



Long Island Rail Road
Going your way

BID SHEETS

LONG ISLAND RAIL ROAD
BULLETIN NO. 03-2019

| | |
|---------------|-------------------------------------|
| POSITION: | Customer Service Supervisor CSS-102 |
| LOCATION: | Customer Service Center (HSF) |
| TOUR OF DUTY: | 2:00 PM – 10:00 PM |
| RELIEF DAYS: | Wednesday/Thursday |
| RATE OF PAY: | \$41.37 per hour |

Resumes are being accepted for the APPOINTED position of Supervisor- Customer Service Center. Please forward resumes to Gabrielle Aulicino, Manager Customer Call Center, Mail Code 3140 or to gaulici@lirr.org by Friday, June 14, 2019.

The Customer Service Supervisor is responsible to supervise and coach all Customer Service Representatives. Provide superior customer service to the public regarding all aspects of the Long Island Rail Road including travel, ticket services and policies.

Listing of some specific duties and responsibilities:

- Supervise and monitor performance of the Customer Service Representatives and the Call Center.
- Responsible to maintain payroll records.
- Responsible to maintain various records of calls received regarding elevator/escalator condition and record and post up-front messaging during service disruptions and/or as required.
- Responsible to handle customer escalations and issues.
- Responsible to administer training to staff regarding track, train, or policy events.
- Maintains contact with the Public Information Office (PIO) and if necessary the MVB.
- Responsible to answer telephone inquiries from the public, provide information on rules and regulations), rates, schedules, service status, station/facility information, trip planning, fare purchase options, and permit or other application procedures for all MTA Agencies. Responsible for handling calls for LIRR CARE, eTix, Corporate Communications (Complaints/Inquiries/Policy Related Questions {i.e. ticket refunds, published/non-published connections}), M&R, Ticket Refunds and TVM Assistance.
- CSS will be required to answer calls, and record information, about problems, complaints, commendations, and other matters using a CRM.

QUALIFICATIONS:

- Must have full understanding of passenger station work and train operations. Must have ability to determine what impact late trains may have on the Call Center and the Long Island Rail Road.
- Must possess superior supervisory and coaching skills and experience.
- Must have ability to administer and train staff on various policies, procedures and programs.
- Must have excellent telephone etiquette with ability to answer telephone inquiries from the public (Call Center experience preferred).
- Must have excellent administrative skills with ability to maintain records.
- Must be familiar with a CRM System as well as other various applications including but not limited to MTA eTix, Lost & Found, Mail&Ride, Ticket Refunds, documentation of complaints, etc.
- Must be proficient in reading timetables and operating a computer to furnish information over the phone in a clear and pleasant manner under all conditions.

Posted June 5, 2019

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

June 5, 2019

**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 2804 | Warehouse Person Babylon Storeroom-Permanent | John Herbst | 6/5/19 |
| P&L 2805 | Warehouse Person-Warehouse 15 SF-V/V-Permanent (A. Kennedy) | NO BIDS RECEIVED | |
| P&L 2806 | Stores Truck Driver Temporary (K. Alves) | NO BIDS RECEIVED | |
| P&L 2807 | Assistant Warehouse Person Temporary (G. Schaefer) | NO BIDS RECEIVED | |
| P&L 2808 | Warehouse Person-V/V Permanent (H. Barry) | NO BIDS RECEIVED | |

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

POSTED: 9:00 AM
June 5, 2019

RE-ADVERTISED

THE LONG ISLAND RAIL ROAD DEPUTY CHIEF STORES OFFICER – STORES OPERATION & MATERIALS BULLETIN NO. P&L – 2809

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, June 14, 2019. 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, 2698, 2713, 2723, 2735, 2743, 2753, 2768, 2772, 2778, 2782, 2787, 2792, 2795, 2799 & 2805)

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
June 5, 2019

RE-ADVERTISED

THE LONG ISLAND RAIL ROAD DEPUTY CHIEF STORES OFFICER – STORES OPERATION & MATERIALS BULLETIN NO. P&L – 2810

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, June 14, 2019**. Bids can be faxed to Ext. 3279 or sent via interoffice mail to MC: 3131.

POSITION: Stores Truck Driver – (K. Alves) –Temporary
RE-ADVERTISED (P&L – 2781, 2784, 2789, 2793, 2796, 2800 & 2806)

LOCATION: Hillside

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
June 5, 2019

RE-ADVERTISED

THE LONG ISLAND RAIL ROAD DEPUTY CHIEF STORES OFFICER – STORES OPERATION & MATERIALS BULLETIN NO. P&L – 2811

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, June 14, 2019**. Bids can be faxed to Ext. 3279 or sent via interoffice mail to MC: 3131.

POSITION: Assistant Warehouse Person - (G. Schaefer) – Temporary
RE-ADVERTISED (P&L – 2807)
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.

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
June 5, 2019

RE-ADVERTISED

THE LONG ISLAND RAIL ROAD DEPUTY CHIEF STORES OFFICER – STORES OPERATION & MATERIALS BULLETIN NO. P&L – 2812

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, June 14, 2019. Bids can be faxed to Ext. 3279 or sent via interoffice mail to MC: 3131.

POSITION: Warehouse Person - (H. Barry) – Permanent
RE-ADVERTISED (P&L – 2808)
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
June 5, 2019

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

DATE: June 5, 2019

AGENT'S BULLETIN NO. SD-09-2019

This bulletin will close **at 5:00 PM on Friday, June 14, 2019**. 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 | Agent (AT315) |
| Location: | | Bethpage Facility |
| Tour of Duty: | | 8am – 4pm |
| Rate of Pay: | | \$45.743 |
| Rest Days: | | Saturday/Sunday |

| | | |
|----------------|-----------|-------------------|
| Position No. 2 | Temporary | Agent (AT316) |
| Location: | | Bethpage Facility |
| Tour of Duty: | | 8am – 4pm |
| Rate of Pay: | | \$45.743 |
| Rest Days: | | Saturday/Sunday |

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|----------------|-----------|-------------------|
| Position No. 3 | Temporary | Agent (AT317) |
| Location: | | Bethpage Facility |
| Tour of Duty: | | 8am – 4pm |
| Rate of Pay: | | \$45.743 |
| Rest Days: | | Saturday/Sunday |

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

DATE: June 5, 2019

BULLETIN NO. SD-11-2019

This bulletin will close **at 5:00 PM on Friday, June 14, 2019**. 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 (C991) |
| Location: | | Amityville/Hicksville/Woodside |
| Tour of Duty: | | Monday/Thursday - Amityville – 6am – 2pm Friday – Hicksville – 1pm – 9pm Saturday/Sunday – Woodside – 8am – 4pm |
| Rate of Pay: | | Monday/Thursday - \$33.883 Friday - \$35.978 Saturday/Sunday - \$34.020 |
| Rest Days: | | Tuesday/Wednesday |

