



Long Island Rail Road
Going your way

BID SHEETS

THE LONG ISLAND RAIL ROAD COMPANY

OFFICE OF THE CONTROLLER

REVISED BULLETIN No. 2648

Bids for the following position in the Office of the Controller will be accepted by the Officer named below until the close of business (5:00 p.m.) March 24, 2017. In accordance with TCU Agreement, please indicate on all bids your seniority date, date last awarded a position, and position now held. Bids can be faxed to extension: 8012, or sent via inter-office mail to Mail Code 1421.


Position: Ticket Refund Clerk **PERMANENT**
Location: Jamaica, NY
Tour of Duty: 8:00 am – 4:00 pm
Rest Days: Saturday and Sunday
Rate of Pay: \$35.17 hourly

PRIMARY DUTIES: Must be able to calculate and process a minimum of 50 refund applications per day; answer customers' written and telephone inquiries concerning refund applications and fares; provide customer service in a courteous and effective manner; assist in ADL process. Must be able to work with other departments: Public Affairs, TVM's, Mail & Ride and the Ticket Offices. Candidate must be very proficient in the use of a Personal Computer with a thorough understanding of Microsoft Word and Excel, along with the current refund system. Must have thorough knowledge of the Passenger Tariff, fares, tickets, refund policies and procedures. Must perform related clerical duties as assigned.

Must qualify in keyboard skills (25 wpm). Incumbent is required to prepare boxes of files that are sent to an offsite storage facility. Lifting of boxes weighing approximately 25 pounds will be necessary.

Other related duties.

Note: Bid withdrawals can only be accepted by calling us, (ext: 8044), before the bulletin closes.


M. Reilly
Controller
Posted: March 15, 2017

THE LONG ISLAND RAIL ROAD COMPANY

OFFICE OF THE CONTROLLER

BULLETIN No. 2649

Bids for the following temporary position in the Office of the Controller will be accepted by the Officer named below until the close of business (5:00 p.m.) March 24, 2017. In accordance with TCU Agreement, please indicate on all bids your seniority date, date last awarded a position, and position now held. Bids can be faxed to ext. 8012 or sent via inter-office mail to MC:1421.

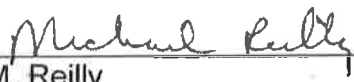
POSITION: RIC-8 Clerk **PERMANENT**
LOCATION: Jamaica, NY
TOUR OF DUTY: 8:00 am – 4:00 pm
REST DAYS: Saturday and Sunday
RATE OF PAY: \$35.169 hourly

PRIMARY DUTIES: Audit and balance daily TOM tour envelopes relative to ticket sales and deposits. Process related reports in accordance with Company Policies and Procedures. Audit and prepare reports relative to Bar Cart Attendant remittances. Preparation of reports, work papers and other accounting documents pursuant to the Revenue Information and Control Department. Must have knowledge of basic Accounting Procedures, Tariff Regulations and the Instructions to Agents and Ticket Clerk.

Must qualify in keyboard skills (25 wpm). Must complete a minimum of 25 tours per day. Prepare boxes (approx. 25 pounds) to be sent to an offsite storage facility.

Other related duties.

NOTE: Bid withdrawals can only be accepted by calling us (ext. 8044) before the bulletin closes.



M. Reilly
Controller

Posted: March 15, 2017

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

March 15, 2017

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

NOTICE OF AWARDS

<u>BULLETIN #</u>	<u>POSITION</u>	<u>EMPLOYEE</u>	<u>EFFECTIVE DATE</u>
P&L 2468	Stockman Exception 4 Permanent – Commissary Jamaica	Dean Czerniawski	3/15/17
P&L 2472	Warehouse Person Commissary-Jamaica Permanent	Vincent Belleri	3/22/17
P&L 2473	Warehouse Person Temporary (S. Giuliano)	Andrea Thompson	3/22/17

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

POSTED: 9:00 AM
March 15, 2017

Position No: 3	Permanent	Ticket Clerk (C926)
Location:		Tues/Wed: Hempstead Sat/Sun: Atlantic Terminal Monday: Bayside
Tour of Duty:		6:00 AM – 2:00 PM
Rate of Pay:		Tues/Wed: \$33.308 Sat/Sun: \$43.931 Monday: \$32.934
Rest Days:		Thursday/Friday

