



**Long Island Rail Road**  
*Going your way*

**BID SHEETS**

**THE LONG ISLAND RAIL ROAD  
DEPUTY CHIEF STORES OFFICER – STORES OPERATION &  
MATERIALS**

**May 4, 2016**

**TO ALL EMPLOYEES INCLUDED IN CONSOLIDATED SYSTEM  
SENIORITY ROSTER OF CLERICAL FORCES:**

**NOTICE OF AWARDS**

<b><u>BULLETIN #</u></b>	<b><u>POSITION</u></b>	<b><u>EMPLOYEE</u></b>	<b><u>EFFECTIVE DATE</u></b>
P&L 2393	Stores Truck Driver ESA – Permanent (E.Schinella)	NO BIDS RECEIVED	
P&L 2394	Warehouse Person Vacation Relief RH/MP Various/Various-Temporary (D. Mendez)	Felicia Perez	5/11/16
P&L 2395	Assistant Warehouse Person Permanent (J. Fanesi)	Thomas Hinrichs	5/11/16

Elvin Vazquez  
Deputy Chief Stores Officer  
Stores Operation & Materials  
Procurement & Logistics Department

POSTED: 9:00 AM  
May 4, 2016

## **RE-ADVERTISED**

### **THE LONG ISLAND RAIL ROAD DEPUTY CHIEF STORES OFFICER – STORES OPERATION & MATERIALS BULLETIN NO. P&L – 2396**

#### **TO ALL EMPLOYEES INCLUDED IN CONSOLIDATED SYSTEM SENIORITY OF CLERICAL FORCES:**

Bids for the following position in the organization of Purchases and Materials will be accepted by the Officer named below until the close of business on **Friday, May 13, 2016**. Bids can be faxed to Ext. 3279 or sent via interoffice mail to MC: 3131.

**POSITION:** Stores Truck Driver - (E Schinella) – Permanent  
**RE-ADVERTISED (P&L – 2315, 2325, 2333, 2348, 2351, 2354, 2359, 2367 & 2372, 2374, 2381, 2385, 2390 & 2393)**

**LOCATION:** East Side Access Glendale (84-02 72<sup>nd</sup> Dr.)

**TOUR OF DUTY:** 7:30 AM – 3:30 PM

**REST DAYS:** Saturday & Sunday

**RATE OF PAY:** \$ 32.846 per hour

**DUTIES:** Must be qualified to operate all types of gasoline driven vehicles including trucks with lifts and booms, automobiles and all material handling equipment. Must be physically able to assist in the loading and unloading of all types of material and equipment that the needs of service require. Must hold a New York State Class "B" CDL license with HAZMAT endorsement with no air brake restrictions. Must be familiar with emergency truck maintenance and inspection procedures as instigated by New York State and the Company. Will be required to operate two-way radio equipment and be familiar with the New York City and State roads, highways and expressways as they relate to the Long island Rail Road's property. New applicants must secure a New York State Class "A" CDL license with HAZMAT endorsement with no air brake restrictions within three months of award of position. Training will be provided by the Carrier.

**REQUIREMENTS:** Approved safety shoes in accordance with TCU Agreement to be furnished by the employee. Under the Contract effective 7/26/82, the following information must be included on LIRR bid application form CT-88: seniority date, current position, date awarded current position.

**Elvin Vazquez**  
Deputy Chief Stores Officer  
Stores Operation & Materials  
Procurement & Logistics Department

POSTED: 9:00AM  
May 4, 2016

**THE LONG ISLAND RAIL ROAD**  
**DEPUTY CHIEF STORES OFFICER – STORES OPERATION & MATERIALS**  
**BULLETIN NO. P&L – 2397**

TO ALL EMPLOYEES INCLUDED IN CONSOLIDATED SYSTEM SENORITY ROSTER OF CLERICAL FORCES:

Bids for the following position in the organization of Purchases and Materials will be accepted by the Officer named below until the close of business on Friday, May 13, 2016. Bids can be faxed to Ext. 3279 or sent via interoffice mail to MC: 3131.

<b>POSITION:</b>	<b>Assistant Warehouse Person (T. Hinrichs) – Permanent</b>
<b>LOCATION:</b>	<b>Hillside – Shop Floor</b>
<b>TOUR OF DUTY:</b>	<b>4:00 PM – 12:00 AM</b>
<b>REST DAYS:</b>	<b>Saturday &amp; Sunday</b>
<b>RATE OF PAY:</b>	<b>\$31.406 per hour</b>

**DUTIES:** Must be qualified to operate all material handling equipment. Must be able to operate a floor scrubber. Must be familiar with all materials. Must be able to load and unload trucks by forklift/hand. Must do all general laborer's work, such as sweeping, dusting, lifting, transferring material. Must possess a minimum Class D New York State Driver's License. Will be required to complete a Forklift Training Program.

Perform all other related duties as assigned.

**REQUIREMENT:** Approved safety shoes in accordance with TCU Agreement to be furnished by the employee. Under the Contract effective 7/26/82, the following information must be included on LIRR bid application form CT-88: seniority date, current position, date awarded current position.