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 (C119) |
| Location: | | Penn Station |
| Tour of Duty: | | 11:30pm – 7:30am |
| Rate of Pay: | | \$36.463 |
| Rest Days: | | Monday/Tuesday |
| Primary Duties: | | Same as Position No. 1 |

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|----------------|-----------|---------------------------|
| Position No. 3 | Temporary | Ticket Clerk (C124) |
| Location: | | Penn Station – Info Clerk |
| Tour of Duty: | | 2:30pm – 10:30pm |
| Rate of Pay: | | \$33.890 |
| Rest Days: | | Monday/Tuesday |

Primary Duties: Must be able to read train schedules and give prompt and accurate train information and use latest technology as it relates to fares, track assignments, schedules, tickets types and tour packages. Will be required to answers customer questions related to locations in and around the station. Will be required to monitor the waiting room checking that all occupants are valid ticket holders, checking customer tickets prior to entering waiting room, and maintaining the time table rack throughout the station. Must be able to keep station posters and special instructions current, take in timetables deliveries, discard expired timetables and maintain an organized timetable room. Must possess the ability to exercise good judgment and efficiently perform all assigned duties. Will be required to work as directed.

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| Position No. 4 | Temporary | Ticket Clerk (C108) |
| Location: | | Penn Station - Clerk |
| Tour of Duty: | | 7:30am – 3:30pm |
| Rate of Pay: | | \$36.463 |
| Rest Days: | | Saturday/Sunday |
| Primary Duties: | | Same as Position No. 1 |

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|-----------------|-----------|------------------------|
| Position No. 5 | Temporary | Ticket Clerk (C706) |
| Location: | | Hicksville |
| Tour of Duty: | | 1:15pm – 9:15pm |
| Rate of Pay: | | \$35.978 |
| Rest Days: | | Tuesday/Wednesday |
| Primary Duties: | | Same as Position No. 1 |

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|----------------|-----------|----------------------|
| Position No. 6 | Permanent | Ticket Clerk (C148) |
| Location: | | Penn Station – L & F |
| Tour of Duty: | | 7am – 3pm |
| 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 owners 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 and 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 and 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 with regard to 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.

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| Position No. 7 | Permanent | Ticket Clerk (C126) |
| Location: | | Penn Station - Info |
| Tour of Duty: | | 10:30am – 6:30pm |
| Rate of Pay: | | \$33.890 |
| Rest Days: | | Wednesday/Thursday |
| Primary Duties: | | Same as Position No. 3 |

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|-----------------|-----------|---------------------|
| Position No. 10 | Permanent | Ticket Clerk (C139) |
| Location: | | Jamaica |
| Tour of Duty: | | 1:30pm – 9:30pm |
| Rate of Pay: | | \$46.154 |
| Rest Days: | | Tuesday/Wednesday |

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

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| Position No. 11 | Temporary | Ambassador |
| Location: | | Various |
| Tour of Duty: | | Various |
| Rate of Pay: | | \$32.483 |
| Rest Days: | | Various |

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

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| Position No. 12 | Permanent | Ambassador |
| Location: | | Various |
| Tour of Duty: | | Various |
| Rate of Pay: | | \$32.483 |
| Rest Days: | | Various |
| Primary Duties: | | Same as Position No. 11 |

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|-----------------|-----------|-----------------------------|
| Position No. 13 | Temporary | Ticket Clerk (C333) |
| Location: | | Bethpage Facility - Cashier |
| Tour of Duty: | | 10:30am – 6:30pm |
| Rate of Pay: | | \$40.411 |
| Rest Days: | | Saturday/Sunday |
| Primary Duties: | | Same as Position No. 8 |

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|-----------------|-----------|-----------------------------|
| Position No. 14 | Temporary | Ticket Clerk (CT-720) |
| Location: | | Hicksville – TSM/Info Clerk |
| Tour of Duty: | | 6am – 2pm |
| Rate of Pay: | | \$36.618 |
| Rest Days: | | Sunday/Monday |

Primary Duties: Must be able to read train schedules and give prompt and accurate train information and use latest technology as it relates to fares, track assignments, schedules, tickets types and tour packages. Will be required to answers customer questions related to locations in and around the station. Will be required to monitor the waiting room checking that all occupants are valid ticket holders, checking customer tickets prior to entering waiting room, and maintaining the time table rack throughout the station. Must be able to keep station posters and special instructions current, take in timetables deliveries, discard expired timetables and maintain an organized timetable room. Must possess the ability to exercise good judgment and efficiently perform all assigned duties. Will be required to work as directed.

Must have a full understanding of the sales and accounting of tickets and the daily servicing of ticket vending machines. Responsible for completing daily-tour incident reports. Must drive between Long Island Rail Road properties; must make minor repairs (i.e., change flat tires) as necessary for completion of daily assignment. Must hold a valid New York State Driver's License. Must be able to understand and follow road maps and/or written descriptions to travel between locations. Must carry pocket-page device while on duty to communicate between supervisors and carry photo I.D. to provide positive identification at all times.

Must possess the ability to service, define error codes and correct malfunctions in the S&B TVM's. Process large amounts of currency and coins, prepare bank deposits, maintain accurate spare parts inventory, defective parts log and the TVM ticket stock book. Must be familiar with the TVM Malfunction and Maintenance reports. The applicant should be mechanically inclined and be able to lift coin magazines, cassettes, bill and coin vaults. Must be able to operate coin filler, currency counter/sorter, coin sorter and be familiar with obtaining a "state report" from the S&B TVM utilizing a computer notebook.

Must possess the ability to exercise good judgment. Applicant must be customer oriented and be capable of effectively and courteously relating to customers.

Position No. 15 Temporary Ticket Clerk (CT-721)
Location: Hicksville – TSM/Info Clerk
Tour of Duty: 1:15PM – 9:15PM
Rate of Pay: \$36.618
Rest Days: Tuesday/Wednesday
Primary Duties: Same as Position No. 14

Position No. 16 Temporary Ticket Clerk (CT-980)
Location: Hicksville TSM/Info Clerk/Jamaica
Tour of Duty: Sun/Mon – Hicksville – 6am – 2pm
 Tue/Wed – Hicksville – 1:15pm – 9:15pm
 Saturday – Jamaica Info – 6am – 2pm
Rate of Pay: Sun/Mon – Hicksville – \$36.618
 Tue/Wed – Hicksville – \$36.618
 Saturday – Jamaica Info – \$33.890
Rest Days: Thursday/Friday
Primary Duties: Same as Position No. 14

Position No. 17 Temporary Station Appearance Maintainer (SL-01)
Location: Long Beach
Tour of Duty: 11:30am – 7:30pm
Rate of Pay: \$30.220
Rest Days: Tuesday/Wednesday

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

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| Position No. 18 | Temporary | Station Appearance Maintainer (H562) |
| Location: | | Jamaica/FBA/Nostrand |
| Tour of Duty: | | 8am – 4pm |
| Rate of Pay: | | \$31.422 |
| 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.

