regional Transit Certification of ability to diagnose, repair, and overhaul electrical and mechanical systems for coaches, cars, trucks and other support equipment; possession of, or the ability to obtain a Refrigeration Recovery/Containment Certificate Type II (per Federal EPA regulations); possession of a Class B California Driver's License permit with endorsement(s) on the first day of appointment, and the ability to obtain a Class B California Driver's License with endorsement(s) within 90 days of appointment; a satisfactory driving record; possession of a Forklift Operator Certification or the ability to obtain a forklift certificate within 90 days of appointment; required to obtain the tools for the Mechanic A by the end of the probationary period.

Required Knowledge of:
- Methods, materials, lubricants, tools, and equipment used in servicing, diagnosis, preventive maintenance, overhaul and repair of District vehicles and equipment.
- Mechanical principles for gas, diesel, and/or CNG powered engines, fluid systems, electrical systems, power train and chassis.
- Mechanical principles of braking, heating, air conditioning, pneumatic and hydraulic systems and transmissions.
- Standard first aid and general shop safety practices, including the proper handling and disposal of blood-born pathogens.

Mechanic A

Required Ability to:

- Obtain and maintain a valid Class B California driver's license issued by the Department of Motor Vehicles with proper endorsements and current medical certificate.
- Comply with drug and alcohol testing provisions for safety-sensitive employees as required by the FTA, Department of Transportation (49 CFR, Parts 40 and 655).
- Troubleshoot, diagnose, repair and/or overhaul electronic, electrical and mechanical systems for District coaches, vehicles and support equipment.
- Inspect, test, repair, replace, rebuild, and overhaul vehicle equipment, assemblies, sub-assemblies, and support equipment, machinery and tools.
- Demonstrate the correct use of hand tools common to the trade.
- Safely operate District equipment and vehicles.
- Write work orders and routine reports in a clear and concise manner.
- Read and understand schematics, operations, service and safety manuals, including schematic symbols, electrical drawings, pulse and logic circuits and operations microprocessors.
- Understand and effectively follow written and oral instructions.
- Prioritize workload to ensure successful job performance for self and others.
- Exercise good judgment and effectively solve practical problems
- Maintain attention to detail in a work environment of frequent interruptions.
- Work independently in the absence of supervision.
- Understand and follow guidelines for safe handling of toxic and/or caustic chemicals and other hazardous materials.
- Learn and effectively apply the District's policies and procedures.
- Establish and maintain effective working relationships with those contacted in the performance of required duties.
- Perform essential functions of the job without causing harm to self or others.

Required Computer Skills with:

- Personal Computers and Windows applications.
- Ability to learn and effectively utilize multiple and designated computer based diagnostic tools.

Physical and Mental Requirements

The essential functions of this job are performed in both a shop environment and outside in various weather conditions, including extreme heat and cold. Work is performed on ladders, around moving vehicles, equipment and machinery with moving parts, under wet and slippery conditions and, occasionally, with hands in water. Incumbents may be exposed on a daily basis to excessive humidity, a dry atmosphere, intermittent loud noise and vibrations, dust, silica, fumes, smoke, gases, grease, oils, electrical energy, high pressure clean natural gas and toxic and/or caustic chemicals.

On a daily basis, the essential functions of the job require incumbents to climb ladders, stoop, kneel, crouch, stand, and walk and occasionally to crawl into confined spaces; to extend arms and use upper extremities, finger dexterity and hand strength to reach,

pick, pinch and grasp tools and controls and/or to feel the attributes of objects; to lift, and carry objects weighing up to 50 pounds; to push and pull objects weighing up to 150 pounds; to hear and talk to receive and communicate instructions and other information; to rotate neck left and right and bend neck forward and backward; to bend and twist torso; to read and see objects clearly within one foot to arms length, and occasionally to twenty feet, requiring a full field of vision and good depth perception with the ability to adjust focus and distinguish basic colors and shades of color; and to operate vehicles and equipment requiring the use of both feet and hands.

MINIMUM TOOL LIST
MECHANIC - A REVISED: 12/5/14

1. 1/4" drive socket set, 1/8" - 1/2" 6 or 12 point sockets
2. 3/8" drive sockets 1/4" - 13/16" 6 or 12 point sockets
3. 3/8" deep sockets 1/4" - 13/16"
4. 1/2" drive socket set 3/8" - 1-1/8"
5. 7-piece standard screwdriver set
6. 6-piece Phillips screwdriver set
7. One set short combination wrenches 1/4" through 7/8"
8. One set standard combination wrenches 3/8" through 1-1/8"
9. Punch and chisel set (pin punch 3/32" through 5/16") (starter punch 3/32" through 5/16") (chisel 5/16" through 5/8") (3/8" and 1/2" center punch)
10. One 5-piece easy-out set 3/16" through 7/16"
11. One 22" line-up pry bar (point 5/16" stock size 5/8")
12. One ladyfoot line-up bar
13. One standard scratch awl
14. Pair 9-1/2" water pump pliers
15. Pair 7" diameter cutting pliers
16. Pair 6" or 8" standard pliers
17. One 6" adjustable wrench
18. One 12" adjustable wrench
19. 8 oz. ball peen hammer
20. 20 oz. ball peen hammer
21. Allen wrench set (1/16” – 3/8”)
22. Pneumatic die grinder
23. One adjustable inspection mirror
24. Pair 6-1/2" needle-nose pliers
25. One 16 oz. plastic hammer

26. One 6' or 10' steel tape
27. One set standard wire-gripping and crimp pliers
28. One pair reversible snap ring pliers 5-3/4" - .038" tips
29. One pair reversible snap ring pliers 8" - .070 tips
30. 5" vise-grip pliers
31. 7" vise-grip pliers
32. 10" vise-grip pliers
33. One 7-piece hex-head screwdriver set for 3/8" square drive 1/8" through 3/8"
34. One set flare nut wrenches 3/8" through 3/4" or #51
35. One diesel fuel line socket
36. One 12", 1/2" square stock seal puller or equivalent
37. One standard telescopic magnet or equivalent
38. One set standard nut drivers 3/16" through 1/2" or 1/4" deep socket set
39. One 3/8" drive universal socket set 7/16" through 3/4" and 15/16"
40. One flashlight
41. One set of feeler gauges (.0012” - .035”)
42. 12 mm hex key or hex socket
43. 17 piece metric deep socket set (6 – 22mm)
44. Combination wrenches, 8, 10, 11, 12, 13, 14, 17, 19, 22, 24, 27 mm
45. Metric sockets, 8, 10, 11, 12, 13, 14, 17, 19, 22, 24, 27 mm
46. Metric allen wrench set (.15 – 10mm)
47. Brass pin punch (3/8” x 6”)
48. Any metric tools required
49. Oil filter wrench
50. Crows foot wrench set (5/16” – 1”)
51. 15 piece service wrench set (3/4” – 1 7/8”)
52. Air conditioning ratcheting service wrench
53. 3/8” drive ratcheting pneumatic wrench
54. 1/2” drive pneumatic impact gun

SACRAMENTO REGIONAL TRANSIT DISTRICT JOB DESCRIPTION

Mechanic B

FLSA Exemption Status: Non-exempt

Authorized: 10/1999
Revised: 05/2008

Job Summary

Using a variety of hand and power tools common to the trade, performs a variety of preventative maintenance and specific repair functions, such as brake and transmission inspections and repairs, on District coaches, related equipment and other related vehicles; assists more experienced Mechanics performing inspection, diagnosis and major repair functions; as assigned, provides functional training and assistance to employees in lower level classifications; makes road calls to service disabled vehicles; practices safe work processes and contributes to the creation and maintenance of a safe working environment for self and others; and performs related duties as assigned.

Distinguishing Characteristics

This is the second level classification within the Mechanic job series. This classification is distinguished from the journey level Mechanic A classification by the performance of routine assignments and duties specific to preventive maintenance, brake and transmission repairs, and removal and replacement of component parts. This job classification is distinguished from the entry level Mechanic C classification by the level of independence exercised in performing more difficult and varied inspection, repair and maintenance assignments.

Supervision Received

Receives general supervision within a framework of standard operating policies and procedures.

Supervision Exercised

Incumbents in this classification do not supervise other employees but may provide functional training and assistance to employees assigned to lower level classifications.

Essential Functions and Responsibilities

Removes and replaces component parts such as radius rods, bushings, bellows, starters, and radiators; performs engine assemblies, brake inspections and brake repairs associated with inspections, such as brake adjustments and brake relines; repairs transmissions; repairs wheelchair lifts; performs minor body repairs; performs road calls to service disabled coaches; safely operates District coaches and other vehicles in the course of performing assigned duties; assists more experienced mechanics performing inspection, diagnosis, and major repair functions; may be assigned to train or assist positions assigned to lower level classifications; and performs other related duties as assigned.

Mechanic B

Required Education, Experience, Knowledge Skills and Abilities
Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Required Prior Education:
High school diploma or equivalent. Verifiable training in automotive or diesel mechanics, including high school mechanics courses and/or a regional occupational program is desirable.

Required Prior Experience:
One year of full-time experience successfully performing the duties of the District's Mechanic C classification, or two years of verifiable full-time experience successfully performing general maintenance, servicing, and repair of gas or diesel powered vehicles and equipment.

Licenses and/or Certificates:
Possession of a Class B California Driver's License permit with endorsement(s) on the first day of appointment and the ability to obtain a Class B California Driver's License with endorsement(s) within 90 days of appointment; a satisfactory driving record; possession of a Forklift Operator Certification or the ability to obtain a forklift certificate within 90 days of appointment; required to obtain the tools for the Mechanic B by the end of the probationary period.

Required Knowledge of:
- Methods, materials, lubricants, tools, and equipment used in servicing, diagnosis, preventive maintenance and repair of vehicles and equipment.
- Mechanical principles for gas, diesel and natural gas engines, fluid systems, electrical, power train and chassis.
- Mechanical principles of braking, heating, air conditioning, pneumatic and hydraulic systems and transmissions.
- General preventive maintenance applications.
- Standard first aid and shop safety practices.

Required Ability to:
- Obtain and maintain a valid Class B California driver's license issued by the Department of Motor Vehicles with proper endorsements and current medical certificate.
- Comply with drug and alcohol testing provisions for safety-sensitive employees as required by the FTA, Department of Transportation (49 CFR, Parts 40 and 655).
- Learn and effectively apply the District's policies and procedures
- Demonstrate the correct use of hand tools common to the trade.
- Safely operate District equipment and vehicles.
- Read and understand schematics, operation, service and safety manuals
- Understand and effectively follow written and oral instructions.

- Exercise good judgment and effectively solve practical problems.
- Maintain attention to detail in a work environment of frequent interruptions.
- Work independently in the absence of supervision.
- Understand and follow guidelines for safe handling of toxic and/or caustic chemicals and other hazardous materials.
- Establish and maintain effective working relationships with those contacted in the performance of required duties.
- Perform essential functions of the job without causing harm to self or others.

Required Computer Skills with:

- Personal computers and Windows applications.
- Ability to learn and effectively utilize designated computer based diagnostic tools.

Physical and Mental Requirements

The essential functions of this job are performed in both a shop environment and outside in various weather conditions, including extreme heat and cold. Work is performed on ladders, around moving vehicles, equipment and machinery with moving parts, under wet and slippery conditions and, occasionally, with hands in water. Incumbents are exposed on a daily basis to a dry atmosphere, intermittent loud noise and vibrations, dust, silica, fumes, smoke, gases, grease, oils, electrical energy, and toxic and/or caustic chemicals.

