



Long Island Rail Road
Going your way

BID SHEETS

THE LONG ISLAND RAIL ROAD COMPANY
OFFICE OF THE VICE PRESIDENT GENERAL COUNSEL & SECRETARY
BULLETIN NO. 18-01

September 5, 2018

To all employees included in consolidated system seniority roster of clerical forces:
Resumes for the following position in the Claims Bureau will be accepted by Lillian O'Farrell Oliveri the Assistant to the General Counsel, LIRR-Law until 5:00 p.m. Friday, September 14, 2018.

POSITION: Claims Secretary, Exception 2 (Permanent)

LOCATION: Claims Bureau – Jamaica Station Building, Mail Code 1144

RELIEF DAYS: Saturday and Sunday

RATE OF PAY: \$36.07

DUTIES: The requirements of the position will be to assist the Claims Bureau staff in all aspects of secretarial and clerical duties. Specific responsibilities include, but are not limited to typing, filing, copying, daily mail sorting, preparation of correspondence, maintenance of claims data in the Claims Management system, entering data into pre-existing formats, handling and directing of incoming telephone communications, ordering supplies, preparing monthly, quarterly as well as statistical reports as requested by the Director of Claims Investigations and legal staff members. The position requires typing skills, (must be qualified clerk-typist) as well as good oral and written communication skills. Must have excellent skills in Microsoft Word and Outlook, working knowledge of Excel and PowerPoint. Excellent interpersonal communication skills required due to daily interaction with claimants, employees, attorneys, union officials, medical providers as well as personnel in all LIRR departments. Must maintain claim confidentiality and attorney work product privilege. Must be detailed oriented, organized, able to work under pressure and time constraints. Prior experience in the Claims/Legal field is desirable. Prior satisfactory attendance is required.

NOTE—A prescreening test may be administered to verify proficiency in Microsoft Word, Outlook and Excel.

** This is an Exception 2 position. Current LIRR employees who transfer to this position will lose any and all accrued union seniority. **

Posted: September 5, 2018

THE LONG ISLAND RAIL ROAD
PROCUREMENT & LOGISTICS DEPARTMENT

September 5, 2018

BULLETIN NO. 2699

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

Bids for the following position in the Procurement & Logistics Department will be accepted by the Administration Section (Barbara DeBois-bdebois@lirr.org), Mail Code 0335, until 5:00 P.M. on September 14, 2018.

POSITION: Clerk Typist – Procurement – (M. Sciarratta) -Temporary

LOCATION: 114-41 94th Avenue (JCC)

TOUR OF DUTY: 8:00 a.m. to 4:00 p.m. (or 7:30-3:30)

REST DAYS: Saturday and Sunday

RATE OF PAY: \$34.30 per hour

DUTIES: Must be a qualified typist (45 WPM) experienced in Microsoft Word and have a thorough knowledge of grammar, punctuation, spelling and letter composition to perform word processing assignments consisting of letters, forms, lists, bid documents, contracts, labels, mail merges, etc. Must have a working knowledge of Excel. General clerical duties include answering phones, scheduling meetings, distributing mail, filing and other related administrative duties.

QUALIFICATIONS: Thoroughly trained, experienced, rapid and accurate word processing skills (WORD), and working knowledge of Excel.

Barbara DeBois
Manager – Administration
718-558-4738

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

September 5, 2018

**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 2660	Warehouse Person-SF-V/V Permanent (A. Kennedy)	NO BIDS RECEIVED	
P&L 2661	Warehouse Person-V/V Permanent (M. Boyd West)	NO BIDS RECEIVED	
P&L 2662	Stores Truck Driver ESA – Permanent (H. Cyrus)	NO BIDS RECEIVED	
P&L 2663	Assistant Warehouse Person ESA-Temporary (R. Townsend)	NO BIDS RECEIVED	
P&L 2664	Warehouse Person Permanent (M. Boyd-West)	NO BIDS RECEIVED	
P&L 2665	Warehouse Person Permanent (A. Tart)	Robert Kielawa	9/5/18
P&L 2666	Assistant Warehouse Person Bethpage-Temporary (J. Chavatte)	Joseph Mathiesen	8/29/18
P&L 2667	Assistant Warehouse Person Permanent (C. Webb)	NO BIDS RECEIVED	
P&L 2668	Assistant Warehouse Person Morris Park/Richmond Hill Temporary (A. Mulet)	NO BIDS RECEIVED	
P&L 2669	Warehouse Person Permanent (K. Lora)	NO BIDS RECEIVED	
P&L 2670	Warehouse Person SF Temporary (E. Mely)	Lee Gholson	9/5/18

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

POSTED: 9:00 AM
September 5, 2018

THE LONG ISLAND RAIL ROAD
DEPUTY CHIEF STORES OFFICER – STORES OPERATION & MATERIALS
BULLETIN NO. P&L – 2671

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, September 14, 2018**. Bids can be faxed to Ext. 3279 or sent via interoffice mail to MC: 3131.

POSITION: Warehouse Person – (J. Mathiesen) – Temporary
LOCATION: East Side Access Glendale (84-02 72nd Dr.)
TOUR OF DUTY: 7:30 AM – 3:30 PM
REST DAYS: Saturday & Sunday
RATE OF PAY: \$35.335 per hour

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
September 5, 2018

THE LONG ISLAND RAIL ROAD
DEPUTY CHIEF STORES OFFICER – STORES OPERATION & MATERIALS
BULLETIN NO. P&L – 2672

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, September 14, 2018.** Bids can be faxed to Ext. 3279 or sent via interoffice mail to MC: 3131.

POSITION: Warehouse Person – (A. Okolo) – Temporary
LOCATION: Hillside
TOUR OF DUTY: 7:30 AM – 3:30 PM
REST DAYS: Saturday & Sunday
RATE OF PAY: \$35.335 per hour

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
September 5, 2018

RE-ADVERTISED

THE LONG ISLAND RAIL ROAD DEPUTY CHIEF STORES OFFICER – STORES OPERATION & MATERIALS BULLETIN NO. P&L – 2673

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, September 14, 2018**. Bids can be faxed to Ext. 3279 or sent via interoffice mail to MC: 3131.

POSITION: Warehouse Person - (A. Kennedy) – Permanent
RE-ADVERTISED (P&L – 2650 & 2660)
LOCATION: Hillside Warehouse 15 Shop Floor
TOUR OF DUTY: Various
REST DAYS: Various
RATE OF PAY: \$35.335 per hour

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
September 5, 2018

RE-ADVERTISED

THE LONG ISLAND RAIL ROAD DEPUTY CHIEF STORES OFFICER – STORES OPERATION & MATERIALS BULLETIN NO. P&L – 2674

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, September 14, 2018**. Bids can be faxed to Ext. 3279 or sent via interoffice mail to MC: 3131.

POSITION: Warehouse Person - (M. Boyd-West) – Permanent
RE-ADVERTISED (P&L – 2600, 2609, 2618, 2626, 2634, 2643, 2652
& 2661)
LOCATION: Various
TOUR OF DUTY: Various
REST DAYS: Various
RATE OF PAY: \$35.335 per hour

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
September 5, 2018

RE-ADVERTISED

THE LONG ISLAND RAIL ROAD DEPUTY CHIEF STORES OFFICER – STORES OPERATION & MATERIALS BULLETIN NO. P&L – 2675

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, September 14, 2018**. Bids can be faxed to Ext. 3279 or sent via interoffice mail to MC: 3131.