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| Position No. 19 | Temporary | Station Appearance Maintainer (JAM 121) |
| Location: | | Jamaica |
| Tour of Duty: | | 4pm – 12am |
| Rate of Pay: | | \$30.221 |
| Rest Days: | | Thursday/Friday |
| Primary Duties: | | Same as Position No. 17 |

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|-----------------|-----------|--|
| Position No. 20 | Temporary | Station Appearance Maintainer (JAM 104) |
| Location: | | Jamaica SAM/Laborer |
| Tour of Duty: | | Mon/Tue/Wed – 8am – 4pm Saturday/Sunday – 6am – 2pm |
| Rate of Pay: | | \$30.221 |
| Rest Days: | | Thursday/Friday |
| Primary Duties: | | Same as Position No. 17 |

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|-----------------|-----------|--|
| Position No. 21 | Temporary | Station Appearance Maintainer (HC501) |
| Location: | | Jamaica/ATL/Nostrand |
| Tour of Duty: | | 4/1 – 11/30 – 10pm – 6am 12/1 – 3/31 – 4pm – 12am |
| Rate of Pay: | | 4/1 – 11/30 – \$34.791 12/1 – 3/31 – \$34.654 |
| Rest Days: | | Saturday/Sunday |
| Primary Duties: | | Same as Position No. 18 |

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|-----------------|-----------|--|
| Position No. 22 | Temporary | Station Appearance Maintainer (ATL104) |
| Location: | | Atlantic Terminal |
| Tour of Duty: | | 2pm – 10pm |
| Rate of Pay: | | \$30.220 |
| Rest Days: | | Monday/Tuesday |
| Primary Duties: | | Same as Position No. 17 |

| | | |
|-----------------|-----------|--|
| Position No. 23 | Permanent | Station Appearance Maintainer (RSC1) |
| Location: | | Jamaica |
| Tour of Duty: | | Wed/Thurs/Fri – 4pm – 12am Saturday/Sunday – 4pm – 12am |
| Rate of Pay: | | Wed/Thurs/Fri – \$30.220 Saturday/Sunday – \$34.517 |
| Rest Days: | | Monday/Tuesday |

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

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

| | | |
|-----------------|-----------|--|
| Position No. 24 | Permanent | Station Appearance Maintainer (JAM132) |
| Location: | | Jamaica |
| Tour of Duty: | | 6am – 2pm |
| Rate of Pay: | | \$30.221 |
| Rest Days: | | Saturday/Sunday |
| Primary Duties: | | Same as Position No. 17 |

AWARDS TO BULLETIN SD-10-2019

| | <u>JOB #</u> | <u>NAME</u> | <u>AWARD DATE</u> |
|-----------------|------------------|-----------------|-------------------|
| POSITION NO. 1 | Temporary C992 | A. Blanco | 5/29/19 |
| POSITION NO. 2 | Temporary C145 | B. Rooney | 5/29/19 |
| POSITION NO. 3 | Temporary TS-2 | B. Altman-Moise | 5/29/19 |
| POSITION NO. 4 | Temporary C148 | Re- Advertise | |
| POSITION NO. 5 | Temporary C151 | G. Webster | 6/5/19 |
| POSITION NO. 6 | Temporary CT-721 | B. Moschos | 5/29/19 |
| POSITION NO. 7 | Permanent C920 | C. Howard-Lowe | 5/29/19 |
| POSITION NO. 8 | Permanent C147 | T. Logan | 5/29/19 |
| POSITION NO. 9 | Temporary TS-1 | D. Springer | 6/5/19 |
| POSITION NO. 10 | Temporary AMB | Re- Advertise | |
| POSITION NO. 11 | Temporary SL-01 | Re- Advertise | |
| POSITION NO. 12 | Temporary SL-02 | E. Ortiz | 5/29/19 |
| POSITION NO. 13 | Temporary SV-01 | J. Kiss | 5/29/19 |
| POSITION NO. 14 | Temporary HMC120 | Withdrawn | |
| POSITION NO. 15 | Temporary JAM103 | Withdrawn | |
| POSITION NO. 16 | Temporary JAM104 | Re- Advertise | |
| POSITION NO. 17 | Temporary HC501 | Re- Advertise | |
| POSITION NO. 18 | Temporary RSC1 | Withdrawn | |
| POSITION NO. 19 | Temporary V457 | C. Dvoran | 5/29/19 |

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. 18 |
| QUALIFICATIONS | SAME AS JOB NO. 18 |

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. 18 |
| QUALIFICATIONS | SAME AS JOB NO. 18 |

K. WIEBER
OFFICE OF M/E MANPOWER, HMC 3011

THE LONG ISLAND RAILROAD
OFFICE OF THE CHIEF ENGINEER

BULLETIN NO. 495

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, June 14, 2019. **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

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: June 5, 2019

THE LONG ISLAND RAILROAD
OFFICE OF THE CHIEF ENGINEER

BULLETIN NO. 494

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, June 14, 2019. **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: June 5, 2019

LONG ISLAND RAILROAD

MANAGEMENT-TRANSPORTATION CREW MANAGEMENT SERVICES

Bulletin Awards - Non-Ops

Bulletin ID: USBUL1-93 **Sequence:** 18

Description: USHER BULLETIN 1/93

Open: 05/15/2019 00:01 **Close:** 05/24/2019 17:00 **Effective:** 05/29/2019 00:01 **Posted:** 05/15/2019 00:01

| Asgn | Position | Perm or Temp | Terminal | Emp Num | Employee Name | Rank | From |
|-------|----------|--------------|----------|---------|---------------|------|------|
| JAUP4 | USHERS | Temporary | JAMAICA | | 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 Awards - Non-Ops

Bulletin ID: TELBUL2-02 **Sequence:** 22

Description: TELEGRAPHERS BULLETIN 2-02

Open: 05/15/2019 00:01

Close: 05/24/2019 08:00

Effective: 05/29/2019 00:01

Posted: 05/15/2019 00:01

| Asgn | Position | Perm or Temp | Terminal | Emp Num | Employee Name | Rank From |
|--------|----------------|--------------|-----------------|---------|---------------|--------------------|
| BJ3 | TRAIN DIRECTOR | TEMP | BABYLON | 55899 | MALOCO, R | 159 WL3 BO LED |
| FT1 | BLOCK OPERATOR | Temporary | BROOK | 58425 | FAGAN, T | 181 FT3 BO BRK |
| BO1056 | BLOCK OPERATOR | Permanent | LIRR-Extra List | 58610 | WIEBALCK, L | 184 TX1004 BO LIRR |

