



Long Island Rail Road
Going your way

BID SHEETS

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

October 2, 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 2844	Warehouse Person Permanent (A. Medina)	Karl Holland	10/2/19
P&L 2845	Warehouse Person Permanent (J. Fanesi)	Matthew Lombardi	10/9/19
P&L 2846	Warehouse Person-V/V Permanent (H. Barry)	NO BIDS RECEIVED	
P&L 2847	Assistant Warehouse Person Morris Park/Richmond Hill Permanent (A. Mulet)	NO BIDS RECEIVED	
P&L 2848	Warehouse Person-SF-V/V Permanent (M. Lombardi)	NO BIDS RECEIVED	
P&L 2849	Warehouse Person – ESA Permanent (J. Mathiesen)	Crystal Howard-Lowe	10/2/19
P&L 2850	Warehouse Person Permanent (F. Perez)	Travis Napoli	10/2/19

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

POSTED: 9:00 AM
October 2, 2019

THE LONG ISLAND RAIL ROAD
DEPUTY CHIEF STORES OFFICER – STORES OPERATION & MATERIALS
BULLETIN NO. P&L - 2851

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 11, 2019. Bids can be faxed to Ext. 3279 or sent via interoffice mail to MC: 3131.

POSITION: Warehouse Person - (K. Holland) – 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 2, 2019

THE LONG ISLAND RAIL ROAD
DEPUTY CHIEF STORES OFFICER – STORES OPERATION & MATERIALS
BULLETIN NO. P&L – 2852

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 11, 2019**. Bids can be faxed to Ext. 3279 or sent via interoffice mail to MC: 3131.

POSITION: Warehouse Person – (C. Elliot) – Temporary
LOCATION: Hillside
TOUR OF DUTY: 11:30 AM – 7:30 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 2, 2019

THE LONG ISLAND RAIL ROAD
DEPUTY CHIEF STORES OFFICER – STORES OPERATION & MATERIALS
BULLETIN NO. P&L – 2853

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 11, 2019**. Bids can be faxed to Ext. 3279 or sent via interoffice mail to MC: 3131.

POSITION: Warehouse Person – (M. Lombardi) – Permanent
LOCATION: Hillside – Shop Floor
TOUR OF DUTY: 4:00 PM – 12:00 AM
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 2, 2019

RE-ADVERTISED

THE LONG ISLAND RAIL ROAD DEPUTY CHIEF STORES OFFICER – STORES OPERATION & MATERIALS BULLETIN NO. P&L – 2854

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 11, 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, 2812, 2814, 2817, 2821, 2823, 2828, 2837 & 2846)

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 2, 2019

RE-ADVERTISED

**THE LONG ISLAND RAIL ROAD
DEPUTY CHIEF STORES OFFICER – STORES OPERATION & MATERIALS
BULLETIN NO. P&L – 2855**

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 11, 2019**. Bids can be faxed to Ext. 3279 or sent via interoffice mail to MC: 3131.

POSITION: Assistant Warehouse Person – (A. Mulet) – Permanent
RE-ADVERTISED (P&L – 2847)
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 2, 2019

RE-ADVERTISED

THE LONG ISLAND RAIL ROAD DEPUTY CHIEF STORES OFFICER – STORES OPERATION & MATERIALS BULLETIN NO. P&L – 2856

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 11, 2019**. Bids can be faxed to Ext. 3279 or sent via interoffice mail to MC: 3131.

POSITION: Warehouse Person - (M. Lombardi) – Permanent
RE-ADVERTISED (P&L – 2840 & 2848)
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 2, 2019

THE LONG ISLAND RAIL ROAD
DEPUTY CHIEF STORES OFFICER – STORES OPERATION & MATERIALS
BULLETIN NO. P&L – 2857

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 11, 2019**. Bids can be faxed to Ext. 3279 or sent via interoffice mail to MC: 3131.

POSITION: Warehouse Person – (A. Thompson) – 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 2 2019

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

DATE: October 2, 2019

AGENT'S BULLETIN NO. SD-17-2019

This bulletin will close **at 5:00 PM on Friday, October 11, 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 Theresa Dorsey, 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 (AT501)
Location:		Patchogue
Tour of Duty:		9am – 5pm
Rate of Pay:		\$41.58
Rest Days:		Saturday/Sunday

AWARDS TO AGENT'S BULLETIN SD-16-2019

	<u>JOB #</u>	<u>NAME</u>	<u>AWARD DATE</u>
POSITION NO. 1	Temporary AT501	Re-Advertised	

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

DATE: October 2, 2019

BULLETIN NO. SD-19-2019

This bulletin will close **at 5:00 PM on Friday, October 11, 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 Theresa Dorsey, 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 (C700)
Location:		Bethpage Facility TSM
Tour of Duty:		6am – 2pm
Rate of Pay:		\$36.618
Rest Days:		Sunday/Monday

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

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

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

Position No. 2	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.