Primary Duties: Must be qualified in the sale and accounting of tickets and related duties. Must possess the ability to exercise good judgment and efficiently perform assigned duties. Must be qualified in the sale and accounting of tickets. Must be completely familiar with TSM ticket stock and types of tickets and Metro Cards available for sale to our customers. Must be able to supervise, coordinate and instruct employees in the performance of their duties in the ticket office. Must be able to handle all transactions pertaining to the ordering and distribution of NYCT Metro Cards, including maintaining all records for ordering, receipt and transfer of Metro Cards. Must have a thorough knowledge of all union rules and regulations pertaining to employees under their jurisdiction. Must be able to accurately count and verify ticket clerk's cash remittances and prepare large amounts of money for Bank deposits and change orders. Must be able to sell change to ticket clerks and balance and maintain records for a large operating safe. Must interact with the armored car service personnel and verify and document deposit pickup and change order deliveries. Must order, document and transfer CF-9 ticket stock to TOMs and rolled stock and stackers to TSMs. Must prepare Mail & Ride payments for delivery to bank. Must have a thorough working knowledge of the Ticket Office Machine and Ticket Vending Machines and be able to service equipment, to include but not limited to replacing rolled ticket stock and ticket stackers, take test tickets, reset MKV1 and MKV2 printers, replace MKV2 printer ribbon, produce and understand operational reports, removal and replacement of TVM bill vaults/coin vaults and hoppers. Must have at least 3 years of Ticket Selling experience. Must be able to accurately process TVM revenue, and prepare all revenue accounting documents. Must be able to produce and understand error and jammed ticket TSM reports and be able to re-boot TSM and properly power down TVM. Must be able to trouble shoot TVM malfunctions, such as BNA jams, coin errors and ticket stock problems. Must be familiar with the sales and accounting of tickets and revenue from special tours operated by the Group Sales Department. Must have a thorough working knowledge of the policies, topics, instructions and procedures governing Agents and Ticket Clerks. Must address customer complaints, questions and inquiries regarding the ticket office window and ticket vending machine operations and handle to a satisfactory conclusion. The position is responsible for insuring all customer information, such as timetables, brochures and posters are available and properly displayed. Must be able to assume complete responsibility for the efficient operation of the Jamaica Station Facility/Atlantic Terminal Facility under the Terminal Manager's jurisdiction during his/her absence.

Position No: 4 Temporary Ticket Clerk (C822)
Location: Hillside TSM
Tour of Duty: 7:30 AM – 3:30 PM
Rate of Pay: \$34.853
Rest Days: Wednesday/Thursday

Primary Duties: Must have a full understanding of the sales and accounting of tickets and the daily servicing of ticket vending machines. Responsible for completing daily-tour incident reports. Must drive between Long Island Rail Road properties; must make minor repairs (i.e., change flat tires) as necessary for completion of daily assignment. Must hold a valid New York State Driver's License. Must be able to understand and follow road maps and/or written descriptions to travel between locations. Must carry pocket-page device while on duty to communicate between supervisors and carry photo I.D. to provide positive identification at all times. Must possess the ability to service, define error codes and correct malfunctions in the S&B TVM's. Process large amounts of currency and coins, prepare bank deposits, maintain accurate spare parts inventory, defective parts log and the TVM ticket stock book. Must be familiar with the TVM Malfunction and Maintenance reports. The applicant should be mechanically inclined and be able to lift coin magazines, cassettes, bill and coin vaults. Must be able to operate coin filler, currency counter/sorter, coin sorter and be familiar with obtaining a "state report" from the S&B TVM utilizing a computer notebook. Must possess the ability to exercise good judgment. Applicant must be customer oriented and be capable of effectively and courteously relating to customers.