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

05/26/20 13:52

LONG ISLAND RAILROAD
MANAGEMENT-TRANSPORTATION CREW MANAGEMENT SERVICES

Bulletin ID: TELBUL2-03

Bulletin Seq: 23

Bulletin Description: TELEGRAPHERS BULLETIN 2-03

Open: 06/05/2019 00:01

Close: 06/14/2019 08:00

Effective: 06/19/2019 00:01

Posted: 05/15/2019 00:01

| Asgn | Position | Perm Or Temp | Terminal |
|------|---|--------------|----------|
| FT3 | BLOCK OPERATOR | Temporary | BROOK |
| | Location: BROOK TOWER | | |
| | Report Time: 1001PM | | |
| | Rest Days: WEDNESDAY & THURSDAY | | |
| | Rate Of Pay: \$39.471 HOURLY* | | |
| | *DIFFERENTIAL NOT INCLUDED IN ABOVE RATE OF PAY | | |

| | | | |
|-----|---|-------------|------|
| WL3 | BLOCK OPERATOR | <i>TEMP</i> | LEAD |
| | Location: LEAD TOWER | | |
| | Report Time: 1001PM | | |
| | Rest Days: WEDNESDAY & THURSDAY | | |
| | Rate Of Pay: \$39.471 HOURLY* | | |
| | *DIFFERENTIAL NOT INCLUDED IN ABOVE RATE OF PAY | | |

| | | | |
|------|---|-----------|---------|
| BJ12 | TRAIN DIRECTOR | Permanent | BABYLON |
| | Location: BABYLON TOWER | | |
| | Report Time: 6AM | | |
| | Rest Days: SATURDAY - SUNDAY | | |
| | Rate Of Pay: *\$48.282 HOURLY | | |
| | *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.

06/04/20 10:39

LONG ISLAND RAILROAD

MANAGEMENT-TRANSPORTATION CREW MANAGEMENT SERVICES

Bulletin Awards - Non-Ops

Bulletin ID: CREW8-79 **Sequence:** 80

Description: C/D BULLETIN 8-79

Open: 05/15/2019 00:01 **Close:** 05/24/2019 17:00 **Effective:** 05/29/2019 00:01 **Posted:** 05/15/2019 00:01

Asgn **Position** **Perm or Temp** **Terminal** **Emp Num** **Employee Name** **Rank From**

CX4004 CREW DISPATCHER Permanent LIRR-Extra List

56045 T. Fischer

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.

06/04/20 9:53

LONG ISLAND RAILROAD
MANAGEMENT-TRANSPORTATION CREW MANAGEMENT SERVICES

Bulletin ID: CREW8-80

Bulletin Seq: 80

Bulletin Description: C/D BULLETIN 8-80

Open: 06/05/2019 00:01

Close: 06/14/2019 17:00

Effective: 06/19/2019 00:01

Posted: 06/05/2019 00:01

| Asgn | Position | Perm Or Temp | Terminal |
|--------|-----------------|--------------|-----------------|
| CX4002 | CREW DISPATCHER | Permanent | LIRR-Extra List |

Location TRANSPORTATION CREW MANAGEMENT, JAMAICA (5C1)

Report Time VARIOUS

Rest Days VARIOUS

Rate Of Pay \$43.810 HOURLY*

APPLICANTS 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 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.

06/04/20 9:52

**STATIONS DEPARTMENT
NOTICE NO. 2019-22**

Date: May 30, 2019
To: Stations Department Employees
From: James Compton, Chief Stations Officer
SUBJECT: 2019 Customer Appreciation - Summer Saturdays Program



The LIRR is continuing an appreciation program for LIRR monthly commuters this summer.

Program Regulations:

- Will allow LIRR monthly ticket holders to travel system wide with up to four (4) companions (adults or children) for 12 Saturdays this summer
- Will be starting on Saturday, June 1, 2019 and ending on Saturday, August 24, 2019
- \$1.00 per companion each way (children under 5 yrs. old ride free).

How & Where to Purchase:

Monthly ticket holders who wish to take advantage of this program need to purchase \$1 Family Fare tickets through:

- TVMs
- Ticket Windows
- MTA eTix
- On-board LIRR trains.

Exclusions

- The 6:42 AM, 9:45 AM and 11:45 AM trains from Penn Station and their connecting trains to Montauk (all stops)
- The 8:12 AM train from Penn Station, and its connecting train to Greenport (and all stops in between)
- June 8 – Belmont Stakes Day - System wide

If there are any questions, please contact a Stations Department Manager

* * *



STATIONS DEPARTMENT

NOTICE NO. 2019-19

Date: May 14, 2019
To: All Stations Department Employees
From: James Compton, Chief Stations Officer
Subject: Call-Off Procedures

A handwritten signature in blue ink, appearing to read "J. Compton", written over the "From:" line of the header.

Listed below are the procedures to be used when calling off and on from sick, injury, personal days, emergency personal, jury duty, vacations, family leave sick, family leave, late starts and early quits.

Calling Off Sick or FMLA-Sick

You (the employee) are required to notify the Stations Department Crew Dispatcher at 718-558-7374/7467 OR 8304 when you are going to be unable to report for duty. If you fail to give the required one hour notice prior to the start of your tour, you will be marked as Absence Unauthorized. You will be compensated for sick leave benefits; however additional points will be assessed in addition to the 5 points incurred for a normal sick occurrence.

You are required to contact the crew dispatcher **by 11:00 AM the day prior** to your return to duty. If you know when you will be returning to duty at the time of your initial call-off, you should inform the crew dispatcher at that time. If you are calling off sick after 11:00 AM, you may return yourself for the following day if you indicate to the Crew Dispatcher in that initial calling-off sick phone call of your intention to return to duty the following day. Failure to notify Crew Dispatcher of when you are returning to work will result in you remaining in a Sick status until you properly call yourself back to work.

If you have FMLA for your own personal illness, you **must** indicate to the crew dispatcher that you are calling off FMLA – Sick under the Family Medical Leave Act (FMLA). You will remain in that status until you call the crew dispatcher by 11:00 AM the day prior to your return to duty. If you are calling off FS (FMLA-Sick) after 11:00 AM, you may return to work the following day if the procedures noted above are followed. If you do not indicate that you are calling off for FMLA, you will remain in a Sick status until you return yourself for duty. **It's your (the employee) responsibility to notify the Crew Dispatcher that you are calling off under the Family Medical Leave Act (FMLA). If you call off FMLA and do not have an approved FMLA case, you will be marked as Sick.**

If you must leave your work location due to an illness, you must contact the Crew Dispatcher and your direct supervision (Branch Line Manager or Terminal Manager, Agent or Foreman) and punch out via Tele time or biometric clock. You will be put off sick for the remainder of the day. During the initial call-off, you must indicate to the Crew Dispatcher of your intention to work the following day or you will remain in a sick status until you properly OK yourself back to work. If you are leaving FMLA for yourself or someone else you must indicate that during the phone call with the crew dispatcher on a recorded line.

