



## **BID SHEETS**

# REPOST

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

October 3, 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 the Assistant to the General Counsel, LIRR-Law until 5:00 p.m. Monday, October 12, 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.

Posted: October 3, 2018. \*\*This is an Exception 2 position. Current LIRR employees who transfer to this position will lose any and all accrued union seniority. \*\*

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

**October 3, 2018**

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

**NOTICE OF AWARDS**

<b><u>BULLETIN #</u></b>	<b><u>POSITION</u></b>	<b><u>EMPLOYEE</u></b>	<b><u>EFFECTIVE DATE</u></b>
P&L 2682	Warehouse Person Temporary (A. Matthew)	NO BIDS RECEIVED	
P&L 2683	Warehouse Person – ESA Temporary (J. Mathiesen)	Edward Schinella	10/10/18
P&L 2684	Warehouse Person Temporary (A. Okolo)	NO BIDS RECEIVED	
P&L 2685	Warehouse Person-Warehouse 15 SF-V/V-Permanent (A. Kennedy)	NO BIDS RECEIVED	
P&L 2686	Warehouse Person-V/V Permanent (M. Boyd West)	NO BIDS RECEIVED	
P&L 2687	Stores Truck Driver ESA – Permanent (H. Cyrus)	NO BIDS RECEIVED	
P&L 2688	Assistant Warehouse Person ESA-Temporary (R. Townsend)	NO BIDS RECEIVED	
P&L 2689	Warehouse Person Permanent (M. Boyd-West)	NO BIDS RECEIVED	
P&L 2690	Assistant Warehouse Person Permanent (C. Webb)	NO BIDS RECEIVED	
P&L 2691	Assistant Warehouse Person Morris Park/Richmond Hill Temporary (A. Mulet)	NO BIDS RECEIVED	
P&L 2692	Warehouse Person-Warehouse 15 SF-V/V- Permanent (L. Gholson)	NO BIDS RECEIVED	
P&L 2693	Warehouse Person Temporary (I. Manstra)	NO BIDS RECEIVED	
P&L 2694	Assistant Warehouse Person Warehouse 15 Shop Floor Permanent (B. Accardi)	NO BIDS RECEIVED	

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

POSTED: 9:00 AM  
October 3, 2018

## **RE-ADVERTISED**

### **THE LONG ISLAND RAIL ROAD DEPUTY CHIEF STORES OFFICER – STORES OPERATION & MATERIALS BULLETIN NO. P&L – 2695**

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, October 12, 2018**. Bids can be faxed to Ext. 3279 or sent via interoffice mail to MC: 3131.

**POSITION:** Warehouse Person (A. Matthew) – Temporary  
**RE-ADVERTISED (P&L – 2682)**

**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  
October 3, 2018

**THE LONG ISLAND RAIL ROAD**  
**DEPUTY CHIEF STORES OFFICER – STORES OPERATION & MATERIALS**  
**BULLETIN NO. P&L – 2696**

**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, October 12, 2018. Bids can be faxed to Ext. 3279 or sent via interoffice mail to MC: 3131

**POSITION:** Assistant Warehouse Person (E. Schinella) – Temporary  
**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  
October 3, 2018

## **RE-ADVERTISED**

### **THE LONG ISLAND RAIL ROAD DEPUTY CHIEF STORES OFFICER – STORES OPERATION & MATERIALS BULLETIN NO. P&L – 2697**

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, October 12, 2018.** Bids can be faxed to Ext. 3279 or sent via interoffice mail to MC: 3131.

**POSITION:** Warehouse Person – (A. Okolo) – Temporary  
**RE-ADVERTISED (P&L – 2672 & 2684)**

**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  
October 3, 2018

## **RE-ADVERTISED**

### **THE LONG ISLAND RAIL ROAD DEPUTY CHIEF STORES OFFICER – STORES OPERATION & MATERIALS BULLETIN NO. P&L – 2698**

#### **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, October 12, 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, 2673 & 2685)  
**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  
October 3, 2018

## **RE-ADVERTISED**

### **THE LONG ISLAND RAIL ROAD DEPUTY CHIEF STORES OFFICER – STORES OPERATION & MATERIALS BULLETIN NO. P&L – 2700**

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, October 12, 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, 2674 & 2686)

**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  
October 3, 2018



## **RE-ADVERTISED**

### **THE LONG ISLAND RAIL ROAD DEPUTY CHIEF STORES OFFICER – STORES OPERATION & MATERIALS BULLETIN NO. P&L – 2701**

#### **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, October 12, 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, 2675 & 2687)**

