



**Long Island Rail Road**  
*Going your way*

**BID SHEETS**

**THE LONG ISLAND RAILROAD**  
**OFFICE OF THE CHIEF ENGINEER**

**BULLETIN NO. 531**

Bids for the following position in the Office of the Chief Engineer will be received by Stephanie Nutzul, Manager – Resource, Development & Operational Support (email to smnutzu@lirr.org) until 5:00 PM on Friday, August 25, 2023. **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 (PERMANENT)

**LOCATION:** Office of the Chief Engineer  
(Various)

**RATE OF PAY:** \$37.340

**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 (25 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.

Ed McGoldrick  
Chief Engineer

**POSTED:** August 16, 2023

**THE LONG ISLAND RAIL ROAD**

**OFFICE OF THE ASST. DEPUTY CHIEF PROCUREMENT OFFICER**

**August 16, 2023**

**BULLETIN NO. 3415**

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

Bids for the following **PERMANENT** position in the Procurement Department will be accepted by the officer named below until 5:00 PM on August 25, 2023.

**POSITION:** Inquiry Clerk (G. Schaefer) - PERMANENT  
**Start Date:** September 6, 2023

**LOCATION:** JCC, 3 Floor  
Jamaica, NY

**TOUR OF DUTY:** 8:00 AM - 4:00 PM or 7:30 AM- 3:30 PM

**REST DAYS:** Saturday and Sunday

**RATE OF PAY:** \$39.01 per hour

**DUTIES:** Formally tabulate vendor price quotations, maintain vendor records in PeopleSoft, set up blanket orders in PeopleSoft, maintain control logs and records; prepare/mail correspondence to vendors/company personnel and various other related administrative duties. This position is also responsible for records retention and maintenance of departmental files and documentation. Other related duties.

This position requires the utilization of a computer for various computer applications including the PeopleSoft and spreadsheet analyses (Excel, Word).

Jacqueline Waddell  
Sr. Director, Services & Non-Capital Procurements  
Procurement Department  
Mail Code 0335

Posted: 9:00 AM  
August 16, 2023

Under the contract effective July 26, 1982, the following must be included on LIRR bid application: Seniority date, current position held, and date awarded current position.

# **REVISED**

**THE LONG ISLAND RAIL ROAD  
Assistant Deputy Chief Stores Officer  
MTA Material Management & Distribution**

**August 16, 2023**

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

## **NOTICE OF AWARDS**

<b><u>BULLETIN #</u></b>	<b><u>POSITION</u></b>	<b><u>EMPLOYEE</u></b>	<b><u>EFFECTIVE DATE</u></b>
3398	Stores Truck Driver Permanent (M. Reynolds)	NO BIDS RECEIVED	
3400	Assistant Warehouse Person Morris Park – Permanent (D. Hyde)	NO BIDS RECEIVED	

**Eric Florio**

Assistant Deputy Chief Stores Officer  
MTA Material Management & Distribution

POSTED: 9:00 AM  
August 16, 2023

# **WITHDRAWN**

**THE LONG ISLAND RAIL ROAD  
ASSISTANT DEPUTY CHIEF STORES OFFICER  
MTA MATERIAL MANAGEMENT & DISTRIBUTION  
BULLETIN NO. 3402**

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

Bids for the following position in the organization of Material Management & Distribution will be accepted by the Officer named below until the close of business on **Friday, August 25, 2023**. Bids can be faxed to Ext. 3279 or sent via interoffice mail to MC: 3131.

