



OFFICE OF COLLECTIVE BARGAINING

March 20, 2020

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M. David Zurndorfer
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DEPUTY CHAIRS

Monu Singh
Steven Star

Dear Parties,

Since Monday, March 16, 2020, the Office of Collective Bargaining (OCB) has operated under its Continuity of Operation Plan as part of the NYC emergency response to contain the spread of the COVID-19 virus. Pursuant to the Mayor's instructions, our staff will be working remotely until further notice. **The agency is open for business.** We continue to receive all phone calls, emails and electronic submissions via our internet intake system located on our website.

Effective at the close of business today, we will only accept service of documents by email or internet intake. Service by regular, overnight, express or certified mail will not be accepted. We will not be sending staff to the office or post office to accept mail. If you sent us something by mail between March 13 and 17, 2020 and do not have confirmation that it was received, please contact our reception desk: nyc-ocb@ocb.nyc.gov, 212-306-7160, or the addressee to verify that it was received.

If you have an arbitration hearing scheduled to go forward at OCB, our office remains open and there is access available to our hearing rooms. However, you should be following normal procedures for all cancellations - contact the arbitrator and your adversary. Should the parties' consent to adjourn an arbitration hearing, we are recommending that cases be rescheduled to a date after June 1. We can provide some assistance to hold hearings by video conference. If you wish to do so you should be discussing this with the arbitrator and your adversary. Please contact Monu Singh at msingh@ocb.nyc.gov, if you have questions.

Conferences in representation and improper practice cases will be held by teleconference. If you have an improper practice or representation hearing, the Trial Examiner will reach out to you concerning the hearing. Effective immediately, OCB staff will not appear in person to hold hearings. However, we can make arrangements to hold hearings by video and will work with the parties to make this a viable method to move these cases forward. Otherwise, in-person hearings that are adjourned will be rescheduled to a date after June 1.

We encourage you to reach out to us with any questions or concerns.

Sincerely,

Susan J. Panepento
Chair