On a daily basis, the essential functions of the job require incumbents to climb ladders, stoop, kneel, crouch, stand, and walk and occasionally to crawl into confined spaces; to extend arms and use upper extremities, finger dexterity and hand strength to reach, pick, pinch and grasp tools and controls and/or to feel the attributes of objects; to lift, and carry objects weighing up to 50 pounds; to push and pull objects weighing up to 150 pounds; to hear and talk to receive and communicate instructions and other information; to rotate neck left and right and bend neck forward and backward; to bend and twist torso; to read and see objects clearly within one foot to arms length, and occasionally to twenty feet, requiring a full field of vision and good depth perception with the ability to adjust focus and distinguish basic colors and shades of color; and to operate vehicles and equipment requiring the use of both feet and hands.

MINIMUM TOOL LIST
MECHANIC - B REVISED: 12/5/14

1. 3/8" drive socket set, including ratchet and Pneumatic ratcheting wrench
2. Extensions 4", 6" and 12"
3. Sockets - 1/4", 5/16", 11/32", 3/8", 7/16", 1/2" 9/16", 5/8", 11/16", 3/4"
4. 1/2" drive socket set
5. Ratchet and 18" flex handle
6. Extensions, 4", 6" and 12"
7. 1/2" drive sockets, 1/2", 9/16", 5/8", 11/16", 3/4", 7/8", 15/16", 1", 1-1/8"
8. Wrenches - combination standard handle - 5/16", 3/8", 7/16" 1/2", 9/16", 5/8", 11/16", 3/4", 13/16", 7/8" 15/16", 1", 1-1/16", 1-1/8"
9. Standard screwdrivers - 1-1/2", 6", 8"
10. Phillips screwdrivers - 1-1/2", 6"
11. Pliers - water pump, regular and diagonal wire cutters
12. Pneumatic die grinder
13. Allen wrenches - 3/64" through 7/16"
14. Adjustable wrenches (crescent) - 4", 8", and 12"
15. Punch and chisel set to include the following: center punch 3/16"; pin punch 3/32", 5/32", and 3/16"; starter punch 3/32", 5/32" and 3/16"; and flat chisel 13/32", 1/2" and 5/8"
16. Ladyfoot bar
17. Flashlight
18. Hammers - ball peen, 8 oz. and 1-1/4 lb
19. 3/8" deep sockets, 1/4" - 13/16"
20. 1 set short combination wrenches 1/4" through 7/8"
21. One 5-piece easy out set 3/16" through 7/16"
22. One 22" line-up pry bar
23. One tape measure
24. One pair 6-1/2" needle-nose pliers

25. One 16 oz. plastic hammer
26. One set flare nut wrenches 3/8" through 3/4" or No. 46
27. One standard telescopic magnet or equivalent
28. One set standard nut drivers 3/16" through 1/2" or 1/4" deep socket set
29. One set 3/8" driver universal socket set 7/16" through 3/4", 15/16"
30. 12 mm hex key or hex socket.
31. 13 & 17 mm sockets.
32. Combination wrenches, 8, 10, 11, 12, 13, 14, 17, 19, 22, 24, 27 mm
33. Metric sockets, 8, 10, 11, 12, 13, 14, 17, 19, 22, 24, 27 mm
34. Allen wrench, 3, 5, and 6 mm
35. Straight punches, 3, 4, and 6 mm
36. Any equivalent metric tools as required
37. Small telescoping mirror

SACRAMENTO REGIONAL TRANSIT DISTRICT JOB DESCRIPTION

Mechanic C

FLSA Exemption Status: Non-exempt

Authorized: 10/1999
Revised: 05/2008

Job Summary

Using a variety of hand and power tools, performs defined inspections and assigned preventive maintenance functions and assists more experienced Mechanics in the performance of general inspections, electronic analysis, mechanical repair and preventive maintenance of District buses, related equipment, and other vehicles; makes road calls taking corrective action as identified on defect reports; practices safe work processes and contributes to the creation and maintenance of a safe working environment for self and others; performs related duties as assigned.

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Distinguishing Characteristics

This is the entry level to the Mechanic job classification series. Incumbents learn and apply basic mechanical knowledge and skill to the performance of defined inspections and related preventive maintenance and repair functions and assist more experienced mechanics in the inspection, analysis, preventive maintenance and mechanical repair of District coaches, related equipment and other vehicles. Problem solving is limited to standard operating procedures; alternative actions and decision making are referred to the appropriate authority.

Supervision Received

New employees receive close supervision within a framework of well-defined policies and procedures. Once proficiency is attained, assignments become more varied and are performed under general supervision within a framework of well-defined policies and procedures.

Supervision Exercised

Incumbents in this classification do not exercise supervision over others.

Essential Functions and Responsibilities

Performs specific inspections and makes related repairs, such as brake adjustments and replacement of engine fluids and fuel lines; replaces brake diaphragms, slack adjusters and window glass; assists in pullout operations; makes road calls taking corrective action identified on defect reports; repairs brake systems, engine assemblies, and transmissions; assists more experienced Mechanics in the performance of general inspections, electronic analysis, mechanical repairs, preventive maintenance and the removal and replacement of component parts, such as radius rod bushings, bellows, starters and radiators; maintains and repairs fare boxes; performs maintenance checks on fire suppression systems; safely operates District coaches and other vehicles in the course of performing assigned duties; and performs other related duties as assigned.

Mechanic C

Required Education, Experience, Knowledge Skills and Abilities
Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Required Prior Education:
High school diploma or equivalent. Verifiable training in automotive or diesel mechanics, including high school mechanics courses and/or a regional occupational program is desirable.

Required Prior Experience:
One year of full-time experience successfully performing the duties of the District's Bus or Light Rail Service Worker; or one year of full-time experience successfully performing maintenance, servicing and safety checking of gasoline, electric and/or diesel powered vehicles.

Licenses and/or Certificates:
Possession of a Class B California Driver's License permit with endorsement(s) on the first day of appointment and the ability to obtain a Class B California Driver's License with endorsement(s) within 90 days of appointment; a satisfactory driving record; possession of a Forklift Operator Certification or the ability to obtain a forklift certificate within 90 days of appointment; required to obtain the tools for the Mechanic C by the end of the probationary period.

Required Knowledge of:
- Methods, materials, lubricants, tools, and equipment used in servicing, routine maintenance and repair of automotive equipment.
- Standard first aid and shop safety practices.

Required Ability to:
- Obtain and maintain a valid Class B California driver's license issued by the Department of Motor Vehicles with proper endorsements and current medical certificate.
- Comply with drug and alcohol testing provisions for safety-sensitive employees as required by the FTA, Department of Transportation (49 CFR, Parts 40 and 655).
- Learn and effectively apply the District's policies and procedures
- Understand and effectively follow written and oral instructions.
- Perform repetitive tasks in an accurate and timely manner.
- Maintain attention to detail in a work environment of frequent interruptions.
- Recognize and detect equipment malfunctions.
- Learn proper methods of diagnosing and repairing mechanical problems of internal combustion engines.
- Learn the mechanics of hydraulic and air brake systems.

- Demonstrate the correct use of standard hand tools.
- Safely operate District equipment and vehicles.
- Read and understand schematics, service, operations and safety manuals.
- Understand and follow guidelines for safe handling of toxic and/or caustic chemicals and other hazardous materials.
- Establish and maintain effective working relationships with those contacted in the performance of required duties.
- Perform essential functions of the job without causing harm to self or others.

Required Computer Skills with:

- Basic literacy with personal computers and Windows applications.

Physical and Mental Requirements

The essential functions of this job are performed in both a shop environment and outside in various weather conditions, including extreme heat and cold. Work is performed on ladders, around moving vehicles, equipment and machinery with moving parts, under wet and slippery conditions and, occasionally, with hands in water. Incumbents are exposed on a daily basis to a dry atmosphere, intermittent loud noise and vibrations, dust, silica, fumes, smoke, gases, grease, oils, electrical energy, and toxic and/or caustic chemicals.

On a daily basis, the essential functions of the job require incumbents to climb ladders, stoop, kneel, crouch, stand, and walk and occasionally to crawl into confined spaces; to extend arms and use upper extremities, finger dexterity and hand strength to reach, pick, pinch and grasp tools and controls and/or to feel the attributes of objects; to lift, and carry objects weighing up to 50 pounds; to push and pull objects weighing up to 150 pounds; to hear and talk to receive and communicate instructions and other information; to rotate neck left and right and bend neck forward and backward; to bend and twist torso; to read and see objects clearly within one foot to arms length, and occasionally to twenty feet, requiring a full field of vision and good depth perception with the ability to adjust focus and distinguish basic colors and shades of color; and to operate vehicles and equipment requiring the use of both feet and hands.

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MINIMUM TOOL LIST
MECHANIC - C REVISED: 12/5/14

1. 3/8" drive socket set, including ratchet and Pneumatic ratcheting wrench
2. Extensions - 4", 6", and 12"
3. Sockets - 1/4", 5/16", 11/32", 3/8", 7/16", 1/2", 9/16", 5/8", 11/16", 3/4"
4. 1/2" drive socket set
5. Ratchet and 18" flex handle
6. Extension 4", 6"
7. 1/2" drive sockets - 1/2", 9/16", 5/8", 11/16", 3/4", 7/8", 15/16", 1", 11/16", 1-1/8"
8. Wrenches - combination long handle - 5/16", 3/8", 7/16", 1/2", 9/16", 5/8", 11/16", 3/4", 13/16", 7/8", 15/16", 1", 1-1/16", 1-1/8"
9. Standard screwdrivers: 1-1/2", 6", 8"
10. Phillips screwdrivers: 1-1/2", 6"
11. Pliers - water pump, regular and diagonal wire cutters
12. Pneumatic die grinder
13. Allen wrenches: 3/64" through 7/16"
14. Adjustable wrenches: (crescent) 8", 10" or 12"
15. Punch and chisel set to include the following: center punch 3/16", pin punch 3/32", 5/32" and 3/16", starter punch 3/32", 5/32" and 3/16", and flat chisel 13/32", 1/2" and 5/8"
16. Pinch bar
17. Flashlight
18. Hammers - ball peen, 8 oz. and 1-1/4 lb
19. 10 mm 1/2" drive socket
20. 12 mm hex key or hex socket
21. 13 & 17 mm sockets

22. Small telescoping mirror

23. Oil filter wrench

SACRAMENTO REGIONAL TRANSIT DISTRICT JOB DESCRIPTION

Painter

FLSA Exemption Status: Non-exempt

Authorized: 10/1999
Revised: 05/2008

Job Summary
Safely uses a variety of hand and power tools and specialized knowledge to prepare and paint District coaches, buildings, equipment and Light Rail Vehicles (LRVs); serves as a team leader for assigned projects; practices safe work processes and contributes to the creation and maintenance of a safe working environment for self and others; requisitions and maintains inventories of paint and related supplies and tracks material usage for compliance purposes; and performs related duties as assigned or required.

Distinguishing Characteristics
This is a full journey level specialist job classification. This classification is distinguished from District Mechanic classifications as incumbents utilize a variety of hand tools, power equipment and specialized knowledge to independently perform a full range of skilled vehicle painting duties and related preparation work.

Supervision Received
Receives general supervision within a framework of standard operating policies and procedures.

Supervision Exercised
May provide lead direction to other employees on assigned projects.