**POSITION:** Stockman - (D. Darienzo) – Permanent  
**LOCATION:** Morris Park  
**TOUR OF DUTY:** 7:30 am – 3:30 pm  
**REST DAYS:** Saturday & Sunday  
**RATE OF PAY:** \$42.067 per hour

**DUTIES:** Must be proficient in WMS and MAXIMO operations and perform all appropriate input. Must have a complete working knowledge of all Stores activities, including knowledge of the entire Long Island Rail Road procurement system, including, but not limited to the following:

Payroll (CTAMS), and must coordinate overtime through user departments. Monthly Stock Status reports, MP-151, SK-35, MW-12, Material Consumption report. Brass report, Wheel and Axle report, Bin Location report. Must have complete working knowledge of the Long Island Rail Road accounting system and its relation to the Stores Department. Will be required to set up complete inventory system and be able to maintain same. Must have a working knowledge of Stores Department shipping and receiving systems as it relates to the user's activities. Perform all other related duties as assigned.

Must have leadership qualities as the span of control encompasses the direction, motivation, supervision and control of two or more employees. Must be able to conduct oneself in a business-like fashion in all oral and written communications.

**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.

**Eric Florio**  
Assistant Deputy Chief Stores Officer  
MTA Material Management & Distribution

POSTED: 9:00 AM  
August 16, 2023

# **RE-ADVERTISED**

**THE LONG ISLAND RAIL ROAD  
ASSISTANT DEPUTY CHIEF STORES OFFICER  
MTA MATERIAL MANAGEMENT & DISTRIBUTION  
BULLETIN NO. 3403**

TO ALL EMPLOYEES INCLUDED IN CONSOLIDATED SYSTEM SENORITY OF CLERICAL FORCES:

Bids for the following position in the organization of Material Management & Distribution will be accepted by the Officer named below until the close of business on **Friday, August 25, 2023**. Bids can be faxed to Ext. 3279 or sent via interoffice mail to MC: 3131.

**POSITION:** Assistant Warehouse Person – (D. Hyde) – Permanent  
**RE-ADVERTISED (3400)**

**LOCATION:** Morris Park

**TOUR OF DUTY:** 7:30 AM – 3:30 PM

**REST DAYS:** Saturday & Sunday

**RATE OF PAY:** \$36.243 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.

**Eric Florio**  
Assistant Deputy Chief Stores Officer  
MTA Material Management & Distribution

POSTED: 9:00 AM  
August 16, 2023

**THE LONG ISLAND RAILROAD  
OFFICE OF THE CHIEF STATIONS OFFICER  
STATIONS DEPARTMENT**

**DATE: August 16, 2023**

**BULLETIN NO.: SD-16-2023**

**This bulletin will close at 5:00 PM on Friday, August 25, 2023**

It will be open to employees included in the consolidated system seniority roster for AGENT forces. All bids must be received 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 by sending the CT-88 interoffice, Fax, and email. The following information must be included in all bids: Seniority date, the date last awarded a position, and current position.

All bids can be sent to **Stations Department – Crew Office, Jamaica Mail Code 1106** via interoffice mail or you can scan or take a picture of your CT-88 and email to: **LIRRStationsDeptBids@lirr.org** or you can fax your CT-88 to the crew office at 718-558-7429.

For all emails: **Be sure to put your Name in the subject line and the word BID. EX: JOHN SMITH-BID**

All bid withdrawals can either be done by calling crew or emailing the same email address before the bulletin closes. If you are close to the closing date/time of the bid be sure to call crew directly to get a verification that the bid has been withdrawn.

All emailed bids and withdrawal requests will receive an email response within 48 hours of your original email, if you do not receive a response after 48 hours, please call the crew dispatcher's office to inquire.

---

<b>Position No.</b>	1	Permanent	(A700) Agent
---------------------	---	-----------	--------------

<b>Location:</b>	Bethpage Facility
------------------	-------------------

<b>Tour of Duty:</b>	Tue – Sat 6:00AM – 2:00PM
----------------------	---------------------------

<b>Rate of Pay:</b>	\$50.245
---------------------	----------

<b>Rest Days:</b>	Sunday / Monday
-------------------	-----------------

---

<b>Position No.</b>	2	Permanent	(A708) Agent
---------------------	---	-----------	--------------