Position No: 5 Permanent Station Appearance Maintainer (JAM133)
Location: Jamaica
Tour of Duty: 10:00 AM – 6:00 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: 11 Permanent Station Appearance Maintainer (WSY900)
Location: West Side Yard
Tour of Duty: Mon/Tues: 2:00 PM – 10:00 PM
 Wednesday: 10:00 AM – 6:00 PM
 Sat/Sun: 6:30 AM – 2:30 PM
Rate of Pay: \$28.763
Rest Days: Thursday/Friday
Primary Duties: Same as Position No. 5

Position No: 12 Temporary Station Appearance Maintainer (RSC4)
Location: Atlantic Terminal
Tour of Duty: Thurs/Fri: 6:00 AM – 2:00 PM
 Saturday: 2:30 PM – 10:30 PM
 Sun/Mon: 9:30 PM – 5:30 AM
Rate of Pay: Thurs/Fri: \$32.853
 Sat/Sun/Mon: \$28.763
Rest Days: Tuesday/Wednesday

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. Must be able to supervise, coordinate and instruct Station Appearance Maintainers and Laborers in the performance of their duties. Must be completely familiar with the work rules of employees being supervised. All duties must be performed in an efficient and courteous manner. Will be responsible to complete and submit written daily cleaning reports as directed. The Chief Station Appearance Maintainer will be responsible for providing a safe, clean environment for customers and employees and will be required to perform Station Appearance Maintainer/Laborer duties as directed by the Terminal Managers or Branch Line Managers.

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

ADDITION

March 15, 2017

BULLETIN NO. SD-06-2017

This bulletin will close **at 5:00 PM on Friday, March 24, 2017**. 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: 13 Permanent Mail & Ride Clerk (P202)

Location: Hillside

Tour of Duty: 7:30 AM – 3:30 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 be able to perform all other Mail & Ride related duties.

John Dunne, Manager
Station Services Support

Posted: March 15, 2017

AWARDS TO BULLETIN SD-05-2017

	<u>JOB #</u>	<u>NAME</u>	<u>AWARD DATE</u>
POSITION NO. 1	Temporary C994	F. Farrell	3/15/17
POSITION NO. 2	Temporary C906	Withdrawn	
POSITION NO. 3	Temporary C602	Re-Advertised	
POSITION NO. 4	Permanent C997	L. Appel	3/15/17
POSITION NO. 5	Permanent H573	D. Zimmermann	3/15/17
POSITION NO. 6	Permanent HMC122	R. Lipton	3/15/17
POSITION NO. 7	Temporary RSC3	Re-Advertised	
POSITION NO. 8	Temporary HC531	P. Leary	3/15/17
POSITION NO. 9	Permanent AMB	Re-Advertised	
POSITION NO. 10	Temporary AMB	Withdrawn	

John Dunne, Manager
Station Services Support

Posted: March 15, 2017

LONG ISLAND RAILROAD
MANAGEMENT-TRANSPORTATION CREW MANAGEMENT SERVICES

Bulletin ID: CREW7-30

Bulletin Seq: 76

Bulletin Description: C/D BULLETIN 7-30

Open: 03/15/2017 00:01

Close: 03/24/2017 17:00

Effective: 03/29/2017 00:01

Posted: 03/15/2017 00:01

Asgn	Position	Perm Or Temp	Terminal
CX4005	CREW DISPATCHER	Permanent	LIRR-Extra List
	Location	TRANSPORTATION CREW MANAGEMENT, JAMAICA (5C1)	
	Report Time	VARIOUS	
	Rest Days	VARIOUS	
	Rate Of Pay	\$41.699 HOURLY*	

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.

03/15/20 9:47

LONG ISLAND RAILROAD
MANAGEMENT-TRANSPORTATION CREW MANAGEMENT SERVICES

Bulletin Awards - Non-Ops

Bulletin ID: CREW7-29 **Sequence:** 76

Description: C/D BULLETIN 7-29

Open: 03/01/2017 00:01 **Close:** 03/10/2017 17:00 **Effective:** 03/15/2017 00:01 **Posted:** 03/01/2017 00:01

Asgn	Position	Perm or Temp	Terminal	Emp Num	Employee Name	Rank From
CX4005	CREW DISPATCHER	Permanent	LIRR-Extra List		Readvertis	

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.

LONG ISLAND RAILROAD
MANAGEMENT-TRANSPORTATION CREW MANAGEMENT SERVICES

Bulletin Awards - Non-Ops

Bulletin ID: TELBUL2-51 **Sequence:** 81
Description: TELEGRAPHERS BULLETIN 2-51
Open: 03/01/2017 00:01 **Close:** 03/10/2017 17:00 **Effective:** 03/15/2017 00:01 **Posted:** 03/01/2017 00:01

Asgn	Position	Perm or Temp	Terminal	Emp Num	Employee Name	Rank From
MT2	BLOCK OPERATOR	Permanent	NASSAU TOWER	55474	PEREZ, D	156 TX1040 BO LIRR
PSCTR3	BLOCK OPERATOR	Permanent	PENN STATION CENTRAL	56346	MURPHY, R	175 TX1032 BO LIRR

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.