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

**TOUR OF DUTY:** 7:30 AM – 3:30 PM

**REST DAYS:** Saturday & Sunday

**RATE OF PAY:** \$ 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  
October 3, 2018

## **RE-ADVERTISED**

### **THE LONG ISLAND RAIL ROAD DEPUTY CHIEF STORES OFFICER – STORES OPERATION & MATERIALS BULLETIN NO. P&L - 2702**

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, October 12, 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, 2676 & 2688)

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

**TOUR OF DUTY:** 7:30 am – 3:30 pm

**REST DAYS:** Saturday & Sunday

**RATE OF PAY:** \$32.996 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  
October 3, 2018

## **RE-ADVERTISED**

### **THE LONG ISLAND RAIL ROAD DEPUTY CHIEF STORES OFFICER – STORES OPERATION & MATERIALS BULLETIN NO. P&L – 2703**

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, October 12, 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, 2677 & 2689)  
**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  
October 3, 2018

## **RE-ADVERTISED**

### **THE LONG ISLAND RAIL ROAD DEPUTY CHIEF STORES OFFICER – STORES OPERATION & MATERIALS BULLETIN NO. P&L – 2704**

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, October 12, 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, 2678 & 2690)**

**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  
October 3, 2018

**RE-ADVERTISED**

**THE LONG ISLAND RAIL ROAD  
DEPUTY CHIEF STORES OFFICER – STORES OPERATION & MATERIALS  
BULLETIN NO. P&L – 2705**

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, October 12, 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, 2679 & 2691)  
**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  
October 3, 2018

## **RE-ADVERTISED**

### **THE LONG ISLAND RAIL ROAD DEPUTY CHIEF STORES OFFICER – STORES OPERATION & MATERIALS BULLETIN NO. P&L - 2706**

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, October 12, 2018**. Bids can be faxed to Ext. 3279 or sent via interoffice mail to MC: 3131

**POSITION:** Warehouse Person - (L. Gholson) – Permanent  
**RE-ADVERTISED (P&L – 2681 & 2692)**  
**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  
October 3, 2018

## **RE-ADVERTISED**

### **THE LONG ISLAND RAIL ROAD DEPUTY CHIEF STORES OFFICER – STORES OPERATION & MATERIALS BULLETIN NO. P&L – 2707**

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, October 12, 2018**. Bids can be faxed to Ext. 3279 or sent via interoffice mail to MC: 3131.

**POSITION:** Warehouse Person – (I. Manstra) – Temporary  
**RE-ADVERTISED (P&L – 2693)**

**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  
October 3, 2018

**RE-ADVERTISED**

**THE LONG ISLAND RAIL ROAD  
DEPUTY CHIEF STORES OFFICER – STORES OPERATION & MATERIALS  
BULLETIN NO. P&L - 2708**

**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, October 12, 2018**. Bids can be faxed to Ext. 3279 or sent via interoffice mail to MC: 3131.

**POSITION:** Assistant Warehouse Person (B. Accardi) – Temporary  
RE-ADVERTISED (P&L – 2694)  
**LOCATION:** Hillside Warehouse 15 Shop Floor  
**TOUR OF DUTY:** 8:00AM – 4:00PM  
**REST DAYS:** Sunday & Monday  
**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  
October 3, 2018



**THE LONG ISLAND RAIL ROAD**  
**DEPUTY CHIEF STORES OFFICER – STORES OPERATION & MATERIALS**  
**BULLETIN NO. P&L – 2709**

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, October 12, 2018**. Bids can be faxed to Ext. 3279 or sent via interoffice mail to MC: 3131.

**POSITION:** Warehouse Person (S. Giuliano) – Permanent  
**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  
October 3, 2018

## **LONG ISLAND RAIL ROAD**

### **Bulletin 15-2018**

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, October 12, 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 October 3, 2018

**LONG ISLAND RAIL ROAD**  
**Bulletin 16-2018**

We are accepting resumes for the APPOINTED position of Customer Service Representative. Please forward resumes to Gabrielle Aulicino, Manager Customer Service Department, Mail Code 3140 by Friday October 12, 2018 at 5:00 PM.