Essential Functions and Responsibilities
Prepares, masks, sands, primes, mixes and sprays, brushes or roller paints a variety of paint and other coatings on District coaches, buildings, equipment and/or LRVs; may perform minor body work to prepare coaches or LRVs for painting; works on special painting projects for other District departments; applies decals and numbers to all District vehicles; safely operates District vehicles; requisitions and maintains inventories of paint supplies and tracks material useage for compliance purposes; performs daily visual vehicle inspections and reports defects; and performs other related duties as assigned.

Required Education, Experience, Knowledge Skills and Abilities
Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Required Prior Education:
High school diploma or equivalent.

Painter

Required Prior Experience:
Three years of full-time experience successfully performing the duties of a journey level vehicle/equipment painter. Successful completion of an apprenticeship in the field or successful completion of a District sponsored training and certification program.

Licenses and/or Certificates:
Possession of a Class B California Driver's License permit with endorsement(s) on the first day of appointment and the ability to obtain a Class B California Driver's License with endorsement(s) within 90 days of appointment; a satisfactory driving record; possession of a Forklift Operator Certification or the ability to obtain a forklift certificate within 90 days of appointment.

Required Knowledge of:
- Standard procedures, tools, equipment and materials used in the painting trade.
- Standard methods for preparing a wide variety of surfaces for painting.
- Methods of preparing, mixing, blending, preserving and applying paints and other coatings to wood, plastic, metal, and other surfaces.
- Methods of rigging scaffolding.
- Standard methods for maintaining brushes and painting equipment.
- Electrical safety standards.
- Chemicals, their interactions, danger signs and safe disposal methods
- Basic first aid and general shop safety practices

Required Ability to:
- Obtain and maintain a valid Class B California driver's license issued by the Department of Motor Vehicles with proper endorsements and current medical certificate.
- Comply with drug and alcohol testing provisions for safety-sensitive employees as required by the FTA, Department of Transportation (49 CFR, Parts 40 and 655).
- Mix and match paint and to blend, harmonize and contrast colors.
- Apply paint and coatings evenly with both brush and spry gun.
- Work from rigging and scaffolds.
- Estimate time and materials needed to perform a job.
- Exercise good judgment and effectively resolve work-related problems.
- Maintain attention to detail in a work environment of frequent interruptions.
- Work independently in the absence of supervision.
- Correctly use protective clothing and appropriate safety equipment.
- Read, interpret and understand plans, schematics, and various manuals.
- Understand and effectively follow written and oral instructions.
- Understand and follow guidelines for safe handling of toxic and/or caustic chemicals and other hazardous materials.
- Learn and effectively apply District policies and procedures.
- Establish and maintain effective working relationships with those contacted in the performance of required duties.
- Perform the essential functions of the job without causing harm to self or others.

Painter

Required Computer Skills with:

- N/A

Physical and Mental Requirements

The essential functions and responsibilities of this job are primarily performed in a shop environment. On a daily basis, work is performed on ladders, in confined spaces, around moving vehicles and equipment and around machinery with moving parts. The work environment subjects incumbents to extremes in heat over 100^{o}F and exposes them to a dry arid atmosphere, constant noise, dust, silica, fumes, smoke, gases, grease and oils, electrical energy, and toxic and/or caustic chemicals.

On a daily basis, the essential functions of the job require incumbents to stand, walk and sit for sustained periods of time; to climb, stoop, kneel, crouch, reach and crawl; to use finger dexterity and hand strength to pinch and grasp items and to feel the attributes of objects by touch; to maintain body balance while walking, standing and crouching on slippery or moving surfaces; to hear and talk to receive and give instructions and information; to view objects within one foot to arms length using a full field of vision, good depth perception and the ability to adjust focus, distinguish basic colors and shades of color; to lift and carry objects weighing up to 50 pounds; and to push and pull paint containers and equipment weighing up to 50 pounds.

SACRAMENTO REGIONAL TRANSIT DISTRICT JOB DESCRIPTION

RAIL LABORER

FLSA Exemption Status: Non-Exempt

Authorized: 10/99
Bd. Revised: 04/15

Job Summary

Performs heavy manual labor to assist the Rail Maintenance Worker classification in the maintenance, construction, inspection, and repair of the District's light rail systems, tracks, and structures; safely operates District vehicles and equipment; as directed, may work as a flagperson to protect the public, employees and District equipment or may attend to switches during emergencies or when re-routing trains; practices safe work processes and contributes to the creation and maintenance of a safe working environment for self and others; and performs other related work as assigned.

Distinguishing Characteristics

This is the entry level to the Rail Maintenance job series. This classification is distinguished from the journey-level Rail Maintenance Worker in that the latter performs a full range of maintenance, inspection, and repair duties and is responsible for the upkeep and repair of substrate materials between the rail bed and the rails.

Supervision Received

New employees receive close supervision within a framework of well-defined policies and procedures. Once proficiency is attained, assignments become more varied and are performed under general supervision within a framework of well-defined policies and procedures.

Supervision Exercised

Incumbents in this classification do not exercise supervision over other employees.

Essential Functions and Responsibilities

Removes and replaces rail, ties, track fastenings and turnout fittings; repairs, adjusts, cleans and lubricates switches, frogs, road crossings, appliances, signs and drainage structures; surfaces and lines track; cuts, drills, grinds, and welds rail track components; safely operates designated District vehicles, tools and equipment; may work as a flagperson when directed for the protection of the public, employees, and District equipment; and may perform switch tending assignments during emergencies and rerouting of trains; and performs other related duties as assigned.

Required Education, Experience, Knowledge Skills and Abilities
Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Required Prior Education:
High school diploma or equivalent.

Required Prior Experience:
One year of full-time responsible work experience successfully performing construction or maintenance duties requiring continuous heavy manual labor OR one year of full time work experience in a District IBEW Bargaining Unit position.

Special Requirements, Licenses and/or Certificates:
Possession of a Class A California Driver's License permit with endorsement(s) on the first day of appointment, and the ability to obtain a Class A California Driver's License with endorsement(s) within 90 days of appointment; a satisfactory driving record; possession of a Forklift Operator Certification or the ability to obtain a forklift certificate within 90 days of appointment; ability to pass the exams and maintain the District's LRV Operator's License and the District's High Rail Operator's License; pass the Ishihara Eye Test; required to obtain the tools for the Rail Laborer by the end of the probationary period.

Required Knowledge of:
- Basic operating principles of heavy equipment.
- Care and use of hand tools and equipment used in general construction or mechanical maintenance work.
- Safe work practices relative to working with machines, tools, and equipment.
- Basic first aid and safety practices.

Required Ability to:
- Comply with drug and alcohol testing provisions for safety-sensitive employees as required by the FTA, Department of Transportation (49 CFR, Parts 40 and 655).
- Read and understand work plans and service manuals.
- Learn and effectively apply the District's policies and procedures
- Understand and effectively follow written and oral instructions.
- Perform repetitive tasks in an accurate and timely manner.
- Perform continuous heavy physical labor.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the performance of required duties.
- Perform the essential functions of the job without causing harm to self or others.

Required Computer Skills with:
- None.

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Physical and Mental Requirements

The essential duties of the job are primarily performed outdoors and require the performance of heavy manual labor on an ongoing basis. Incumbents are exposed to with exposure to varying weather conditions and hazards associated with operating an electric transit system. Work is regularly performed on ladders and scaffolding and around vehicles, machinery and equipment with moving parts.

On a daily basis, the essential functions of the job may require incumbents to climb ladders, stairs, scaffolding, and ramps; to stoop; kneel, crouch, and crawl; to reach in all directions; to stand, walk, and/or sit for extended periods of time; to push and pull objects with an average weight of 75 pounds to a maximum of 200 pounds; to lift and carry objects with an average weight of 50 pounds to a maximum of 125 pounds; to grasp and demonstrate finger dexterity; to demonstrate tactile dexterity; to hear and talk to give and receive instruction and other information; to maintain body equilibrium to prevent falling; to clearly see objects at one foot to beyond 20 feet using a full field of vision, good depth perception and the ability to distinguish basic colors and shades of colors.

MINIMUM TOOL LIST
RAIL LABORER REVISED: 05/08

1. 3/8" drive socket set, 3/8", 7/16", 1/2", 9/16", 5/8", 11/16", 3/4" sockets
2. 1/2" drive socket set, 7/16" to 1-1/8"
3. 7-piece standard screwdriver set
4. Phillips screwdriver set No. 1, No. 2, and No. 3
5. One 22" line-up pry bar (point 5/16" stock size 5/8")
6. Pair 7" diameter cutting pliers with insulated grips
7. Pair 8" standard pliers with insulated grips
8. 8 oz ball peen hammer
9. One hacksaw
10. One pair 6-1/2" needle-nose pliers with insulated grips
11. 7" vise-grip pliers
12. One pair wire stripper and crimper pliers
13. 3/8" socket ratchet and 2", 4", 6" and 12" extensions
14. One flashlight

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SACRAMENTO REGIONAL TRANSIT DISTRICT JOB DESCRIPTION

RAIL MAINTENANCE WORKER

FLSA Exemption Status: Non-Exempt **Authorized:** 10/99
Bd. Revised: 04/15

Job Summary
Performs a variety of routine to skilled maintenance, construction, inspection and repair duties on the District's ties, rails, rail beds, signage, and related light rail track system; performs physical labor to accomplish assigned duties; inspects rails and track system for defects, wear, and other unsafe conditions; may serve as crew leader, providing training and oversight to less experienced employees; may work as a flagperson to protect the public, employees and District equipment and/or may attend to switches during emergencies or when re-routing trains; practices safe work processes and contributes to the creation and maintenance of a safe working environment for self and others; and performs other related duties as assigned.

Distinguishing Characteristics
This is the journey level classification within the Rail Maintenance job series. Incumbents perform a full range of maintenance, inspection, and repair duties, and are responsible for the upkeep and repair of substrate materials between the rail bed and the rails. This classification is distinguished from the Rail Laborer responsible for learning and applying basic knowledge and skills to the performance of repetitive tasks requiring heavy manual labor. This classification is distinguished from the Senior Rail Maintenance Worker which plans, organizes, assigns and directs the work of Rail Maintenance personnel and assists Rail Maintenance Workers in the performance of assigned duties.

Supervision Received
Receives general supervision within a framework of standard operating policies and procedures.

Supervision Exercised
May provide functional direction and/or serve as lead to a small crew, as assigned.

Essential Functions and Responsibilities
Inspects, constructs, maintains and repairs the District's light rail and track systems and related structures; performs routine rail maintenance including the removal and replacement of rail, ties, track fastenings and turnout fittings; repairs, adjusts, cleans, and lubricates switches, frogs, road crossings, appliances, signs and drainage structures; surfaces and lines track; cuts, drills, grinds and welds rail and track components; sets up and prepares materials for welding to include Stick, MIG and TIG; safely operates District vehicles, tools, and equipment required in the normal

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performance of assigned duties; walks track during inspection; inspects for rail defects; may work as a flag person when directed for the protection of the public, employees and District equipment and/or perform switch tending assignments during emergencies and rerouting of trains; and performs other related duties as assigned.

Required Education, Experience, Knowledge Skills and Abilities
Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Required Prior Education:
High school diploma or equivalent.

Required Prior Experience:
Two (2) years of responsible full time work experience successfully performing railroad track construction, repair and/or maintenance duties requiring continuous heavy manual labor, similar to the District's Rail Laborer; or the successful completion of the District's Rail Maintenance Certification Program.

