Additional Information

• Holiday schedule
• Telephone directory
• Education assistance
PAY DAY NOTES

• All MNR employees are paid weekly.
• The pay period starts on Wednesday and ends on Tuesday.
• Your first pay check is a live check. You will receive it two (2) weeks after you start.
• Direct deposit should begin on the second ($2_{nd}$) pay check after you elect it.
• You can view your pay check on the BSC Self-Service portal. You will need your BSC ID to enter this system.
IDENTIFICATION NUMBERS

• BSC ID NUMBER
  • 7 digit number provided by the BSC
  • Located on your orientation welcome letter, your pay stub and the back of your ID card.
  • Required to access your personal information: paycheck, benefits, direct deposit, etc.

• MNR ID
  • 6 digit number located on the back of ID card.
  • Required for computer login to access MNR e-mail.
  • For Agreement staff, this is also used to swipe in for timekeeping.
  • Must be shown to gain access to all MNR sites.
Employment / Outside Activity Operating Procedure: 21-029

Metro-North employees who wish to engage in Outside Employment and/or Outside Activities require prior approval from Department Leadership, Human Resources, and if applicable MNR General Counsel.

- The purpose of Dual Employment approval is (a) to ensure that such outside employment and/or outside activities do not compromise the safety, integrity or reliability of MNR’s operations by interfering with the employee’s ability to perform his or her MNR job responsibilities safely and efficiently, and (b) to guard against any potential conflict of interest.

  - **Outside Employment** refers to the performance of services for or on behalf of any entity or individual other than MNR, including self-employment, for which monetary compensation or other material benefit is received.

  - **Outside Activity** refers to the performance of services for or on behalf of any entity or individual other than MNR without remuneration. Outside activities include, but are not limited to, serving as a volunteer for a charitable or civic organization, serving as a member of the governing board of a charitable or civic organization, or membership on the board of a cooperative apartment association.

- It is the employees’ responsibility and as a condition of employment at MTA Metro-North Railroad to complete and submitted a Dual Employment/Outside Activities Approval Form to Human Resources for review prior to engaging in Dual Employment or Outside Activities (Attn: HR Planning and Administration, 420 Lexington Ave, 12th floor, NY, NY, 10170 or email to HRPlanningandAdmin@MNR.ORG).

Any employee who has previously accepted outside employment without first seeking MNR approval must submit the Form to his or her Department Head immediately. Failure to do so may result in disciplinary action, up to and including dismissal.
General Safety Sensitive

A position is considered General Safety Sensitive when the responsibilities of the position is responsible for his/her own safety and/or the safety of others/general public.

- **Criteria**
  
  Positions at MNR are classified as General Safety Sensitive if your position requires any of the following:

  I. Operates moving powered equipment or vehicles in close proximity to others on a regular basis
  II. Controls the dispatch or movement of vehicles that operate in close proximity to others on a regular basis
  III. Inspects, installs, maintains or repairs locomotives, coaches, parts or equipment used by others or the general public
  IV. Inspects, maintains or repairs infrastructure, structures or equipment; works on elevated structures used by others or the general public
  V. Works along the track right-of-way performing such work which can threaten the safety of other workers or the public in general if not performed properly
  VI. Operates, or works in close proximity to, powered tools and equipment which can threaten the safety of other workers or in the midst of the public
  VII. Works on, in close proximity to, or controls high-voltage electrical equipment or transmission lines which can threaten the safety of other workers or in the midst of the public;
  VIII. Work on passenger equipment or along right-of-way is performed without direct supervision. Person performing task has final approval of all work or equipment before entering service.
  IX. Works to ensure compliance with safety policies, rules, guidelines or regulations and either works alone or his/her work may not be checked by a supervisor.

- Position Safety Sensitive designations could be reevaluated at any time during your employment.

- Promotions, Bids, Bumps, and transfers may also affect your Safety Sensitive
Hours of Service

- **Hours of Service** statute provides maximum on-duty periods for each group of employees, minimum off-duty periods for train employees and signal employees, and establishes how time on duty is to be calculated. The statute also provides additional limitations on consecutive-days and certain monthly limitations on the activity of train employees.

- Transit and Metro-North have policies that prohibit certain employees with “safety-sensitive” positions from engaging in external employment when the employee will not have a continuous 8-hour block of non-working time before reporting to their job at MTA.

- Metro North employees who are classified as Hours of Service require a 10-hour break between shifts if their preceding shift was 12 hours long.