Position No. 3	Temporary	Ambassador
Location:		Various
Tour of Duty:		Various
Rate of Pay:		\$32.483
Rest Days:		Same as Position No. 2

Position No. 4	Temporary	Ambassador
Location:		Various
Tour of Duty:		Various
Rate of Pay:		\$32.483
Rest Days:		Various
Primary Duties:		Same as Position No. 2

Position No. 5	Permanent	Ambassador
Location:		Various
Tour of Duty:		Various
Rate of Pay:		\$32.483
Rest Days:		Various
Primary Duties:		Same as Position No. 2

Position No. 6	Permanent	Ambassador
Location:		Various
Tour of Duty:		Various
Rate of Pay:		\$32.483
Rest Days:		Various
Primary Duties:		Same as Position No. 2

Position No. 7	Permanent	Ambassador
Location:		Various
Tour of Duty:		Various
Rate of Pay:		\$32.483
Rest Days:		Various
Primary Duties:		Same as Position No. 2

Position No. 8	Permanent	Station Appearance Maintainer (HC501)
Location:		Jamaica/ATL/NOST
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 Required to operate singly and/or part of a team to clean and maintain the appearance of the Long Island Rail Road properties, stations, office buildings and other appurtenances associated with Company property. Routine work includes the operation of mechanical cleaning equipment. Must perform work in accordance with written and oral instructions that specify the priority and frequency of daily duties at each location. Responsible to perform duties as directed. All duties must be performed in an efficient and courteous manner. Responsible to complete daily station cleaning reports and to provide reports to supervisors as directed. Must drive between Long Island Rail Road properties. Must make minor repairs (e.g., change flat tires) as necessary to completion of daily assignment. Must hold a valid New York State Driver's License. Must be able to understand and follow road maps and/or written descriptions to travel between locations. Must carry pocket pager device while on duty to communicate with supervisors and carry photo identification card to provide positive employee identification at all times.

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

Primary Duties for Chief Station Appearance Maintainer - Spray Wash: Must be able to supervise, coordinate and instruct Station Appearance Maintainers in the performance of their duties. Must be completely familiar with the work rules of employees being supervised. The Chief Station Appearance Maintainer, as directed by the foreman and/or the manager, provides a safe, clean environment for customers and employees and is required to perform Station Appearance Maintainer/Laborer duties. Required to operate singly and/or part of a team to clean and maintain the appearance of the Long Island Rail Road properties, stations, office buildings and other appurtenances associated with Company property. Routine work includes the operation of mechanical cleaning equipment. Must perform work in accordance with written and oral instructions that specify the priority and frequency of daily duties at each location. Responsible to perform duties as directed. All duties must be performed in an efficient and courteous manner. Responsible to complete daily station cleaning reports and to provide reports to supervisors as directed. Must drive between Long Island Rail Road properties. Responsible for operation of vehicles/equipment and must make minor repairs (e.g., change flat tires) as necessary to completion of daily assignment. Must hold a valid New York State Driver's License. A copy of the driver's license must be on file with Customer Services. Must be able to understand and follow road maps and/or written descriptions to travel between locations. Must carry pocket pager device while on duty to communicate with supervisors and carry photo identification card to provide positive employee identification at all time

Primary Duties for Chief Station Appearance Maintainer - HDC Must be able to supervise, coordinate and instruct Station Appearance Maintainers in the performance of their duties. Must be completely familiar with the work rules of employees being supervised. The Chief Station Appearance Maintainer, as directed by the foreman and/or the manager, provides a safe, clean environment for customers and employees and is required to perform Station Appearance Maintainer/Laborer duties.

Required to operate singly and/or part of a team to clean and maintain the appearance of the Long Island Rail Road properties, stations, office buildings and other appurtenances associated with Company property. Routine work includes the operation of mechanical cleaning equipment. Must perform work in accordance with written and oral instructions that specify the priority and frequency of daily duties at each location. Responsible to perform duties as directed. All duties must be performed in an efficient and courteous manner. Responsible to complete daily station cleaning reports and to provide reports to supervisors as directed. Must drive between Long Island Rail Road properties. Responsible for operation of vehicles/equipment and must make minor repairs (e.g., change flat tires) as necessary to completion of daily assignment. Must hold a valid New York State Driver's License. A copy of the driver's license must be on file with Customer Services. Must be able to understand and follow road maps and/or written descriptions to travel between locations. Must carry pocket pager device while on duty to communicate with supervisors and carry photo identification card to provide positive employee identification at all time

Position No. 9	Permanent	Station Appearance Maintainer (RSC4)
Location:		Atlantic Terminal SAM/Chief
Tour of Duty:		Thursday/Friday – Chief – 6am – 2pm Saturday – SAM - 2pm – 10pm Sunday/Monday – SAM - 9:30pm – 5:30am
Rate of Pay:		Thursday/Friday - Chief– \$34.517 Saturday – SAM - \$30.220 Sunday/Monday – SAM - \$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.