JOB NO. 34

POSITION PERMANENT	CLERK – CENTRAL MANPOWER
LOCATION <i>Mendes, A.</i>	HILLSIDE MAINTENANCE COMPLEX
TOUR OF DUTY <i>Award 1672</i>	10:30 PM to 6:30 AM
RELIEF DAYS	MONDAY & TUESDAY
RATE OF PAY	SAME AS JOB NO. 18
QUALIFICATIONS	SAME AS JOB NO. 18

GROUP A

POSITION TEMPORARY	CLERK – CENTRAL MANPOWER TRAINEE (S)
LOCATION	M OF E CENTRAL MANPOWER OFFICE
TOUR OF DUTY	VARIOUS
RELIEF DAYS	VARIOUS
RATE OF PAY	\$27.154 PER HOUR \$35.801 per hour, after successful completion of training.
QUALIFICATIONS	To train in covering all phases of Central Manpower clerical duties. Trainee must have the ability to think and reason in a pressure-filled atmosphere, must have phone etiquette, must be a qualified typist, must be reliable and responsible, and must work any and all holidays.

Trainee will be required to have a complete understanding of Maintenance of Equipment Department Policies and Union Agreements of the seven crafts governed by M of E Department. Trainee assigned will be required to properly handle all off-duty occurrences (notifying proper location/supervision), prepare daily off-duty report, maintain the force book, maintain sick log, maintain absence control records, prepare attendance discipline report, preparation of sick and personal leave day forms, prepare/maintain availability report, prepare/maintain accident/incident reports and AR-20s, prepare weekly payroll records using KRONOS and IDMS/LMAT computerized payroll systems, troubleshoot and edit all possible payroll problems, adjust vacation and/or personal day overuses, become knowledgeable with various computer programs (dataease, windows, lotus, etc.), dispatching the wreck crew.

1. Training position will be bulletined and awarded based on seniority, fitness and the ability of the applicants.
2. Employee awarded training position will post on all three shifts for a period not to exceed eight weeks. Trainee will be required to become fully qualified during the eight-week period. As part of determining the qualifications, the trainee will be required to work 'alone' during the eighth week. If the Department determines that an employee has qualified in less than the specified period, the employee will be deemed qualified at that time. Employee awarded a training position, who fails to qualify within eight weeks, or when it becomes evident that he/she will not qualify, will be removed from training position and shall return to his/her former position, unless it has been abolished or filled by a senior employee in the exercise of seniority. The eight-week training period may be extended at Carrier's discretion.
3. During training, trainee is prohibited from bidding other positions. Trainee will not work on holidays during the training period unless specifically required to do so by the Carrier.
4. A trainee's regular job will be bulletined as a temporary job. If no Central Manpower vacancy exists when a trainee becomes qualified, the employee will revert to his/her former position, if the position has not been abolished or filled by a senior employee in the exercise of seniority.

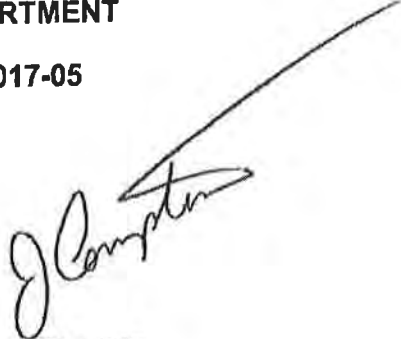
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5. When a Central Manpower vacancy is advertised (except the position of Head Clerk – Manpower Systems), only bids from applicants qualified through the training program, or from employees who have previously owned a Central Manpower position in the Maintenance of Equipment Department, will be entertained. If no qualified bids are received, the junior qualified employee, subject to recall, will be assigned to the vacant position. If there are no qualified applicants, the Central Manpower trainee position will be advertised. Once qualified, the employee will be assigned to the existing vacancy.
6. For 18 months following the qualification of the trainee, the employee will be required to accept temporary vacancies refused by regularly assigned Central Manpower Staff.
7. A qualified employee awarded a position who has not covered a position within six months of the training program will be provided a five-day refresher course, if required.
8. During the training period, Trainees will be compensated at the rate identified in Appendix A-1, for Clerk-Central Manpower Trainee. After the Trainee has successfully completed the training program, their rate of pay will be increased retroactive to their initial day in the training program to the Clerk – Central Manpower rate of pay. Rule 62(b) 1 and 2, Rates of Pay will apply where applicable.