Licenses and/or Certificates:
Possession of a Class A California Driver's License permit with endorsement(s) on the first day of appointment, and the ability to obtain a Class A California Driver's License with endorsement(s) within 90 days of appointment; a satisfactory driving record; possession of, or the ability to obtain the District's LRV Operator and High Rail Operator Licenses within 90 days of appointment; the ability to pass the Ishihara Eye Test; required to obtain the tools for the Rail Maintenance Worker by the end of the probationary period.

Required Knowledge of:
- Familiarity with railroad subsystems, switches, rail, and other related equipment, and correct field reporting and documentation per applicable regulations.
- Standard and accepted railroad track maintenance, tools and equipment.
- Standard and accepted first aid and safety practices.

Required Ability to:
- Perform tasks efficiently and in compliance with all safety rules and regulations.
- Safely and effectively operate tools such as lath, band saw, bench grinders, plasma cutters, drill press, oxy-act cutting torches, hand held grinders, vehicles and equipment required for the performance of assigned job duties.
- Operate and maintain heavy equipment including but not limited to Speedswing, backhoe, production tamper, ballast regulator, forklift, paving equipment.
- Repair and maintain rail and track system to a high degree of technical tolerance and specification, as required by District policy and applicable regulations.
- Understand and effectively follow written and oral instructions.
- Learn and effectively apply the District's policies and procedures.

- Comply with drug and alcohol testing provisions for safety sensitive employees as required by the FTA, Department of Transportation (49 CFR, Parts 40 and 655).
- Respond quickly, calmly and appropriately to emergency situations.
- Communicate clearly and concisely, both orally and in writing.
- Work independently in the absence of supervision.
- Prioritize workload to ensure successful job performance for self and others.
- Effectively direct the work of others.
- Read, understand, and follow plans and service manuals accurately.
- Write work orders and routine reports in a clear and concise manner.
- Work positively and cooperatively within a team/crew to accomplish long-term projects and day-by-day assignments
- Establish and maintain effective working relationships with those contacted in the performance of required duties.
- Perform the essential functions of the job without causing harm to self or others.

Required Computer Skills with:

- Working knowledge of the use of personal computers and Windows applications
- Reading and understanding designated computer reports and schedules.

Physical and Mental Requirements

The essential duties of the job are primarily performed outdoors and require the performance of heavy manual labor on an ongoing basis. Incumbents are exposed to with exposure to varying weather conditions and hazards associated with operating an electric transit system. Work is regularly performed on ladders and scaffolding and around vehicles, machinery and equipment with moving parts.

On a daily basis, the essential functions of the job may require incumbents to climb ladders, stairs, scaffolding, and ramps; to stoop; kneel, crouch, and crawl; to reach in all directions; to stand, walk, and/or sit for extended periods of time; to push and pull objects with an average weight of 50 pounds to a maximum of 200 pounds; to lift and carry objects with an average weight of 50 pounds to a maximum of 125 pounds; to grasp and demonstrate finger dexterity; to demonstrate tactile dexterity; to hear and talk to give and receive instruction and other information; to maintain body equilibrium to prevent falling; to clearly see objects at one foot to beyond 20 feet using a full field of vision, good depth perception and the ability to distinguish basic colors and shades of colors.

MINIMUM TOOL LIST
RAIL MAINTENANCE WORKER REVISED: 05/08

1. 3/8" drive socket set, 3/8", 7/16", 1/2", 9/16", 5/8", 11/16", 3/4" sockets
2. 1/2" drive socket set, 3/8" to 1 1/8"
3. 7-piece standard screwdriver set
4. Phillips screwdriver set No. 1, No. 2, and No. 3
5. One 22" line-up pry bar (point 5/16" stock size 5/8")
6. Pair 7" diameter cutting pliers
7. Pair 8" standard pliers
8. 8 oz ball peen hammer
9. One hacksaw
10. 6-1/2" needle-nose pliers
11. 7" vise-grip pliers
12. One pair wire stripper and crimper pliers
13. 3/8" socket ratchet , and 2", 4" 6" and 12" extensions
14. Flashlight

SACRAMENTO REGIONAL TRANSIT DISTRICT JOB DESCRIPTION

Senior Mechanic

FLSA Exemption Status: Non-exempt

Authorized: 10/1999
Revised: 03/2021

Job Summary

Assists supervisors in the assignment of work and instructs and directs the work activities of assigned employees on a daily basis; serves as supervisor responsible for shop operations and work activities of assigned employees on the weekends, holidays and during any absence of the supervisor; effectively uses a variety of hand, power and computer diagnostic tools and testing instruments to independently perform varied and complex inspection, diagnostic, overhaul and repair functions required for the maintenance of District revenue and non-revenue vehicles and equipment, including gas, diesel, electric, and CNG powered coaches, trucks, cars, fare boxes, fare collection equipment, small shop machinery, power tools, and other support equipment; practices safe work processes and contributes to the creation and maintenance of a safe working environment for self and others; and performs other related duties as assigned.

Distinguishing Characteristics

This is the advanced journey level classification within the Mechanic job series. Incumbents in this classification are distinguished from the lower-level mechanic classifications by the responsibility to assign, instruct and direct the work of designated employees on a daily basis and to serve as supervisor responsible for shop operations and the work of assigned crews on weekends, holidays and during any absence of the supervisor. Incumbents in this job classification must possess broad knowledge and complete understanding of the most complex mechanical maintenance tasks and duties as well as the ability to instruct and assist Mechanics and other assigned employees on the inspection, diagnosis, repair, and maintenance of District revenue and non-revenue vehicles and related equipment.

Supervision Received

Receives minimal supervision within a framework of standard operating policies and procedures.

Supervision Exercised

Provides lead direction to designated crew(s) on a daily basis. Serves as supervisor on weekends, holidays and during any absence of the supervisor.

Essential Functions and Responsibilities

Assigns, instructs and directs the work of assigned employees on a daily basis; serves as supervisor on weekend, holidays and during the absence of the supervisor with full responsibility for shop operations and the work activities of assigned employees; Inspects, tests. troubleshoots, diagnoses, builds, rebuilds, overhauls and maintains all

pneumatic, mechanical and electronic-related systems and components on RT revenue and non-revenue vehicles and equipment, including gas, diesel and CNG powered coaches, trucks, cars, fare boxes, fare collection equipment, small shop machinery power tools, and other support equipment; reads blueprints, schematics, job orders and wire numbers; safely operates District coaches and other vehicles in the course of performing assigned duties; performs essential functions of all classifications within the Mechanic job series as required; and performs other related duties as assigned.

Required Education, Experience, Knowledge Skills and Abilities
Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Required Prior Education:
High school diploma or equivalent.

Required Prior Experience:
Two years of full-time experience successfully performing the duties and responsibilities of a Mechanic A within the District.

Licenses and/or Certificates:
Possession of a Mechanic A rating and/or possession of a Regional Transit Certification of ability to diagnose, repair, and overhaul electrical and mechanical systems for coaches, cars, trucks and other support equipment; possession of a Refrigeration Recovery/Containment Certificate Type II (per Federal EPA regulations); possession of a Class B California Driver's License permit with endorsement(s) on the first day of appointment, and the ability to obtain a Class B California Driver's License with endorsement(s) within 90 days of appointment; a satisfactory driving record; possession of a Forklift Operator Certification or the ability to obtain a forklift certificate within 90 days of appointment; required to obtain the tools for the Senior Mechanic by the end of the probationary period.

Required Knowledge of:
- Methods, materials, lubricants, tools, and equipment used in servicing, diagnosis, preventive maintenance, overhaul and repair of District vehicles and equipment.
- Principles of diagnosis and repair of gas, diesel, and CNG powered engines, fluid systems, electrical systems, power train and chassis.
- Mechanical principles of braking, heating, air conditioning, pneumatic and hydraulic systems and transmissions.
- Standard first aid and general shop safety practices, including the proper handling and disposal of blood-born pathogens.

Required Ability to:
- Obtain and maintain a valid Class B California driver's license issued by the Department of Motor Vehicles with proper endorsements and current medical certificate.

- Comply with drug and alcohol testing provisions for safety-sensitive employees as required by the FTA, Department of Transportation (49 CFR, Parts 40 and 655).
- Prioritize workload to ensure successful job performance for self and others.
- Effectively communicate technical instruction, provide on the job training, assign and direct the work activities of designated employees.
- Understand, interpret and implement District policies and procedures.
- Exercise good judgment and effectively solve practical problems; respond quickly, calmly and appropriately to emergency situations.
- Write work orders and routine reports in a clear and concise manner.
- Understand and effectively follow written and oral instructions.
- Communicate clearly and concisely, both orally and in writing.
- Safely and effectively operate tools and equipment common to the trade.
- Read and understand schematics, operation, service and safety manuals, including schematic symbols, electrical drawings, pulse and logic circuits and operations microprocessors.
- Troubleshoot, diagnose, repair and/or overhaul electronic, electrical and mechanical systems for District coaches, vehicles and support equipment.
- Inspect, test, adjust, repair, replace, rebuild, and overhaul vehicle equipment, assemblies, sub-assemblies, and related equipment, machinery and tools.
- Safely operate District equipment and vehicles.
- Maintain attention to detail in a work environment of frequent interruptions.
- Work independently in the absence of supervision.
- Understand and follow guidelines for safe handling of toxic and/or caustic chemicals and other hazardous materials.
- Establish and maintain effective working relationships with those contacted in the performance of required duties.
- Perform essential functions of the job without causing harm to self or others.

Required Computer Skills with:

- Personal computers and Windows applications
- Multiple and designated computer based diagnostic tools.

Physical and Mental Requirements

The essential functions of this job are performed in both a shop environment and outside in various weather conditions, including extreme heat and cold. Work is performed on ladders, around moving vehicles, equipment and machinery with moving parts, under wet and slippery conditions and, occasionally, with hands in water. Incumbents may be exposed on a daily basis to excessive humidity, a dry atmosphere, intermittent loud noise and vibrations, dust, silica, fumes, smoke, gases, grease, oils, electrical energy, high-pressure clean natural gas and toxic and/or caustic chemicals.

On a daily basis, the essential functions of the job require incumbents to climb ladders, stoop, kneel, crouch, stand, and walk and occasionally to crawl into confined spaces; to extend arms and use upper extremities, finger dexterity and hand strength to reach,

pick, pinch and grasp tools and controls and/or to feel the attributes of objects; to lift, and carry objects weighing up to 50 pounds; to push and pull objects weighing up to 150 pounds; to hear and talk to receive and communicate instructions and other information; to rotate neck left and right and bend neck forward and backward; to bend and twist torso; to read and see objects clearly within one foot to arms length, and occasionally to twenty feet, requiring a full field of vision and good depth perception with the ability to adjust focus and distinguish basic colors and shades of color; and to operate vehicles and equipment requiring the use of both feet and hands.