**Elvin Vazquez**  
Deputy Chief Stores Officer  
Stores Operation & Materials  
Procurement & Logistics Department

POSTED: 9:00 AM  
May 4, 2016

**THE LONG ISLAND RAIL ROAD**  
**DEPUTY CHIEF STORES OFFICER – STORES OPERATION & MATERIALS**  
**BULLETIN NO. P&L – 2398**

TO ALL EMPLOYEES INCLUDED IN CONSOLIDATED SYSTEM SENORITY OF CLERICAL FORCES:

Bids for the following position in the organization of Purchases and Materials will be accepted by the Officer named below until the close of business on **Friday, May 13, 2016**. Bids can be faxed to Ext. 3279 or sent via interoffice mail to MC: 3131.

<b>POSITION:</b>	<b>Warehouse Person (A. Rampersad) – Permanent</b>
<b>LOCATION:</b>	<b>Hillside</b>
<b>TOUR OF DUTY:</b>	<b>7:30 AM – 3:30 PM</b>
<b>REST DAYS:</b>	<b>Saturday &amp; Sunday</b>
<b>RATE OF PAY:</b>	<b>\$33.632 per hour</b>

**DUTIES:** Must have functional knowledge of all Stores administrative activities, forms and documents, including general familiarization with the entire LIRR procurement system. Must be proficient in WMS operations and perform all appropriate input.

Must perform general housekeeping in area of assignment. Must be able to conduct oneself in a businesslike fashion in all oral and written communications. Must be qualified to perform the specific method of operation pertinent to the various material distribution stations regarding receiving, storing and shipping, issuance of material and other related duties. Must have knowledge of all the official documents, (i.e. MP-151, MW-121, SK-35, etc.), concerning the charge out of material including proper execution. Must be able to maintain perpetual inventory of specified classes of material. Must be able to lift up to 75lbs. Must be able to assist supervision in taking of inventory, verifying out of stock and rectification of errors.

Perform all other related duties as assigned.

**REQUIREMENTS:** Approved safety shoes in accordance with TCU Agreement to be furnished by the employee. Under the contract effective 7/26/82, the following information must be included on LIRR bid application form CT-88: seniority date, current position, date awarded current position.

**Elvin Vazquez**  
Deputy Chief Stores Officer  
Stores Operation & Materials  
Procurement & Logistics Department

POSTED: 9:00 AM  
May 4, 2016

## THE LONG ISLAND RAIL ROAD

**OFFICE OF THE CHIEF STATIONS OFFICER – STATIONS DEPARTMENT**

AGENT'S BULLETIN NO. SD-07-2016

This bulletin will close **at 5:00 PM on Friday, May 13, 2016**. It will be open to Agents and Assistant Agents. All bids must be received in the Stations Department, Jamaica, prior to the close of this bulletin. CT-88 receipts will only be honored if signed by the designated representatives working in the Stations Department. The following information must be included in all bids: Seniority date, the date last awarded a position, and current position. All bids should be mailed to John Dunne, Jamaica, Dept 1106. **If you fax your bid (718 558-7429), you MUST call the Crew Dispatcher to confirm the receipt of CT-88. It is your responsibility to keep a record of that confirmation. Bid withdrawals can only be accepted by call Crew before the bulletin closes.**

**Position No. 1**                      **Permanent**                      **Agent (A603)**

**Location:** Huntington

**Tour of Duty:** 12:00 PM – 8:00 PM

**Rate of Pay:** **\$39.577**

Rest Days: Tuesday/Wednesday

Position No. 2	Temporary	Agent (AT500)
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**Location:** Various (Alarm Project Support)

**Tour of Duty:** Various (6A – 2P or 7A – 3P or 8A – 4P)

**Rate of Pay:** \$41.039

Rest Days: ☐ Saturday/Sunday

**THE LONG ISLAND RAIL ROAD  
OFFICE OF THE CHIEF STATIONS OFFICER – STATIONS DEPARTMENT**

May 4, 2016

**BULLETIN NO. SD-09-2016**

This bulletin will close **at 5:00 PM on Friday, May 13, 2016**. It will be open to employees included in the consolidated system seniority roster for clerical forces. All bids must be received in the Stations Department, Jamaica, prior to the close of this bulletin. CT-88 receipts will only be honored if signed by the designated representatives working in the Stations Department. The following information must be included in all bids: Seniority date, the date last awarded a position, and current position. All bids should be mailed to John Dunne, Jamaica, Department 1106. **If you fax your bid (718-558-7429), you MUST call the Crew Dispatcher to confirm the receipt of CT-88. It is your responsibility to keep a record of that confirmation. Bid withdrawals can only be accepted by calling Crew before the bulletin closes.**

Position No: 1	Permanent	Station Appearance Maintainer (HMC113)
Location:		Hillside
Tour of Duty:		7:30 AM – 3:30 PM
Rate of Pay:		\$28.763
Rest Days:		Saturday/Sunday