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. 10	Permanent	Station appearance Maintainer (V902)
Location:		Morris Park/Valley Stream
Tour of Duty:		Monday/Tuesday (MP) - 6:15am - 2:15pm Wednesday – (Valley Stream) - 6am – 2pm Saturday/Sunday (Morris Park) – 6am – 2pm
Rate of Pay:		\$31.147
Rest Days:		Thursday/Friday

Primary Duties: Required to operate singly and/or part of a team to clean and maintain the appearance of the Long Island Rail Road properties, stations, office buildings and other appurtenances associated with Company property. Routine work includes the operation of mechanical cleaning equipment. Must perform work in accordance with written and oral instructions that specify the priority and frequency of daily duties at each location. Responsible to perform duties as directed. All duties must be performed in an efficient and courteous manner. Responsible to complete daily station cleaning reports and to provide reports to supervisors as directed. Must drive between Long Island Rail Road properties. Must make minor repairs (e.g., change flat tires) as necessary to completion of daily assignment. Must hold a valid New York State Driver's License. Must be able to understand and follow road maps and/or written descriptions to travel between locations. Must carry pocket pager device while on duty to communicate with supervisors and carry photo identification card to provide positive employee identification at all times

Position No. 11	Permanent	Station Appearance Maintainer (RSC1)
Location:		Jamaica SAM/Chief
Tour of Duty:		Wed/Thurs/Fri – SAM – 4pm- 12am Saturday/Sunday – Chief – 4pm – 12am
Rate of Pay:		Wed/Thurs/Fri – SAM – \$30.220 Saturday/Sunday – Chief – \$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. 12	Permanent	Station Appearance Maintainer (V453)
Location:		Port Washington
Tour of Duty:		3:30pm – 11:30pm
Rate of Pay:		\$31.147
Rest Days:		Saturday/Sunday
Primary Duties		Same as Position No. 10

Position No. 13	Permanent	Station Appearance Maintainer (V471)
Location:		Garden City
Tour of Duty:		6am – 2pm
Rate of Pay:		\$31.147
Rest Days:		Friday/Saturday
Primary Duties		Same as Position No. 10

Position No. 14	Permanent	Station Appearance Maintainer (HMC113)
Location:		Hillside Complex
Tour of Duty:		7:30am – 3:30pm
Rate of Pay:		\$30.220
Rest Days:		Saturday/Sunday

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

Required to receive deliveries and to move furniture from one location to another within the complex. Will be required to set up as requested: Conference rooms, cafeteria, classrooms, etc. This will include the moving of chairs, tables, partitions and temporary walls for scheduled staff meetings or different departments. Station Appearance Maintainer must be available as directed for emergency and safety related problems and to maintain bathrooms and heavily used areas.

Position No. 15	Permanent	Station Appearance Maintainer (HMC111)
Location:		Hillside Complex
Tour of Duty:		6:30am – 2:30pm
Rate of Pay:		\$30.220
Rest Days:		Saturday/Sunday
Primary Duties:		Same as Position No. 14

Position No. 16	Temporary	Station Appearance Maintainer (V480)
Location:		Ronkonkoma Yard
Tour of Duty:		4:30pm – 12:30am
Rate of Pay:		\$31.147
Rest Days:		Saturday/Sunday
Primary Duties:		Same as Position No. 10

We are accepting resumes for the APPOINTED position of **Holiday Express Train Reservation Supervisor** in the Stations Department. Please forward resumes to Anthony Arcadipane, Assistant Manager- Ticket Services, via email to ararcad@lirr.org by 5pm October 11,2019. PLEASE INCLUDE YOUR EMPLOYEE NUMBER, YOUR LIRR EXTENSION, HOME PHONE or CELL NUMBER AND ADDRESS ON YOUR COVER LETTER/RESUME.

POSITION: TEMPORARY
Holiday Express Train Reservation Supervisor
(Exception 4 position represented by TCU)

LOCATION: Jamaica Finance Building

TOUR OF DUTY: 7:00 AM – 3:00 PM

RATE OF PAY: \$40.383

RELIEF DAYS: Saturday/Sunday

JOB SUMMARY:

This position will be used to supervise the Holiday Express Train Reservation office for the holiday months. They will be required to take on the responsibility of ensuring all reservations are completed correctly, in a timely manner and customers are satisfied with the outcome of their trip on the Holiday Express Trains. Will have the responsibility of ensuring that all revenue is collected correctly from the sale of the seats on the Holiday Express Trains.

WORK PERFORMED:

1. Supervise all aspects of the Holiday Express Reservation office from collecting reservations through email, mail and phone calls to charging credit cards, printing tickets, checking seating charts to make sure customers are seated correctly and monitoring the duties of the reservation clerk.
2. Correspond through email and phone calls with customers who are interested in reserving seats on the Holiday Express Trains.
3. Input reservations into the Reservation database, print out and email required confirmations for customers.
4. Report telephone, computer, printer, database and Ticket Office Machine (TOM) problems to the appropriate area to keep the functions of the office running to complete reservations.
5. Correctly charge customer's credit cards and reconcile the (TOM) tour to end of day credit card system reports.
6. Open a TOM tour daily, print tickets correctly, record totals on reservation sheets, and resolve any TOM problems or issues.
7. Oversee all office work for correctness, accuracy and timeliness.
8. Take on the responsibility of maintaining the waiting list and contacting customers if they are eligible to get a reservation.
9. Run seating reports to check in customers on the Holiday Express Trains.
10. Accurately keep track of all tickets given out.