<b>Location:</b>	Ronkonkoma
------------------	------------

<b>Tour of Duty:</b>	Wed – Sun 5:00AM – 1:00PM
----------------------	---------------------------

<b>Rate of Pay:</b>	\$47.361
---------------------	----------

<b>Rest Days:</b>	Monday / Tuesday
-------------------	------------------

---





**THE LONG ISLAND RAILROAD  
OFFICE OF THE CHIEF STATIONS OFFICER  
STATIONS DEPARTMENT**

**DATE: August 16, 2023**

**BULLETIN NO.: SD-16-2023**

**This bulletin will close at 5:00 PM on Friday, August 25, 2023**

It will be open to employees included in the consolidated system seniority roster for CLERICAL forces. All bids must be received 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 by sending the CT-88 interoffice, Fax, and email. The following information must be included in all bids: Seniority date, the date last awarded a position, and current position.

All bids can be sent to **Stations Department – Crew Office, Jamaica Mail Code 1106** via interoffice mail or you can scan or take a picture of your CT-88 and email to: **LIRRStationsDeptBids@lirr.org** or you can fax your CT-88 to the crew office at 718-558-7429.

For all emails: **Be sure to put your Name in the subject line and the word BID. EX: JOHN SMITH-BID**

All bid withdrawals can either be done by calling crew or emailing the same email address before the bulletin closes. If you are close to the closing date/time of the bid be sure to call crew directly to get a verification that the bid has been withdrawn.

All emailed bids and withdrawal requests will receive an email response within 48 hours of your original email, if you do not receive a response after 48 hours, please call the crew dispatcher's office to inquire.

**PRIMARY DUTIES WILL BE LISTED AFTER THE JOB POSTINGS**

---

<b>Position No.</b>	1	Temporary	(C307) Ticket Clerk
<b>Location:</b>			Hempstead
<b>Tour of Duty:</b>			Mon – Fri 6:00AM – 2:00PM
<b>Rate of Pay:</b>			\$38.429
<b>Rest Days:</b>			Saturday / Sunday

---

<b>Position No.</b>	2	Temporary	(CG626) Chief Customer Service Clerk
<b>Location:</b>			Grand Central Madison
<b>Tour of Duty:</b>			Sat – Wed 2:00PM – 10:00PM
<b>Rate of Pay:</b>			\$48.958
<b>Rest Days:</b>			Thursday / Friday

---







**THE LONG ISLAND RAILROAD  
OFFICE OF THE CHIEF STATIONS OFFICER  
STATIONS DEPARTMENT**

---

<b>Position No.</b>	15	Permanent	(GCM662) Station Appearance Maintainer
<b>Location:</b>	Grand Central Madison		
<b>Tour of Duty:</b>	Sun – Thu 6:00AM – 2:00PM		
<b>Rate of Pay:</b>	\$33.194		
<b>Rest Days:</b>	Friday / Saturday		

---

<b>Position No.</b>	16	Permanent	(GCM668) Station Appearance Maintainer
<b>Location:</b>	Grand Central Madison		
<b>Tour of Duty:</b>	Tue – Sat 2:00PM – 10:00PM		
<b>Rate of Pay:</b>	\$33.194		
<b>Rest Days:</b>	Sunday / Monday		

---

<b>Position No.</b>	17	Permanent	(GCM672) Station Appearance Maintainer
<b>Location:</b>	Grand Central Madison		
<b>Tour of Duty:</b>	Fri – Mon 2:00PM – 10:00PM		
<b>Rate of Pay:</b>	\$33.194		
<b>Rest Days:</b>	Wednesday /Thursday		

---

<b>Position No.</b>	18	Permanent	(H572) HD Station Appearance Maintainer / HD Chief / QLT Truck
<b>Location:</b>	Babylon Yard / Hicksville / Northport		
<b>Tour of Duty:</b>	Mon / Tue / Wed HD SAM 6:00AM – 2:00PM Sat / Sun HD Chief 6:00AM – 2:00PM		
<b>Rate of Pay:</b>	Mon / Tue / Wed \$34.364 Sat / Sun \$37.914		
<b>Rest Days:</b>	Thursday / Friday		