MINIMUM TOOL LIST
SENIOR MECHANIC REVISED: 05/08

1. 1/4" drive socket set, 1/8" - 1/2" 6 or 12 point sockets
2. 3/8" drive sockets 1/4" - 13/16" 6 or 12 point sockets
3. 3/8" deep sockets 1/4" - 13/16"
4. 1/2" drive socket set 3/8" - 1-1/8"
5. 7-piece standard screwdriver set
6. 6-piece Phillips screwdriver set
7. One set short combination wrenches 1/4" through 7/8"
8. One set standard combination wrenches 3/8" through 1-1/8"
9. Punch and chisel set (pin punch 3/32" through 5/16") (starter punch 3/32" through 5/16") (chisel 5/16" through 5/8") (3/8" and 1/2" center punch)
10. One 5-piece easy-out set 3/16" through 7/16"
11. One 22" line-up pry bar (point 5/16" stock size 5/8")
12. One ladyfoot line-up bar
13. One standard scratch awl
14. Pair 9-1/2" water pump pliers
15. Pair 7" diameter cutting pliers
16. Pair 6" or 8" standard pliers
17. One 6" adjustable wrench
18. One 12" adjustable wrench
19. 8 oz. ball peen hammer
20. 20 oz. ball peen hammer
21. Allen wrench set "15 piece" (3/64" through 7/16")
22. One hacksaw
23. One adjustable inspection mirror
24. Pair 6-1/2" needle-nose pliers
25. One 16 oz. plastic hammer

26. One 6' or 10' steel tape
27. One set standard wire-gripping and crimp pliers
28. One pair reversible snap ring pliers 5-3/4" - .038" tips
29. One pair reversible snap ring pliers 8" - .070 tips
30. 5" vise-grip pliers
31. 7" vise-grip pliers
32. 10" vise-grip pliers
33. One 7-piece hex-head screwdriver set for 3/8" square drive 1/8" through 3/8"
34. One set flare nut wrenches 3/8" through 3/4" or #51
35. One diesel fuel line socket
36. One 12", 1/2" square stock seal puller or equivalent
37. One standard telescopic magnet or equivalent
38. One set standard nut drivers 3/16" through 1/2" or 1/4" deep socket set
39. One 3/8" drive universal socket set 7/16" through 3/4" and 15/16"
40. One flashlight
41. One set of feeler gauges .0015" - .035"
42. 12 mm hex key or hex socket
43. 13 & 17 mm sockets
44. Combination wrenches, 8, 10, 11, 12, 13, 14, 17, 19, 22, 24, 27 mm
45. Metric sockets, 8, 10, 11, 12, 13, 14, 17, 19, 22, 24, 27 mm
46. Allen wrench, 3, 5, and 6 mm
47. Straight punches, 3, 4, and 6 mm
48. Any metric tools required

SACRAMENTO REGIONAL TRANSIT DISTRICT JOB DESCRIPTION

Senior Rail Maintenance Worker

FLSA Exemption Status: Non-Exempt

Authorized: 10/1999
Revised: 05/2008

Job Summary
Oversees the day to day activities of designated crews performing a variety of routine to skilled maintenance, construction, inspection and repair duties on the District's ties, rails, rail beds, signage, and related light rail track system; oversees the performance of and participates in physical labor to accomplish assigned duties; inspects rails and track system for defects, wear, and other unsafe conditions; safely operates a variety of District vehicles and equipment practices safe work processes and contributes to the creation and maintenance of a safe working environment for self and others; and performs other related duties as assigned.

Distinguishing Characteristics
This is the advanced journey level classification within the Rail Maintenance job series. Incumbents provide lead direction to designated crew(s) on a day to day basis and apply in depth knowledge and expertise to performance of the most complex tasks and duties related to the repair and maintenance of the District's light rail and track systems. This classification is distinguished from the journey level Rail Maintenance Worker which performs a full range of maintenance, inspection, and repair duties; maintains substrate materials between the rail bed and the rails, and leads a small crew, as assigned.

Supervision Received
Receives limited supervision within a framework of standard operating policies and procedures.

Supervision Exercised
Lead supervision to designated crew(s) on a day to day basis. Acts as supervisor in the absence of Maintenance Supervisor as assigned.

Essential Functions and responsibilities
Plans, organizes, assigns and directs the work of Rail Maintenance personnel and assists Rail Maintenance Workers in the performance of assigned duties that includes the removal and replacement of rails and ties, track fastenings and turnout fittings; repairs, adjusts, cleans and lubricates switches, frogs, road crossings and appliances, signs and drainage structures; surfaces and lines track; cuts, drills, grinds and welds rail and track components; within scope of responsibility, as defined by supervision, independently directs and accomplishes day-to-day routine activities and/or specific

assignments; serves as field supervisor or acting supervisor, making decisions and assignments and maintaining direct communication with District Operations during absences of supervisor; provides limited evaluation input on staff skill levels and competencies, directly reporting to supervisor for formal performance evaluation and review of staff; and performs related duties as assigned.

Required Education, Experience, Knowledge Skills and Abilities
Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Required Prior Education:
High school diploma or equivalent.

Required Prior Experience:
Five years of progressively responsible full time work experience successfully repairing and maintaining railroad track and railroad track systems which includes at least one year of experience working as a crew leader and two years as a Rail Maintenance Worker.

Special Requirements, Licenses and/or Certificates:
Possession of a Class A California Driver's License permit with endorsement(s) on the first day of appointment, and the ability to obtain a Class A California Driver's License with endorsement(s) within 90 days of appointment; a satisfactory driving record; possession of a Forklift Operator Certification or the ability to obtain a forklift certificate within 90 days of appointment; ability to maintain Regional Transit's Operator's License; possession of, or ability to obtain Regional Transit's Federal Railroad Administration (FRA) Certification, High Rail Operator's License; pass the Ishihara Eye Test; required to obtain the tools for the Senior Rail Maintenance Worker by the end of the probationary period.

Required Knowledge of:
- Standard and accepted railroad track and systems maintenance, tools and equipment.
- Standard and accepted first aid and safety practices.
- Standard and accepted Inspection and maintenance standards.

Required Ability to:
- Obtain and maintain a valid Class A California driver's license issued by the Department of Motor Vehicles with proper endorsements and current medical certificate.
- Comply with drug and alcohol testing provisions for safety-sensitive employees as required by the FTA, Department of Transportation (49 CFR, Parts 40 and 655).

- Perform tasks efficiently and in compliance with all safety rules and regulations.
- Safely and effectively operate tools, vehicles and equipment required for the performance of assigned job duties.
- Repair and maintain rail and track system to a high degree of technical tolerance and specification, as required by District policy and applicable regulations.
- Read, interpret, and follow plans and service manuals in an effective and independent manner.
- Understand and effectively follow written and oral instructions.
- Work independently in the absence of supervision.
- Prioritize workload to ensure successful job performance for self and others.
- Effectively train, instruct, and direct the work of designated crew(s).
- Understand, interpret and carry out District's policies and procedures.
- Respond quickly, calmly and appropriately to emergency situations.
- Analyze situations quickly and objectively and determine appropriate course of action.
- Communicate clearly and concisely, both orally and in writing.
- Write work orders and routine reports in a clear and concise manner.
- Work positively and cooperatively within a team/crew to accomplish long-term projects and day-by-day assignments
- Establish and maintain effective working relationships with those contacted in the performance of required duties.
- Perform the essential functions of the job without causing harm to self or others.

Required Computer Skills with:

- Working knowledge of the use of personal computers and Windows applications.
- Reading and understanding designated computer reports and schedules.
- Learn and effectively use Outlook email software.
- Learn and effectively use SAP PM/RM work order computer software.

Physical and Mental Requirements

The essential duties of the job are primarily performed outdoors and require the performance of heavy manual labor on an ongoing basis. Incumbents are exposed to with exposure to varying weather conditions and hazards associated with operating an electric transit system. Work is regularly performed on ladders and scaffolding and around vehicles, machinery and equipment with moving parts.

On a daily basis, the essential functions of the job may require incumbents to climb ladders, stairs, scaffolding, and ramps; to stoop; kneel, crouch, and crawl; to reach in all directions; to stand, walk, and/or sit for extended periods of time; to push and pull objects with an average weight of 50 pounds to a maximum of 200 pounds; to lift and carry objects with an average weight of 50 pounds to a maximum of 125 pounds; to grasp and demonstrate finger dexterity; to demonstrate tactile dexterity; to hear and talk to give and receive instruction and other information; to maintain body equilibrium to prevent falling; to clearly see objects at one foot to beyond 20 feet using a full field of vision, good depth perception and the ability to distinguish basic colors and shades of colors.

MINIMUM TOOL LIST
SENIOR RAIL MAINTENANCE WORKER REVISED: 05/08

1. 3/8" drive socket set, 3/8", 7/16", 1/2", 9/16", 5/8", 11/16", 3/4" sockets
2. 1/2" drive socket set, 3/8" to 1 1/8"
3. 7-piece standard screwdriver set
4. Phillips screwdriver set No. 1, No. 2, and No. 3
5. One 22" line-up pry bar (point 5/16" stock size 5/8")
6. Pair 7" diameter cutting pliers
7. Pair 8" standard pliers
8. 8 oz. ball peen hammer
9. One hacksaw
10. 6-1/2" needle-nose pliers
11. 7" vise-grip pliers
12. One pair wire stripper and crimper pliers
13. 3/8" socket ratchet , and 2", 4" 6" and 12" extensions
14. Flashlight

SACRAMENTO REGIONAL TRANSIT DISTRICT
JOB DESCRIPTION

STOREKEEPER

FLSA Exemption Status: Non-Exempt

Authorized: 10/99
Revised: 3/21

Job Summary

Researches, requisitions, receives, ships, stocks and issues a wide range of parts, materials, and supplies required for the repair and maintenance of District coaches, Light Rail Vehicles (LRVs), Non-Revenue Vehicles (NRVs), Fare Vending Machines (FVMs), Facilities, and Grounds; organizes and maintains parts storage areas; inspects and ensures the maintenance of assigned vehicles and equipment; safely operates District vehicles and warehousing equipment; and performs related duties as assigned.

Distinguishing Characteristics

This is a specialist classification that performs a full range of duties and functions related to the ordering, receiving, shipping, storing, control and distribution of parts, equipment, tools, supplies and materials required for the maintenance of District coaches, LRVs, NRVs, FVMs, Facilities, and Grounds.

Supervision Received

Receives general supervision within a framework of standard operating policies and procedures.

Supervision Exercised

Incumbents may provide work direction to other staff involved in warehouse activities.

Essential Functions and Responsibilities

Reviews requirements for parts, material and supply needs and create requisition(s) and/or suggest ordering of regularly used inventory based on usage rate, storage space, and delivery time; requisitions, ships, receives and stocks a variety of parts, materials, and supplies; establishes and maintains computer records of parts, materials and supplies ordered, received, issued and in stock; compares nomenclature, stock numbers, authorized substitutes and other listed information to verify accuracy of shipping orders; inventories incoming and outgoing laundry; organizes and maintains parts storage areas: confers with vendors, supervisors and others regarding products, price and requirements; references parts catalogs and other sources to determine correct parts for specific applications; issues parts and materials; picks up and delivers parts and materials; takes and records periodic and special inventories; and performs other related duties as assigned.

Required Education, Experience, Knowledge Skills and Abilities

Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Required Prior Education:

High school diploma or equivalent.

Required Prior Experience:

Successfully passing the District's Storekeeper Examination with additional training provided by the District. External applicants must have two years of successful full-time experience in a materials and inventory operation as a parts clerk, storeroom clerk or similar position responsible for requisitioning, receipt, shipping, storage, inventory management and/or distribution of parts, materials and supplies.

Licenses and/or Certificates:

Possession of a valid Class C California Driver's License; a satisfactory driving record; possession of a Forklift Operator Certification or the ability to obtain a forklift certificate within 90 days of appointment.