QUALIFICATIONS:

- Prior supervisory experience.
- General knowledge of transportation operation; employee timetables, station locations, train departure times and destinations.
- Familiarity with LIRR stations and branches.
- Familiarity with phone sales and securing pertinent information for reservations.
- Familiarity with LIRR tariffs, revenue information & control procedures.
- Strong customer service background.
- Proficiency in utilizing Microsoft Word, Outlook, Excel and Access as well as TOM qualified and experienced.

We are accepting resumes for the APPOINTED position of **Holiday Express Train Reservation Clerk** in the Stations Department. Please forward resumes to Anthony Arcadipane, Assistant Manager- Ticket Services, via email to ararcad@lirr.org by 5pm October 11,2019. PLEASE INCLUDE YOUR EMPLOYEE NUMBER, YOUR LIRR EXTENSION, HOME PHONE or CELL NUMBER AND ADDRESS ON YOUR COVER LETTER/RESUME.

Position No:	Temporary	Holiday Express Train Exception 4 Reservation Clerk
Location:		Jamaica Finance Building
Tour of Duty:		7:00 AM – 3:00 PM
Rate of Pay:		Base Rate \$40.383
Rest Days:		Saturday/Sunday

Primary Duties: Responsibilities are to administer superior customer service to the public while taking phone and emailed reservations for the Holiday Express Trains.

Listing of some specific duties and responsibilities:

- Reserve seats for multiple dates and multiple persons using a reservation database; compute the correct reservation dollar amount and charge our customer's credit cards.
- Accept 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, rates, schedules, service status, station/facility information, trip planning, fare purchase options, and policy procedures).
- Furnish information over the phone in a clear, professional and pleasant manner under all conditions.
- Print all tickets associated with the reservation process.
- General knowledge of transportation operations; i.e. employee timetables, station locations.
- Familiar with LIRR stations and branches.
- Familiar with phone sales and securing pertinent information for reservations.
- Familiar with LIRR tariffs, revenue information & control procedures.
- Proven excellent customer service background.
- PC proficiency utilizing Microsoft Outlook, Word, Excel, and Access.
- Proficient in using a ticket office machine (TOM).

AWARDS TO BULLETIN SD-18-2019

	<u>JOB #</u>	<u>NAME</u>	<u>AWARD DATE</u>
POSITION NO. 1	Permanent C911	D. Moran (A)	10/2/19
POSITION NO. 2	Temporary CT840	B. Diercks	10/2/19
POSITION NO. 3	Temporary CT842	D. Brienza	10/2/19
POSITION NO. 4	Temporary AMB	Re-Advertised	
POSITION NO. 5	Temporary AMB	Re-Advertised	
POSITION NO. 6	Temporary AMB	Re-Advertised	
POSITION NO. 7	Permanent AMB	Withdrawn	
POSITION NO. 8	Permanent AMB	Re-Advertised	
POSITION NO. 9	Permanent AMB	Re-Advertised	
POSITION NO. 10	Permanent AMB	Re-Advertised	
POSITION NO. 11	Permanent V902	Re-Advertised	
POSITION NO. 12	Permanent H562	T. Lynch	10/8/19
POSITION NO. 13	Temporary L309P	T. Varley	10/2/19
POSITION NO. 14	Permanent HC501	Re-Advertised	
POSITION NO. 15	Permanent RSC4	Re-Advertised	
POSITION NO. 16	Permanent RSC1	Re-Advertised	
POSITION NO. 17	Permanent ATL110	M. James	10/2/19
POSITION NO. 18	Permanent HMC130	A. Thompson	10/2/19
POSITION NO. 19	Temporary V464	M. Alleyne	10/2/19
POSITION NO. 20	Temporary WSY101	W. Lowe	10/2/19

Theresa Dorsey, Director – Stations Support & Administration
Posted: October 2, 2019

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

Bulletin ID: USBUL1-99 **Sequence:** 18

Description: USHER BULLETIN 1/99

Open: 09/18/2019 00:01 **Close:** 09/27/2019 17:00 **Effective:** 10/02/2019 00:01 **Posted:** 09/18/2019 00:01

Asgn	Position	Perm or Temp	Terminal	Emp Num	Employee Name	Rank From
NYU4	USHERS	Temporary	NEW YORK	54034	LUPSKI, S	22 UY0009 U.S 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.

10/01/20 11:28

LONG ISLAND RAILROAD
MANAGEMENT-TRANSPORTATION CREW MANAGEMENT SERVICES

Bulletin ID: USBUL2-00

Bulletin Seq: 18

Bulletin Description: USHER BULLETIN 2/00

Open: 10/02/2019 00:01

Close: 10/11/2019 17:00

Effective: 10/16/2019 00:01

Posted: 10/02/2019 00:01

Asgn	Position	Perm Or Temp	Terminal
UX0009	USHERS	Temporary	LIRR-Extra List

Location VARIOUS

Report Time VARIOUS

Rest Days VARIOUS

Rate Of Pay *\$37.884 BASE RATE

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

MUST COMPLETE LIRR/TCU USHER TRAINING PROGRAM

USHERS ARE EXPECTED TO BE COURTEOUS AT ALL TIMES
IN SOME INSTANCES, THEY MUST BE ABLE TO WORK WITH MINIMAL DIRECTION.