FMLA (Other Than Self)

You (the employee) must contact the crew dispatcher whenever you are taking an FMLA day in order to take care of a dependent child/spouse/parent. **These days are issued in one-day increments only.** It is your responsibility to keep the crew dispatcher informed daily of your inability to report to work as scheduled. Just as calling off sick, you must call of at least 1-hour prior to the start of your tour of duty.

Calling off an Overtime Assignment

If you (the employee) accept an overtime assignment and subsequently call off, you must state a reason for refusing the assignment. If calling off sick, you must follow the procedures stated above with regards to availability for your next regularly scheduled tour.

Calling off Injured

All employees must contact the Crew dispatcher immediately upon injuring themselves in addition to contacting their Manager/Supervisor. Within 24 hours you should be seen by your personal medical doctor. If you are not able to report for work and are going to be out for 3 or more days you must contact medical to schedule an appointment and hand in the SLA-28 before returning to duty. Medical can be reached at 347-494-6270.

If you are injured on the job, but finish your tour and decide to see a doctor later on you must submit the medical documentation as to what medical services were rendered and any medications that were prescribed.

For all sick occurrences more than 2 days in length an SLA-28 form is required to be submitted to the crew office within 72 hours of returning to work or you will receive 5 points for each occurrence.

You are also required to submit an SLA-28 form to the crew office within 72 hours of returning to work on your third and subsequent 2-day occurrence within the calendar year or you will accrue 5 points for no sick form and an additional 9 points for the third time in one year.

Note: ALL SICK DAYS AND ON JOB INJURIES ACCRUE POINTS IF YOU DO NOT HAND IN A FORM FOR BEING OUT. If you are out OJI 3 days or more you will accrue 14 points for that occurrence if you do not hand in the proper documentation within 72 hours.

Absent Without Leave (AWOL)

Should an employee and the Crew office make contact, regardless of who initiated the call, within 30 minutes after the start of the assigned tour and the employee reports to the assigned location within 60 minutes of the start of the tour, the employee will be considered late and be marked as a late start. If however, contact is made within 30 minutes after the start of the assigned tour and the employee cannot report to the assigned location within 60 minutes after the start of the tour the employee will be considered AWOL. Should there be no communication between crew and the employee within 30 minutes after the start of the assigned tour the employee will be considered AWOL.

Personal Day Requests

All requests for personal days must be called into the crew dispatcher at least 24 hours prior to the time you want off. Requests are limited to 3 per day. Requests for personal days will be accepted by the crew dispatcher 30 days prior to the day you would like to take off. If you need an emergency personal day your requests will be temporarily granted and you will be asked to provide documentation regarding such emergency. If you cannot provide documentation, the personal day will be changed to Absence Known.

Late Starts/ Early Quits

If an employee is going to be late for work, they must contact the Crew Dispatcher within 30 minutes of their scheduled start time and indicate that they are going to be late and approximately how late they will be. IF an employee cannot report to their work location within 1 hour of the scheduled start time, they will be considered AWOL. If the employee fails to contact the crew dispatcher regarding said lateness and a supervisor calls to report that the employee is not present, the employee will also be considered AWOL and disciplinary action will be taken.

If an employee is going to leave their work location early, they must contact the Crew Dispatcher and their direct supervisor and indicate that they are leaving. If the employee fails to notify the Crew and their direct supervisor office that they are leaving early, the employee will be considered AWOL and disciplinary action will be taken.

Bereavement

Employees must notify the crew dispatcher when it is necessary to take off for bereavement purposes. Employees must provide the proper documentation as required according to the applicable union agreement. Failure to provide the proper documentation will result in nonpayment of your bereavement days.

Vacation

Employees must contact the crew dispatcher before 11:00AM one day prior to the start of their vacation and one day prior to their return of duty.

Jury Duty

Immediately upon notification that you are required to report for Jury Duty, you must contact the crew dispatcher for instructions. There are many different types of jury duty service and therefore we recommend speaking with one of the crew dispatchers for clarification.

In addition to the above, it is the responsibility of the employee to ensure that their current address and telephone number are on file with the Crew Dispatcher and the Human Resource Department.

If you have any questions regarding any of these procedures, please feel free to contact Alicia St. Nicholas at 347-494-6071 or your manager.



STATIONS DEPARTMENT

NOTICE NO. 2019-20

Date: May 14, 2019
To: All Stations Department Employees
From: James Compton, Chief Stations Officer
Subject: Overtime Time Slip Procedure

As a reminder for all time slips submitted for payment, please follow the basic rules below and refer to the attached time slip copy for specific details:

- All overtime must be requested by a manager prior to you working it.
- All overtime must be approved by a manager via their signature on the time slip.
- All time slips are required to be submitted and paid within 60 days (be sure you send your time slips to the manager for signature well in advance of the expiration date).
- All time slips must be signed by you and the authorizing manager.
- All time slips must have a valid explanation of the time you are claiming. Ex. "extended tour to assist with emergency busing due to pedestrian strike at Hicksville." We cannot accept time slips with the reason: "as per Jane Doe."
- Correct dates and times are imperative for the processing of your time slip.
- If claiming "no meal period" do not write 30 minutes for the meal, write "none" and then in the description write the reason you had to work through your meal period; ex: "worked through lunch due to excessive cleaning needed in the Jamaica waiting room."

Some general tips:

- Overtime is after your tour.
- Advanced time is before your tour.
- There is no TPNW on advanced time.
- All time **not on the crew board** that is worked needs a time slip.
- No meal period on emergency busing, unless continued with tour.
- All emergency busing call outs are paid from the time of the call from crew to the time you leave LIRR property after the event, be sure to submit a time slip for that time worked. If crew has called you for a specific 8 hour tour of emergency busing they will pay you from the boards.
- Key calls before and after a tour for clerks are at the straight time rate. If crew advises you to pick up keys and it is written on the boards they will pay you from the boards, you must submit a time slip for your actual time spent if you need to drop keys off after your tour.
- Calls to return to the property for Agents after your tour has ended for whatever reason are paid at a minimum of 3 hours straight time. If held in excess of 2 hours you are paid time and one half on the minute basis. Be sure to indicate reason for returning to property on the time slip.

If the time slip is not filled out correctly and completely crew will not be able to pay it.