POSITION: Stores Truck Driver - (H. Cyrus) – Permanent
RE-ADVERTISED (P&L – 2585, 2592, 2601, 2610, 2620, 2627, 2635, 2644, 2653 & 2662)
LOCATION: East Side Access Glendale (84-02 72nd Dr.)
TOUR OF DUTY: 7:30 AM – 3:30 PM
REST DAYS: Saturday & Sunday
RATE OF PAY: \$ 34.51 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
September 5, 2018

RE-ADVERTISED

**THE LONG ISLAND RAIL ROAD
DEPUTY CHIEF STORES OFFICER – STORES OPERATION & MATERIALS
BULLETIN NO. P&L - 2676**

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, September 14, 2018**. Bids can be faxed to Ext. 3279 or sent via interoffice mail to MC: 3131.

POSITION: Assistant Warehouse Person - (R. Townsend) – Temporary
RE-ADVERTISED (P&L – 2524, 2527, 2532, 2537, 2540, 2544, 2548,
2551, 2555, 2559, 2566, 2578, 2587, 2595, 2603, 2612, 2622, 2629, 2637,
2645, 2654 & 2663)

LOCATION: East Side Access Glendale (84-02 72nd Dr.)

TOUR OF DUTY: 7:30 am – 3:30 pm

REST DAYS: Saturday & Sunday

RATE OF PAY: \$32.996 per hour

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.

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
September 5, 2018

RE-ADVERTISED

THE LONG ISLAND RAIL ROAD DEPUTY CHIEF STORES OFFICER – STORES OPERATION & MATERIALS BULLETIN NO. P&L – 2677

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, September 14, 2018**. Bids can be faxed to Ext. 3279 or sent via interoffice mail to MC: 3131.

POSITION: Warehouse Person (M. Boyd-West) – Permanent
RE-ADVERTISED (P&L – 2631, 2639, 2646, 2655 & 2664)

LOCATION: Hillside

TOUR OF DUTY: 7:30 AM – 3:30 PM

REST DAYS: Saturday & Sunday

RATE OF PAY: \$35.335 per hour

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
September 5, 2018

RE-ADVERTISED

THE LONG ISLAND RAIL ROAD DEPUTY CHIEF STORES OFFICER – STORES OPERATION & MATERIALS BULLETIN NO. P&L – 2678

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, September 14, 2018**. Bids can be faxed to Ext. 3279 or sent via interoffice mail to MC: 3131.

POSITION: Assistant Warehouse Person (C. Webb) – Permanent
RE-ADVERTISED (P&L – 2659 & 2667)
LOCATION: Hillside
TOUR OF DUTY: 7:30 AM – 3:30 PM
REST DAYS: Saturday & Sunday
RATE OF PAY: \$32.996 per hour

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
September 5, 2018

RE-ADVERTISED

THE LONG ISLAND RAIL ROAD DEPUTY CHIEF STORES OFFICER – STORES OPERATION & MATERIALS BULLETIN NO. P&L – 2679

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, September 14, 2018**. Bids can be faxed to Ext. 3279 or sent via interoffice mail to MC: 3131.

POSITION: Assistant Warehouse Person – (A. Mulet) – Temporary
RE-ADVERTISED (P&L – 2668)

LOCATION: Morris Park/Richmond Hill (Mon. Tues. Wed. MP / Sat. & Sun. RH)

TOUR OF DUTY: 7:30 am – 3:30 pm

REST DAYS: Thursday & Friday

RATE OF PAY: \$32.996 per hour

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.

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
September 5, 2018

RE-ADVERTISED

THE LONG ISLAND RAIL ROAD DEPUTY CHIEF STORES OFFICER – STORES OPERATION & MATERIALS BULLETIN NO. P&L – 2680

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, September 14, 2018**. Bids can be faxed to Ext. 3279 or sent via interoffice mail to MC: 3131.

POSITION: Warehouse Person (K. Lora) – Permanent
RE-ADVERTISED (P&L – 2669)
LOCATION: Hillside
TOUR OF DUTY: 7:30 AM – 3:30 PM
REST DAYS: Saturday & Sunday
RATE OF PAY: \$35.335 per hour

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
September 5, 2018

THE LONG ISLAND RAIL ROAD
DEPUTY CHIEF STORES OFFICER – STORES OPERATION & MATERIALS
BULLETIN NO. P&L - 2681

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, September 14, 2018**. Bids can be faxed to Ext. 3279 or sent via interoffice mail to MC: 3131

POSITION: Warehouse Person - (L. Gholson) - Permanent
LOCATION: Hillside Warehouse 15 Shop Floor
TOUR OF DUTY: Various
REST DAYS: Various
RATE OF PAY: \$35.335 per hour

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
September 5, 2018

LONG ISLAND RAIL ROAD

Bulletin 13-2018

We are accepting resumes for the **Permanent** position of Customer Service Representative. Please forward resumes to Gabrielle Aulicino, Manager Customer Service Department, mail Code 3140 by Friday, September 14, 2018 at 5:00 PM.

POSITION: CSR - 905 (Appointed)
Customer Service Representative

LOCATION: Customer Service Center
(HSF)

RATE OF PAY: 33.868

TOUR OF DUTY: 1:00 PM – 9:00 PM

RELIEF DAYS: Tuesday and Wednesday

JOB SUMMARY:

Responsible to provide superior customer service to the public, providing accurate and up to date information regarding all Long Island Rail Road travel and ticket services.

WORK PERFORMED:

Listing of some specific duties and responsibilities:

- Responsibilities include accepting incoming calls and make outgoing calls as required to follow-up on a customer matter, provide information on rules and regulations (i.e. on-board information, smoking, no radio playing, safety, etc.), rates, schedules, service status, station/facility information, trip planning, fare purchase options, and permit or other application/policy procedures for all MTA Agencies.
- Responsible for handling all calls from Corporate Communications (Complaints/Inquiries/Policy Related Questions {i.e. ticket refunds, published/non-published connections, etc.}), Mail&Ride, Ticket Refunds and Ticket Machines Assistance (i.e. document problem, send inquiry to appropriate department/subject matter expert, follow up and investigate, etc.).
- Responsible to document all calls using a Communication Database System and provide customer with a confirmation number for incidents that require investigation and/or follow-up.
- Responsible to access various applications for each Department and provide customer information and/or confirm information. Answer and respond to incoming calls, and record information, about problems, complaints, commendations, and other matters and re-contact a customer (if required) with a call-back. In addition, some ad-hoc responsibilities may include replying to customers using social media to answer any questions via all LIRR Social Media platforms.
- Responsible for accessing and updating manual forms and/or automated systems on behalf of customers for transactions including, but not limited to, customer account information, lost and found matters, accident reports, damage claims, delay verifications and payment transactions.
- Responsible to perform various telemarketing functions such as soliciting information by phone for surveys, mailing campaigns, etc.
- Responsible to furnish information over the phone in a clear, professional and pleasant manner under all conditions.
- Responsible to understand all alarms and visual displays as to network and MTA service status.

- Responsible for reporting telephone and computer system troubles (relating to both equipment and software) to the responsible party (carrier, equipment vendors, help desk, etc.) and follow-up with same for trouble resolution.
- Responsible to properly log all reports using PC or other computer devices for all data entry forms and functions.