MUST WORK WELL WITH THE PUBLIC

APPLICANTS WILL BE SUBJECT TO A 2 PART EXAM THAT HAS BEEN DEVELOPED BY THE GENERAL STATIONMASTER

PART 1 LIVE ANNOUNCEMENTS AND ACTUAL USE AND UNDERSTANDING OF COMPUTER SYSTEM

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 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.

10/01/20 11:48

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

Bulletin ID: TELBUL2-11 **Sequence:** 30
Description: TELEGRAPHERS BULLETIN 2-11

Open: 09/18/2019 00:01 **Close:** 09/27/2019 08:00 **Effective:** 10/02/2019 00:01 **Posted:** 09/18/2019 00:01

Asgn	Position	Perm or Temp	Terminal	Emp Num	Employee Name	Rank From
FT3	BLOCK OPERATOR	TEMP	BROOK	Readvertis		
JATD1	ASST. TRAIN DIRECTOR	Permanent	JCC TOWER	28330	BAUTISTA, K	29 TX1005 BO LIRR
BO1055	BLOCK OPERATOR	TEMP	LIRR-Extra List	Readvertis		
MT3014	MB TRAINEE	TEMP	LIRR-Extra List	Readvertis		
TR9	BLOCK OPERATOR	Permanent	NASSAU TOWER	Readvertis		
PSCTR1	BLOCK OPERATOR	TEMP	PENN STATION CENTRAL	Readvertis		
PSCTR2	BLOCK OPERATOR	TEMP	PENN STATION CENTRAL	Readvertis		
V3	TRAIN DIRECTOR	Permanent	VALLEY TOWER	54936	MITCHELL, TD	117 TR1 TR JCCT
WS31	TRAIN DIRECTOR	Permanent	WEST SIDE YARD	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.

09/30/20 11:00

LONG ISLAND RAILROAD
MANAGEMENT-TRANSPORTATION CREW MANAGEMENT SERVICES

Bulletin ID: TELBUL2-12

Bulletin Seq: 31

Bulletin Description: TELEGRAPHERS BULLETIN 2-12

Open: 10/02/2019 00:01

Close: 10/11/2019 08:00

Effective: 10/16/2019 00:01

Posted: 10/02/2019 00:01

Asgn	Position	Perm Or Temp	Terminal
BO1055	BLOCK OPERATOR	TEMP	LIRR-Extra List
	Location TELEGRAPHER EXTRA LIST		
	Report Time VARIOUS		
	Rest Days WEDNESDAY & THURSDAY		
	Rate Of Pay \$39.471 HOURLY* (MINIMUM)		
	* DIFFERENTIAL NOT INCLUDED IN ABOVE RATE OF PAY.		

FT3	BLOCK OPERATOR	TEMP	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		

PSCTR1	BLOCK OPERATOR	TEMP	PENN STATION CENTRAL CONTROL
	Location PENN STATION CENTRAL CONTROL TEMPORARY		
	Report Time VARIOUS		
	Rest Days VARIOUS		
	Rate Of Pay *\$39.471 HOURLY		

CANDIDATES AWARDED POSITIONS IN PSCC WILL BE SUBJECT TO THE AGREEMENT BETWEEN THE LIRR AND TCU-TOWER EMPLOYEES.

NOTE: THESE POSITIONS SHALL BE AWARDED IN SENIORITY ORDER FROM EXTRA LIST EMPLOYEES. ONCE AWARDED A TRAINING POSITION, THE EMPLOYEE TRAINING WILL NOT BE INTERRUPTED TO FILL OTHER POSITIONS. UPON COMPLETION OF THE TRAINING PROGRAM, THE EMPLOYEE SHALL REVERT TO THE EXTRA LIST AND WILL BE PAID THE DIFFERENCE BETWEEN THE BLOCK OPERATOR RATE AND THE PSCC CONSOLE OPERATOR RATE.

APPENDIX J SECTION 3 "THE RATE OF PAY FOR A CONSOLE OPERATOR ASSIGNED TO PSCC SHALL BE \$39.471 PER HOUR. DURING THE TRAINING PERIOD, EACH EMPLOYEE SHALL BE COMPENSATED AT THE RATE OF PAY OF HIS/HER FORMER POSITION. UPON SUCCESSFUL COMPLETION OF TRAINING, THE EMPLOYEE SHALL BE PAID FOR HIS/HER TRAINING PERIOD AT THE CONSOLE OPERATOR RATE."

*DIFFERENTIAL IS 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.