THE LONG ISLAND RAIL ROAD COMPANY

Time Slip

Crew Book Assignment 3
Date 4

Section I: (to be completed by employee)

Name 1 Employee No. 2 Non-Resident 5 City Resident

Check Type of Service: Clerk Agent Telegrapher 6 Yardmaster Cleaner Usher Other

Scheduled Reporting Time 7 Actual Time Reported 11

Scheduled Release Time 8 Actual Time Released 12

Scheduled Meal Period 9 Actual Meal Period 13

Signature 10

| Time Claimed | Hour | Minutes |
|-------------------------|------|---------|
| Straight Time | | |
| Advanced Time <u>14</u> | | |
| Overtime | | |
| Double Time | | |
| TPNW | | |
| Total Time | | |

Explanation of Claim (Continue explanation on reverse side if necessary)

15

Section II: (To be completed by Department)

Division 16 Depart. _____

Cost Center _____

Date _____

Approved by _____

Copies: White- Manpower Office
 Tan- Supervisor
 Pink- Agent
 Gold- Individual 17

How To Fill Out an Overtime Slip Correctly

1. Be sure to PRINT your Name legibly.
2. Be sure to write in your 5 digit LIRR Employee #.
3. Be sure to write job # that you earned the overtime on, if it was an extra job write "Extra Job."
4. Write the date of the DAY YOU WORKED THE OVERTIME.
5. Check off City or Non-Resident (this is not that vital to the slip).
6. Check off the craft you are working the overtime as.
7. Write your scheduled tour start time.
8. Write your scheduled tour end time.
9. Write your scheduled meal period time if you are claiming a meal period.
10. **SIGN THE TIME SLIP** (if you do not sign the slip you will not get paid for the time you are claiming).
11. Put the actual time you began your tour.
12. Put the actual time you ended your tour.
13. Put the actual time you had your meal period (if claiming a meal period write NONE). (Please note: there are no meals on advances)
14. Time Claimed- add the EXTRA time you are claiming (not the original tour time) Overtime is paid minute by minute (this includes advanced time) (example: if you work 6a-2p, extend 2 hours, but punch out at 3:54p, you only get 1 hour 54 min of OT. You don't get a meal (TPNW) since it's less than 2 hours). If you advanced on your tour add the time advanced on the Advanced Time line; if your tour was extended add your time to the Overtime line (these amounts are the amount of time your manager authorized you to work). Double Time does not exist in our department. TPNW- use this when you are claiming a meal after you have extended your tour as per the collective bargaining agreement. TOTAL TIME; this should be the total amount of overtime you are claiming. Note: Agents don't get a paid meal during a regular tour.
15. Use this space to explain what you did during the time you worked that you are claiming. EX: Asked to stay by (manager name) to finish spray washing the Farmingdale Station for the upcoming PGA Event. Work Order #101151. (always add the work order # if you know it).
16. Send to your manager for signature, date, cost center, Department Name and work order # if you didn't know it. Do not send to crew without a manager signature.
17. See distribution of copies (you keep the gold copy).

**STATIONS DEPARTMENT
NOTICE NO. 2019-21**

DATE: June 4, 2019
TO: All Stations Department Employees
FROM: James Compton, Chief Stations Officer
RE: 151st Belmont Stakes – Saturday, June 8, 2019



The 151st Belmont Stakes is taking place on Saturday, June 8, 2019, at Belmont Park. In preparation for this event, Stations Department has provided numerous hours and effort to ensure the LIRR Belmont Station is ready for customers as they arrive.

Prior to this event managers and crews have been working diligently to ensure a clean and safe environment for our customers and employees. For this event, we have barricades, tents, portable toilet units (for employees only on Platform A), and both ticket offices are open. In addition, we have created a plan that entails Stations staffing, ticket selling, cleaning and customer flow. (Copy attached.)

To support this event, LIRR Transportation Department dedicated fifty (50) trains inbound and outbound for our customers. Trains will begin arriving at Belmont Station at 10:12 AM, with the last eastbound train arriving at 5:32 PM. There will be extra westbound trains added, with service continuing until all customers are accommodated.

Note: It is recommended, if your shift coordinates with train time schedule, for employees to take the train due to the limited parking space available. If you are driving to Belmont, you will park at the Belmont Y and take a shuttle bus to the employee area (see attached directions).

MTA Police Department will also be present with patrol division and special operations divisions throughout this event to assist in all capacity for the safety of everyone in attendance.

Stations Department employees will play an important role in the success of this program, managers, ticket agents, foremen, ticket clerks, station appearance maintainers, as well as CAP Duty managers from various departments. We will have on-site staffing at the Belmont Station, Jamaica Station, Atlantic Terminal and Penn Station.

Thank you for taking the time out of your busy schedules to make this event a success.

Attached are the following documents:

1. Customer Flow Maps; AM Operation and PM Operation (2 pages)
2. Driving Directions to Belmont Park and Parking at the Belmont Y
3. Belmont Park Grounds Map
4. Belmont Stakes Customer Parking Map
5. Belmont Stakes Train Service Schedule – Effective June 8, 2019 ONLY (2 pages)

Copies of these documents will be provided in both ticket offices and employee amenities area (located on Platform A).

AVOID DISTRACTION – KEEP SAFETY IN ACTION

Customer Flow AM Operations

LEGEND

- Orange Vest Customer Service
- Red Vest Stations Department Managers
- Blue Vest MTA PD

Bridge Inbound Customer Ticketing at Rotunda
1 Agent / 5 Window STIMs / 1 "Floating" STIM

Dark Blue Areas Represent Active Bus Paths

Bridge Inbound Customer Gating

Ticket Office & STIMs Managers will also oversee Ticket Booths on Ground Level

Ground Inbound Customer Gating

Ground Inbound Customer Ticketing at Semi-Permanent Ticket Booth
2 Window STIMs / 1 "Floating" STIM

Employee Access/Exit Area

MTA PD Highway

Ground Traffic

Bridge Traffic

Ground Traffic

Ground Traffic

Customer Flow PM Operations

LEGEND

- CAP Managers/OV Cust. Serv.
- Stations Department Managers
- MTA PD

Dark Blue Areas Represent Active Bus Paths

Bridge Outbound Customer Gating

Choke Point Before Gating

Bridge Traffic

Choke Point Before Boarding

Ticket Office B
STIMs Managers will also oversee Ticket Boarding Ground Level

Bridge Outbound Customer Ticketing at Rotunda
1 Agent / 5 Window STIMs / 1 "Floating" STIM

Employee Amalgamation Area

Ground Outbound Customer Gating

Ground Outbound Customer Ticketing at Semi-Permanent Ticket Booth
4 Window STIMs / 1 "Floating" STIM

Manager of CAP Operations will oversee all CAP positions

Choke Point Before Gating

MTA PD Highway

Bridge Traffic

Choke Point Before Bridge

Ground Traffic

Ground Traffic

**LIRR STATIONS DEPARTMENT
BELMONT STAKES – SATURDAY, JUNE 8, 2019**

GETTING TO / FROM BELMONT

Note: Parking at Belmont Park will be VERY limited on Saturday, June 8, 2019. Unmarked vehicles will not be permitted access. **All Employees required to report to Belmont Park before 9:30 AM MUST drive to Belmont and park at the Belmont "Y" where a shuttle bus will transport employees to the LIRR Area. All other staff should take the train.**

Driving To / From Belmont and Parking at Belmont

Directions to the **Belmont "Y"** are as follows:

- Exit 26D on the Cross Island Parkway
- Park on the dirt/grass
- An MTA PD marked van will operate to / from the park as required

Taking the Train To / From Belmont

There is an employee train departing Jamaica at **9:18 AM** and arriving to Belmont at **9:30 AM**. The first passenger service train to Belmont departs Penn Station at **9:38 AM**, Jamaica at **10:00 AM**, and arrives to Belmont at **10:12 AM**.