---









**THE LONG ISLAND RAILROAD  
OFFICE OF THE CHIEF STATIONS OFFICER  
STATIONS DEPARTMENT**

**TICKET CLERK POSTINGS**

**C129**

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, ticket types and tour packages. Will be required to answer 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 timetable racks 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. Passing a pre-screening assessment (i.e. physical, written and/or practical evaluation) will be required. Must have a valid NYS Driver's license. Must possess the ability to exercise good judgment and efficiently perform all assigned duties. Will be required to work as directed.

**C953**

Must have a full understanding of the sales and accounting of tickets and related duties. Must possess the ability to service, define error codes and correct malfunctions in the Ticket Vending Machines (TVM). 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 TVM utilizing a computer notebook. Verify TVM cash removals and prepare deposits from these removals. Must be able to verify the contents of change modules removed from the TVMs and refill these modules for replenishment of the machines. Prepare deposit for change orders and verify change orders when received. Must be able to reconcile all cash removals, deposits, and coin refills processed against reports generated daily and cashier's safe. Will assist the Agent with the transfer of parts for repair between location and service contractor for TSMs. Record, verify, and forward any claims to Automated Ticket Sales area for processing. Must be able to lift full coin hoppers as part of daily routine. Passing a pre-screening assessment (i.e. physical, written and/or practical evaluation) will be required. Must have a valid NYS Driver's license. Must be qualified in the sale and accounting of tickets or ticket vending machines. Must possess the ability to exercise good judgment and perform all assigned and related duties. Qualification of all TVM duties required. Incumbent must be customer oriented and be capable of effectively and courteously relating to customers. Will be required to work as directed.

**CG626**

Must be qualified in the sale and accounting of tickets and related duties and have a thorough knowledge of the Instructions to Agents and Ticket Clerk manual. Will be required to handle refunds, exchanges, group sales, ticket sales, cash, checks, credit, debit and transit benefit transactions. Process and handle ADL payments and Management adjustments. Applicant will be required to fill out late train notices and provide to customers as needed. Must be able to provide answers to train service related questions regarding tracks and departure times. This position will be required to field complaints and questions regarding the Ticket Offices, Information Desk, Lost & Found Office and Ticket Selling Machines. Incumbent must be able to record and track transactions and inquiries into Excel spreadsheet. This position must be able to facilitate the coordination of the LIRR Cares program with the Customer Service Ambassadors. Incumbent will be required to use various communication tools to communicate with co-workers. Must be able to lift full coin hoppers as part of daily routine. Passing a pre-screening assessment (i.e. physical, written and/or practical evaluation) will be required. Must have a valid NYS Driver's license. Must be able to exercise good judgment and efficiently perform all assigned duties. Will be required to work as directed.

**THE LONG ISLAND RAILROAD**  
**OFFICE OF THE CHIEF STATIONS OFFICER**  
**STATIONS DEPARTMENT**  
**STATION APPEARANCE MAINTAINER POSTINGS**

**ARCH900, SL01, SL02, V489**

Operate singly and/or part of a team to clean and maintain the appearance of the Long Island Railroad properties, stations, office buildings and other appurtenances associated with company property. Routine work includes but is not limited to the operation of mechanical cleaning equipment, cleaning stations, platforms, public restrooms, sidewalks, waiting rooms, ticket offices, graffiti removal, snow (includes curb cutouts and sidewalks) and ice removal, spread ice-melting chemicals, lifting of heavy items if needed (garbage, furniture, salt bags). 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. Operate company vehicles and drive between Long Island Railroad 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. Required to communicate with supervisors and display LIRR photo access card to provide positive employee identification. Required to wear personal protective equipment when needed with a minimum of safety shoes and full-length pants to be worn. Will be responsible for providing a safe, clean environment for customers and employees and required to perform station appearance maintainer duties as directed by the Foremen, Terminal Managers and/or Branch Line Managers.