10/01/20 11:08

Bulletin ID: TELBUL2-12

Bulletin Seq: 31

Bulletin Description: TELEGRAPHERS BULLETIN 2-12

Open: 10/02/2019 00:01

Close: 10/11/2019 08:00

Effective: 10/16/2019 00:01

Posted: 10/02/2019 00:01

Asgn	Position	Perm Or Temp	Terminal
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PSCTR2	BLOCK OPERATOR	TEMP	PENN STATION CENTRAL CONTROL
Location	PENN STATION CENTRAL CONTROL TEMPORARY		
Report Time	VARIOUS		
Rest Days	VARIOUS		
Rate Of Pay	*\$39.471 HOURLY		

CANDIDATES AWARDED POSITIONS IN PSCC WILL BE SUBJECT TO THE AGREEMENT BETWEEN THE LIRR AND TCU-TOWER EMPLOYEES.

NOTE: THESE POSITIONS SHALL BE AWARDED IN SENIORITY ORDER FROM EXTRA LIST EMPLOYEES. ONCE AWARDED A TRAINING POSITION, THE EMPLOYEE TRAINING WILL NOT BE INTERRUPTED TO FILL OTHER POSITIONS. UPON COMPLETION OF THE TRAINING PROGRAM, THE EMPLOYEE SHALL REVERT TO THE EXTRA LIST AND WILL BE PAID THE DIFFERENCE BETWEEN THE BLOCK OPERATOR RATE AND THE PSCC CONSOLE OPERATOR RATE.

APPENDIX J SECTION 3 "THE RATE OF PAY FOR A CONSOLE OPERATOR ASSIGNED TO PSCC SHALL BE \$39.471 PER HOUR. DURING THE TRAINING PERIOD, EACH EMPLOYEE SHALL BE COMPENSATED AT THE RATE OF PAY OF HIS/HER FORMER POSITION. UPON SUCCESSFUL COMPLETION OF TRAINING, THE EMPLOYEE SHALL BE PAID FOR HIS/HER TRAINING PERIOD AT THE CONSOLE OPERATOR RATE."

*DIFFERENTIAL IS NOT INCLUDED IN ABOVE RATE OF PAY.

TR9	BLOCK OPERATOR	Permanent	NASSAU TOWER
Location	NASSAU TOWER		
Report Time	VARIOUS		
Rest Days	THURSDAY & FRIDAY		
Rate Of Pay	*\$39.471 HOURLY*		
	SATURDAY/SUNDAY -MT1	601AM	
	MONDAY/TUESDAY -MT2	201PM	
	WEDNESDAY -MT3	1001PM	

*DIFFERENTIAL NOT INCLUDED IN ABOVE RATE OF PAY

TR1	TRAIN DIRECTOR	Permanent	JCC TOWER
Location	JCC TOWER		
Report Time	11PM		
Rest Days	TUESDAY & WEDNESDAY		
Rate Of Pay	*\$53.603 HOURLY*		
	THURSDAY-JTD32 JCC-11PM	*53.603 HOURLY	
	FRI/SAT/SUN/MON-JTD31 JCC 11PM	*53.603 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.

Bulletin ID: TELBUL2-12

Bulletin Seq: 31

Bulletin Description: TELEGRAPHERS BULLETIN 2-12

Open: 10/02/2019 00:01

Close: 10/11/2019 08:00

Effective: 10/16/2019 00:01

Posted: 10/02/2019 00:01

Asgn	Position	Perm Or Temp	Terminal
WS31	TRAIN DIRECTOR	Permanent	WEST SIDE YARD
	Location		WEST SIDE YARD
	Report Time		11PM
	Rest Days		TUESDAY & WEDNESDAY
	Rate Of Pay		*\$46.052 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.

10/01/20 11:08

Bulletin ID: TELBUL2-12

Bulletin Seq: 31

Bulletin Description: TELEGRAPHERS BULLETIN 2-12

Open: 10/02/2019 00:01

Close: 10/11/2019 08:00

Effective: 10/16/2019 00:01

Posted: 10/02/2019 00:01

Asgn	Position	Perm Or Temp	Terminal
MT301	MVB TRAINEE	Temporary	LIRR-Extra List
	Location Movement Bureau		
	Report Time VARIOUS		
	Rest Days VARIOUS		
	Rate Of Pay \$39.471 HOURLY* (MINIMUM)		

Please note this position is in accordance with the 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.

10/01/2019 11:08

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

Bulletin ID: CREW8-87 **Sequence:** 81

Description: C/D BULLETIN 8-87

Open: 09/18/2019 00:01 **Close:** 09/27/2019 17:00 **Effective:** 10/02/2019 00:01 **Posted:** 09/18/2019 00:01

Asgn	Position	Perm or Temp	Terminal	Emp Num	Employee Name	Rank From
CX4006	CREW DISPATCHER	Permanent	LIRR-Extra List	56045	TF. 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.