QUALIFICATIONS:

- A four-year high school diploma or its educational equivalent (GED) approved by a State's Department of Education or recognized accredited organization
- Must have excellent telephone etiquette with ability to answer telephone inquiries from the public.
- Must be familiar with a Communication Database System as well as other various applications including but not limited to Lost & Found, Mail&Ride, Ticket Refunds, documentation of complaints, etc.
- Must be able to perform various telemarketing functions such as soliciting information by phone for surveys, mailing campaigns, etc.
- Must be proficient in reading timetables and operating a computer in order to furnish information over the phone in a clear and pleasant manner under all conditions.
- Must be willing and able to wear a headset while researching and manipulating information from various systems and databases. Accept incoming calls and make outgoing calls as required to follow-up on a customer matter.
- Must have ability to understand all alarms and visual displays as to network and MTA service status.
- Have familiarity with all LIRR social media interfaces for Facebook, Twitter, etc.

Gabrielle Aulicino
Customer Service Manager

Posted September 5, 2018

THE LONG ISLAND RAIL ROAD
OFFICE OF THE VICE PRESIDENT
MARKET DEVELOPMENT & PUBLIC AFFAIRS

Notice of Awards

Bulletin No. 12-2018, CSR 106 Appointed has been awarded to J. Dwyer, effective 09/5/2018.

Gabrielle Aulicino, Manager
Customer Service Center
HSF - 3140

POSTED: September 5, 2018

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

September 05, 2018

AGENT'S BULLETIN NO. SD-13-2018

This bulletin will close **at 5:00 PM on Friday, September 14, 2018**. 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 Alicia St Nicholas, 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 (A111)
Location:		Penn Station Supv.
Tour of Duty:		2:00 PM – 10:00 PM
Rate of Pay:		\$47.951
Rest Days:		Monday/Tuesday

Position No: 2	Temporary	Agent (A982)
Location:		Bethpage Facility
Tour of Duty:		Thurs/Fri: 8:00 AM- 4:00 PM Sat/Sun: 10:30 AM – 6:30 PM Mon: 5:00 AM – 2:00PM
Rate of Pay:		\$45.743
Rest Days:		Tuesday/Wednesday

Position No: 3	Temporary	Agent (A985)
Location:		Tue/Wed: Huntington Thur./Fri/Sat: Ronkonkoma
Tour of Duty:		Tue/Wed/Thu/Fri: 12:00 PM – 8:00 PM Sat: 8:00 AM – 4:00 PM
Rate of Pay:		\$42.088
Rest Days:		Sunday/Monday

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

September 05, 2018

BULLETIN NO. SD-17-2018

This bulletin will close **at 5:00 PM on Friday, September 14, 2018**. 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 Alicia St Nicholas, 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	Temporary	Ticket Clerk (C136)
Location:		Atlantic Terminal
Tour of Duty:		2:30 PM - 10:30 PM
Rate of Pay:		\$35.209
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.

Position No: 2	Temporary	Ticket Clerk (C143)
Location:		Jamaica
Tour of Duty:		7:30 AM – 3:30 PM
Rate of Pay:		\$36.463
Rest Days:		Saturday/Sunday
Primary Duties:		Same as Position No. 1

Position No: 3	Temporary	Ticket Clerk (C149)
Location:		Jamaica
Tour of Duty:		10:30 PM – 6:30 AM
Rate of Pay:		\$36.463
Rest Days:		Saturday/Sunday
Primary Duties:		Same as Position No. 1

Position No: 4	Permanent	Ticket Clerk (C915)
Location:		Sat/Sun: Penn Station Wed/Thu/Fri: Atlantic Terminal
Tour of Duty:		Wednesday: 12:00 PM – 9:00 PM Thursday: 1:00 PM – 9:00 PM Friday: 2:30 PM – 10:30 PM Sat/Sun: 3:45 PM – 11:45 PM
Rate of Pay:		Wed/Thu/Fri: \$35.209 Sat/Sun: \$36.463
Rest Days:		Monday/Tuesday
Primary Duties:		Same as Position No. 1

Position No: 5	Permanent	Ticket Clerk (C148)
Location:		Penn Station Lost & Found
Tour of Duty:		7:00 AM - 3:00 PM
Rate of Pay:		\$35.209
Rest Days:		Saturday/ Sunday

Primary Duties: Responsible for daily interaction with customers entering the Lost & Found Office at Penn Station. Responsible for accepting and returning to their owner items that have been left on trains or found on LIRR property. Entering lost items into the Lost & found database with complete accurate descriptions. Must possess strong customer service skills, to help individuals who may be stressed, anxious and upset about losing their property, to start the process of being reunited with their items. Must be able to work unsupervised and meet quotas. Must be able to update the Lost and Found database to ensure accurate article descriptions and contact information whenever applicable. Must be able to perform all aspects of the Lost and Found process from item retrieval to return to owner or disposition as well as Customer Side processes and data entry. Must answer phones in a professional, courteous, customer friendly manner also, make calls to customers regarding their lost items. Perform excellent customer service when handling inquiries at the window or on the phone. Upon completion of training must exhibit a proficient knowledge of New York State Property Laws as they pertain to Item Retention Periods, disposition, and Finder's Rights. Upon completion of training must exhibit proficient knowledge of the LIRR's Lost & Found corporate policy and procedures, with regard to internal controls, maintaining an inventory of items found on trains or stations. Be familiar with the monthly/annual reports regarding lost property handled by the Lost & Found Office. Interact with Stations Department personnel and other LIRR departments to ensure a timely collection of items found on trains and at stations. Work as directed by the LIRR Stations Department management team. Travel to outlying locations to retrieve items (yards, terminals, stations). Will be required on occasion to be "Stepped-Up" the role of Disposition Clerk. Must be able to demonstrate problem solving, a proficiency in written and oral communication and a high degree of interpersonal skills. Knowledge and proficiency with personal computers, I-pads, and I-Phones. Be able to lift 50 pounds and step up on train ladders to board train cars in the yard. Must be a Qualified Ticket Seller. Must possess a high degree of professionalism and integrity as well as organized and detail oriented. Must understand basic LIRR train movement and manipulations to assist in locating items left on trains or retrieved in train yards and communicate with field personnel in the process.

Position No: 6	Temporary	Crew Dispatcher (CD102)
Location:		Jamaica
Tour of Duty:		10:00 PM – 6:00 AM
Rate of Pay:		\$45.233
Rest Days:		Sunday/Monday

Primary Duties: Bids will only be valid from applicants qualified through the Stations Crew Dispatching Training Program, or from employees who have previously owned an Assignment Clerk position in the Stations Department. Must have a complete understanding of the manipulation and regulations governing the Agent's, Ticket Clerk's and Station Cleaner's, Assistant Station Masters, and Public Information Office's crew boards to be able to cover assignments on a daily basis. Must be able to prepare and post weekly time cards for all Agents, Ticket Clerks, and Station Cleaners based on daily crew sheets and other crew board documentation. Must have thorough knowledge of the rules, regulations and agreements governing the working conditions of employees represented by the Transportation Communications Union. Must update absence-control records and work as directed within the office the Director Stations Support and Administration.