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

STATIONS DEPARTMENT

NOTICE NO. 2017-05

Date: March 7, 2017
To: Ticket Agents and Ticket Clerks
From: James Compton, Chief Stations Officer 
Subject: Fare Increase - Effective Sunday March 19, 2017

The MTA Board approved a fare increase effective 12:01 AM, on March 19, 2017. LIRR fares will increase an average of 3.75% for most ticket types.

Tickets / Fare posters and brochures, dated March 19, 2017, will be delivered to stations by early March. Ticket Agents and Ticket Clerks should immediately post this information in station bulletin boards and timetable racks.

Other Information

- **Monthly Tickets for April** will be sold beginning March 20th at the new rate.
- **Weekly Tickets** – The new rate will be charged for the week of March 25th which goes on sale March 22nd.
- **Ten Trip tickets** – purchased **before March 19, 2017** remain **valid for six (6) months** from the date of purchase.
- **One-Way, Round-Trip, and via tickets** purchased **before March 19, 2017** remain **valid for 60 days** from the date of purchase.
- **City Tickets** will remain at \$4.25; all other policies and procedures remain in effect for these tickets. Seniors/Medicare/People with Disabilities can purchase City Tickets on board trains for the same price.
- **Tickets purchased on-board** the train continue to cost up to \$6.50 more than the station price.
- **New maximum amount for credit card purchases is \$882.**

Fares for NYC transit subways and buses will also increase on Sunday, March 19.

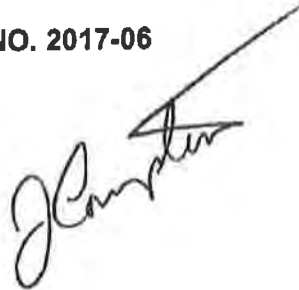
- **MetroCards will not be available at LIRR Ticket Windows or Ticket Machines from March 13th through March 18th.** This is so we can transition to the new valued cards.
- The single ride for the subway or bus system remains at \$2.75.
- Round-trip MetroCard remains \$5.50 but with a new 5% bonus (\$5.78 value with bonus).
- The \$25 MetroCard is still available but will now be worth \$26.25 with the 5% bonus.
- The \$50 Monthly MetroCard option will now be worth \$52.50 with the bonus.
- The Unlimited MetroCard will increase from \$116.50 to \$121. Only available through Mail & Ride or NYCTA.

Any questions please refer to any Stations Dept. Manager.

STATIONS DEPARTMENT

NOTICE NO. 2017-06

Date: March 8, 2017
To: Agents & Clerks
From: James Compton, Chief Stations Officer
Subject: Emergency Busing Instructions



For emergency service disruptions, you will be notified by a manager with the number of buses that will be arriving at your station. We are required to document each bus that is used for the service disruption.

To document the buses for the emergency you can either:

- Write down the bus numbers and company, then email it later to busing@lirr.org
Be sure to indicate the following:
 - Station name, bus company, date, cause of disruption, time of bus arrival, time of bus dismissal, bus numbers
- Call the Stations desk in 204 at 718-557-2430 or call Alicia St. Nicholas, Manager Stations Operation Control cell phone at 929-365-0222 between the hours of 4pm-12am Mon-Fri.

If you choose to use your personal cell phone you can do either of the following:

- Text the bus company and the bus numbers that are at your station to 929-365-0222
- OR**
- Take a photo of the bus that displays the bus number and company, then email this information to busing@lirr.org

PLEASE MAKE SURE IF A BUS DID NOT SHOW UP FOR A MOVE YOU DOCUMENT IT.

ALL DOCUMENTATION MUST BE SENT WITHIN 24 HOURS.

Please make sure you wear your PPE when working during a service disruption to prevent any injuries.