10/01/20 11:22

THE LONG ISLAND RAIL ROAD
MAINTENANCE OF EQUIPMENT DEPARTMENT

October 2, 2019

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

*_**

AWARD BULLETIN NO. 1722

POSITION AWARDED TO THE FOLLOWING:

- Job No. 11 C. Mulea (effective 10/2/2019)
- Job No. 18 A. Longo (effective 10/2/2019)
- Job No. 8 No Qualified Bids Received
- Job No. 27 S. Kurtzman (effective 10/2/2019)
- Job No. 35 K. Szczepanski (effective 10/2/2019)
- Job No. 28 No Qualified Bids Received
- Job No. 34 No Qualified Bids Received

*_**

BULLETIN NO. 1723

APPLICATIONS FOR THE FOLLOWING POSITION WILL BE ACCEPTED BY THE OFFICER NAMED BELOW UNTIL 5:00 PM – OCTOBER 11, 2019

JOB NO. 8

POSITION PERMANENT
LOCATION
TOUR OF DUTY

CLERK RELIEF – CENTRAL MANPOWER
HILLSIDE MAINTENANCE COMPLEX
Sun-Mon 6:30 a.m. to 2:30 p.m.
Tue-Wed-Thu 2:30 p.m. to 10:30 p.m.

RELIEF DAYS

FRIDAY & SATURDAY

RATE OF PAY

\$37.614 PER HOUR

QUALIFICATIONS

MAINTAIN ALL RECORDS AND REPORTS RELATED TO MECHANICAL DEPARTMENT.
HANDLE TIME CARDS, SICK FORMS, PERSONAL DAY FORMS, MAINTAIN FILES AND
OTHER RELATED DUTIES. MUST BE A QUALIFIED AND RAPID TYPIST.
CANDIDATES MUST HAVE SUCCESSFULLY COMPLETED TRAINING PROGRAM.

JOB NO. 28

POSITION PERMANENT
LOCATION
TOUR OF DUTY
RELIEF DAYS
RATE OF PAY
QUALIFICATIONS

CLERK – CENTRAL MANPOWER
HILLSIDE MAINTENANCE COMPLEX
10:30 PM to 6:30 AM
SUNDAY & MONDAY
SAME AS JOB NO. 8
SAME AS JOB NO. 8

JOB NO. 34

POSITION PERMANENT
LOCATION
TOUR OF DUTY
RELIEF DAYS
RATE OF PAY
QUALIFICATIONS

CLERK – CENTRAL MANPOWER
HILLSIDE MAINTENANCE COMPLEX
10:30 PM to 6:30 AM
SUNDAY & MONDAY
SAME AS JOB NO. 8
SAME AS JOB NO. 8

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

REVISION #2 STATIONS DEPARTMENT

NOTICE NO. 2019-28

Date: September 17, 2019
TO: All Stations Department Employees
FROM: James Compton, Chief Stations Officer
SUBJECT: Holiday Notice – Columbus Day – Monday, October 14, 2019



On Monday, October 14, 2019, the following will be in effect:

AGENTS - The following positions WILL NOT work:

A101 **A109** AT316
A104 ~~ATS Claims~~ AT315 AT317

CLERKS – The following positions WILL NOT work:

C138 Jamaica Storage Yard
C922 Jamaica

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	

AMBASSADORS – The following positions WILL NOT work:

AMB05 Penn AMB08 Jam

Foremen:	All those scheduled to work Monday.
Offices Closed:	General Offices, Lost & Found & Medical Facility
Messenger Service:	<u>Will Not</u> operate.
Ambassadors and Clerks:	All those scheduled to work Monday with the exceptions 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.

* * *

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. 2019-30

Date: September 17, 2019
To: All Stations Department Employees
From: James Compton, Chief Stations Officer
Subject: Change to Holiday Pay During Vacations beginning January 2020

Beginning January 1, 2020, we will be adhering to the following Collective Bargaining Agreement rules:

- Agent Agreement Rule 52
- Clerical Agreement Rule 64
- Exception 5 Agreement Rule 37

These rules state in pertinent part:

“An employee having a regular assignment will not be any better or worse off, while on vacation and a holiday intervenes, as to the daily compensation paid by the Carrier that if he/she had remained at work on such assignment; this is not to include casual or unassigned overtime or amounts received from others than the employing Carrier.”
The agreements go on to provide two examples:

Example 1:

When a regularly assigned vacationing employee's position is filled on the holiday, he/she will be allowed the same compensation that he/she would have received had he/she worked, i.e., a day's pay for the holiday plus a day's pay at time and one-half for a total of two and one-half's day's pay.

Example 2:

When a regularly assigned vacationing employee's position is not filled on the holiday. He/she will be paid one day for the holiday and be granted an additional vacation day, or be paid a day's pay in lieu thereof.”

The two examples are to be understood as follows:

Example 1 – if your job works the holiday and it falls within your weeklong vacation, on the actual holiday you will be paid for the holiday and for your job working the holiday (8 straight time hours plus 8 overtime hours).


Example 2- if your job is blanked on the holiday and it falls within your weeklong vacation, on the actual holiday you will be paid holiday pay (8 straight hours) and your vacation will be extended by one day (5 days' vacation turns into 6 days off) on the 6th day you will have a vacation day with the option to return to work and get paid for working your job along with getting paid for a vacation day for a total of 16 hours of straight time, **OR** you can opt to take the day off and get paid for a vacation day. **YOUR CHOICE MUST BE MADE AND TOLD TO CREW THE WEEK BEFORE YOU GO ON VACATION WHEN YOU CONFIRM YOUR ACTUAL TIME OFF.**

Any questions please feel free to call Theresa Dorsey 718-558-4936 (be sure to leave a message)

A well informed employee is the best employee!

