

## 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**

Circulated September 2023 – Version 2.0

# Part Time Employee Important Facts

**Teamsters  
Local Union 177**



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





## GUARANTEED HOURS

### *Ask for your Daily Guaranteed Hours*

Under Article 72, Section 1 – Part Time Employees of the Supplemental CBA; Part Time employees are **Guaranteed a minimum of 3 and 1/2 hours of work a day.** Part time employees that **work beyond 5 hours shall be paid time and one half (1 1/2) for all time after said 5 hours on a regular shift.**

Part time employees who **work on any unscheduled work day shall receive time and one half (1 1/2) for all hours worked on that 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 1<sup>st</sup> to December 31<sup>st</sup>

All Part time employees with one year seniority **shall have earned 3 days paid Sick Leave per year**, ending December 31<sup>st</sup>. Any part time employee with one year seniority who works a minimum of 200 days in the calendar year will be awarded a **4<sup>th</sup> Paid Sick Leave Day**. If the employee works a minimum of 210 days in the calendar year they will be awarded a **5<sup>th</sup> Paid Sick Leave Day**.

### **Option Week** – May 1<sup>st</sup> to April 30<sup>th</sup>

All part time employees who have 2 years or more on May 1<sup>st</sup>, and each May 1<sup>st</sup> thereafter, **shall have earned 5 consecutive days off** Monday through Friday with 22 and 1/2 hours pay. In addition employees with 3 years or more of seniority may **elect to use these days individually with 4 and 1/2 hours pay per day.**

### **Vacations** – Hire Date to Hire Date

Part time seniority employees shall receive vacation pay at the rate of **4 and 1/2 hours straight time pay per day**. Employees must **work 200 or more work days in their anniversary year** to receive the full vacation credit listed below:

- 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

Part Timers are eligible to **receive their health benefits after 9 months**. For information about your insurance contact the number for Western Region 177 Healthcare Plan on the back of this pamphlet.

A part time employee **must have at least 6 months or more of seniority to apply to become a full-time package driver, 22.3, combination driver or helper**. They must also have no more than a combined total of 20 lates and absents within a 1-year period to be approved.

Part Time Employees will receive **one year of Credited Service towards their pension for 750 or more paid hours worked**.

Part Time Employees hired on or before July 31<sup>st</sup>, 2023 who are seniority employees on January 1<sup>st</sup> of each year will be entitled to a **Double Time Holiday in that calendar year**.

Part Time Employees hired after August 1<sup>st</sup>, 2023 who have attained one (1) year seniority will be entitled to a **Double Time Holiday on January 1<sup>st</sup> 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.**