Position No: 7	Temporary	Crew Dispatcher Trainee
Location:		Jamaica
Tour of Duty:		VARIOUS
Rate of Pay:		\$35.255
Rest Days:		VARIOUS

Primary Duties: To train on all phases of crew dispatching, payroll processing, absence control and other related clerical duties. Trainees will be required to train on all Crew Dispatching and Payroll Dispatching assignments in order to become conversant in the use of crew books, payroll manuals, manpower reports, etc. and to obtain a thorough knowledge of the regulations governing employees under the jurisdiction of the Stations Manpower office. Employees awarded a training position will post on all three shifts, for a period not to exceed two months. Trainees will be required to become fully qualified during the two-month period. If the department determines that an employee has qualified in less than the specific period, the employee will be deemed qualified at the time. Rule 33 is modified for the purposes of this program to read: ". . . fails to qualify within 60 days." During training, trainees are prohibited from bidding any other position. The trainees will not work on holidays during the training period unless specifically required to do so by the Carrier." The trainee's regular job will be bulletined as a temporary job. If no Crew Dispatcher 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. When a Crew Dispatcher (Assignment Clerk) vacancy is advertised, only bids from applicants qualified through the training program or from employees who have previously owned a Crew Dispatcher position in the Stations Department will be entertained. If no qualified bid is received, the junior qualified employee (qualified within the previous six months) will be assigned to the vacant position. If there are no qualified applicants, a Crew Dispatcher trainee position will be advertised. Once qualified, the employee will be assigned to the existing vacancy. For six months following the qualification of a trainee, the employee will be required to accept temporary vacancies refused by regularly assigned Crew Dispatcher. The trainee will work five days per week and will be assigned two relief days, not necessarily consecutive.

*Differential not included in above rate of pay.

Position No: 10	Temporary	Station Appearance Maintainer (V460)
Location:		Babylon Yard
Tour of Duty:		4:30 PM-12:30 AM
Rate of Pay:		\$31.148
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. Responsible to perform duties as directed. 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 drive between Long Island Rail Road properties. Must make minor repairs (e.g., change flat tires) as necessary to 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 pager device while on duty to communicate with supervisors and carry photo identification card to provide positive employee identification at all times.

Position No: 11	Temporary	Station Appearance Maintainer (HMC123)
Location:		Hillside
Tour of Duty:		3:00 PM – 11:00 PM
Rate of Pay:		\$30.220
Rest Days:		Saturday/Sunday
Primary Duties:		Same as Position No. 9

Position No: 12	Temporary	Station Appearance Maintainer (JAM128)
Location:		Jamaica
Tour of Duty:		4:00 PM – 12:00 AM
Rate of Pay:		\$30.220
Rest Days:		Saturday/Sunday
Primary Duties:		Same as Position No. 9

Position No: 17	Permanent	Station Appearance Maintainer (SSM6)
Location:		Port Washington/Roslyn
Tour of Duty:		December 1 to March 31: 6:00 AM – 2:00 PM April 1 to November 30: 7:30 AM - 3:30 PM
Rate of Pay:		April 1 to November 30: \$31.560 December 1 - March 31: \$31.285
Rest Days:		April 1 to Nov. 30: Friday/Saturday December 1 to March 31: Saturday/Sunday

Primary Duties: Primary Duties for both Station Appearance Maintainer-Spray Wash and Station Appearance Maintainer-HDC are as follows:

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. Responsible to perform duties as directed. 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 be available to drive between Long Island Rail Road properties as required. Must make minor repairs (e.g., change flat tires) as necessary to completion of daily assignment. Must hold a valid New York State Driver's License. A copy of the driver's license must be on file with Customer Services. Must be able to understand and follow road maps and/or written descriptions to travel between locations. Must carry pocket pager device while on duty to communicate with supervisors and carry photo identification card to provide positive employee identification at all times.

Position No: 18	Temporary	Station Appearance Maintainer (TSSM10)
Location:		Northport
Tour of Duty:		6:00 AM – 2:00 PM
Rate of Pay:		\$31.560
Rest Days:		Saturday/Sunday
Primary Duties:		Same as Position No. 19

Position No: 22	Permanent	Station Appearance Maintainer (HC501)
Location:		Jamaica/Atlantic/Nostrand - Chief
Tour of Duty:		Dec. 1 to March 31: 4:00 PM-12:00 AM April 1 to Nov. 30: 10:00 PM – 6:00 AM
Rate of Pay:		Dec 1 to March 31 - \$34.654 Chief April 1 to Nov. 30 - \$ 34.791 Spray Wash
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. Responsible to perform duties as directed. 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 drive between Long Island Rail Road properties. Must make minor repairs (e.g., change flat tires) as necessary to 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 pager device while on duty to communicate with supervisors and carry photo identification card to provide positive employee identification at all times.

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 General Terminal Manager.

Primary Duties for Chief Station Appearance Maintainer - Spray Wash: Must be able to supervise, coordinate and instruct Station Appearance Maintainers in the performance of their duties. Must be completely familiar with the work rules of employees being supervised. The Chief Station Appearance Maintainer, as directed by the foreman and/or the manager, provides a safe, clean environment for customers and employees and is required to perform Station Appearance Maintainer/Laborer 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. Responsible to perform duties as directed. 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 drive between Long Island Rail Road properties. Responsible for operation of vehicles/equipment and must make minor repairs (e.g., change flat tires) as necessary to completion of daily assignment. Must hold a valid New York State Driver's License. A copy of the driver's license must be on file with Customer Services. Must be able to understand and follow road maps and/or written descriptions to travel between locations. Must carry pocket pager device while on duty to communicate with supervisors and carry photo identification card to provide positive employee identification at all times.

AWARDS TO AGENT'S BULLETIN SD-12-2018

	<u>JOB#</u>	<u>NAME</u>	<u>AWARD DATE</u>
POSITION NO. 1	Temporary AT501	F. Migllozzi	9/4/18
POSITION NO. 2	Temporary AT502	M. Quilty	9/4/18
POSITION NO. 3	Temporary AT503	N. Peluso	9/4/18

AWARDS TO BULLETIN SD-16-2018

	<u>JOB #</u>	<u>NAME</u>	<u>AWARD DATE</u>
POSITION NO. 1	Temporary CT-708	A. Johnson	9/1/18
POSITION NO. 2	Temporary C926	S. Cureton-McMillian	8/29/18
POSITION NO. 3	Temporary CT131	J. Zoufaly	9/5/18
POSITION NO. 4	Temporary CT903	S. Stark	8/29/18
POSITION NO. 5	Permanent C119	B. Rooney	8/29/18
POSITION NO. 6	Permanent C146	H. Turner	8/29/18
POSITION NO. 7	Permanent C911	A. Khalil	8/29/18
POSITION NO. 8	Temporary AMB	Re-Advertise	
POSITION NO. 9	Temporary TSSM11	Withdrawn	
POSITION NO. 10	Temporary TSSM12	Withdrawn	
POSITION NO. 11	Temporary TSSM13	Withdrawn	
POSITION NO. 12	Temporary RSC4	J. Garcia (A)	8/29/18
POSITION NO. 13	Temporary L302	Re-Advertise	
POSITION NO. 14	Temporary L307	A. Volpe	8/29/18
POSITION NO. 15	Temporary L321	T. Thorsen	8/29/18
POSITION NO. 16	Permanent V471	K. Gasper	8/29/18
POSITION NO. 17	Permanent WSY101	L. Ross	8/29/18
POSITION NO. 18	Permanent WSY102	Re-Advertise	

LONG ISLAND RAILROAD

MANAGEMENT-TRANSPORTATION CREW MANAGEMENT SERVICES
Bulletin Awards - Non-Ops

Bulletin ID: USBUL1-79 **Sequence:** 16

Description: USHER BULLETIN 1/79

Open: 08/15/2018 00:01

Close: 08/24/2018 17:00

Effective: 08/29/2018 00:01

Posted: 08/15/2018 00:01

Asgn	Position	Perm or Temp	Terminal	Emp Num	Employee Name	Rank From
JAU2	USHERS	Permanent	JAMAICA	51250	FERRARO, D	13 RUHI US JAM
JAU7	USHERS	Permanent	JAMAICA		Ready to withdraw	
RUH3	USHERS	.	JAMAICA			
RUH4	USHERS		RELIEF CREW		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.