**POSITION:** CSR - 103 (Appointed)  
Customer Service Representative

**LOCATION:** Customer Service Center  
(HSF)

**RATE OF PAY:** 33.868

**TOUR OF DUTY:** Monday and Tuesday 8:00 AM – 4:00 PM  
Friday 1:00 PM – 9:00 PM  
Saturday and Sunday 9:00 AM – 5:00 PM

**RELIEF DAYS:** Wednesday and Thursday

**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 callback. 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 October 3, 2018

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

October 3, 2018

AGENT'S BULLETIN NO. SD-15-2018

This bulletin will close **at 5:00 PM on Friday, October 12 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 (A603)
Location:		Huntington
Tour of Duty:		12:00 PM – 8:00 PM
Rate of Pay:		\$42.088
Rest Days:		Tuesday/Wednesday

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Position No: 2	Temporary	Agent (A312)
Location:		Bethpage Facility
Tour of Duty:		8:00 AM- 4:00 PM
Rate of Pay:		\$45.743
Rest Days:		Thursday/Friday

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

October 3, 2018

**BULLETIN NO. SD-19-2018**

This bulletin will close **at 5:00 PM on Friday, October 12, 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 (C118)
Location:		Penn Station
Tour of Duty:		4:00 PM – 12:00 AM
Rate of Pay:		\$36.463
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.

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Position No: 2	Temporary	Ticket Clerk (C113)
Location:		Penn Station
Tour of Duty:		1:30 PM – 9:30 PM
Rate of Pay:		\$36.463
Rest Days:		Friday/Saturday
Primary Duties:		Same as Position No. 1

Position No: 3                      Temporary                      Ticket Clerk (C921)  
Location:    Jamaica Storage Yard  
Tour of Duty:    Wed/Thurs/Fri: 7:00 am – 3:00 pm  
Saturday/Sunday: 3:00 pm – 11:00 pm  
  
Rate of Pay:    Wed/Thu/Fri: \$36.463  
Sat/Sun: \$36.463  
  
Rest Days:    Monday/Tuesday  
  
Primary Duties:    Same as Position No. 1

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Position No: 4                      Temporary                      Ticket Clerk (C992)  
Location:    Bethpage Fac./HSF/Wantagh/Woodside  
Tour of Duty:    Friday: Bethpage Fac. - 6:00 AM – 2:00 PM  
Saturday: HSF Cashier - 11AM – 7PM  
Sunday: Beth Cashier – 10:30 AM – 6:30 PM  
Monday: Wantagh -6:00 AM – 2:00 PM  
Tuesday: Woodside - 6:00 AM – 2:00 PM  
  
Rate of Pay:    Friday: \$36.618  
Sat/Sun: \$40.411  
Monday: \$34.857  
Tuesday: \$34.020  
  
Rest Days:    Wednesday/Thursday

**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. CASHIER: This position must be able to verify Ticket Vending Machine cash removals and prepare deposits from these removals. Must be able to verify the contents of change modules removed from the Ticket Vending Machines and refill these modules for replenishment of the machines. Prepare deposit for change orders and verify change orders when received. Must be able to reconcile all cash removals, deposits, and coin refills processed against reports generated daily and cashier's safe. Will assist the Agent with the transfer of parts for repair between location and service contractor for TSMs. Record, verify, and forward any claims to Automated Ticket Sales of Transportation Services for processing. Must be able to lift full coin hoppers as part of daily routine. Must be qualified in the sale and accounting of tickets or ticket vending machines. Must possess the ability to exercise good judgment and perform all assigned and related duties.

**TSM CLERK:** Must have a full understanding of the sales and accounting of tickets and related duties. 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.



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Position No: 5	Temporary	Mail and Ride (P206)
Location:		Jamaica
Tour of Duty:		9:15 AM – 5:15 PM
Rate of Pay:		\$36.060
Rest Days:		Saturday/Sunday

Primary Duties: Must be a competent 25 wpm typist and be familiar with Microsoft Word software on a personal computer. Must have a full understanding of the sale and accounting of Mail & Ride MetroCard monthly commutation tickets and all other Mail & Ride processes (ex. Application processing, collections, returned tickets, lockbox operations, MetroCard value inquiries, Police pass program, etc.). Must be familiar with line station and terminal ticket office operations and refund policies. Must be customer-oriented and be capable of effectively, efficiently and courteously relating with customers on the telephone. Must be able to use a PC to access the Mail & Ride database for customer inquiries, electronic posting of payments, record updates, etc. Must take lost ticket reports for all commuters.

Must receive deliveries from the Loading Dock/Receiving Office, arranging for transfer of deliveries to Mail & Ride storage areas and must perform monthly inventories of Mail & Ride supplies. Must be able to perform all other Mail & Ride related Duties.

Must be familiar with collection procedures for the sole purpose of collection of Long Island Rail Road past accounts.

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Position No: 6	Permanent	Station Appearance Maintainer (HC561)
Location:		Jam/ATL/Nostrand Ave. - Chief
Tour of Duty:		8:00 AM – 4:00 PM
Rate of Pay:		\$34.654
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.