Primary Duties: Required to operate singly and/or part of a team to clean and maintain the appearance of the Long Island Rail Road properties, stations, office buildings and other appurtenances associated with company property. Routine work includes the operation of mechanical cleaning equipment. Must perform work in accordance with written and oral instructions that specify the priority and frequency of daily duties at each location. All duties must be performed in an efficient and courteous manner. Responsible to complete daily facility cleaning reports and to provide reports to supervisors as directed. Responsible to perform, all related duties as directed. Required to receive deliveries and to move furniture from one location to another within the complex. Will be required to set up as requested: Conference rooms, cafeteria, classrooms, etc. This will include the moving of chairs, tables, partitions and temporary walls for scheduled staff meetings or different departments. Station Appearance Maintainer must be available as directed for emergency and safety related problems and to maintain bathrooms and heavily used areas.

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Position No: 2	Temporary	Station Appearance Maintainer (L302)
Location:		Mineola
Tour of Duty:		6:00 AM – 2:00 PM
Rate of Pay:		\$28.763
Rest Days:		Saturday/Sunday

Primary Duties: Required to operate singly and/or part of a team to clean and maintain the appearance of the Long Island Rail Road properties, stations, office buildings and other appurtenances associated with Company property. Routine work includes the operation of mechanical cleaning equipment. All duties must be performed in an efficient and courteous manner. Responsible to complete daily station cleaning reports and to provide reports to supervisors as directed. Must perform work in accordance with written and oral instructions that specify the priority and frequency of daily duties at each location. Responsible to perform duties as directed.

Position No: 3	Temporary	Mail & Ride Clerk (P206)
Location:		Hillside
Tour of Duty:		8:00 AM – 4:00 PM
Rate of Pay:		\$34.322
Rest Days:		Saturday/Sunday

Primary Duties: Must be a competent 25 wpm typist and be familiar with Microsoft Word software on a personal computer. Must have a full understanding of the sale and accounting of Mail & Ride MetroCard monthly commutation tickets and all other Mail & Ride processes (ex. Application processing, collections, returned tickets, lockbox operations, MetroCard value inquiries, Police pass program, etc.). Must be familiar with line station and terminal ticket office operations and refund policies. Must be customer-oriented and be capable of effectively, efficiently and courteously relating with customers on the telephone. Must be able to use a PC to access the Mail & Ride database for customer inquiries, electronic posting of payments, record updates, etc. Must take lost ticket reports for all commuters. Must receive deliveries from the Loading Dock/Receiving Office, arranging for transfer of deliveries to Mail & Ride storage areas and must perform monthly inventories of Mail & Ride supplies. Must be able to perform all other Mail & Ride related Duties. Must be familiar with collection procedures for the sole purpose of collection of Long Island Rail Road past accounts.

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Position No: 4	Permanent	Ambassador
Location:		Various
Tour of Duty:		Various
Rate of Pay:		\$30.918
Rest Days:		Saturday/Sunday

Primary Duties: Applicant will be required to work split shifts (two four hour shifts in any given twelve hour period) at various locations which include but is not limited to Penn Station, Jamaica Station, Atlantic Terminal and CitiField. Required to work singly or part of a team to provide outstanding customer service to MTA/LIRR customers utilizing technological devices and printed materials. Applicant must be customer orientated and be capable of effectively and courteously relating information to customers. Will be required to assist customers with directions pertaining to travel throughout the MTA/LIRR's three main terminals, eleven branches, major connection points and stations, in addition to Ticket Selling Machine usage. Must be able to provide direction to mass transit systems, local points of interest, landmarks, elevators/escalators, station exits and ticket selling windows. Required to assist customers with limited mobility to exits, platforms, bus stops, cab stands, and other mass transit points. Will be required to work indoors/outdoors and in all types of weather conditions. Incumbent may receive an annual, non-pensionable stipend in an amount not less than \$500 and no greater than \$1900 by December 15 each year. A weekly schedule will be provided each Friday for the following week, however, this schedule is subject to change. Must possess the ability to exercise good judgment and perform all other related duties as assigned and work as directed.

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**Ambassador**

## Various

**Various**

**\$30.918**

**Saturday/Sunday**

**Same as Position No. 4**

## Ambassador

## Various

## Various

**\$30,918**

**Saturday/Sunday**

**Same as Position No. 4**

**AWARDS TO AGENT'S BULLETIN SD-06-2016**

	<b><u>JOB#</u></b>	<b><u>NAME</u></b>	<b><u>AWARD DATE</u></b>
POSITION NO. 1	Permanent A603	Re-Advertised	

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**AWARDS TO BULLETIN SD-08-2016**

	<b><u>JOB #</u></b>	<b><u>NAME</u></b>	<b><u>AWARD DATE</u></b>
POSITION NO. 1	Permanent C928	A. Chong (A)	5/4/16
POSITION NO. 2	Permanent JAM130	A. Abruzzese	5/11/16
POSITION NO. 3	Permanent HMC106	T. Thorsen	5/4/16
POSITION NO. 4	Temporary HMC109	J. Vancol	5/4/16
POSITION NO. 5	Temporary SV-01	C. Supper	5/4/16
POSITION NO. 6	Permanent Ambassador	Re-Advertised	
POSITION NO. 7	Temporary Ambassador	Re-Advertised	