Required Knowledge of:

- Methods and practices of storekeeping, warehousing and inventory management and control.
- Vehicle and equipment parts, accessories, parts assemblies and terminology.
- Supply sources for specialized vehicle and equipment parts and accessories.
- Various parts catalogs and manuals.
- Basic principles and practices of purchasing.
- Safety standards relative to handling hazardous chemicals and materials.
- Basic record keeping methods.
- English usage, basic math and units of weights and measures.
- Standard and accepted first aid and safety practices.

Required Ability to:

- Apply proper methods and practices used in requisitioning, receiving, shipping, and storing a variety of parts, materials, supplies, tools and equipment.
- Research vendor information and make or recommend sound purchases.
- Understand and accurately apply oral and written instructions.
- Safely operate a variety materials and inventory equipment including trucks, forklifts, pallet jacks, and hand carts.
- Establish and maintain accurate record keeping systems.
- Operate a personal computer, calculator and other standard office equipment.
- Standard use of hand tools and equipment.
- Operate a vehicle observing legal and defensive driving practices.
- Learn and effectively apply District policies and procedures.
- Establish and maintain effective working relationships with those contacted in the performance of work duties and responsibilities.
- Perform essential duties of the job without causing harm to self or others.

Required Computer Skills with:

- Personal computer and Windows applications.
- Ability to learn and use SAP or other automated inventory/procurement system.
- Familiarity with and ability to effectively use a standard email system.

Physical and Mental Requirements

The essential functions and responsibilities of this job are performed in both a shop environment and outside in various weather conditions around moving vehicles and

equipment. Incumbents are exposed daily to grease, oils, fumes, smoke, gases, and airborne particles and are intermittently exposed to loud noise and vibrations.

On a daily basis, the essential functions of the job require incumbents to climb, stoop, kneel, crouch, stand, and walk; to sit for extended periods of time; to extend arms and use upper extremities, finger dexterity and hand strength to reach, pick, pinch, grasp, lift, carry, push and pull boxes and other objects weighing up to 50 pounds and to occasionally perceive attributes of objects by touch; to hear and talk to receive and communicate information; to view a CRT screen for extended periods of time and to see objects within one to twenty feet, using a full field of vision, the ability to distinguish basic colors and shades of color and good depth perception.

SACRAMENTO REGIONAL TRANSIT DISTRICT JOB DESCRIPTION

Upholsterer

FLSA Exemption Status: Non-exempt

Authorized: 10/1999
Revised: 05/2008

Job Summary
Safely uses a heavy sewing machine, a variety of hand tools, knowledge of fabrics and upholstery methods to repair, clean and/or rebuild interior seats and mechanical seating systems on District coaches and light rail vehicles (LRVs); maintains an inventory of replacement seats; assists with ordering parts and materials related to area of assignment; and performs related duties as required.

Distinguishing Characteristics
This is a specialist job classification. The incumbent utilizes a variety of tools and equipment to independently upholster and repair interior seats and mechanical seating systems on District coaches and LRVs.

Supervision Received
Receives general supervision within a framework of standard operating policies and procedures.

Supervision Exercised
This classification does not supervise or direct the work of others.

Essential Functions and Responsibilities
Performs all facets of upholstery such as pattern making, sewing and repairing seats, curtains, and visors; removes and replaces seats, visors and curtains; removes and repairs coverings, webbings, cushions and padding from seat arms, backs and sides; measures, cuts and sews upholstery material; designs and assembles covers for designated equipment; orders seat parts and maintains an inventory of replacement seats; repairs, rebuilds and modifies seats for the handicapped; reads work orders and parts and service manuals; safely operates District vehicles; repairs driver seat mechanical system; prepares seats for dyeing; assists in ordering products and materials related to area of assignment; and performs other related duties as assigned.

Required Education, Experience, Knowledge Skills and Abilities
Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Required Prior Education:
High school diploma or equivalent

Upholsterer

Required Prior Experience:
One year of full-time experience successfully performing automotive or bus upholstery replacement and repair. Related training and/or apprenticeship may substitute for experience on a year for year basis. Any IBEW member having completed new-hire probation and can show a certificate of completion of a basic Upholstery Training Program.

Licenses and/or Certificates:
Possession of a Class B California Driver's License permit with endorsement(s) on the first day of appointment and the ability to obtain a Class B California Driver's License with endorsement(s) within 90 days of appointment; a satisfactory driving record; possession of a Forklift Operator Certification or the ability to obtain a forklift certificate within 90 days of appointment.

Required Knowledge of:
- Concepts and practices of upholstering; related repair work; and the assembly and operation of mechanical seating systems.
- Standard tools and equipment used in upholstery replacement and/or repair.
- Standard and accepted upholstery cleaning techniques.
- Basic math including addition, subtraction, multiplication & division.
- Standard and accepted first aid and general shop safety practices.
- Safety practices related to handling of hazardous materials.

Required Ability to:
- Obtain and maintain a valid Class B California driver's license issued by the Department of Motor Vehicles with proper endorsements and current medical certificate.
- Comply with drug and alcohol testing provisions for safety-sensitive employees as required by the FTA, Department of Transportation (49 CFR, Parts 40 and 655).
- Safely operate a variety of tools and equipment related to upholstery work.
- Exercise good judgment and effectively resolve work-related problems.
- Maintain attention to detail in a work environment of frequent interruptions.
- Read, interpret and understand patterns, drawings, and various manuals.
- Take accurate measurements.
- Work independently in the absence of supervision.
- Understand and effectively follow written and oral instructions.
- Understand and follow guidelines for safe handling of toxic and/or caustic chemicals and other hazardous materials.
- Learn and effectively apply District policies and procedures.
- Establish and maintain effective working relationships with those contacted in the performance of required duties.
- Perform essential functions of the job without causing harm to self or others.

Upholsterer

Required Computer Skills with:

- N/A

Physical and Mental Requirements

The essential functions of this job are performed in both open and confined and cramped spaces in a shop environment and outside in various weather conditions, including extreme heat and cold.

On a daily basis, the essential functions of the job require the incumbent to stand for sustained periods of time; the ability to perform fine hand manipulations and finger dexterity; to rotate neck left and right and bend neck forward and backward; to bend and twist torso; to kneel, crouch and crawl; to lift, push, and pull up to 50 lbs; and to view objects within one to twenty feet using a full field of vision, good depth perception and the ability to adjust focus and distinguish basic colors and shades of color.

SACRAMENTO REGIONAL TRANSIT DISTRICT JOB DESCRIPTION
SacRTGO SERVICE LINE

ELECTRONIC MECHANIC

DEFINITION

This is a specialized advanced level in the Mechanic Job Family. As a journey-level mechanic, this position works independently, may work as the lead within the area and receives limited supervision from the Maintenance Supervisor. This position is highly skilled and autonomously performs diagnostic analysis, inspection testing, preventative maintenance and repair of electronic-related systems and components.

GENERAL JOB FUNCTIONS

This is a general listing of job functions and does not represent a complete listing of the positions responsibilities.

1. May perform all essential functions of a Mechanic A.

2. Performs diagnostic analyses, inspection, testing, preventive maintenance and repair of all electronic-related systems and components on paratransit service line vehicles.

3. Maintains and repairs fare boxes, fare box collection equipment, small shop machinery power tools, audio and video equipment and tele-metrics equipment.

QUALIFICATIONS

Education and Experience:

High School Diploma or equivalent.

Verifiable training in automotive or diesel mechanics (may have been obtained in high school automotive/mechanics course and/or regional occupational program) preferred.

Experience and education equal to Five (5) years of full-time experience at the journey-level performing diagnostics and mechanical overhaul and repair of gas, diesel and/or CNG powered buses, trucks, and/or other related vehicles or equipment.

Required Licenses and/or Certificates:

- Possession of a Mechanic A rating and/or possession of a Regional Transit Certification of ability to diagnose, repair, and overhaul electrical and mechanical systems for coaches, cars, trucks and other support equipment.
- Possession of, or the ability to obtain a Refrigeration Recovery/Containment Certificate Type II (per Federal EPA regulations).

- Possession of a Class B California Driver's License permit with Passenger endorsement on the first day of appointment and the ability to obtain a Class B California Driver's License with Passenger endorsement within 90 days of appointment.
- Satisfactory driving record as determined by SacRT.
- Forklift Operator certification or the ability to obtain a Forklift certificate with 90 days of appointment.
- Obtain all tools required for a Mechanic A by the end of the probationary period. Tool list available with Maintenance management.

Knowledge:

- Advanced knowledge of electrical and mechanical system repair for paratransit vehicles and equipment,
- An advanced understanding of automotive/heavy duty systems, as well as mechanical principles for gas, diesel and natural gas engines, fluid systems, and electrical, power train and chassis. Mechanical principles braking, heating, air conditioning, pneumatic and hydraulic systems and transmissions.
- Methods and materials used in the inspection, maintenance and repair of automotive systems and equipment.
- Standard first aid and shop safety procedures.
- Advanced knowledge and familiarity with computers and Windows software.
- Able to learn and effectively train others to utilize computer based diagnostic tools.
- Knowledge of analyzing wiring problems using schematics.

Skills & Abilities:

- Must be able to read, write and speak English.
- Must maintain current DOT medical certificate as provided by the District.
- Able to comply with drug and alcohol testing provisions for safety-sensitive employees as required by the FTA, Department of Transportation (49 CFR, Parts 40 and 655).
- Possess strong organizational and training skills. Able to prioritize workload to ensure successful completion of assignments for self and others. Exercise good judgement and effectively solve problems.
- Able to exercise good judgment and effectively solve practical problems.
- Able to write work orders and routine reports in a clear and concise manner.
- Able to read and understand schematics, service instructions, electrical drawings, pulse/logic circuits, operations microprocessors and operations and safety manuals.
- Able to use and operate District equipment and vehicles in an accurate and safe manner.
- Establish and maintain effective working relationships with those contacted in the performance of required duties.
- Able to lift, carry, push, and pull objects weighing up to 50 pounds.

MINIMUM TOOL LIST
SacRTGO ELECTRONIC MECHANIC REVISED: 12/5/14

1. 1/4" drive socket set, 1/8" - 1/2" 6 or 12 point sockets
2. 3/8" drive sockets 1/4" - 13/16" 6 or 12 point sockets
3. 3/8" deep sockets 1/4" - 13/16"
4. 1/2" drive socket set 3/8" - 1-1/8"
5. 7-piece standard screwdriver set
6. 6-piece Phillips screwdriver set
7. One set short combination wrenches 1/4" through 7/8"
8. One set standard combination wrenches 3/8" through 1-1/8"
9. Punch and chisel set (pin punch 3/32" through 5/16") (starter punch 3/32" through 5/16") (chisel 5/16" through 5/8") (3/8" and 1/2" center punch)
10. One 5-piece easy-out set 3/16" through 7/16"
11. Terminal removal kit (Matco #TTK031)
12. One ladyfoot line-up bar
13. One standard scratch awl
14. Crimping tool (Matco #MC93150)
15. Pair 7" diameter cutting pliers
16. Pair 6" or 8" standard pliers
17. One 6" adjustable wrench
18. One 12" adjustable wrench
19. 8 oz. ball peen hammer
20. 20 oz. ball peen hammer
21. Allen wrench set "15 piece" (3/64" through 7/16")
22. Pneumatic die grinder
23. One adjustable inspection mirror
24. Pair 6-1/2" needle-nose pliers
25. One 16 oz. plastic hammer

26. One 6' or 10' steel tape
27. One set standard wire-gripping and crimp pliers
28. One pair reversible snap ring pliers 5-3/4" - .038" tips
29. One pair reversible snap ring pliers 8" - .070 tips
30. 5" vise-grip pliers
31. 7" vise-grip pliers
32. Portable butane soldering iron
33. One 7-piece hex-head screwdriver set for 3/8" square drive 1/8" through 3/8"
34. One seal puller
35. One standard telescopic magnet or equivalent
36. One set standard nut drivers 3/16" through 1/2" or 1/4" deep socket set
37. One 3/8" drive universal socket set 7/16" through 3/4" and 15/16"
38. One flashlight
39. One set of feeler gauges .0015" - .035"
40. 12 mm hex key or hex socket
41. 13 & 17 mm sockets
42. Combination wrenches, 8, 10, 11, 12, 13, 14, 17, 19, 22, 24, 27 mm
43. Metric sockets, 8, 10, 11, 12, 13, 14, 17, 19, 22, 24, 27 mm
44. Allen wrench, 3, 5, and 6 mm
45. Straight punches, 3, 4, and 6 mm
46. Any metric tools required

SACRAMENTO REGIONAL TRANSIT DISTRICT JOB DESCRIPTION
SacRTGO SERVICE LINE

MECHANIC A

DEFINITION

This is the most advanced level in the Mechanic Job Family. As a journey-level mechanic, this position works independently, may work as the lead within the area and receives limited supervision from the Maintenance Supervisor. This position is highly skilled and autonomously performs diagnoses, inspections and repairs of coaches and other vehicles.