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**AWARDS TO AGENT'S BULLETIN SD-14-2018**

	<b><u>JOB#</u></b>	<b><u>NAME</u></b>	<b><u>AWARD DATE</u></b>
POSITION NO. 1	Permanent A603	Re-Advertised	
POSITION NO. 2	Temporary A312	Re-Advertised	

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**AWARDS TO BULLETIN SD-18-2018**

	<b><u>JOB #</u></b>	<b><u>NAME</u></b>	<b><u>AWARD DATE</u></b>
POSITION NO. 1	Temporary C118	Re-Advertised	
POSITION NO. 2	Temporary C114	T. Williams	10/3/18
POSITION NO. 3	Temporary C921	Re-Advertised	
POSITION NO. 4	Temporary C109	B. Diercks	10/3/18
POSITION NO. 5	Temporary Mail & Ride	V. Billeri	10/3/18
POSITION NO. 6	Temporary C923	R. Dilone	10/3/18
POSITION NO. 7	Permanent L316	W. Lowe	10/3/18
POSITION NO. 8	Permanent HC561	Re-Advertised	
POSITION NO. 9	Temporary V901	J. Cruz-Pacheco	10/3/18
POSITION NO. 10	Permanent L309P	C. Stellato	10/3/18
POSITION NO. 11	Permanent V474	M. Ferranola	10/10/18
POSITION NO. 12	Temporary ARCH900	Re-Advertised	
POSITION NO. 13	Permanent V486	K. Dick	10/3/18
POSITION NO. 14	Permanent JAM112	Re-Advertised	
POSITION NO. 15	Permanent RSC4	Re-Advertised	
POSITION NO. 16	Permanent HC501	C. Senkus (A)	10/3/18
POSITION NO. 17	Permanent H502	Z. Saracino	10/3/18
POSITION NO. 18	Permanent H503	J. Larkin	10/3/18
POSITION NO. 19	Temporary RSC1	Re-Advertised	

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

**Bulletin ID:** USBUL1-81      **Sequence:** 16

**Description:** USHER BULLETIN 1/81

**Open:** 09/19/2018 00:01      **Close:** 09/28/2018 17:00      **Effective:** 10/03/2018 00:01      **Posted:** 09/19/2018 00:01

Asgn	Position	Perm or Temp	Terminal	Emp Num	Employee Name	Rank From
JAU7	USHERS	Permanent	JAMAICA	Readvertis		
UX0017	USHERS	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:** USBUL1-82

**Bulletin Seq:** 16

**Bulletin Description:** USHER BULLETIN 1/82

**Open:** 10/03/2018 00:01

**Close:** 10/12/2018 17:00

**Effective:** 10/17/2018 00:01

**Posted:** 10/03/2018 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 BARGAINING AGREEMENTS.

MUST COMPLETE LIRR/TCU USHER TRAINING PROGRAM.

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

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

\* Must work well with the public

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

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

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

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

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

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

09/29/20 14:27

Bulletin ID: USBUL1-82

Bulletin Seq: 16

Bulletin Description: USHER BULLETIN 1/82

Open: 10/03/2018 00:01

Close: 10/12/2018 17:00

Effective: 10/17/2018 00:01

Posted: 10/03/2018 00:01

Asgn	Position	Perm Or Temp	Terminal
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NYU3	USHERS	Permanent	NEW YORK
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Location NEW YORK

Report Time 11AM

Rest Days SATURDAY & SUNDAY

Rate Of Pay \*\$38.021 HOURLY

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

MUST COMPLETE LIRR/TCU USHER TRAINING PROGRAM.

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

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

\* Must work well with the public

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

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

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

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

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

USX60	USHERS	TEMP	PATCHOGUE
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Location PATCHOGUE

Report Time 9AM - 5PM

Rest Days SATURDAY - SUNDAY

Rate Of Pay 38.021

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.

09/29/20 14:27

**LONG ISLAND RAILROAD**

**MANAGEMENT-TRANSPORTATION CREW MANAGEMENT SERVICES**

**Bulletin Awards - Non-Ops**

**Bulletin ID:** TELBUL2-85    **Sequence:** 11

**Description:** TELEGRAPHERS BULLETIN 2-85

**Open:** 09/19/2018 00:01    **Close:** 09/28/2018 17:00    **Effective:** 10/03/2018 00:01    **Posted:** 09/19/2018 00:01

Asgn	Position	Perm or Temp	Terminal	Emp Num	Employee Name	Rank From
BO1058	BLOCK OPERATOR	TEMP	LIRR-Extra List			

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:** TELBUL2-86

**Bulletin Seq:** 12

**Bulletin Description:** TELEGRAPHERS BULLETIN 2-86

Open: 10/03/2018 00:01

Close: 10/12/2018 17:00

Effective: 10/17/2018 00:01

Posted: 10/03/2018 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.		