Additional Information regarding Hours of Service could be found at the U.S. Department of Transportation Federal Railroad Administration at: [https://www.fra.dot.gov/Page/P0001](https://www.fra.dot.gov/Page/P0001)
Financial Disclosure Operating Procedure: 20-003

- The purpose of **Financial Disclosure** is to assist agencies in identifying potential conflict of interest between a filer’s official duties and the filer’s private financial interests and affiliations.

- Effective April 1, 2015, Metro-North Railroad employees may be required to complete a New York State financial disclosure statement, if you earn more than **$91,821** or if you hold a position designated as a **Policy Maker**.

- Note the minimum salary rate threshold may change yearly as per JCOPE requirements.

- Policy Maker designation can change at any time during the tenure of your employment dependent upon your position.
  - Your position designation as a Policy Maker/Non Policy Maker could be reevaluated at any time during your employment.
  - Promotions and transfers may also affect your designation.

- If you fail to comply or make false statements you may be subject to fine, penalties, and imprisonment.

For additional information on this requirement, please refer to the Code of Ethics Policy (in your New Hire Orientation packet) or consult the website for the New York State Joint Commission (JCOPE) on Public Ethics at [www.jcope.ny.gov](http://www.jcope.ny.gov).

All Metro-North Policies can be found on the intranet at: [http://www.mnr.org/intranet/policies/public/intro.cfm](http://www.mnr.org/intranet/policies/public/intro.cfm)

Policy Maker / Non Policy Maker

• **Policy-Making Position** are those Management and Non-Management positions designated as policy-making positions by each MTA Agency, because the individual holding the position exercises responsibilities of a broad scope in the formulation of plans for the implementation of action or policy for an MTA Agency, or has an effective/substantial influence on an individual in such a position.

• **Criteria**
  ➢ Positions in which Employees have discretion to:
    • significantly influence, control, or bind an MTA Agency in the expenditure or receipt of money
    • significantly influence the discretionary selection or rejection of Employees, their promotion, transfer, or salary increases
    • select or supervise Vendors
    • negotiate leases, real estate agreements, estates, purchase or sale of goods or services
    • supervise or approve additional work orders and progress payments to Vendors retained by an MTA Agency

• Position designations as Policy Maker/Non Policy Maker could be reevaluated at any time during your employment.

• Promotions, Bids, Bumps, and Transfers may also affect your Policy Maker designation.
Dual Employment / Outside Activity Additional JCOPE Filing
(Policy Maker Only)

- **Employees/Applicants must complete the additional JCOPE Outside Activity Approval Form if their outside activity contains any of the following:**
  - A job, employment (including public employment), or business venture that generates, or is expected to generate, more than $5,000 in Compensation annually.
  - Holding an elected or appointed public office, whether or not you receive Compensation.
  - Serving as a director or officer of a for-profit entity, whether or not you receive Compensation.
  - Serving as a director or officer of a not-for-profit entity from which you receive, or expect to receive, more than $5,000 in Compensation annually.

- **The JCOPE Outside Activities Report Form could be found at:**
  - [http://www.jcope.ny.gov/forms/ethc/July%202015%20Outside%20Activity%20Request%20Form%20(final).pdf](http://www.jcope.ny.gov/forms/ethc/July%202015%20Outside%20Activity%20Request%20Form%20final.pdf)
  - [www.jcope.ny.gov/forms/ethics.html](http://www.jcope.ny.gov/forms/ethics.html)

Employee Arrest Reporting Operating Procedure: 21-028

• An employee who has been arrested and charged with a felony or misdemeanor must notify HR in writing using the Employee Arrest Reporting Form. Upon arrest the employee must contact his/her Supervisor and provide notification of the arrest.

• If the employee is not able to notify Human Resources the Supervisor shall then contact the Human Resources department and complete the Employee Arrest Reporting Form to the best of their knowledge on behalf of the employee.

• The employee must provide HR with disposition within 10 calendar days of receipt of outcome.

• The form, a copy of the complaint, initiating court documentation and disposition must be provided to HR and is sent to the Human Resources Planning & Administration Department, 12th Floor, 420 Lexington Ave, New York, NY 10170 or email HRPlanningandAdmin@MNR.ORG.

Employees may be subject to appropriate disciplinary action for failure to comply with this Operating Procedure.

• All Metro-North Policies can be found on the intranet at: http://www.mnr.org/intranet/policies/public/intro.cfm
• All MTA Agency Policies can be found on the Intranet at: http://mtep208.mtaent.org/oraclegrcmanager/ViewPoliciesMNR.aspx?subtype=24