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John Dunne, Manager  
Station Services Support

Posted: May 4, 2016

**LONG ISLAND RAILROAD**  
**MANAGEMENT-TRANSPORTATION CREW MANAGEMENT SERVICES**  
**Bulletin Awards - Non-Ops**

**Bulletin ID:** CREW5/34      **Sequence:** 76

**Description:** C/D BULLETIN 5/34

**Open:** 04/20/2016 00:01      **Close:** 04/29/2016 17:00      **Effective:** 05/04/2016 00:01      **Posted:** 04/20/2016 00:01

Asgn	Position	Perm or Temp	Terminal	Emp Num	Employee Name	Rank From
DT4101	CREW DISP. TRNEE	Permanent	LIRR-Extra List		Withdrawn	
DT4102	CREW DISP. TRNEE	Permanent	LIRR-Extra List		Withdrawn	

All bids must be in the transportation crew management services office prior to the close of this bulletin. CT-88 receipts is honored only if signed by employees working in the transportation crew management services office.

05/03/20 12:50

**LONG ISLAND RAILROAD**  
**MANAGEMENT-TRANSPORTATION CREW MANAGEMENT SERVICES**

**Bulletin ID:** USBULI-40

**Bulletin Seq:** 14

**Bulletin Description:** USHER BULLETIN 1/40

**Open:** 05/04/2016 00:01

**Close:** 05/13/2016 17:00

**Effective:** 05/18/2016 00:01

**Posted:** 05/03/2016 00:01

Asgn	Position	Perm Or Temp	Terminal
UX0002	USHERS	Temporary	LIRR-Extra List

**Location** VARIOUS

**Report Time** VARIOUS

**Rest Days** VARIOUS

**Rate Of Pay** \*\$36.058 BASE RATE

\*ALL APPLICABLE DIFFERENTIALS WILL APPLY IN ACCORDANCE WITH THE COLLECTIVE BARGAINING AGREEMENTS.

MUST COMPLETE LIRR/TCU USHER TRAINING PROGRAM.

\* Ushers are expected to be courteous at all times.

\* In some instances, they must be able to work with minimal direction.

\* Must work well with the public

\* Applicants will be subject to a 2-part exam that has been developed by the General Stationmaster.

Part 1- Live announcements and actual use and understanding of computer systems.

Part 2- Written exam - Passing grade on exam is 75%

\* During the course of the 3 week training program, the applicant will complete a review of all station stops.

\* All applicants should have a full knowledge of station stops and corresponding branches upon starting the Ushers program.

All bids must be in the transportation crew management services office prior to the close of this bulletin. CT-88 receipts is honored only if signed by employees working in the transportation crew management services office.

05/03/20 12:50

**LONG ISLAND RAILROAD**  
**MANAGEMENT-TRANSPORTATION CREW MANAGEMENT SERVICES**  
**Bulletin Awards - Non-Ops**

**Bulletin ID:** USBUL1-39      **Sequence:** 14

**Description:** USHER BULLETIN 1/39

**Open:** 04/20/2016 00:01      **Close:** 04/29/2016 17:00      **Effective:** 05/04/2016 00:01      **Posted:** 04/19/2016 00:01

Asgn	Position	Perm or Temp	Terminal	Emp Num	Employee Name	Rank From
IAU4	USHERS	Temporary	JAMAICA	51971	GARDEN, T -	23 UX0002 US LIRR
IAU7	USHERS	Permanent	JAMAICA	55841	S. ENCARSIONE	
UX0003	USHERS	Temporary	LIRR-Extra List		WITHDRAWN	

All bids must be in the transportation crew management services office prior to the close of this bulletin. CT-88 receipts is honored only if signed by employees working in the transportation crew management services office.

04/30/20 15:27

(TCU BULLETIN NO. 1658; page 1 of 1)

THE LONG ISLAND RAIL ROAD  
MAINTENANCE OF EQUIPMENT DEPARTMENT

May 4, 2016

NOTICE: ALL EMPLOYEES IN THE CONSOLIDATED SYSTEM SENIORITY ROSTER OF CLERICAL FORCES

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**AWARD BULLETIN NO. 1657**

POSITION AWARDED TO THE FOLLOWING:

Job No. 6 No Qualified Bids Received

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**CANCELLATION NOTICE**

THE FOLLOWING TEMPORARY POSITION IS CANCELLED EFFECTIVE MAY 17, 2016:

Temporary Position No. 3 (F. Jackson) awarded to B. Ganley

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**BULLETIN NO. 1658**

APPLICATIONS FOR THE FOLLOWING POSITION WILL BE ACCEPTED BY THE OFFICER NAMED BELOW UNTIL 5:00 PM – MAY 13, 2016

**JOB NO. 3**

POSITION PERMANENT

LOCATION

TOUR OF DUTY

RELIEF DAYS

RATE OF PAY

QUALIFICATIONS

CLERK- RSMS

HILLSIDE MAINTENANCE COMPLEX

VARIOUS

VARIOUS

\$33.157 PER HOUR

MUST HAVE THE ABILITY TO PREPARE AND CODE DATA FOR INPUT INTO THE DEPARTMENT'S COMPUTERIZED INFORMATION SYSTEM. MUST BE QUALIFIED TO ENTER AND RETRIEVE DATA FROM THE VARIOUS SYSTEMS AND BE PROFICIENT IN EDITING AND VALIDATING ALL INFORMATION THAT IS INPUT AND EXTRACTED FROM THE SYSTEMS. MUST BE COMPETENT TYPIST AND PERFORM ALL OTHER CLERICAL DUTIES AS ASSIGNED.

A. M. MICHELETTI  
OFFICE OF M/E MANPOWER, HMC 3012

## LONG ISLAND RAIL ROAD

### OFFICE OF EMPLOYEE TRAINING & CORPORATE DEVELOPMENT

#### BULLETIN NO. 02-2016

Bids for the following position in the Employee Training & Corporate Development Department will be received by Timothea A. Taylor, Manager-Administration and Support, until close of business on Friday, May 13, 2016. Bids can be faxed to Extension 3123 or sent via interoffice mail to Mail Code 3149. All bids must include seniority date, current position and date awarded, Bulletin No., LIRR extension, home address, and a daytime telephone number.

POSITION: Clerk

LOCATION: Hillside Support Facility - Building 2, Fourth Floor

TOUR OF DUTY: 8:00 AM – 4:00 PM

RELIEF DAYS: Saturday and Sunday

RATE OF PAY: \$32.356

Applicant must be able to complete a high volume of data entry assignments in a timely fashion while achieving 100% accuracy. Must be able to follow instructions and complete all assignments accurately and within established time frames with minimal supervision. Candidate must be detail oriented and have excellent organizational skills with the ability to manage in a high volume, customer oriented office environment. Must be able to manage customer contacts and telephone activity in a professional and courteous manner. The ability to reason logically in a pressure filled environment is essential. When required, must be able to work overtime.

#### Primary Responsibilities:

1. Employee Training Records - Enter employee class attendance sheet information into the Enterprise Learning Management System (ELM), including the creation of activities. Data entry must be 100% accurate.
2. External Learner Training Records - Create profiles and activities along with entering the related class attendance sheet information into ELM. Data entry must be 100% accurate.
3. Accurately run ELM reports and queries.
4. Perform all other clerical tasks as assigned.

#### Qualifications:

Applicant must be a qualified typist, proficient in Microsoft Office, and must demonstrate the ability to understand and navigate software packages. Must be proficient in the proper usage of grammar, punctuation, and spelling.

Arthur Fougner, Senior Director  
Employee Training & Corporate Development

POSTED: May 4, 2016

## **REPOST**

### **THE LONG ISLAND RAILROAD OFFICE OF CORPORATE SAFETY BULLETIN NO. 05-2016**

Resumes will be accepted for the **APPOINTED** position of **Safety Assistant** in the Office of Corporate Safety. Interested applicants must forward their resumes to Linda Katz, Manager-Administration and Support, Mail Code 1944 by Friday, May 13, 2016. All resumes must include seniority date, current position and date awarded, Bulletin No., LIRR extension, home address, and a daytime telephone number.

**POSITION:** Safety Assistant  
**LOCATION:** JCC - Fourth Floor Corporate Safety  
**TOUR OF DUTY:** 8 AM - 4 PM  
**RELIEF DAYS:** Saturday and Sunday  
**RATE OF PAY:** \$34.565

**PRIMARY DUTIES:** Data entry into various Access databases, Excel spreadsheets, LSAF, and PeopleSoft. Produce reports. Utilize Microsoft Outlook to schedule meetings and reserve conference rooms and classrooms for meetings and special events. Create requisitions and track requests for materials and/or services. Process requests for travel, outside seminars, memberships, and expense reports. Record meeting minutes. Order office supplies and perform other clerical duties as assigned. Date/time stamp department mail and distribution. Assist Manager with Corporate Safety Department new hire onboarding process.

**REQUIREMENTS:** Must be a qualified typist (45 WPM) and have a thorough knowledge of grammar, punctuation and spelling. Proficient in PeopleSoft Core applications and Microsoft Access, Excel, Word and Outlook.

Attention to detail is essential together with the ability to follow instructions and effectively prioritize assignments. Must be able to work comfortably with all levels of employees as well as outside contacts. The ability to handle data entry for extended periods of time and manage assignments under pressure and/or time constraints is a necessity.

Must be familiar with Corporate Policies and Procedures.