JLTD2	LEAD TRAIN DIRECTOR	PERM.	JCC TOWER
	Location JCC TOWER		
	Report Time 3PM		
	Rest Days SATURDAY & SUNDAY		
	Rate Of Pay *\$54.573 HOURLY		
	*DIFFERENTIAL NOT INCLUDED IN ABOVE RATE.*		

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.

10/02/20 10:59

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

Bulletin ID: TELBUL2-86

Bulletin Seq: 12

Bulletin Description: TELEGRAPHERS BULLETIN 2-86

Open: 10/03/2018 00:01

Close: 10/12/2018 17:00

Effective: 10/17/2018 00:01

Posted: 10/03/2018 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 ID:** TELBUL2-86

**Bulletin Seq:** 12

**Bulletin Description:** TELEGRAPHERS BULLETIN 2-86

**Open:** 10/03/2018 00:01

**Close:** 10/12/2018 17:00

**Effective:** 10/17/2018 00:01

**Posted:** 10/03/2018 00:01

Asgn	Position	Perm Or Temp	Terminal
MT-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 Awards - Non-Ops**

**Bulletin ID:** CREW8-63      **Sequence:** 78

**Description:** C/D BULLETIN 8-63

**Open:** 09/19/2018 00:01      **Close:** 09/28/2018 17:00      **Effective:** 10/03/2018 00:01      **Posted:** 09/19/2018 00:01

Asgn	Position	Perm or Temp	Terminal	Emp Num	Employee Name	Rank From
CD1F	CREW DISPATCHER	Permanent	JAMAICA	Readvertis		
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:** CREW8-64

**Bulletin Seq:** 78

**Bulletin Description:** C/D BULLETIN 8-64

Open: 10/03/2018 00:01

Close: 10/12/2018 17:00

Effective: 10/17/2018 00:01

Posted: 10/03/2018 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.

10/02/20 8:53



**Bulletin ID:** CREW8-64

**Bulletin Seq:** 78

**Bulletin Description:** C/D BULLETIN 8-64

Open: 10/03/2018 00:01

Close: 10/12/2018 17:00

Effective: 10/17/2018 00:01

Posted: 10/03/2018 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.

10/02/20 8:53



JOB NO. 8

POSITION PERMANENT	CLERK RELIEF – CENTRAL MANPOWER
LOCATION	HILLSIDE MAINTENANCE COMPLEX
TOUR OF DUTY	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**

LOCATION	M OF E CENTRAL MANPOWER OFFICE
TOUR OF DUTY	VARIOUS
RELIEF DAYS	VARIOUS
RATE OF PAY	\$28.529 PER HOUR

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 RAILROAD**  
**OFFICE OF THE CHIEF ENGINEER**

**BULLETIN NO. 473 (Repost)**

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 October 12, 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:** October 3, 2018



**STATIONS DEPARTMENT  
NOTICE NO. 2018-29**

TO: All Ticket Agents, Tickets Clerks, Station Appearance Maintainers

DATE: 9/21/18

FROM: James Compton, Chief Stations Officer 

SUBJECT: 2019 Vacation Selections

Attached is the 2019 Vacation Request Form that you must use to make your vacation selections. Please use the following procedure to complete the form:

**A. Complete Heading:**

1. Write your name, employee number, position and TCU seniority date.
2. Vacation allowance is based on years of LIRR service which is not necessarily your TCU seniority date. Indicate your LIRR service date, which should be used to determine your 2019 vacation allowance.
3. Using the following table, determine your 2019 vacation allowance and indicate the number of weeks or days.

<u>YEARS OF QUALIFYING SERVICE</u>	<u>VACATION ALLOWANCE</u>
15 Years and over	5 Weeks
10 Years, but less than 15 Years	4 Weeks
5 Years, but less than 10 Years	3 Weeks
1 Year, but less than 5 Years	2 Weeks
Less than 1 Year	Up to 10 days (one day per month granted for each month you worked more than 15 days)

4. Under the existing TCU Agreement, if you have three years of service, you are entitled to one extra vacation day for your birthday. Indicate whether you are entitled to the birthday vacation day.
5. If you are entitled to 5 weeks vacation, you are eligible to reserve one week vacation to be used as individual days which should be indicated on your selection form. If you schedule 5 weeks on the request form, you will not be entitled to reserve a week in days.