GENERAL JOB FUNCTIONS

This is a general listing of job functions and does not represent a complete listing of the positions responsibilities.

- Performs complex diagnoses, examinations, and investigations to determine causes of defective engines, transmissions, differential units, generators, starters, pumps, air suspension systems, pneumatic systems, radiators, injectors, clutches, air conditioning systems and other vehicle systems and components.
- Determines the proper course of action to facilitate vehicle repair, maintenance, adjustment, and component replacement by reading blueprints, schematics, job orders, and wire numbers.
- Maintains, adjusts, and/or repairs all coach systems, components, and parts including hydraulic and electrical systems, brakes, front ends, and air conditioning systems to ensure the operational fitness of gas, diesel, propane, and CNG coaches.
- Maintain, diagnose and repair all electronic equipment specific to the fleet's coaches.
- Performs major overhauls, major tune-ups, and repairs to brakes and steering systems.
- Changes windows and seats, repairs wheelchair lifts and performs minor body repair.
- Operates coaches in order to diagnose component failure, make roadside repairs, or move disabled coaches.
- Keeps up with the latest mechanical/technological advances and then provides functional training and assistance to less senior Mechanics.
- Performs other related duties as assigned.

QUALIFICATIONS

Education and Experience:

High School Diploma or equivalent.

Verifiable training in automotive or diesel mechanics (may have been obtained in high school automotive/mechanics course and/or regional occupational program) preferred.

Experience and education equal to Five (5) years of full-time experience at the journey-level performing diagnostics and mechanical overhaul and repair of gas, diesel and/or CNG powered buses, trucks, and/or other related vehicles or equipment.

Required Licenses and/or Certificates:

- Possession of a Mechanic A rating and/or possession of a Regional Transit Certification of ability to diagnose, repair, and overhaul electrical and mechanical systems for coaches, cars, trucks and other support equipment.
- Possession of, or the ability to obtain a Refrigeration Recovery/Containment Certificate Type II (per Federal EPA regulations).
- Possession of a Class B California Driver's License permit with Passenger endorsement on the first day of appointment and the ability to obtain a Class B California Driver's License with Passenger endorsement within 90 days of appointment.
- Satisfactory driving record as determined by SacRT.
- Forklift Operator certification or the ability to obtain a Forklift certificate with 90 days of appointment.
- Obtain all tools required for a Mechanic A by the end of the probationary period. Tool list available with Maintenance management.

Knowledge:

- An advanced understanding of automotive/heavy duty systems, as well as mechanical principles for gas, diesel and natural gas engines, fluid systems, and electrical, power train and chassis. Mechanical principles braking, heating, air conditioning, pneumatic and hydraulic systems and transmissions.
- Methods and materials used in the inspection, maintenance and repair of automotive systems and equipment.
- Standard first aid and shop safety procedures.
- Advanced knowledge and familiarity with computers and Windows software.
- Able to learn and effectively train others to utilize computer based diagnostic tools.
- Knowledge of analyzing wiring problems using schematics.

Skills & Abilities:

- Must be able to read, write and speak English.
- Must maintain current DOT medical certificate as provided by the District.
- Able to comply with drug and alcohol testing provisions for safety-sensitive employees as required by the FTA, Department of Transportation (49 CFR, Parts 40 and 655).
- Possess strong organizational and training skills. Able to prioritize workload to ensure successful completion of assignments for self and others. Exercise good judgement and effectively solve problems.
- Able to exercise good judgment and effectively solve practical problems.
- Able to write work orders and routine reports in a clear and concise manner.

- Able to read and understand schematics, service instructions, electrical drawings, pulse/logic circuits, operations microprocessors and operations and safety manuals.
- Able to use and operate District equipment and vehicles in an accurate and safe manner.
- Establish and maintain effective working relationships with those contacted in the performance of required duties.
- Able to lift, carry, push, and pull objects weighing up to 50 pounds.

MINIMUM TOOL LIST

SacRTGo MECHANIC - A REVISED: 12/5/14

1. 1/4" drive socket set, 1/8" - 1/2" 6 or 12 point sockets
2. 3/8" drive sockets 1/4" - 13/16" 6 or 12 point sockets
3. 3/8" deep sockets 1/4" - 13/16"
4. 1/2" drive socket set 3/8" - 1-1/8"
5. 7-piece standard screwdriver set
6. 6-piece Phillips screwdriver set
7. One set short combination wrenches 1/4" through 7/8"
8. One set standard combination wrenches 3/8" through 1-1/8"
9. Punch and chisel set (pin punch 3/32" through 5/16") (starter punch 3/32" through 5/16") (chisel 5/16" through 5/8") (3/8" and 1/2" center punch)
10. One 5-piece easy-out set 3/16" through 7/16"
11. One 22" line-up pry bar (point 5/16" stock size 5/8")
12. One ladyfoot line-up bar
13. One standard scratch awl
14. Pair 9-1/2" water pump pliers
15. Pair 7" diameter cutting pliers
16. Pair 6" or 8" standard pliers
17. One 6" adjustable wrench
18. One 12" adjustable wrench
19. 8 oz. ball peen hammer
20. 20 oz. ball peen hammer
21. Allen wrench set (1/16” – 3/8”)
22. Pneumatic die grinder
23. One adjustable inspection mirror
24. Pair 6-1/2" needle-nose pliers
25. One 16 oz. plastic hammer

26. One 6' or 10' steel tape
27. One set standard wire-gripping and crimp pliers
28. One pair reversible snap ring pliers 5-3/4" - .038" tips
29. One pair reversible snap ring pliers 8" - .070 tips
30. 5" vise-grip pliers
31. 7" vise-grip pliers
32. 10" vise-grip pliers
33. One 7-piece hex-head screwdriver set for 3/8" square drive 1/8" through 3/8"
34. One set flare nut wrenches 3/8" through 3/4" or #51
35. One diesel fuel line socket
36. One 12", 1/2" square stock seal puller or equivalent
37. One standard telescopic magnet or equivalent
38. One set standard nut drivers 3/16" through 1/2" or 1/4" deep socket set
39. One 3/8" drive universal socket set 7/16" through 3/4" and 15/16"
40. One flashlight
41. One set of feeler gauges (.0012” - .035”)
42. 12 mm hex key or hex socket
43. 17 piece metric deep socket set (6 – 22mm)
44. Combination wrenches, 8, 10, 11, 12, 13, 14, 17, 19, 22, 24, 27 mm
45. Metric sockets, 8, 10, 11, 12, 13, 14, 17, 19, 22, 24, 27 mm
46. Metric allen wrench set (.15 – 10mm)
47. Brass pin punch (3/8” x 6”)
48. Any metric tools required
49. Oil filter wrench
50. Crows foot wrench set (5/16” – 1”)
51. 15 piece service wrench set (3/4” – 1 7/8”)
52. Air conditioning ratcheting service wrench
53. 3/8” drive ratcheting pneumatic wrench
54. 1/2” drive pneumatic impact gun

SACRAMENTO REGIONAL TRANSIT DISTRICT JOB DESCRIPTION
SacRTGo SERVICE LINE

MECHANIC B

DEFINITION

This is the second level position in the Mechanic Job Family. This position works under the general guidance of the Mechanic A, as well as the supervision of the Maintenance Supervisor. This position assists with performing diagnoses, inspections and repairs of coaches and other vehicles.

GENERAL JOB FUNCTIONS

This is a general listing of job functions and does not represent a complete listing of the positions responsibilities.

- Assists with diagnoses, examinations, and investigations to determine causes of defective engines, transmissions, differential units, generators, starters, pumps, air suspension systems, pneumatic systems, radiators, injectors, clutches, air conditioning systems and other vehicle systems and components.
- Helps determine the proper course of action to facilitate vehicle repair, maintenance, adjustment, and component replacement.
- Helps maintain, adjust, and/or repair all coach systems, components, and parts including hydraulic and electrical systems, brakes, front ends, and air conditioning systems to ensure the operational fitness of coaches.
- Assists with major overhauls, major tune-ups, and repairs to brakes and steering systems.
- Changes windows and seats, repairs wheelchair lifts and performs minor body repair.
- Operates coaches in order to diagnose component failure, makes roadside repairs, or moves disabled coaches.
- May provide functional training and assistance to lower level Mechanics.
- Performs other related duties as assigned.

QUALIFICATIONS

Education and Experience:

High School Diploma or equivalent.

Verifiable training in automotive or diesel mechanics (may have been obtained in high school automotive/mechanics course and/or regional occupational program) preferred.

One (1) year of full-time experience at the Mechanic C level classification or two (2) years of full-time experience performing general maintenance, servicing, and repair of gas or diesel powered vehicles or equipment.

Required Licenses and/or Certificates:

- Possession of a Class B California Driver's License permit with Passenger endorsement on the first day of appointment and the ability to obtain a Class B California Driver's License with Passenger endorsement within 90 days of appointment.
- Satisfactory driving record as determined by the SacRT.
- Forklift Operator certification or the ability to obtain a Forklift certificate with 90 days of appointment.
- Obtain all tools required for a Mechanic B by the end of the probationary period. Tool list available in Maintenance management.

Knowledge:

- A general understanding of automotive/heavy duty systems, as well as mechanical principles for gas, diesel and natural gas engines, fluid systems, and electrical, power train and chassis. Mechanical principles braking, heating, air conditioning, pneumatic and hydraulic systems and transmissions.
- Methods and materials used in the inspection, maintenance and repair of automotive systems and equipment.
- Standard first aid and shop safety procedures.
- Basic knowledge and familiarity with computers and Windows software.
- Able to learn and effectively utilize computer based diagnostic tools.