Eastbound

The Railroad has scheduled 21 total passenger service trains to Belmont Park. Eighteen (18) trains depart from Penn Station to Belmont Park with the FIRST being at **9:38 AM** and the LAST at **4:27 PM**. Three (3) additional trains from Penn Station will connect at Jamaica for service to Belmont Park with the last leaving at **5:20 PM**. Those traveling from Atlantic Terminal in Brooklyn or traveling west from Nassau or Suffolk must change at Jamaica to catch a Belmont-bound train.

Westbound

Trains will begin departing Belmont Park Station at **4:19 PM** with subsequent departures at **5:05 PM**, **5:19 PM**, **5:45 PM**, and **6:35 PM**. After the Belmont Stakes race, trains will depart Belmont Station as quickly as possible on a "load and go" basis until Belmont Park closes and everyone is accommodated. Those heading home via Atlantic Terminal, Brooklyn or traveling east of Jamaica must change at Jamaica for their train.

BELMONT PARK



EXIT TO CROSS ISLAND NORTH
GATES 12 & 13



BROWN
WEST TUNNEL
PARKING
H

GREEN
PARKING
I

BLUE
PARKING
J

GATE 1 EXIT TO
HEMPSTEAD WEST

RED
PREFERRED
PARKING
G

PREFERRED
BEIGE
F

PREFERRED
SILVER
C

CROSS ISLAND PK WAY

GATE 3

YELLOW FIELD ENTRANCE
HEMPSTEAD TURNPIKE

YELLOW
PARKING
E

EXIT TO CROSS ISLAND NORTH GATE 17
EXIT TO CROSS ISLAND SOUTH GATE 16

PINK
PARKING
D

SILVER
PREFERRED PARKING
B

GATE 5

ORANGE
HORSEMEN'S PARKING
N

BUS CIRCLE

CLUBHOUSE
ENTRANCE

GOLD
EXECUTIVE PARKING
L

PURPLE
V.I.P. CLUBHOUSE PARKING
M

GOLD
CLUBHOUSE
PARKING
K

GATE 8

EXIT TO HEMPSTEAD GATE 5

PLAINFIELD

EXIT TO PLAINFIELD
GATE 8

EXIT TO CROSS ISLAND NORTH
GATES 12 & 13

LIRR ENTRANCE
GATE D
GRANDSTAND



PLAYGROUND
DUCK POND
MARQUEE TENT
PADDOCK GATE ENTRANCE

Parking



LIRR Fares

From New York, Brooklyn and Woodside:
One-Way \$9.00; Round-Trip \$16.00

From Jamaica:

One-Way \$8.00; Round-Trip \$13.00

Round-Trip fares from Long Island
with transfer at Jamaica:

Zone 3 (Rosedale, St. Albans, Queens Village,
Hollis) -- \$13.00

Zone 4 (Far Rockaway, Lynbrook, Hempstead,
Mineola) -- \$15.00

Zone 7 (Long Beach, Massapequa, Hicksville,
Oyster Bay) -- \$17.00

Zone 9 (Babylon, Deer Park, Huntington,
Northport) -- \$21.00

Zone 10 (Bay Shore, Sayville, Ronkonkoma,
Patchogue, Port Jefferson) -- \$27.00

LIRR Tickets

- Buy Round-Trip tickets in advance at LIRR Ticket Offices, Full Service Ticket Machines, or through MTA eTix®. (On-board fares cost more.)
- Only Belmont Park tickets will be accepted for train service to and from Belmont Park.
- Other ticket types (CityTicket, monthly, weekly and Ten-Trip tickets) are not valid on Belmont Park trains. *Note: Monthly and weekly ticket holders can use their commuter tickets for travel to and from Jamaica, but must purchase a Belmont Park ticket prior to boarding at Jamaica to cover the fare between Belmont Park and Jamaica.*

LIRR Ticket Machine Instructions

Tickets are available at LIRR Full-Service Ticket Machines (gray, blue or green).

- Press the “Deals & Getaways” button on the first screen
- Select “Belmont Park”
- Pay with cash, ATM/debit or credit cards

LIRR Travel Tips

- Buy Round-Trip Belmont Park tickets in advance
- Listen for announcements to board trains to and from Belmont Park
- Look for LIRR personnel who will be assigned to assist you
- No alcohol allowed on LIRR trains
- No alcohol allowed into Belmont Park
- No coolers, backpacks or luggage
- No purses larger than 12” in diameter
- This schedule/plan is subject to change
- After the Stakes, wait times can range from 15 minutes to 2 hours depending on attendance level

Belmont Stakes Information

Visit BelmontStakes.com for more information on:

- Admission and Tickets
- Race Times
- Prohibited Items
- Post-Race Concerts
- All other event details.

Belmont Park Information

For more information about the Belmont Stakes Racing Festival, including race time, please visit BelmontStakes.com.

For travel information, see schedules at www.mta.info/lirr, call 511 and say “LIRR,” or download the LIRR Train Time App.

Long Island Rail Road Belmont Stakes Train Service

Effective June 8, 2019 Only



Long Island Rail Road
is pleased to offer service to the
2019 Belmont Stakes



#LIRR #MTAETIX



Alcohol Policy

- The MTA Police will be enforcing a no-alcohol policy on trains to Belmont Park
- Bags are subject to search prior to boarding Belmont Park trains at Penn Station and at Jamaica Station
- **No alcoholic beverages of any kind will be permitted to be brought into the Belmont Park facility**

The restriction regarding alcohol has been enacted in the interest of patron safety and in an attempt to make sure that people drink responsibly.

NYRA Security Policies

The New York Racing Association has enhanced security protocols for fans attending the 2019 Belmont Stakes on Saturday, June 8. For a complete listing of prohibited items, please visit BelmontStakes.com.

Belmont Stakes Day Admission

We encourage all fans to buy tickets in advance as the event may sell out. Please note, the \$1 off admission will not apply. To purchase admission to the Belmont Stakes, visit BelmontStakes.com.