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

Bulletin ID: USBUL1-80

Bulletin Seq: 16

Bulletin Description: USHER BULLETIN 1/80

Open: 09/05/2018 00:01

Close: 09/14/2018 17:00

Effective: 09/19/2018 00:01

Posted: 09/05/2018 00:01

Asgn	Position	Perm Or Temp	Terminal
JAU7	USHERS	Permanent	JAMAICA

Location JAMAICA

Report Time 4PM

Rest Days MONDAY & TUESDAY

Rate Of Pay *\$38.021 HOURLY

*ALL APPLICABLE DIFFERENTIALS WILL APPLY IN ACCORDANCE WITH THE COLLECTIVE BARGANING 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.

09/04/20 11:54

Bulletin ID: USBUL1-80

Bulletin Seq: 16

Bulletin Description: USHER BULLETIN 1/80

Open: 09/05/2018 00:01

Close: 09/14/2018 17:00

Effective: 09/19/2018 00:01

Posted: 09/05/2018 00:01

Asgn	Position	Perm Or Temp	Terminal
RUH1	USHERS	Permanent	JAMAICA

Location JAMAICA & ATLANTIC AVENUE

Report Time VARIOUS

Rest Days THURSDAY & FRIDAY

Rate Of Pay *\$38.021 HOURLY

SAT/SUN JAU1 (1201AM)
 MON/TUES JAU7 (4PM)
 WED BKU2 (230PM)

*ALL APPLICABLE DIFFERENTIALS WILL APPLY IN ACCORDANCE WITH THE COLLECTIVE BARGANING 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.

LONG ISLAND RAILROAD

MANAGEMENT-TRANSPORTATION CREW MANAGEMENT SERVICES

Bulletin Awards - Non-Ops

Bulletin ID: TELBUL2-83 **Sequence:** 9

Description: TELEGRAPHERS BULLETIN 2-83

Open: 08/15/2018 00:01 **Close:** 08/24/2018 17:00

Effective: 08/29/2018 00:01 **Posted:** 08/15/2018 00:01

Asgn	Position	Perm or Temp	Terminal	Emp Num	Employee Name	Rank From
BO1052	BLOCK OPERATOR	Permanent	LIRR-Extra List	58293	MORIARTY, S	180 TX1001 BO LIRR
BO1058	BLOCK OPERATOR	TEMP	LIRR-Extra List		Readvertis	
MT2	BLOCK OPERATOR	TEMP	NASSAU TOWER		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.

LONG ISLAND RAILROAD
MANAGEMENT-TRANSPORTATION CREW MANAGEMENT SERVICES

Bulletin ID: TELBUL2-84

Bulletin Seq: 10

Bulletin Description: TELEGRAPHERS BULLETIN 2-84

Open: 09/05/2018 00:01

Close: 09/14/2018 17:00

Effective: 09/19/2018 00:01

Posted: 09/05/2018 00:01

Asgn	Position	Perm Or Temp	Terminal
BO1058	BLOCK OPERATOR	TEMP	LIRR-Extra List

Location TELEGRAPHER EXTRA LIST

Report Time VARIOUS

Rest Days THURSDAY & FRIDAY

Rate Of Pay \$39.471 HOURLY* (MINIMUM)

*DIFFERENTIAL NOT INCLUDED IN ABOVE RATE OF PAY.

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.

09/04/20 10:37

LONG ISLAND RAILROAD
MANAGEMENT-TRANSPORTATION CREW MANAGEMENT SERVICES

Bulletin ID: TELBUL2-84

Bulletin Seq: 10

Bulletin Description: TELEGRAPHERS BULLETIN 2-84

Open: 09/05/2018 00:01

Close: 09/14/2018 17:00

Effective: 09/19/2018 00:01

Posted: 09/05/2018 00:01

Asgn Position

Perm Or Temp

Terminal

Asgn	Position	Perm Or Temp	Terminal
MF 3014	MOVEMENT BUREAU GROUP 3 TRAINING POSITION	Temporary	JAMAICA
Location	MOVEMENT BUREAU, JAMAICA		
Report Time	VARIOUS		
Rest Days	VARIOUS		
Rate Of Pay	\$39.471 HOURLY (MINIMUM)		

Please Note this position based in accordance with TCU agreement signed on February 16, 2018*

Training position open to Block Operators by which "the carrier shall develop a training program to prepare and qualify Block Operators for Group 3. Such training shall be awarded by Block Operator seniority. Employees will be trained by carrier while maintaining their Block Operator positions. After the training is complete those Block Operators shall return to their previous positions, or at their selection may be placed on the Block Operator Extra List. They shall secure seniority on the Group 3 roster from the date they successfully completed Group 3 training. The Superintendent Train Movement will determine, based on fitness and ability, those employees who have successfully completed Group 3 training. Group 3 qualified Block Operators will receive an increase in wages of \$1.25 per hour in addition to their normal rate of pay, provided they maintain Group 3 qualifications and remain on the Group 3 seniority list." Upon completion of training program, Group 3 qualified Block Operators must bid an open Group 3 position in the Movement Bureau. Please refer to agreement/verbiage in agreement for further information.

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 ID: TELBUL2 84

Bulletin Seq: 10

Bulletin Description: TELEGRAPHERS BULLETIN 2-84

Open: 09/05/2018 00:01

Close: 09/14/2018 17:00

Effective: 09/19/2018 00:01

Posted: 09/05/2018 00:01

Asgn	Position	Perm Or Temp	Terminal
MT-3013	MOVEMENT BUREAU GROUP 3 TRAINING POSITION	Temporary	JAMAICA
	Location: MOVEMENT BUREAU, JAMAICA		
	Report Time: VARIOUS		
	Rest Days: VARIOUS		
	Rate Of Pay: \$39.471 HOURLY (MINIMUM)		

Please Note this position based in accordance with TCU agreement signed on February 16, 2018

Training position open to Block Operators by which "the carrier shall develop a training program to prepare and qualify Block Operators for Group 3. Such training shall be awarded by Block Operator seniority. Employees will be trained by carrier while maintaining their Block Operator positions. After the training is complete those Block Operators shall return to their previous positions, or at their selection may be placed on the Block Operator Extra List. They shall secure seniority on the Group 3 roster from the date they successfully completed Group 3 training. The Superintendent-Train Movement will determine, based on fitness and ability, those employees who have successfully completed Group 3 training. Group 3 qualified Block Operators will receive an increase in wages of \$1.25 per hour in addition to their normal rate of pay, provided they maintain Group 3 qualifications and remain on the Group 3 seniority list." Upon completion of training program, Group 3 qualified Block Operators must bid an open Group 3 position in the Movement Bureau. Please refer to agreement/verbiage in agreement for further information.