L. Ebbighausen  
Chief Safety Officer

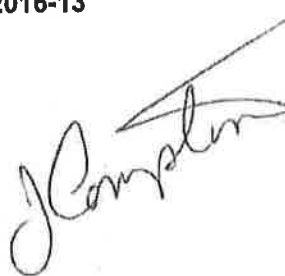
**POSTED:** May 4, 2016



**STATIONS DEPARTMENT**

**NOTICE NO. 2016-13**

Date: April 22, 2016  
To: All Station Operations Employees  
From: James Compton, Chief Stations Officer



Subject: **Memorial Day Leave of Absence for Veteran's – Monday, May 30, 2016**

1. Pursuant to Section 63 of the New York Public Officer's Law, employees are entitled to leave with pay on Memorial Day and Veteran's Day if they served in active duty in the Armed Forces of the United States and received an honorable discharge or were separated from such service under honorable conditions. In addition, employees are entitled to these days off with pay if they served in the armed forces of a foreign country allied with the United States in any of the following conflicts;
  - World War II
  - Korea
  - Vietnam 12/21/61 through 5/7/75
  - Lebanon 6/1/83 through 12/1/87
  - Grenada 10/23/83 through 11/21/83
  - Panama 12/20/89 through 1/31/90
  - Persian Gulf Conflict
2. If you are scheduled to work on **Monday, May 30, 2016 (Memorial Day)**, and would like to request "leave with pay," you must furnish proof of having received an honorable discharge or having been separated under honorable conditions.  
**NOTE: Employees must submit a DD214 form to Crew Dispatchers Office, Mail Code, at Mail Code 1106 Jamaica. If you have any questions, please call John Dunne at 347-494-6071.**
3. All such requests must be received **no later than Friday, May 6, 2016.**
4. All requests will be granted subject to safety concerns. If denied due to safety concerns, another day off shall be provided.
5. If you are scheduled to work on Monday, May 30, 2016, and do not request the day off, you will not be entitled to another day off in lieu of the holiday.
6. If May 30, 2016, (Memorial Day) is your relief day, no additional day will be granted. In accordance with the law, the LIRR must only allow those who are scheduled to work the day off without loss of pay.

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**"Customer Service: Professionalism, Courtesy, Support"**

**STATIONS DEPARTMENT**

**NOTICE NO. 2016-14**

Date: April 22, 2016  
To: Stations Department Employees  
From: James Compton, Chief Stations Officer  
Subject: **Mobile Ticketing Pilot**



Effective April 25, 2016, the MTA will launch a Mobile Ticketing pilot on the Port Washington Branch that will last four weeks. Approximately 150 customers have been pre-selected for the pilot.

Customers will be traveling from Port Washington, Plandome, Manhasset, or Great Neck stations with a destination of either Woodside or Penn Station. These customers will be given full instructions on downloading the app, requirements for using the app, and where to direct issues found with using the app.

If you should encounter one of the pilot customers who are having an issue with the app, please refer to the FAQ's sent to your station and to try to assist them. If you are still unable to help them, have them contact 511, say MTA, select LIRR and then Representative.

**Other Information**

- All standard ticket types will be available on the mobile application during the pilot. (One-way, round-trip, ten-trip, Weekly, Monthly, and CityTicket). Reduced fares and Vias are available as well.
- Pilot customers will be required to make actual purchases of their tickets. These are live dollar transactions and actual tickets.
- Mobile tickets must be activated prior to boarding the train and expire after a pre-determined length of time for the trip.
- Purchases made in error within 5 minutes can be refunded through the app with no refund fee. After 5 minutes the \$10 refund fee is enforced for all refunds.
- Once a ticket has been activated it cannot be refunded.
- Ticket rules and regulations as well as validity periods for mobile tickets are the same as paper tickets.

If you have any questions, please refer to any Stations Department manager.

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**STATIONS DEPARTMENT  
NOTICE NO. 2016-15**



Date: April 25, 2016  
TO: All Stations Department Employees  
FROM: James Compton, Chief Stations Officer  
SUBJECT: HOLIDAY – Memorial Day, Monday, May 30, 2016

*[Handwritten signature]*

On Monday, May 30, 2016, the following will be in effect:

**AMBASSADORS – The following positions WILL work:** AMB1 Penn, AMB2 Jamaica

**TICKET AGENTS - The following positions WILL work:**

A102 Hillside TVM	A311 Bethpage TVM	A702 Bethpage TVM	A982 Bethpage TVM
A103 Penn TVM	A312 Bethpage TVM	A703 Hicksville	A984 Bethpage TVM
A105 Penn TVM	A602 Huntington	A709 Ronkonkoma	A988 Penn Supervisor
A106 Hillside TVM	A603 Huntington	A806 Babylon	SXA1 Southampton
A110 Penn Spvr	A608 Port Jefferson	A808 Patchogue	SXA3 Easthampton
A200 Woodside	A701 Mineola	<b>A961 Broadway*</b>	West Hampton (Traveling)
A303 Long Beach		A972 Ronkonkoma	Montauk

