



GENERAL INFORMATION NO. 1

CTA HOURLY-RATED EMPLOYEES,
DIVISION 241 AND DIVISION 308

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UNIFORMS (For Employees Required to Wear a Uniform)

The uniform must be worn when you report for work and at all times while you are on the job. Bulletins are posted periodically that specify the items that make up a regulation uniform.

A number of stores have been designated as authorized dealers to supply regulation uniforms. This has been done to insure that material, manufacture, and price are the same at each dealer. Uniforms purchased from a manufacturer other than those authorized are not regulation, do not bear the authorized label, and will NOT pass inspection.

From time to time, bulletins are posted listing the authorized dealers and the maximum prices that can be charged for each item of the uniform. An attempt on the part of a dealer to charge more than the price listed should be reported to your Garage, Terminal, or Department Superintendent immediately.

UNIFORM ALLOWANCE

CTA will pay you a uniform allowance of \$100.00 if your classification on December 1st is Bus Operator, Rail Service Operator, or Conductor providing you have a minimum of one year of service. You will be paid this allowance each year on the anniversary of your hiring date. There are various other classifications within CTA which receive a uniform allowance. Consult your immediate supervisor for information.

WORK CLOTHING ALLOWANCE

CTA will pay you a work clothing allowance of \$47.50 each year on December 1st if, on December 1st, your classification is Motorman, Switchman, Yard Foreman, Rail Janitor, Car Serviceman, Car Repairman, Bus Serviceman, or Bus Repairer, providing you have a minimum of 90 days of continuous service in the classification. There are various other classifications within CTA which receive a work clothing allowance. Consult your immediate supervisor for information.

FILING INSURANCE CLAIMS

All employees should keep a "Disability Notice," Form CTA 7530, a "Hospital, Surgical or Diagnostic Notice of Claim Form," CTA 7581 (GI-50691), and (if enrolled in the Dental Plan), a "Group Dental Claim Notice" (GI-49893) on hand at their place of residence at all times. Forms can be obtained from garage, terminal or department clerks or sub-unit supervisors.

FILING A CLAIM FOR ILLNESS OR INJURY

When you file a claim for illness or injury, you must:

1. Fill out a "Disability Notice" and mail it ON THE FIRST DAY OF YOUR DISABILITY to the CTA Insurance Department, Room 746, Merchandise Mart Plaza, Chicago, Illinois 60654.

NOTE: If you fail to send in the "Disability Notice" on your first day of disability, your claim for benefits could be disallowed even though you are otherwise eligible.

2. Obtain a statement from your physician stating the nature of your disability (diagnosis), the first day of treatment, and the estimated date on which you will return to duty. The statement must be mailed to the CTA Insurance Department, Room 746, Merchandise Mart Plaza, Chicago, Illinois 60654.

NOTE: When off for seven calendar days or more, or when off less than seven calendar days but the nature of your disability is such that a physical examination is required, you must report to the CTA Medical Department in the Merchandise Mart for an examination before returning to work.

You must have completed one year of service to be eligible for weekly disability benefits, however, a "Disability Notice" must be submitted whenever you are off due to illness or injury.

FILING A CLAIM FOR HOSPITALIZATION, SURGERY, DIAGNOSTIC OR MAJOR MEDICAL PAYMENT

When it is necessary for you or an eligible dependent to receive inpatient or outpatient care at a hospital, to have surgery performed, or to receive diagnostic treatment - or when you or an eligible dependent submit bills under major medical coverage - you must submit a "Hospital, Surgical, or Diagnostic Notice of Claim Form." You must complete items 1, 2 (if married or divorced), 3 (if claim is for dependent child), and 4 and mail the form to the CTA Insurance Department, Room 746, Merchandise Mart Plaza, Chicago, Illinois 60654, on the date the treatment was received or the surgery performed. You must have completed 90 days of service to be eligible for Hospital, Surgical and Major Medical Insurance.

NOTE: A minimum of \$100.00 in major medical expenses must accompany the "Hospital, Surgical or Diagnostic Notice of Claim Form" in order to satisfy the deductible requirement.

FILING A DENTAL CLAIM

When you or an eligible dependent visit the dentist, you should take a "Group Dental Notice" with you. Complete "Part 1" of the form and have the dentist complete "Part 2." If the estimated charge for the dental work is \$100.00 or more, you may obtain a "pre-statement of benefits" from The Travelers Insurance Company before the work is started. This feature enables you to determine in advance the insurance benefits you will receive and your portion of the dentist's charge. Dental claims are paid under the major medical provision of the Hospital, Surgical and Major Medical Plan and are subject to a maximum benefit of \$1000.00 per year per eligible person. You must have completed 90 days of service to be eligible for Dental Insurance.