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: CREW8-61 **Sequence:** 78

Description: C/D BULLETIN 8-61

Open: 08/15/2018 00:01 **Close:** 08/24/2018 17:00 **Effective:** 08/29/2018 00:01 **Posted:** 08/15/2018 00:01

Asgn	Position	Perm or Temp	Terminal	Emp Num	Employee Name	Rank From
CD1F	CREW DISPATCHER	Permanent	JAMAICA	Readvertis		
CX4002	CREW DISPATCHER	Permanent	LIRR-Extra List	53790	MILLS, S	30 DT4105 DT LIRR
CX4004	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 ID: CREW8-62

Bulletin Seq: 78

Bulletin Description: C/D BULLETIN 8-62

Open: 09/05/2018 00:01

Close: 09/14/2018 17:00

Effective: 09/19/2018 00:01

Posted: 09/05/2018 00:01

Asgn	Position	Perm Or Temp	Terminal
DT4103	CREW DISP. TRNEE	<i>TEMP</i>	LIRR-Extra List

Location TRANSPORTATION CREW MANAGEMENT, JAMAICA

Report Time VARIOUS

Rest Days VARIOUS

Rate Of Pay *\$30.266/\$36.899 HOURLY

TEMPORARY

FAXED BIDS WILL NOT BE ACCEPTED

APPLICANTS MAY BE SUBJECTED TO AN APTITUDE EXAM THAT HAS BEEN DEVELOPED BY THE HUMAN RESOURCES DEPARTMENT.

DURING THE COURSE OF THE TRAINING PROGRAM, 3 - 4 WRITTEN EXAMS WILL BE ADMINISTERED TO THE TRAINEE.

RATE OF PAY INCREASES TO \$36.899 AFTER TRAINEE HAS SUCCESSFULLY COMPLETED 3 MONTHS OF THE TRAINING PROGRAM. RATE INCREASE WILL BE RETROACTIVE TO THE INITIAL DAY IN THE TRAINING PROGRAM.

AS INFORMATION, 100% QUALIFIED CREW DISPATCHER RATE IS \$43.810

APPLICANTS FOR THIS POSITION MUST COMPLETE THE CREW DISPATCHER TRAINING PROGRAM "APPENDIX G-1" OF THE TCU CONTRACT.

TRAINEE SHALL BE BOUND BY THE PROVISIONS OF THIS AGREEMENT FOR A PERIOD OF 24 MONTHS FROM THE DAY TRAINING BEGINS UNLESS MUTUALLY AGREED TO BY THE CARRIER AND THE ORGANIZATION.

TRAINEES ASSIGNED HERETO WILL BE REQUIRED TO TRAIN ON ALL CREW DISPATCHING AND PAYROLL DISPATCHING ASSIGNMENTS IN ORDER TO BECOME CONVERSANT IN THE USE OF VARIOUS TIMETABLES, CREW BOOKS AND PAYROLL MANUALS, ETC. AND OBTAIN A THOROUGH KNOWLEDGE OF THE REGULATIONS GOVERNING EMPLOYEES UNDER THE JURISDICTION OF THE CREW MANAGEMENT SERVICES OFFICE.

*DIFFERENTIAL NOT INCLUDED IN ABOVE RATES OF PAY.

CDIF	CREW DISPATCHER	Permanent	JAMAICA
------	-----------------	-----------	---------

Location TRANSPORTATION CREW MANAGEMENT, JAMAICA

Report Time 759AM

Rest Days MONDAY & TUESDAY

Rate Of Pay \$43.810 HOURLY*

APPLICANTS FOR THIS POSITION MUST HAVE COMPLETED THE CREW DISPATCHER TRAINING PROGRAM AS PER TCU CONTRACT. MUST HAVE THOROUGH KNOWLEDGE OF THE REGULATIONS GOVERNING THE WORKING CONDITIONS OF EMPLOYEES REPRESENTED BY THE UTU, BLE, TCU AND

UTU Y/M. MUST BE A COMPETENT TYPIST AND WORK AS DIRECTED WITHIN THE OFFICE OF THE MANAGER-TRANSPORTATION CREW MANAGEMENT SERVICES.

*DIFFERENTIAL NOT INCLUDED IN THE ABOVE RATE OF PAY.

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.

Bulletin ID: CREW8-62

Bulletin Seq: 78

Bulletin Description: C/D BULLETIN 8-62

Open: 09/05/2018 00:01

Close: 09/14/2018 17:00

Effective: 09/19/2018 00:01

Posted: 09/05/2018 00:01

Asgn	Position	Perm Or Temp	Terminal
CX4004	CREW DISPATCHER	Permanent	LIRR-Extra List

Location MANAGER-TRANS. CREW MANAGEMENT JAMAICA

Report Time VARIOUS

Rest Days VARIOUS

Rate Of Pay \$43.810 HOURLY*

*RATE OF JOB COVERED WITH \$26.629 MINIMUM

APPLICATIONS FOR THIS POSITION MUST HAVE COMPLETED THE CREW DISPATCHER TRAINING PROGRAM AS PER TCU CONTRACT. MUST HAVE A

THOROUGH KNOWLEDGE OF THE REGULATIONS GOVERNING THE WORKING CONDITIONS OF EMPLOYEES REPRESENTED BY THE UTU, BLE, TCU AND

UTU Y/M. MUST BE A COMPETENT TYPIST AND WORK AS DIRECTED WITHIN THE

MANAGER - TRANSPORTATION CREW MANAGEMENT SERVICES.

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.

09/04/20 11:53

JOB NO. 8

POSITION PERMANENT	CLERK RELIEF – CENTRAL MANPOWER
LOCATION <i>Guerrero, G.</i>	HILLSIDE MAINTENANCE COMPLEX
TOUR OF DUTY <i>Award 1699</i>	Mon-Tue-Wed 2:30 p.m. to 10:30 p.m. Sat-Sun 6:30 a.m. to 2:30 p.m.
RELIEF DAYS	THURSDAY & FRIDAY
RATE OF PAY	SAME AS JOB NO. 23
QUALIFICATIONS	SAME AS JOB NO. 23

JOB NO. 27

POSITION PERMANENT	CLERK – CENTRAL MANPOWER
LOCATION	HILLSIDE MAINTENANCE COMPLEX
TOUR OF DUTY	10:30 PM to 6:30 AM
RELIEF DAYS	FRIDAY & SATURDAY
RATE OF PAY	SAME AS JOB NO. 23
QUALIFICATIONS	SAME AS JOB NO. 23

JOB NO. 35

POSITION PERMANENT	CLERK – CENTRAL MANPOWER
LOCATION	HILLSIDE MAINTENANCE COMPLEX
TOUR OF DUTY	10:30 PM to 6:30 AM
RELIEF DAYS	FRIDAY & SATURDAY
RATE OF PAY	SAME AS JOB NO. 23
QUALIFICATIONS	SAME AS JOB NO. 23

JOB NO. 28

POSITION PERMANENT	CLERK – CENTRAL MANPOWER
LOCATION	HILLSIDE MAINTENANCE COMPLEX
TOUR OF DUTY	10:30 PM to 6:30 AM
RELIEF DAYS	SUNDAY & MONDAY
RATE OF PAY	SAME AS JOB NO. 23
QUALIFICATIONS	SAME AS JOB NO. 23

JOB NO. 34

POSITION PERMANENT	CLERK – CENTRAL MANPOWER
LOCATION	HILLSIDE MAINTENANCE COMPLEX
TOUR OF DUTY	10:30 PM to 6:30 AM
RELIEF DAYS	MONDAY & TUESDAY
RATE OF PAY	SAME AS JOB NO. 23
QUALIFICATIONS	SAME AS JOB NO. 23

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	\$28.529 PER HOUR \$37.614 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.