**H572**

Operate singly and/or part of a team to clean and maintain the appearance of the Long Island Railroad properties, stations, office buildings and other appurtenances associated with company property. Routine work includes but is not limited to the operation of mechanical cleaning equipment, cleaning stations, platforms, public restrooms, sidewalks, waiting rooms, ticket offices, graffiti removal, snow (includes curb cutouts and sidewalks) and ice removal, spread ice-melting chemicals, lifting of heavy items when needed (garbage, furniture, salt bags). Heavy box lifting, use rakes, use shovels, use high speed floor polishing equipment, use compressors and spray washers. 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. Operate company vehicles and drive between Long Island Railroad 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. Required to communicate with supervisors and display LIRR photo access card to provide positive employee identification. Will be responsible for providing a safe, clean environment for customers and employees and required to perform station appearance maintainer duties as directed by Foremen, Terminal Managers and/or Branch Line Managers. Always required to wear personal protective equipment when needed with a minimum of safety shoes and full-length pants to be worn.

**THE LONG ISLAND RAILROAD  
OFFICE OF THE CHIEF STATIONS OFFICER  
STATIONS DEPARTMENT**

**HCT10**

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. Operate singly and/or part of a team to clean and maintain the appearance of the Long Island Railroad properties, stations, office buildings and other appurtenances associated with company property. Routine work includes but is not limited to the operation of mechanical cleaning equipment, cleaning stations, platforms, public restrooms, sidewalks, waiting rooms, ticket offices, graffiti removal, snow (includes curb cutouts and sidewalks) and ice removal, spread ice-melting chemicals, lifting of heavy items when needed (garbage, furniture, salt bags). Heavy box lifting, use rakes, use shovels, use high speed floor polishing equipment, use compressors and spray washers. 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. Operate company vehicles and drive between Long Island Railroad 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. Required to communicate with supervisors and display LIRR photo access card to provide positive employee identification. Will be responsible for providing a safe, clean environment for customers and employees and required to perform station appearance maintainer/laborer duties as directed by the Foremen, Terminal Managers and/or Branch Line Managers. Always required to wear personal protective equipment when needed with a minimum of safety shoes and full-length pants to be worn.

**GCM662, GCM667, GCM668, GCM672, GCM677, GCM988**

Operate singly and/or part of a team to clean and maintain the appearance of the Long Island Railroad properties, stations, office buildings and other appurtenances associated with company property. Routine work includes but is not limited to the operation of mechanical cleaning equipment, cleaning stations, platforms, public restrooms, sidewalks, waiting rooms, ticket offices, graffiti removal, snow (includes curb cutouts and sidewalks) and ice removal, spread ice-melting chemicals, lifting of heavy items if needed (garbage, furniture, salt bags). 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. 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 Cleaner/Laborer must be available as directed for emergency and safety related problems and to maintain bathrooms and heavily used areas. Responsible to complete daily station cleaning reports and to provide reports to supervisors as directed. Operate company vehicles and drive between Long Island Railroad 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. Required to communicate with supervisors and display LIRR photo access card to provide positive employee identification. Always required to wear personal protective equipment when needed with a minimum of safety shoes and full-length pants to be worn. Will be responsible for providing a safe, clean environment for customers and employees and required to perform station appearance maintainer/laborer duties as directed by the Foremen, Terminal Managers and/or Branch Line Managers.