Skills & Abilities:

- Must be able to read, write and speak English.
- Must maintain current DOT medical certificate as provided by SacRT.
- Able to comply with drug and alcohol testing provisions for safety-sensitive employees as required by the FTA, Department of Transportation (49 CFR, Parts 40 and 655).
- Able to work with frequent interruptions.
- Able to learn and effectively apply SacRT policies and procedures.
- Able to exercise good judgment and effectively solve practical problems.
- Able to work independently in the absence of supervision.
- Able to read and understand schematics, service instructions, and operations and safety manuals.
- Able to use and operate equipment and vehicles in an accurate and safe manner.
- Establish and maintain effective working relationships with those contacted in the performance of required duties.
- Able to lift, carry, push, and pull objects weighing up to 50 pounds.

MINIMUM TOOL LIST
SacRTGo MECHANIC - B REVISED: 12/5/14

1. 3/8" drive socket set, including ratchet and Pneumatic ratcheting wrench
2. Extensions 4", 6" and 12"
3. Sockets - 1/4", 5/16", 11/32", 3/8", 7/16", 1/2" 9/16", 5/8", 11/16", 3/4"
4. 1/2" drive socket set
5. Ratchet and 18" flex handle
6. Extensions, 4", 6" and 12"
7. 1/2" drive sockets, 1/2", 9/16", 5/8", 11/16", 3/4", 7/8", 15/16", 1", 1-1/8"
8. Wrenches - combination standard handle - 5/16", 3/8", 7/16" 1/2", 9/16", 5/8", 11/16", 3/4", 13/16", 7/8" 15/16", 1", 1-1/16", 1-1/8"
9. Standard screwdrivers - 1-1/2", 6", 8"
10. Phillips screwdrivers - 1-1/2", 6"
11. Pliers - water pump, regular and diagonal wire cutters
12. Pneumatic die grinder
13. Allen wrenches - 3/64" through 7/16"
14. Adjustable wrenches (crescent) - 4", 8", and 12"
15. Punch and chisel set to include the following: center punch 3/16"; pin punch 3/32", 5/32", and 3/16"; starter punch 3/32", 5/32" and 3/16"; and flat chisel 13/32", 1/2" and 5/8"
16. Ladyfoot bar
17. Flashlight
18. Hammers - ball peen, 8 oz. and 1-1/4 lb
19. 3/8" deep sockets, 1/4" - 13/16"
20. 1 set short combination wrenches 1/4" through 7/8"
21. One 5-piece easy out set 3/16" through 7/16"
22. One 22" line-up pry bar
23. One tape measure
24. One pair 6-1/2" needle-nose pliersMINIMUM TOOL LIST
25. One 16 oz. plastic hammer
26. One set flare nut wrenches 3/8" through 3/4" or No. 46
27. One standard telescopic magnet or equivalent
28. One set standard nut drivers 3/16" through 1/2" or 1/4" deep socket set

29. One set 3/8" driver universal socket set 7/16" through 3/4", 15/16"
30. 12 mm hex key or hex socket.
31. 13 & 17 mm sockets.
32. Combination wrenches, 8, 10, 11, 12, 13, 14, 17, 19, 22, 24, 27 mm
33. Metric sockets, 8, 10, 11, 12, 13, 14, 17, 19, 22, 24, 27 mm
34. Allen wrench, 3, 5, and 6 mm
35. Straight punches, 3, 4, and 6 mm
36. Any equivalent metric tools as required
37. Small telescoping mirror

SACRAMENTO REGIONAL TRANSIT DISTRICT JOB DESCRIPTION
SacRTGo SERVICE LINE

MECHANIC C

DEFINITION

This is the entry level position in the Mechanic Job Family. This position works under the direct guidance and direction of the Mechanic B and Mechanic A, as well as the supervision of the Maintenance Supervisor. Under close oversight this position performs diagnoses, inspections and repairs of coaches and other vehicles.

GENERAL JOB FUNCTIONS

This is a general listing of job functions and does not represent a complete listing of the positions responsibilities.

- Assists more experienced mechanics with diagnoses, examinations, and investigations to determine causes of defective engines, transmissions, differential units, generators, starters, pumps, air suspension systems, pneumatic systems, radiators, injectors, clutches, air conditioning systems and other vehicle systems and components.
- Changes oil, tires, replaces fluids and helps with minor repairs as necessary.
- Helps to determine the proper course of action to facilitate vehicle repair, maintenance, adjustment, and component replacement.
- Assists to maintain, adjust, and/or repair all coach systems, components, and parts including hydraulic and electrical systems, brakes, front ends, and air conditioning systems to ensure the operational fitness of coaches.
- Helps perform major overhauls, major tune-ups, and repairs to brakes and steering systems.
- Changes windows and seats, and assists with minor body repair.
- Operates coaches in order to diagnose component failure, make roadside repairs, or move disabled coaches.
- Upon demonstration of competency work with less immediate direction of more experienced mechanics.
- Performs other related duties as assigned.

QUALIFICATIONS

Education and Experience:

High School Diploma or equivalent.

Verifiable training in automotive or diesel mechanics (may have been obtained in high school automotive/mechanics course and/or regional occupational program) preferred.

One (1) year of apprentice-level experience in automotive or diesel mechanics performing maintenance, service and safety checks of gasoline, electric and/or diesel powered vehicles.

Required Licenses and/or Certificates:

- Possession of a Class B California Driver's License permit with Passenger endorsement on the first day of appointment and the ability to obtain a Class B California Driver's License with Passenger endorsement within 90 days of appointment.
- Satisfactory driving record as determined by SacRT.
- Forklift Operator certification or the ability to obtain a Forklift certificate with 90 days of appointment.
- Obtain all tools required for a Mechanic C by the end of the probationary period. Tool list available with Maintenance management.

Knowledge:

- A basic understanding of automotive/heavy duty systems.
- Methods and materials used in the inspection, maintenance and repair of automotive systems and equipment.
- Basic knowledge and familiarity with computers and Windows software.

Skills & Abilities:

- Must be able to read, write and speak English.
- Must maintain current DOT medical certificate as provided by SacRT.
- Must comply with drug and alcohol testing provisions for safety-sensitive employees as required by the FTA, Department of Transportation (49 CFR, Parts 40 and 655).
- Able to learn and effectively perform a proper methods of diagnosing and repairing mechanical problems of internal combustion engines.
- Able to accept the guidance and direction of senior mechanics
- Able to learn and effectively apply SacRT policies and procedures.
- Able to learn and follow established safety practices.
- Able to understand and effectively follow both oral and written instructions.
- Able to read and understand schematics, service instructions, and operations and safety manuals.
- Able to use and operate equipment in an accurate and safe manner.
- Operate vehicles and equipment in a safe and effective manner.
- Establish and maintain effective working relationships with those contacted in the performance of required duties.
- Able to lift, carry, push, and pull objects weighing up to 50 pounds.

MINIMUM TOOL LIST
SacRTGo MECHANIC - C REVISED: 12/5/14

1. 3/8" drive socket set, including ratchet and Pneumatic ratcheting wrench
2. Extensions - 4", 6", and 12"
3. Sockets - 1/4", 5/16", 11/32", 3/8", 7/16", 1/2", 9/16", 5/8", 11/16", 3/4"
4. 1/2" drive socket set
5. Ratchet and 18" flex handle
6. Extension 4", 6"
7. 1/2" drive sockets - 1/2", 9/16", 5/8", 11/16", 3/4", 7/8", 15/16", 1", 11/16", 1-1/8"
8. Wrenches - combination long handle - 5/16", 3/8", 7/16", 1/2", 9/16", 5/8",11/16", 3/4", 13/16", 7/8", 15/16", 1", 1-1/16", 1-1/8"
9. Standard screwdrivers: 1-1/2", 6", 8"
10. Phillips screwdrivers: 1-1/2", 6"
11. Pliers - water pump, regular and diagonal wire cutters
12. Pneumatic die grinder
13. Allen wrenches: 3/64" through 7/16"
14. Adjustable wrenches: (crescent) 8", 10" or 12"
15. Punch and chisel set to include the following: center punch 3/16", pin punch 3/32",5/32" and 3/16", starter punch 3/32", 5/32" and 3/16", and flat chisel 13/32", 1/2" and 5/8"
16. Pinch bar
17. Flashlight
18. Hammers - ball peen, 8 oz. and 1-1/4 lb

19. 10 mm 1/2" drive socket
20. 12 mm hex key or hex socket
21. 13 & 17 mm socket
22. Small telescoping mirror
23. Oil filter wrench

SACRAMENTO REGIONAL TRANSIT DISTRICT JOB DESCRIPTION

SacRTGo SERVICE WORKER

DEFINITION

Cleans and services all SacRT GO coaches, other vehicles and related service areas. Operates buses for servicing and maintenance purposes. Practices safe work processes and performs related work as assigned.

GENERAL JOB FUNCTIONS

This is a general listing of job functions and does not represent a complete listing of the positions responsibilities.

- Sweeps, mops, steams, scrapes, washes, and removes graffiti from the interior and exterior of buses.
- Sweeps and mops garage floors, pits, parking lots, and service areas.
- Lifts, moves and dumps trash containers.
- Cleans Maintenance Offices, Storage Rooms and other areas as assigned.
- Performs daily visual vehicle inspections, reporting all defects.
- Makes non-mechanical road calls.
- Checks and replaces consumables and equipment as necessary. Replaces accessories such as light bulbs, mirrors, wiper blades and seat cushions.
- Checks engine fluids, refilling as needed. Operates CNG fueling equipment.
- May be required to drive buses within Service Yard and between SacRT locations.
- Operates a variety of equipment including forklifts, ground scrubber/sweeper, power washer, blower and upholstery cleaning equipment.
- Installs and replaces vandal guards. Places and replaces fliers and advertisements in buses.
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- Performs other related duties as assigned.

QUALIFICATIONS

Education and Experience:

High School Diploma or equivalent.

Six (6) months of full-time experience performing janitorial and/or industrial cleaning duties or a position responsible for the cleaning, maintenance and/or servicing of a variety of vehicles.

Required Licenses and/or Certificates:

- Possession of a Class B California Driver's License permit with Passenger endorsement on the first day of appointment and the ability to obtain a Class B

California Driver's License with Passenger endorsement within 90 days of appointment.
- Satisfactory driving record as determined by the SacRT.
- Forklift Operator certification or the ability to obtain a Forklift certificate with 90 days of appointment.

Knowledge:
- Basic cleaning techniques and equipment.
- Basic cleaning chemicals, interactions, danger signs and safe disposal methods.
- Basic first aid and safety practices.
- Proper handling and disposal of blood-borne pathogens.

Skills & Abilities:
- Must be able to read, write and speak English.
- Maintain current DOT medical certificate as provided by SacRT.
- Comply with drug and alcohol testing provisions for safety-sensitive employees as required by the FTA, Department of Transportation (49 CFR, Parts 40 and 655).
- Learn and effectively perform a variety of routine maintenance assignments.
- Learn and effectively apply SacRT policies and procedures.
- Learn and follow established safety practices.
- Understand and effectively follow both oral and written instructions.
- Work independently for long periods of time as a positive team member.
- Perform heavy manual labor on a continuous basis.
- Communicate in a clear and understandable manner both orally and in writing.
- Read and understand designated computer reports and schedules.
- Use cleaning supplies and equipment in an accurate and safe manner.
- Operate SacRT vehicles and equipment in a safe and effective manner.
- Establish and maintain effective working relationships with those contacted in the performance of required duties.
- Able to safely use hand tools.
- Able to lift, carry, push, and pull objects weighing up to 50 pounds.

CLASS HISTORY

Adopted: 12/2019
Revised: 3/2021

Title Change:
Maintenance Update:
Abolished:
Job Key: TBD