Belmont Stakes Train Service - Effective June 8, 2019 Only

| | | Saturday June 8, 2019 Only 11:35 AM First Post Time | | | | | | | | | | | | | | | | | | | | |
|-------------------|--|---|--------|---------|---------|---------|---------|---------|---------|---------|---------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|
| | | AM | | AM | | AM | | AM | | PM | | PM | | PM | | PM | | | | | | |
| PENN STATION | | 8:37 | 9:52 | 10:26 | 10:37 | 11:06 | 11:37 | 11:52 | 12:26 | 12:37 | 1:09 | 1:37 | 1:53 | 2:26 | J 2:43 | 2:52 | 3:25 | 3:37 | 4:06 | 4:12 | 4:28 | J 4:55 |
| Woodside | | J 8:24 | J 9:54 | J 10:24 | J 10:24 | J 11:17 | J 11:24 | J 11:54 | J 12:24 | J 12:24 | J 1:17 | J 1:24 | J 1:54 | J 2:24 | J 2:54 | J 2:54 | J 3:24 | J 3:24 | J 3:54 | J 4:24 | J 4:24 | J 4:54 |
| ATLANTIC TERMINAL | | J 8:19 | J 9:49 | J 10:19 | J 10:19 | J 10:48 | J 11:19 | J 11:48 | J 12:19 | J 12:19 | J 12:48 | J 1:19 | J 1:48 | J 2:19 | J 2:48 | J 2:48 | J 3:19 | J 3:19 | J 3:48 | J 4:19 | J 4:19 | J 4:48 |
| East New York | | J 8:24 | J 9:52 | J 10:24 | J 10:24 | J 10:32 | J 11:24 | J 11:52 | J 12:24 | J 12:24 | J 1:24 | J 1:52 | J 2:24 | J 2:52 | J 3:24 | J 3:24 | J 3:52 | J 4:24 | J 4:24 | J 4:52 | J 4:52 | J 5:20 |
| JAMAICA (Arrive) | | 9:58 | 10:13 | 10:47 | 11:00 | 11:30 | 12:00 | 12:13 | 12:47 | 1:00 | 2:00 | 2:13 | 2:47 | 3:03 | 3:13 | 3:48 | 3:58 | 4:30 | 4:33 | 4:47 | 4:47 | 5:18 |
| JAMAICA (Leave) | | 10:00 | 10:15 | 10:49 | 11:02 | 11:32 | 12:02 | 12:15 | 12:49 | 1:02 | 2:02 | 2:15 | 2:49 | 3:12 | 3:15 | 3:51 | 4:00 | 4:32 | 4:40 | 4:56 | 4:56 | 5:20 |
| BELMONT PARK | | 10:12 | 10:27 | 11:02 | 11:14 | 11:44 | 12:14 | 12:27 | 13:01 | 1:14 | 1:44 | 2:14 | 2:27 | 3:01 | 3:24 | 3:27 | 4:03 | 4:12 | 4:44 | 4:52 | 5:02 | 5:32 |
| Train # | | 7600 | 7602 | 7604 | 7606 | 7608 | 7610 | 7616 | 7618 | 7620 | 7622 | 7624 | 7626 | 7652 | 7650 | 7660 | 7630 | 7632 | 7634 | 7636 | 7638 | 7638 |

Eastbound: To Belmont Park

Reference Notes

- J** Change at Jamaica. The track of your connecting train will be announced
- Woodside** Westbound trains may depart Woodside station up to three minutes earlier than times shown.



Belmont Station is accessible to mobility-impaired customers from the east end of the station platform. Please contact the station for a full and complete listing of accessible services for you at the train at Belmont Station.

Westbound: To Jamaica, Brooklyn & New York

For explanation, see "Reference Notes"
Saturday
June 8, 2019 Only
11:35 AM First Post Time

| | | AM | | AM | | PM | | PM | | PM | | PM | | PM | | PM | |
|-------------------|--|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|
| BELMONT PARK | | 4:19 | 5:05 | 5:19 | 5:45 | 6:35 | 6:48 | 7:00 | 7:03 | 7:05 | 7:07 | 7:11 | 7:10 | 7:09 | 7:09 | 7:09 | 7:09 |
| JAMAICA (Arrive) | | 4:31 | 5:17 | 5:37 | 5:57 | 6:47 | 6:59 | 7:10 | 7:10 | 7:10 | 7:10 | 7:10 | 7:10 | 7:10 | 7:10 | 7:10 | 7:10 |
| East New York | | 4:38 | 5:22 | 5:38 | 5:58 | 6:48 | 6:59 | 7:10 | 7:10 | 7:10 | 7:10 | 7:10 | 7:10 | 7:10 | 7:10 | 7:10 | 7:10 |
| Nostrand Avenue | | J 4:59 | J 5:31 | J 5:59 | J 6:31 | J 6:59 | J 7:04 | J 7:10 | J 7:10 | J 7:10 | J 7:10 | J 7:10 | J 7:10 | J 7:10 | J 7:10 | J 7:10 | J 7:10 |
| ATLANTIC TERMINAL | | J 5:04 | J 5:36 | J 6:04 | J 6:36 | J 7:04 | J 7:10 | J 7:10 | J 7:10 | J 7:10 | J 7:10 | J 7:10 | J 7:10 | J 7:10 | J 7:10 | J 7:10 | J 7:10 |
| Woodside | | J 4:48 | J 5:42 | J 6:10 | J 6:42 | J 7:10 | J 7:10 | J 7:10 | J 7:10 | J 7:10 | J 7:10 | J 7:10 | J 7:10 | J 7:10 | J 7:10 | J 7:10 | J 7:10 |
| PENN STATION | | J 4:59 | J 5:47 | J 6:18 | J 6:48 | J 7:09 | J 7:10 | J 7:10 | J 7:10 | J 7:10 | J 7:10 | J 7:10 | J 7:10 | J 7:10 | J 7:10 | J 7:10 | J 7:10 |
| Train # | | 7601 | 7603 | 7605 | 7607 | 7611 | 7611 | 7611 | 7611 | 7611 | 7611 | 7611 | 7611 | 7611 | 7611 | 7611 | 7611 |

Immediately following the stakes race and until Belmont Park closes, trains will depart approximately every 15 minutes to Jamaica, Brooklyn and New York.

Leaving the Park (after the Stakes race)

LIRR personnel will be assigned at key locations to assist customers. Announcements will provide customers with train departure information. **WAIT TIMES CAN RANGE FROM 15 MINUTES TO 2 HOURS. ONCE INSIDE THE QUEUING AREA, CUSTOMERS CAN EXPECT WAIT TIMES OF 15 - 60 MINUTES. CUSTOMERS WAITING TO ENTER THE QUEUING AREA CAN EXPECT LONGER WAIT TIMES FOR TRAINS, POSSIBLY UP TO 2 HOURS.**