Please follow the list of instructions for using single vacation days:

- A. To be eligible, employee must be entitled to five (5) weeks' vacation at the beginning of the calendar year.
- B. If the eligible employee decides to use a week in days and makes any or all individual vacation day selections with his or her week long vacation selections, seniority will prevail in those selections. Employees not desiring to pre-pick any days with their week vacation picks will be permitted to

select them on a first come first serve basis. They cannot be called in before thirty (30) days and must be made at least twenty-four (24) hours before the desired date.

- C. Current rules covering relief day work before and after vacation only apply when a full five (5) day week is taken.
- D. No more than three (3) eligible employees per craft will be given single vacation days on any one day.
- E. Single vacation days must be **scheduled** by November 30. If an employee has remaining unscheduled single vacation days, the Carrier will schedule them at its discretion during the remainder of the calendar year.
- F. Vacation days cannot be scheduled immediately before or after a personal day.
- G. No single vacation days will be granted on holidays. No single vacation days will be granted on days immediately preceding or immediately after Thanksgiving, Christmas, or New Year's Day.

**B. Entering Vacation Choices:**

- 1. There are two vacation request forms - One for your week long vacation picks and one for your pre-picked single vacation days. Be sure to utilize the correct request form.
- 2. Vacation weeks are numbered and each week begins with Monday. In addition, the legal holidays observed by the Company are listed and highlighted on the calendar. Your vacation will begin on the first workday following your second relief day.
- 3. Picking your weeks and picking your days (if you are entitled to individual days):
  - a. Choose up to 15 combinations of vacation week selections and enter each selection **going across** in the area provided. Your first choice of combinations should be on the top line; your second choice of combinations on the second line, etc. Your vacation choices will be reviewed in order. Your first available choice will be awarded or, if none of your choices is available your vacation will be assigned; choose a season you prefer.
  - b. Choose up to 15 single days- indicate the actual day you are choosing **NOT** the week number. This is only for employees who are entitled to 5 weeks' vacation.
- 4. If you are entitled to the birthday vacation day, review each of your choices and select a week you would prefer to take that day. Place the letter A (after your vacation week) or B (before your vacation week) next to each chosen week number.
- 5. Sign the form and forward it to the Stations Dept. Crew Office, Jamaica Station, Mail Code 1106, by **Friday, October 19, 2018**. If your form is not submitted by this date, your vacation will be assigned.

If you have any questions, please feel free to contact Alicia St. Nicholas 347-494-6071.

2 Attachments (2019 Vacation Calendar & 2019 Vacation Request Form)

**"All employees are reminded to be watchful for suspicious activity, behavior and packages."**

## Stations Department 2019 Vacation Week Request Form

(Please Print Clearly)

PLEASE PRINT

Name
Employee Number

TCU Seniority Date
Date of Service for Vacation Allowance
Number of Weeks Claimed
Birthday Vacation Day Allowance Claimed (Yes/No)
Entitled to 6 weeks vacation electing to take a week of vacation in days (Yes/No)

Station Office Use Only	
Week	A/B

Please check one:

	<b>Station</b>
Ticket	Appearance
Agent	Clerk     Maintainer
<input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>

### WEEKLY Vacation Selections

Choice

1								
2								
3								
4								
5								
6								
7								
8								
9								
10								
11								
12								
13								
14								
15								

**Example**

1st Choice	2	9A	44		
2nd Choice	2	20B	51		

Employee has 3 weeks vacation and is requesting to have the following weeks off for 2019

Choice 1

Week 2 - week of 1/14/19  
 Week 9A - week of 3/04/19 - w/birthday  
 Week 44 - week of 11/04/19

Choice 2

Week 2 - week of 1/14/19  
 Week 20B - week of 5/20/19 w/birthday  
 Week 51 - week of 12/23/19

If you run out of choices, which would you prefer:

Winter <input type="checkbox"/>	Spring <input type="checkbox"/>
Summer	Fall

Prepared By (Signature)
Date Prepared

**RETURN TO:**  
 Stations Department Crew  
 Jamaica Station  
 Mail Code 1108



## Stations Department 2019 Single Vacation Day Request Form

(Please Print Clearly)

Name
Employee Number

TCU Seniority Date
Date of Service for Vacation Allowance
Number of Weeks Claimed
Only employees who are entitled to 5 weeks vacation are to fill out this sheet

Office Use Only	
Week	A/B

Please check one:

	<b>Station</b>	
<b>Agent</b>	<b>Ticket Clerk</b>	<b>Appearance Maintainer</b>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

### Vacation DAY Selections

Choice	
1	
2	
3	
4	
5	
6	
7	
8	
9	
10	
11	
12	
13	
14	
15	

D  
A  
Y  
S

**Example**

1st Choice

5/5/2019
8/7/2019

2nd Choice

Enter the date you want to use one of your vacation days. You have 15 choices.