**TICKET CLERKS - The following positions WILL work:**

C102 Penn	C130 Atlantic	C313 Long Beach	C904 Penn
C104 Penn	C132 Atlantic	C331 Bethpage TVM	C905 Atlantic
C106 Penn	C134 Atlantic	C333 Bethpage Cashier	C911 Penn
C107 Penn	C139 Jamaica	C411 Port Wash	C913 Penn
C108 Penn	C140 Jamaica	C412 Port Wash	C917 Penn
C110 Penn	C142 Jamaica	C602 Huntington	C922 Jamaica
C112 Penn	C143 Jamaica	C702 Bethpage TVM	C923 Jamaica
C113 Penn	C144 Info Clerk (AM)	C704 Hicksville	C924 Jamaica
C114 Penn	C145 Jamaica	C706 Hicksville	C952 Bethpage TVM
C116 Penn	C147 Info Clerk (PM)	C813 Babylon	C953 Bethpage TVM
C117 Penn	C149 Jamaica	C814 Babylon	C997 Bethpage Rel Cshr
C118 Penn	C151 Penn TVM	C821 Hillside TVM	TS01 Hicksville
C121 Penn Info	C152 Penn TVM	C822 Hillside TVM	
C126 Penn	C201 Woodside	C823 Hillside Cashier	
C127 Penn	C307 Hempstead	C901 Penn	

**STATION APPEARANCE MAINTAINERS - The following positions WILL work:**

ATL102	HMC125	JAM132	SL-01 Long Beach
ATL103	JAC1 Jamaica	JAM133	SL-02 Woodside
ATL105	JAM102	L302 Mineola	V489 Woodside
ATL106	JAM103	L303 Lindenhurst	V456 Garden City PM
ATL107	JAM104	L304 Freeport	V457 Garden City PM
ATL110	JAM108	L307 Babylon	V462 Babylon Yard
ATL111	JAM109	L309 Hicksville	V488 Ronkonkoma
H552 Port Wash	JAM112	L311 Huntington	V903 Ronkonkoma Yd
H572 Northport	JAM113	L313 Farmingdale	V904 Ronkonkoma Yd
HC551 Port Wash	JAM118	L315 Bayside	V477 Long Beach
HC571 Northport	JAM119	L320 Port Washington	V479 Ronkonkoma
HMC109	JAM120	L911 Ronkonkoma	V480 Ronkonkoma
HMC112	JAM124	RSC2 Atlantic	V484 Northport
HMC123	JAM130	RSC3 Atlantic	V485 Northport
HMC124	JAM131	SV-01 KO Yard	

**MESSENGER SERVICE:** WILL NOT operate.

**OFFICES CLOSED:** Commissary, General Offices, Lost and Found, Medical Facility

**SPEC SERVICES ATT:** WILL NOT work

**TICKET OFFICE HOURS:** HOLIDAY hours as shown on the Ticket Sales Hours Card.

**TICKET SALES:** Senior Citizens/People with Disabilities/Medicare card tickets and Off Peak tickets will be valid on all trains.

**TRAIN SERVICE:** Will operate on a **HOLIDAY** schedule.

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**STATIONS DEPARTMENT**

**NOTICE NO. 2016-16**

Date: April 22, 2016  
To: Stations Department Employees  
From: James Compton, Chief – Stations Officer  
Subject: **Mobile Ticketing FAQ's**



**What is MTA eTix?**

MTA eTix is a mobile ticketing app that allows Metro-North Railroad and Long Island Rail Road customers to purchase and use tickets directly from their mobile devices. Please be aware that carrier charges may apply for data usage.

**What devices support MTA eTix?**

iPhone and Android devices are both supported by MTA eTix. For iPhone users, your operating system needs to be iOS 7.0 or higher. For Android users your operating system needs to be 4.4 or higher.

**How do I access MTA eTix?**

The app is free to download. You can access by visiting [www.mta.info](http://www.mta.info), or searching 'MTA eTix' in the Apple App Store or on Google Play. At this time the app cannot be accessed through Apple Passbook; the mobile ticketing app has several advanced features that are currently not supported in Apple's Wallet.

**How do I purchase a mobile ticket?**

After downloading the App, you will need to sign up for an account using your email address. Once you're logged into your account, select the ticket you wish to buy, enter your credit/debit card payment information and confirm the transaction. You can use more than one card to complete your purchase. The purchased ticket(s) will be electronically delivered to your phone and a receipt for your purchase will automatically be sent to your email address.

**What types of payment options are available for purchasing a mobile ticket?**

You can purchase a mobile ticket using your credit or debit card. The MTA eTix app currently accepts Visa, MasterCard, Discover and American Express cards. Additionally, you are allowed to split the payment for your tickets between two different cards.

**What types of tickets can I purchase with mobile ticketing?**

One-way, round- trip, ten- trip, weekly, monthly and CityTickets are available for purchase via the app. Additionally, all intermediate and reduced fare products such as discounted tickets for seniors, family, disabled/medicare and military are available for purchase. MTA eTix cannot be combined with UniTicket, NICE bus (Nassau County), NYCT MetroCard or any other transit system. If your trip requires you to transfer to another transit system and you need a combined ticket, please continue to use a paper ticket.

**If I purchase my tickets through a pre-tax employer benefits program, can I use mobile ticketing?**

Yes, you can purchase a ticket through a pre-tax program and if the cost of the ticket exceeds the amount in the program you may purchase the remainder of the ticket using an additional credit/debit card.