**THE LONG ISLAND RAILROAD  
OFFICE OF THE CHIEF STATIONS OFFICER  
STATIONS DEPARTMENT**

**HGM650**

Operate singly and/or part of a team to clean and maintain the appearance of the Long Island Railroad properties, stations, office buildings and other appurtenances associated with company property. Routine work includes but is not limited to the operation of mechanical cleaning equipment, cleaning stations, platforms, public restrooms, sidewalks, waiting rooms, ticket offices, graffiti removal, snow (includes curb cutouts and sidewalks) and ice removal, spread ice-melting chemicals, lifting of heavy items when needed (garbage, furniture, salt bags). Heavy box lifting, use rakes, use shovels, use high speed floor polishing equipment, use compressors and spray washers. 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. Operate company vehicles and drive between Long Island Railroad 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. Required to communicate with supervisors and display LIRR photo access card to provide positive employee identification. Will be responsible for providing a safe, clean environment for customers and employees and required to perform station appearance maintainer duties as directed by Foremen, Terminal Managers and/or Branch Line Managers. Always required to wear personal protective equipment when needed with a minimum of safety shoes and full-length pants to be worn.

**JAM133**

Operate singly and/or part of a team to clean and maintain the appearance of the Long Island Railroad properties, stations, office buildings and other appurtenances associated with company property. Routine work includes but is not limited to the operation of mechanical cleaning equipment, cleaning stations, platforms, public restrooms, sidewalks, waiting rooms, ticket offices, graffiti removal, snow (includes curb cutouts and sidewalks) and ice removal, spread ice-melting chemicals, lifting of heavy items if needed (garbage, furniture, salt bags). 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. 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 Cleaner/Laborer must be available as directed for emergency and safety related problems and to maintain bathrooms and heavily used areas. Responsible to complete daily station cleaning reports and to provide reports to supervisors as directed. Operate company vehicles and drive between Long Island Railroad 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. Required to communicate with supervisors and display LIRR photo access card to provide positive employee identification. Always required to wear personal protective equipment when needed with a minimum of safety shoes and full-length pants to be worn. Will be responsible for providing a safe, clean environment for customers and employees and required to perform station appearance maintainer/laborer duties as directed by the Foremen, Terminal Managers and/or Branch Line Managers.

**THE LONG ISLAND RAILROAD**  
**OFFICE OF THE CHIEF STATIONS OFFICER**  
**STATIONS DEPARTMENT**

**GCM985**

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. Operate singly and/or part of a team to clean and maintain the appearance of the Long Island Railroad properties, stations, office buildings and other appurtenances associated with company property. Routine work includes but is not limited to the operation of mechanical cleaning equipment, cleaning stations, platforms, public restrooms, sidewalks, waiting rooms, ticket offices, graffiti removal, snow (includes curb cutouts and sidewalks) and ice removal, spread ice-melting chemicals, lifting of heavy items when needed (garbage, furniture, salt bags). Heavy box lifting, use rakes, use shovels, use high speed floor polishing equipment, use compressors and spray washers. 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. Operate company vehicles and drive between Long Island Railroad 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. Required to communicate with supervisors and display LIRR photo access card to provide positive employee identification. Will be responsible for providing a safe, clean environment for customers and employees and required to perform station appearance maintainer/laborer duties as directed by the Foremen, Terminal Managers and/or Branch Line Managers. Always required to wear personal protective equipment when needed with a minimum of safety shoes and full-length pants to be worn.

**L309P, L902, L904, L913, L905**

Operate singly and/or part of a team to clean and maintain the appearance of the Long Island Railroad properties, stations, office buildings and other appurtenances associated with company property. Routine work includes but is not limited to the operation of mechanical cleaning equipment, cleaning stations, platforms, public restrooms, sidewalks, waiting rooms, ticket offices, graffiti removal, snow (includes curb cutouts and sidewalks) and ice removal, spread ice-melting chemicals, lifting of heavy items if needed (garbage, furniture, salt bags). 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. Operate company vehicles and drive between Long Island Railroad 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. Required to communicate with supervisors and display LIRR photo access card to provide positive employee identification. Required to wear personal protective equipment when needed with a minimum of safety shoes and full-length pants to be worn. Will be responsible for providing a safe, clean environment for customers and employees and required to perform station appearance maintainer duties as directed by the Foremen, Terminal Leaders and/or Branch Line Leaders