Please do NOT enter the week number, just the actual date you are requesting.

Prepared By (Signature)
Date Prepared

**RETURN TO:**  
Stations Department Crew  
Jamaica Station  
Mail Code 1106

# Stations Department Vacation Calendar 2019

## Holidays Provided by Agreement

**New Years Day**  
**Martin Luther King Day**  
**President's Day**  
**Good Friday**  
**Memorial Day**  
**Fourth of July**  
**Labor Day**  
**Columbus Day**  
**Election Day**  
**Thanksgiving Day**  
**Day After Thanksgiving**  
**Christmas Day**

**January 1st**  
**January 21st**  
**February 18th**  
**April 19th**  
**May 27th**  
**July 4th**  
**September 2nd**  
**October 14th**  
**November 6th**  
**November 28th**  
**November 29th**  
**December 25th**

**JANUARY**

WK	M	T	W	T	F	S	S
		1	2	3	4	5	6
1	7	8	9	10	11	12	13
2	14	15	16	17	18	19	20
3	21	22	23	24	25	26	27
4	28	29	30	31			

**FEBRUARY**

WK	M	T	W	T	F	S	S
4					1	2	3
5	4	5	6	7	8	9	10
6	11	12	13	14	15	16	17
7	18	19	20	21	22	23	24
8	25	26	27	28			

**MARCH**

WK	M	T	W	T	F	S	S
8					1	2	3
9	4	5	6	7	8	9	10
10	11	12	13	14	15	16	17
11	18	19	20	21	22	23	24
12	25	26	27	28	29	30	31

**APRIL**

WK	M	T	W	T	F	S	S
13	1	2	3	4	5	6	7
14	8	9	10	11	12	13	14
15	15	16	17	18	19	20	21
16	22	23	24	25	26	27	28
17	29	30					

**MAY**

WK	M	T	W	T	F	S	S
17			1	2	3	4	5
18	6	7	8	9	10	11	12
19	13	14	15	16	17	18	19
20	20	21	22	23	24	25	26
21	27	28	29	30	31		

**JUNE**

WK	M	T	W	T	F	S	S
21						1	2
22	3	4	5	6	7	8	9
23	10	11	12	13	14	15	16
24	17	18	19	20	21	22	23
25	24	25	26	27	28	29	30

**JULY**

WK	M	T	W	T	F	S	S
26	1	2	3	4	5	6	7
27	8	9	10	11	12	13	14
28	15	16	17	18	19	20	21
29	22	23	24	25	26	27	28
30	29	30	31				

**AUGUST**

WK	M	T	W	T	F	S	S
30				1	2	3	4
31	5	6	7	8	9	10	11
32	12	13	14	15	16	17	18
33	19	20	21	22	23	24	25
34	26	27	28	29	30	31	

**SEPTEMBER**

WK	M	T	W	T	F	S	S
34							1
35	2	3	4	5	6	7	8
36	9	10	11	12	13	14	15
37	16	17	18	19	20	21	22
38	23	24	25	26	27	28	29
39	30						

**OCTOBER**

WK	M	T	W	T	F	S	S
39		1	2	3	4	5	6
40	7	8	9	10	11	12	13
41	14	15	16	17	18	19	20
42	21	22	23	24	25	26	27
43	28	29	30	31			

**NOVEMBER**

WK	M	T	W	T	F	S	S
43					1	2	3
44	4	5	6	7	8	9	10
45	11	12	13	14	15	16	17
46	18	19	20	21	22	23	24
47	25	26	27	28	29	30	

**DECEMBER**

WK	M	T	W	T	F	S	S
47							1
48	2	3	4	5	6	7	8
49	9	10	11	12	13	14	15
50	16	17	18	19	20	21	22
51	23	24	25	26	27	28	29
52	30	31					



**STATIONS DEPARTMENT  
NOTICE NO. 2018-30-REVISED**

Date: October 2, 2018  
TO: All Stations Department Employees  
FROM: James Compton, Chief Stations Officer  
SUBJECT: Holiday Notice – Columbus Day – Monday, October 8, 2018

On Monday, October 8, 2018, the following will be in effect:

STATION APPEARANCE MAINTAINERS - The following positions WILL NOT work:

H562 Jam/Atl. Ave./Nost.	HMC113	JAM116
HC561 Jam/Atl. Ave./Nost.	HMC116	JAM121
HMC101	HMC120	JAM122
HMC103	HMC122	JAM128
HMC106	JAM110	
HMC111	JAM114	