---CONTINUES---

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.
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

THE LONG ISLAND RAIL ROAD

ENGINEERING DEPARTMENT

BULLETIN NO. 469

Resumes for the following Appointed Position in the Office of the Chief Engineer will be received by Stephanie Nutzul, Manager – Resource Development & Administration, Mail Code 3146 or emailed to: smnutzu@lirr.org **until 5:00 PM on Friday September 14, 2018.**

POSITION: Payroll Information Clerk (Appointed)
(PERMANENT)

LOCATION: Engineering
Various Locations

RATE OF PAY: \$36.315

TOUR OF DUTY: 7:30 a.m. – 3:30 p.m.

RELIEF DAYS: Saturday and Sunday

PRIMARY DUTIES:

Input data in connection with the Corporate Time & Attendance Management Systems (CTAMS), using labor distribution forms generated by other employees, supervisors, and management officials. Such data includes, but is not limited to, hours worked, leave, maintenance and project accounting and labor distribution, and all other information to be used in this system. When not working on CTAMS the Clerk will perform filing, typing, and other clerical duties as assigned including, but not restricted to, the accurate transcription of Statement of Facts, Trials and Investigations, handling mail and maintaining office files, and reviewing and inputting SAFER Reports into the Efficiency Testing System (ETS). Must also have the ability to run reports from various LIRR databases and have a working knowledge of Excel and Word.

Glenn Greenberg, P.E.
Acting Chief Engineer

POSTED: September 5, 2018

THE LONG ISLAND RAILROAD
OFFICE OF THE CHIEF ENGINEER

BULLETIN NO. 470

Bids for the following position in the Office of the Chief Engineer will be received by Stephanie Nutzul, Manager – Resource Development and Administration (m/c 3146 or smnutzu@lirr.org) until 5:00 PM on Friday September 14, 2018. **Qualified bidders must include seniority date, date last awarded a position, and the position held at time of bid also please include a daytime phone number.**

POSITION: Clerk-Typist (Temporary)

LOCATION: Office of the Chief Engineer
(Various)

RATE OF PAY: \$33.995

TOUR OF DUTY: 7:30 AM – 3:30 PM

REST DAYS: Saturday and Sunday

PRIMARY DUTIES: Perform filing, typing, and other clerical duties as assigned including, but not restricted to, the accurate transcription of Statement of Facts, Trials and Investigations, handling mail and maintaining office files. Must be a qualified typist (45 WPM), experienced on Microsoft Word and have a thorough knowledge of grammar, punctuation, spelling and letter composition, to perform typing assignments consisting of letters, memos, forms, lists and reports. Must be familiar with the handling of expense requests/requisitions. Ability to run reports from various LIRR database. Also, must have a working knowledge of Excel and Access.

Glenn Greenberg, P.E.
Acting Chief Engineer

POSTED: September 5, 2018

**THE LONG ISLAND RAIL ROAD
HUMAN RESOURCES DEPARTMENT**

September 5, 2018

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

NOTICE OF AWARD

<u>BULLETIN #</u>	<u>POSITION</u>	<u>EMPLOYEE</u>	<u>EFFECTIVE DATE</u>
01-2018	Human Resources Assistant (Temporary)	Tasha Ramesar	8/22/2018

**Rascheda Wallace
Human Resources Business Director**

Posted: September 5, 2018

**Long Island Rail Road
Office of the Director – Employee Services**

Bulletin No. 2018-01

To all employees covered by regulations governing clerical forces on the Long Island Rail Road.
NOTE: In accordance with the TCU agreement, please include seniority date, current position, and date last awarded current position on all bids. FAX: 718-558-6824 – Send original to address below:

Bids for the following position in the Office Services Department will be accepted by the Officer named below until the close of business on **Friday, September 14, 2018**.

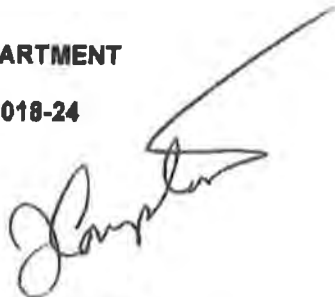
Position:	Mail Attendant
Location:	Jamaica, New York
Tour of Duty:	7:00am – 3:00pm
Rest Days:	Saturday and Sunday
Rate of Pay:	\$31.14 per hour
Duties:	Duties will include, but not limited to, pick up U.S. Mail from Post Office, sort, distribute, and collect U.S. and interoffice mail, parcels, stationary supplies and printed matter and deliver same via hand truck to all departments within the Jamaica area. Daily use and handling of LIRR postal machines their function, operation and control. Must record and keep accurate records pertaining to all certified and registered mail. Will lend support to the Hillside Mail Room as directed. Other duties as assigned.
Requirements:	Must possess a valid driver's license subject to DMV verification, also approved safety shoes – in accordance with TCU agreement – to be furnished by the employee. Required lifting up to 70 lbs.
Contact:	Daniel Driscoll Director – Employee Services Human Resources Department Jamaica, NY – Mail Code 1157
Posted:	September 5, 2018

Safety Sensitive Position

STATIONS DEPARTMENT

NOTICE NO. 2018-24

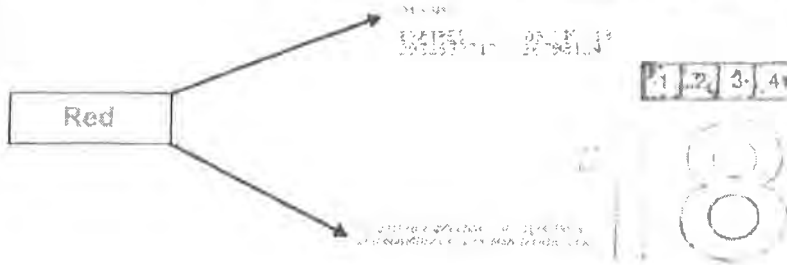
Date: August 16, 2018
To: All Stations Department Employees
From: James Compton, Chief Stations Officer
Subject: Text Color Change For September's Monthly Stock



Please be advised that there will be a color change to some of the text on the stock issued for the month of September. As we continue working with our vendor on a permanent fix for our stock issues, some of this month's tickets will **not** have the normal "red" writing. Please see examples below.

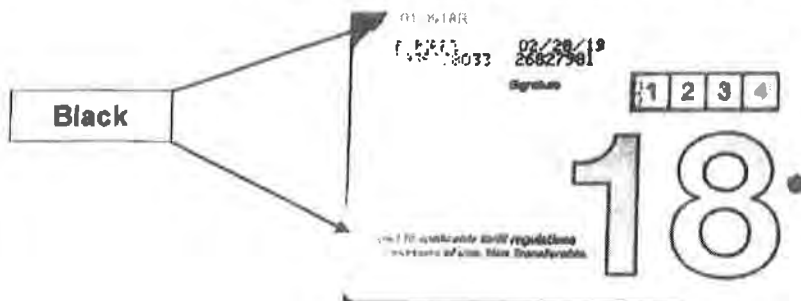
The monthly **Mail & Ride** tickets will be printed on lavender stock and will have all the other usual markings on the tickets. This includes the normal RED text.

