

TRACK YOUR HOURS

Record the time you punch In and Out, EVERY DAY. Do not start working before your scheduled start time. You are NOT technically on the clock, and you do not want to work for free.

If injured on the job immediately notify a supervisor AND your shop steward.

If you are being disciplined or feel like the discussion might lead to you being disciplined, request for a shop steward. **DO NOT talk to management without a shop steward present and remember your Weingarten Rights,** refer to the back of this pamphlet.

TIME CONVERSION CHART
(Minutes to Decimal Hours)

Minutes	Decimal Hours	Minutes	Decimal Hours	Minutes	Decimal Hours
1	.02	21	.35	41	.68
2	.03	22	.37	42	.70
3	.05	23	.38	43	.72
4	.07	24	.40	44	.73
5	.08	25	.42	45	.75
6	.10	26	.43	46	.77
7	.12	27	.45	47	.78
8	.13	28	.47	48	.80
9	.15	29	.48	49	.82
10	.17	30	.50	50	.83
11	.18	31	.52	51	.85
12	.20	32	.53	52	.87
13	.22	33	.55	53	.88
14	.23	34	.57	54	.90
15	.25	35	.58	55	.92
16	.27	36	.60	56	.93
17	.28	37	.62	57	.95
18	.30	38	.63	58	.97
19	.32	39	.65	59	.98
20	.33	40	.67	60	1.0



WEINGARTEN RIGHTS

“If this discussion could in any way lead to my being disciplined or terminated, or affect my personal working conditions, I respectfully request that my union representative or steward be present at this meeting. Without representation, I choose not to answer any questions.”

“Si esta discusión pudiera de alguna manera llevarme a ser disciplinado o despedido, o afectar mis condiciones personales de trabajo, respetuosamente solicito que mi representante sindical o delegado esté presente en esta reunión. Sin representación, elijo no responder ninguna pregunta.”

IMPORTANT NUMBERS

WESTERN REGION 177 HEALTHCARE PLAN
(Mountain Standard Time)
855-215-2039

401K
800-537-0189

DISABILITY - HARTFORD
866-825-0186

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Full Time Employee Important Facts



**Teamsters
Local Union 177**



282 HILLSIDE AVENUE HILLSIDE, NJ 07205
TEAMSTERSLOCAL177.ORG
(973) 923-7070

GUARANTEED HOURS

The basic work week for all regular full time employees should be **40 hours per week consisting of 8 hours per day, 5 days per week**. Employees may be required to work overtime and, in such events, shall be **entitled to overtime pay at a rate of time and one half (1½)** for work performed on any day in excess of 8 hours of actual working time.

Any employee who is assigned to full time work shall be afforded an opportunity to earn not less than 8 hours of pay per day.

No work shall be performed by the employee for the Company during a scheduled vacation.

If you are asked to go home, or called and told you don't have to come in, please let your shop steward know ASAP.

The Shop Steward of the _____
Shift at the _____ Building is _____

Fill in with your shop steward's information

VACATION & SICK LEAVE

Sick Leave – January 1st to December 31st

All Full Time employees with one year seniority shall have earned **7 days paid Sick Leave per year**, ending December 31st.

Full Time employees with less than one year seniority prior to January 1st shall have earned **1 Day Paid Sick Leave after the first 6 months** and **1 Day for every 4 months** of service thereafter.

Option Week – May 1st to April 30th

All Full Time employees who have 1 year seniority or more on May 1st, and each May 1st thereafter, shall have earned **5 consecutive days off Monday through Friday with 45 hours pay**, which must be taken between December 26th and the Sunday after Thanksgiving. This selection will be made in seniority order immediately following the regular vacation pick.

In addition employees with 2 years or more of seniority may elect to use these days individually with **9 hours pay per day**.

All Full Time employees and package drivers who so request shall be allowed to select a week during the period of May 1st through September 30th.

Vacations – Hire Date to Hire Date

Shall be based on the employee's regular (not temporary) work assignment and shall consist of 45 hours pay for each week of vacation entitlement:

- 1 year seniority — 1 week vacation
- 2 years seniority — 2 weeks vacation
- 5 years seniority — 3 weeks vacation
- 15 years seniority — 4 weeks vacation
- 20 years seniority — 5 weeks vacation
- 25 years seniority — 6 weeks vacation



BENEFITS

Full Timers are eligible to **receive their health benefits after the company has made 8 Contributions on the members behalf after attaining their Seniority**. For information about your insurance contact the number for Western Region 177 Healthcare Plan on the back of this pamphlet.

Except in special hardship cases, **candidates for Transfer must have at least 6 months of service**. They must also have no more than a combined total of 20 lates and absents within a 1-year period to be approved.

Full Time Employees will receive **one year of Credited Service towards their pension for 2080 paid hours worked**.

Full Time Employees hired on or before July 31st, 2023 will be entitled to a **Double Time Holiday** upon attaining seniority.

Full Time Employees hired after August 1st, 2023 who have attained one year seniority will be entitled to a **Double Time Holiday on January 1st of each year**.

SUPERVISORS WORKING

Under Article 40, Section 7; UPS agrees that **supervisors shall not perform any union employee work except to train an employee or demonstrate safety** while said employee is observing said supervisor. Dumping bags, advancing packages, loading and/or unloading trucks, etc. Is NOT the supervisor's job. **If supervisors working occurs bring it to a shop stewards' attention immediately.**