AGENTS -The following positions WILL NOT work:

**AT501 Patchogue**                      **AT503 Patchogue**  
**AT502 Patchogue**

FOREMEN: All those scheduled to work Monday.  
OFFICES CLOSED: Medical Facility, General Offices, Lost & Found.  
MESSENGER SERVICE: Will Not operate.  
AMBASSADORS & CLERKS: All those scheduled to work Monday with the exception above.  
TICKET OFFICE HOURS: WEEKDAY hours as shown in the Ticket Sales Hours Card.  
TRAIN SERVICE: Trains will operate on a WEEKDAY schedule. Senior Citizens/People with Disabilities tickets will be valid on ALL trains.

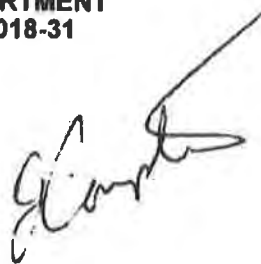
If you have any questions, please contact your manager.

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**Employees should protect themselves, their fellow employees and the public by immediately reporting anything suspicious to MTA Police at (718) 361-2201 or "911."**

**STATIONS DEPARTMENT  
NOTICE NO. 2018-31**

DATE: October 1, 2018  
TO: All Stations Department Employees  
FROM: James Compton, Chief Stations Officer  
SUBJECT: Cool Weather Dress Code



With the return of cooler weather, all Stations Department employees are required to comply with the dress code effective October 1, 2018. As front line employees, your appearance projects the image of the Long Island Rail Road to customers even before they enter a train. A neat and uniformed employee greeting the customer in a friendly manner, while providing efficient service, will always be remembered in a positive way. In addition, shirts must always be tucked into pants and torn clothing is prohibited.

As always, proper safety footwear must be worn in accordance with Corporate Policy and Procedure SAFE-009. All employees "...shall be required to wear safety footwear at all times while on duty for protection against injury to the foot / toe / ankle..." and meet "...the requirements and specifications." (Appendix C attached). In addition, all safety shoes that are worn out with holes or unsecured shoe laces **must** be replaced with new ones immediately to avoid injury.

**Ticket Agents / Ticket Clerks**

All ticket office employees will be required to wear their full uniform including tie and neck scarf. Ticket sellers may remove their jackets while selling and LIRR uniform sweaters may be worn at any time. As always, your blue agent or ticket clerk name tag must be worn or prominently displayed at the ticket window so that customers can see it. If you lose or misplace your name tag, contact your manager so that a replacement can be ordered.

**TSM Agents / Clerks / Cashiers**

TSM agents, clerks and cashiers are required to wear neat, clean clothing, appropriate for the work to be performed. Collared shirts and safety shoes are required. TSM employees working as ticket agents, clerks or ushers must wear LIRR issued uniforms as detailed above.

**Station Appearance Maintainers (SAMs)**

SAMs are required to wear railroad issued uniforms. Alternative uniform items with the LIRR logo that are purchased (i.e., sweatshirts) are permitted subject to manager and foreman approval. The LIRR logo needs to be visible at all times. **NOTE: Safety vests must be worn while on platforms and personal protective equipment are to be utilized while on duty.**

**Customer Service Ambassadors**

All ambassadors are required to wear their full uniform including hat, name badge, vest and/or blazer, and tie or neck scarf. LIRR issued overcoat (weather permitting) is also required. The red ambassador sweaters are optional. If you need any uniform items, please contact your manager.

Should you have any questions about the dress code or footwear, please contact your manager.

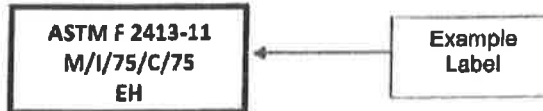
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Attachment

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

**LIRR Specific Requirements for Safety Footwear**

Protective footwear must be certified as meeting the requirements of the standard via a stitched-in label, stamping, pre-sensitized label, or a combination of all of these methods of at least one of the pair.



Safety Shoe Labeling Requirements	
Label Identification	Description
<b>ASTM F 2413-11</b>	Identifies that the footwear is protective footwear that complies with the 2011 ASTM standard. Note: ASTM F 2413-05 is allowable for older shoes, if in good condition.
<b>M or F/I/75/ C/75</b>	M=Male F=Female I=Impact resistance C=Compression resistance 75=resistant to 75 foot-pound test standards for impact and compression
<b>EH</b>	Identifies footwear with outsole and heel made of electrical insulation properties; shock resistant.