September Mail & Ride Monthly Ticket Exhibit



The monthly **TOMs and TVMs** tickets will be printed on lavender stock and will have all the other usual markings on the tickets **except** the normal RED text will be printed in **BLACK**.

September TOM & TVM Issued Monthly Ticket Exhibit



If you have any questions, please contact your manager.

AVOID DISTRACTION - KEEP SAFETY IN ACTION



**STATIONS DEPARTMENT
NOTICE NO. 2018-25**

Date: August 30, 2018
 TO: All Stations' Department Employees
 FROM: James Compton, Chief Stations Officer
 SUBJECT: REVISED - HOLIDAY - Labor Day, Monday, September 3, 2018

The following jobs will work on Labor Day, Monday, September 3, 2018:

TICKET AGENTS THAT WILL work

A102 Hillside TVM	A311 Bethpage TVM	A710 Ronkonkoma	A988 Penn
A103 Penn TVM	A312 Bethpage TVM	A806 Babylon	SXA1 Westhampton
A105 Penn TVM	A602 Huntington	A808 Patchogue	SXA2 East Hampton
A106 Hillside TVM	A603 Huntington	A961 Broadway	SXA3 South Hampton
A110 Penn	A608 Port Jeff	A971 Ronkonkoma	SXA4 Montauk
A200 Woodside	A701 Mineola	A972 Ronkonkoma	
A301 Valley	A702 Bethpage TVM	A982 Bethpage TVM	
A303 Long Beach	A703 Hicksville	A984 Bethpage TVM	
A310 Hempstead	A709 Ronkonkoma		

TICKET CLERKS THAT WILL work:

C102 Penn	C134 Atlantic	C333 Bethpage Cshr	C901 Penn
C104 Penn	C136 Atlantic	C406 Great Neck	C904 Penn TR
C106 Penn	C139 Jamaica	C411 Port Wash	C905 Atlantic
C107 Penn	C140 Jamaica	C412 Port Wash	C909 Jamaica
C108 Penn	C142 Jamaica	C602 Huntington	C911 Penn
C110 Penn	C143 Jamaica	C952 Bethpage TVM	C913 Penn
C112 Penn	C144 Jamaica	C953 Bethpage TVM	C917 Penn
C113 Penn	C145 Jamaica	C702 Bethpage TVM	C922 Jamaica
C114 Penn	C147 Jamaica	C704 Hicksville	C923 Jamaica
C117 Penn	C149 Jamaica	C706 Hicksville	C924 Jamaica
C118 Penn	C151 Penn TVM	C802 Freeport	C997 Bthpg. Rif. Cshr
C121 Penn	C152 Penn TVM	C813 Babylon	TS-1 Hicksville
C126 Penn	C201 Woodside	C814 Babylon	TS-2 Patchogue
C127 Penn	C307 Hempstead	C821 Hillside TVM	CT 707 Hicksville
C130 Atlantic	C313 Long Beach	C822 Hillside TVM	CT 971
C132 Atlantic	C331 Bethpage TVM	C823 Hillside Cshr	

STATION APPEARANCE MAINTAINERS that WILL work:

ATL102	JAM103	L313 Farmingdale	V902 Richmond Hill
ATL103	JAM104	L315 Bayside	V477 Long Beach
ATL105	JAM108	L320 Port Washington	V479 Ronkonkoma PM
ATL106	JAM 110	L321 Great Neck	V480 Ronkonkoma PM
ATL107	JAM112	RSC2 Atlantic	V484 Northport
ATL109	JAM118	RSC3 Atlantic	V485 Northport
ATL110	JAM124	RSC4 Atlantic	V490 Valley PM
HC551 Pt Wash/Valley	JAM130	V453 Port Washington	V491 Valley PM
HC561 Jamaica	JAM131	V454 Port Washington	V903 KO Yard AM
HC562 Jamaica	JAM132	V456 Garden City PM	V904 KO Yard AM
HC571 Bby/Hcks/Nrthpt	JAM133	V457 Garden City PM	WSY 101
H552 Pt Wash/Valley	L302 Mineola	V460 Babylon Yard	WSY 900
H572 Bby/Hcks/Nrthpt	L304 Freeport	V461 Babylon Yard	
HMC109	L305 Wantagh	V462 Babylon Yard	
HMC112	L307 Babylon	V466 Northport	
HMC123	L307P Babylon	V488 KO/Montauk	
HMC124	L309 Hicksville	V489 Woodside	
HMC125	L309P Hicksville	SL01 Long Beach	
JAC1	L311 Huntington	SL02 Woodside	
JAM102	L312 Ronkonkoma	SV01 KO/Montauk	

REVISED - HOLIDAY – Labor Day, Monday, September 3, 2018

The following jobs will work on Labor Day, Monday, September 3, 2018:

AMBASSADORS

AM01 PENN
AM03 PENN
AM09 JAMAICA
AM81 JAMAICA
AM11 ATLANTIC (6AM-2PM FOR THE HOLIDAY ONLY)
AM92 ATLANTIC

Messenger Service: WILL NOT operate.
Offices Closed: General Offices, Lost & Found, & Medical Facility.
Customer Service Ambassadors: WILL Work – See listed jobs.
Ticket Office Hours: Will be holiday hours as shown in the Ticket Sales Hours Card.
Train Service: Trains will operate on a Holiday schedule. Off-peak fares will apply.

**STATIONS DEPARTMENT
NOTICE NO. 2018-26**

Date: August 24, 2018
To: Stations Department Employees
From: James Compton, Chief Stations Officer



SUBJECT: Change to Key Call Payment Processing

Effective September 1st 2018 there will be a change to the processing of "actual" key call payments to employees. When an employee is advised by crew to report to a station earlier than their tour starts to pick up keys they will pay you for that time right off the daily crew boards just as they pay you when they assign you an overtime tour.

For example:

- Ticket clerk covering Freeport for the 6a-2p tour is told by crew to go to Baldwin at 5:40am to pick up keys - Crew will pay that key call to the clerk (no need to submit a time slip as of 9/1/18). The clerk does NOT punch in at Baldwin s/he will punch in at Freeport when s/he arrives to begin his/her 6am tour. There is no key call for the agent at Baldwin since their hours are 5a-1p.
- Agent covering Woodside for the day 6a-2p is told by crew to go to Broadway at 5:30am to pick up keys- Crew will pay that key call to the Woodside Agent (no need to submit a time slip as of 9/1/18). The agent does NOT punch in at Broadway s/he will punch in at Woodside when s/he arrives to begin his/her 6am tour. The Broadway agent will punch in at 5:30am at Broadway and crew will pay that agent off the boards as per the punch in time on CTAMS (no need to submit a time slip).

Any key call that crew is not involved in or crew doesn't know the definitive time you are working will still need a time slip to be submitted in the same manner you submit now in order for you to be paid, for example:

- Dropping off keys after your scheduled tour (extension of your tour).
- Agents called to their stations due to problems at their stations (whether crew calls you out or your manager calls you out to give someone access) crew doesn't know how long you are on the property in order to pay you so the time slip must be submitted.
- Crew calls you for an emergency busing service disruption, because they don't know how long you are going to work you must submit a time slip to get paid correctly.

In summary: if crew can identify the length of extra time you are working and they are the ones who have advised you to report you don't need to submit a time slip, they will pay you off the crew boards. Please feel free to contact Theresa Dorsey with any questions on this: (Cell) 516-315-0812 leave a message or text if need be.

*** A well-informed employee is our most valuable employee***