**Can I retrieve train schedules/fares using Train Time via the MTA eTix app?**

Yes. When you pick your station combination and make a purchase, you can use the "Train Time" option and your choice of station combination will automatically be forwarded to the "Train Time" app for instant access. Train Time can also be accessed from the home screen of the MTA eTix app.

**If I am traveling with friends and family, can I use more than one ticket on my phone?**

Yes, you can use your account to purchase tickets for others in your party. You will need to show all tickets on your phone to the conductor – swipe multiple activated tickets on your screen to show conductor.

**Can my mobile ticket be extended if I am traveling farther than the zones it is good for?**

Yes, the conductor can extend your ticket to the necessary destination required.

**Can I pay the difference if my mobile ticket is off-peak and I am traveling peak?**

Yes, the conductor can step-up your ticket to the peak fare.

**Are receipts available for my mobile ticketing purchase?**

Yes, once you purchase your mobile ticket a receipt will automatically be sent to the email address associated with your account.

**How do I use my mobile ticket?**

You MUST activate your ticket just before boarding your train. To activate your ticket simply go to your Ticket Wallet, choose the applicable ticket and click on the "Activate Ticket" button. Your Ticket Wallet is the place where all of your purchased tickets are stored. It can be found on the home screen of the mobile app. Tickets remain active for the duration of your trip. Simply show the activated ticket screen with changing colors to the conductor for validation.

**How do I validate my mobile ticket?**

There are two methods of validating mobile tickets: visually and electronically. Initially, Conductors will be validating mobile tickets visually – you will need to show the screen with dynamic colors. In the future, electronic validation will be introduced – you will need to show the bar-coded screen.

**Do mobile tickets expire?**

Mobile ticket validity periods will be the same as paper tickets. For example, a one-way ticket will be valid for 60 days until used and a weekly ticket will be valid from Saturday through Friday. In general, all other paper ticket terms & conditions apply to mobile tickets as well. Any exceptions will be noted. Mobile tickets that are not used within their validity period will appear as EXPIRED and will not be accepted for travel.

**How can I see how many tickets I have remaining on my device?**

Purchased tickets and the number of tickets remaining are stored in your Ticket Wallet.

**Where can I see my used, refunded or expired tickets?**

All of these tickets can be found in your ticket wallet under the History tab. You can request to have a receipt resent or purchase again one of your used or expired tickets.

**If I don't use my ticket will I receive a refund?**

Non-activated tickets submitted for a refund within 5 minutes of purchase will receive a full refund. Non-activated tickets submitted for a refund after 5 minutes of purchase will receive a partial refund (One-way, round-trips, ten-trips, weeklies and monthlies) for the portion of the unused ticket and will be subject to a \$10 refund fee. Please be aware that once you activate a one way ticket you will not be able to receive a refund.

**How do I refund a ticket?**

You can initiate a refund of non-activated (non-expired) mobile ticket by clicking on the "Actions" button displayed on the ticket. A \$10 refund fee may apply (see above). A receipt for your refund will automatically be sent to the email address associated with your account and the funds will be returned to the credit/debit card used to purchase the ticket. If you need help with a refund you can call Customer Service at 511.

**What happens if I lose my smartphone or buy a new smartphone?**

If you lose your phone or purchase a new phone the tickets stored in your Ticket Wallet on your old phone can be transferred to your new phone. You are allowed to transfer your tickets to a different phone up to three times in a 180 day period. If you exceed the transfer limit or need help with your transfer call customer service at 511.

**What happens if I delete the app from my phone and reinstall it?**

If you delete and reinstall MTA eTix on an iOS device it will not count as one of the transfers to a new phone in the 180 day period. Please be aware if you delete and reinstall MTA eTix on an Android device it will count as one of the transfers to a new phone in the 180 day period. (See above). Additionally, tickets stored in the deleted app will be available in your Ticket Wallet upon reinstallation.

**If I lose phone service while riding the train, will my mobile ticket still work?**

Mobile tickets do not need phone service to be displayed or activated; however they do need phone service to be purchased. Therefore you must purchase and activate your ticket before boarding a train. If you lose cell phone service after boarding the train, you will still be able to display activated tickets.

**What happens if my smartphone battery dies before I show the conductor my mobile ticket?**

You are responsible for keeping your smartphone charged while riding the train. You will be required to pay the on-board fare if your smartphone is not working, so please plan accordingly. If your battery will not last the duration of your trip, we recommend you purchase a paper ticket from a ticket vending machine instead.

**What if I am having technical problems with the mobile ticketing application?**

If you encounter any technical problems or errors, please call Customer Service at 511. If you are unable to display your ticket to the conductor for any reason, you will need to purchase a paper ticket at the on-board fare.

**What if the on-board crew comes around while I'm sleeping and need to validate my mobile ticket?**

Customers who prefer to sleep while travelling on the train need to be aware that they are required to display their mobile ticket to the Conductor for validation.

If you have any questions, please refer to any Stations Department manager.

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