STATIONS DEPARTMENT

NOTICE NO. 2019-31

Date: September 19, 2019
TO: All Stations Department Employees
FROM: James Compton, Chief Stations Officer 
SUBJECT: Eastern Standard Time - Effective Sunday, November 3, 2019, at 2 a.m.

With the change from Daylight Savings Time to Eastern Standard Time, all clocks must be set back one hour effective Sunday, November 3, 2019, at 2 a.m.

All TDI clocks that are not changed by TDI before the time change should be covered.

If you are aware of any clocks in your station that are not changed, please advise your supervisor. Ticket agents and chief ticket sellers should inspect all clocks at stations and terminals.

If you have any questions, you may contact your supervisor.

All employees are reminded to be watchful for suspicious activity, behavior and packages, and report to MTA Police at 718-361-2201.



STATIONS DEPARTMENT

NOTICE NO. 2019- 32

Date: September 27, 2019
 To: Stations Department Employees
 From: James Compton, Chief Stations Officer
 Subject: Election Day, Tuesday, November 5, 2019

All ticket agents, ticket clerks, foremen, station appearance maintainers, and customer service ambassadors will be required to work their regular tours.

- LOST & FOUND: Closed
- MAIL & RIDE: Closed
- MEDICAL DEPARTMENT: Closed
- MESSENGER SERVICE: Will not operate
- TICKET OFFICE HOURS: WEEKDAY hours as shown in the Ticket Sales Hours Card
- TICKET SALES: Senior/Disabled/Medicare tickets will be honored all day
- TRAIN SERVICE: Trains will operate on a **REGULAR** schedule.

*Regarding time off to vote: Corporate direction will be provided separately.

If you have any questions, please contact your supervisor.

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



STATIONS DEPARTMENT
NOTICE NO. 2019-33

DATE: September 20, 2019
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, 2019. 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 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.

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.

ASTM F 2413-11
M/I/75/C/75
EH

Example
Label

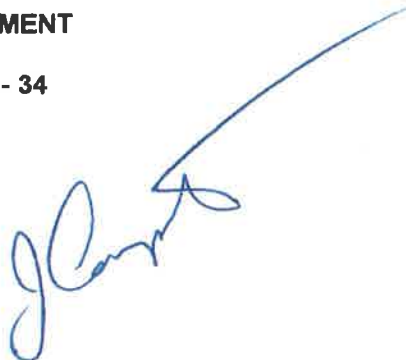
Label Identification	Description
ASTM F 2413-11	Identifies that the footwear is protective footwear that complies with the 2011 ASTM standard. Note: ASTM F 2413-06 is allowable for older shoes, if in good condition.
M or F/I75 C/75	M=Male F=Female I=Impact resistance C=Compression resistance 75=resistant to 75 foot-pound test standards for impact and compression
EH	Identifies footwear with outsole and heel made of electrical insulation properties: shock resistant.



STATIONS DEPARTMENT

NOTICE NO. 2019 - 34

Date: September 20, 2019
To: Stations Department Employees
From: James Compton, Chief Stations Officer
Subject: Veteran's Day – Monday, November 11, 2019 – Employees



1. Pursuant to Section 63 of the New York Public Officer's Law, employees are entitled to leave with pay on Memorial Day and Veteran's Day if they served in active duty in the Armed Forces of the United States and received an honorable discharge or were separated from such service under honorable conditions. In addition, employees are entitled to these days off with pay if they served in the armed forces of a foreign country allied with the United States in any of the following conflicts:
 - World War II
 - Korea
 - Vietnam 12/21/61 through 5/7/75
 - Lebanon 6/1/83 through 12/1/87
 - Grenada 10/23/83 through 11/21/83
 - Panama 12/20/89 through 1/31/90
 - Persian Gulf Conflict
2. If you are scheduled to work on **Monday, November 11, 2019** (Veteran's Day), and would like to request "leave with pay," you must furnish proof of having received an honorable discharge or having been separated under honorable conditions.

NOTE: Employees should submit a DD214 form or equivalent proof to the Crew Office, Mail Code 1106, Jamaica Finance Building or fax number 718-558-7429. If you have any questions, please call the Crew Office.
3. All such requests must be received no later than Friday, October 18, 2019, at 3 p.m.
4. All requests will be granted subject to safety concerns. If denied due to safety concerns, another day off shall be provided.
5. If employees are scheduled to work on Monday, November 11, 2019, and do not request the day off, they will not be entitled to another day off in lieu of the holiday.
6. If November 11th (Veteran's Day) is the employee's relief day, no additional day will be granted. In accordance with the law, the LIRR must only allow those who are scheduled to work the day off without loss of pay.

“Customer Service: Professionalism, Courtesy, Support”