NOTE: Claims submitted under either the major medical portion of the Hospital, Surgical and Major Medical Plan or the Dental Plan are subject to an accumulative family deductible. Major medical expenses submitted under either plan by any eligible family member will be applied toward the \$100.00 deductible until it is satisfied.

LIFE INSURANCE/ACCIDENTAL DEATH AND DISMEMBERMENT INSURANCE

After one year of service, you receive a free \$3,000.00 Life Insurance Policy and a like amount of Accidental Death and Dismemberment Insurance. After completing your fifth year of service, the amounts of Life Insurance and Accidental Death and Dismemberment Insurance automatically increase to \$7,000.00 each.

NOTE: The benefit amount for accidental death, as provided for under Accidental Death and Dismemberment Insurance, is in addition to the benefit amount of Life Insurance. Under Accidental Death and Dismemberment Insurance, certain dismemberments receive only one-half the full benefit amount.

INSURANCE FOR OCCUPATIONAL DEATH OR INJURY AS A RESULT OF FELONIOUS ASSAULT

Immediately upon employment, you are covered, without cost, for accidental death or dismemberment as a result of felonious assault on duty or while traveling to or from work. The maximum benefit amount of coverage is \$50,000.00.

REPORTING RECEIPT OF A SUBPOENA OR SUMMONS

When you receive a subpoena or summons concerning an incident that arose in the course of your employment with CTA, you must present it to your immediate supervisor without delay. You must also immediately fill out an "Employee Summons - Subpoena Information Memo," Form CTA 4424, which is to be forwarded to the Claims Law and Real Estate Department.

Under no circumstances should you talk to an attorney other than one employed by the Authority, nor should you report to a courtroom or an attorney's office unless your immediate supervisor, after clearing such activity with the Claims Law and Real Estate Department, instructs you to do so.

If your employment with CTA has been terminated for any reason, and you later receive a subpoena or summons concerning an incident that arose in the course of your employment with CTA, you should contact your former supervisor, fill out Form 4424 with his assistance, and have him forward it to the Claims Law and Real Estate Department. Your cooperation and assistance in such matters is required for your own protection.

SECONDARY EMPLOYMENT

Certain types of secondary employment are prohibited under the Metropolitan Transit Authority Act as well as by CTA. It is also the policy to prohibit certain other types of secondary employment that would be contrary to the best interests of CTA and the general public.

Before accepting secondary employment, you must submit an "Application for Permission to Engage in Secondary Employment," Form CTA 7822, to your immediate supervisor. If you fail to comply with this rule, you may be subject to disciplinary action.

WAGE DEDUCTIONS

Illinois law states that the wages of public employees, including employees of CTA, are subject to garnishment. This means that when a creditor obtains a judgment against you and serves CTA with a wage deduction summons, CTA will be legally required to retain a certain amount from your pay for a period of 60 days for application against the judgment. This process may be repeated by the judgment creditor until the judgment is fully paid.

There is also a process by which you may be ordered by the divorce court to execute a wage assignment in compliance with an order or decree for alimony and/or child support payments. This process requires CTA to make deductions every pay period until further order of the court.

REQUESTING A LEAVE OF ABSENCE

If you desire authorization to be absent from work, without pay, for reasons other than illness or injury, you must submit a written application, Form CTA 7534, to your immediate supervisor 30 days prior to the requested date(s) of absence. Leaves of absence will be permitted only for good cause as determined by the Authority.

MILITARY LEAVE OF ABSENCE

If you desire a military leave of absence, you must present your orders to your immediate supervisor and request the initiation of one of the following:

- Form CTA 8479, for active duty in excess of 3 months.
- Form CTA 8478, for active duty with a component of the Reserve Force for 3 months or less.

If you hold a position in a reserve component of the Armed Forces, you will not be denied retention in employment because of any obligation you may have as a member of that reserve component.

You will be entitled, upon release from service under honorable conditions, to all the re-employment rights and other benefits provided for in the applicable Veterans Re-employment Rights Statutes and CTA policy.

JURY SERVICE

Upon receipt of a summons for Jury Service, you must notify your immediate supervisor without delay. Upon completion of Jury Service, you must inform your immediate supervisor and be available for work on the next day if you are scheduled to work on that day. You must also obtain a letter or memorandum from the court clerk to verify the time you served in this capacity and turn it in to your immediate supervisor. See "Additional Pay Information" folder for the pay you receive from CTA for Jury Service.

FULL-TIME TEMPORARY AND PART-TIME EMPLOYEES: CONSULT YOUR IMMEDIATE SUPERVISOR FOR INFORMATION REGARDING APPLICABILITY OF ITEMS CONTAINED HEREIN.