**THE LONG ISLAND RAILROAD**  
**OFFICE OF THE CHIEF STATIONS OFFICER**  
**STATIONS DEPARTMENT**

**RSC1**

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. Operate singly and/or part of a team to clean and maintain the appearance of the Long Island Railroad properties, stations, office buildings and other appurtenances associated with company property. Routine work includes but is not limited to the operation of mechanical cleaning equipment, cleaning stations, platforms, public restrooms, sidewalks, waiting rooms, ticket offices, graffiti removal, snow (includes curb cutouts and sidewalks) and ice removal, spread ice-melting chemicals, lifting of heavy items when needed (garbage, furniture, salt bags). Heavy box lifting, use rakes, use shovels, use high speed floor polishing equipment, use compressors and spray washers. 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. Operate company vehicles and drive between Long Island Railroad 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. Required to communicate with supervisors and display LIRR photo access card to provide positive employee identification. Will be responsible for providing a safe, clean environment for customers and employees and required to perform station appearance maintainer/laborer duties as directed by the Foremen, Terminal Managers and/or Branch Line Managers. Always required to wear personal protective equipment when needed with a minimum of safety shoes and full-length pants to be worn.

**V910, V912, V913, V919, V920**

Operate singly and/or part of a team to clean and maintain the appearance of the Long Island Railroad properties, stations, office buildings and other appurtenances associated with company property. Routine work includes but is not limited to the operation of mechanical cleaning equipment, cleaning stations, platforms, public restrooms, sidewalks, waiting rooms, ticket offices, graffiti removal, snow (includes curb cutouts and sidewalks) and ice removal, spread ice-melting chemicals, lifting of heavy items if needed (garbage, furniture, salt bags). 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. Operate company vehicles and drive between Long Island Railroad 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. Required to communicate with supervisors and display LIRR photo access card to provide positive employee identification. Required to wear personal protective equipment when needed with a minimum of safety shoes and full-length pants to be worn. Will be responsible for providing a safe, clean environment for customers and employees and required to perform station appearance maintainer duties as directed by the Foremen, Terminal Managers and/or Branch Line Managers.

---

**THE LONG ISLAND RAILROAD  
OFFICE OF THE CHIEF STATIONS OFFICER  
STATIONS DEPARTMENT**

**Notice of Awards to Bulletin SD-15-2023**

<b>Position Number</b>	<b>Type</b>	<b>Job Number</b>	<b>Name</b>	<b>Award Date</b>
1	Temporary	C127	A.JOHNSON	8/16/2023
2	Permanent	C103	D. MEJIA	8/16/2023
3	Permanent	C922	W.GAPANOFF	8/23/2023
4	Temporary	ARCH900	READVERTISED	REVERTISED
5	Temporary	GCM667	JASMINE DAVIS (A)	8/16/2023
6	Temporary	GCM677	READVERTISED	READVERTISED
7	Temporary	GCM985	READVERTISED	READVERTISED
8	Temporary	GCM988	READVERTISED	REVERTISED
9	Temporary	HCT10	J.WELLS JONES (A)	8/16/2023
10	Temporary	HGM650	READVERTISED	READVERTISED
11	Temporary	L404	READVERTISED	READVERTISED
12	Temporary	SL-01	READVERTISED	READVERTISED
13	Temporary	SL-02	READVERTISED	READVERTISED
14	Permanent	GCM662	READVERTISED	READVERTISED
15	Permanent	GCM668	READVERTISED	READVERTISED
16	Permanent	GGCM672	READVERTISED	READVERTISED
17	Permanent	H532	D.KNOX	8/16/2023
18	Permanent	HC571	A.COGNATO	8/16/2023
19	Permanent	JAM102	K.NOLAN	8/16/2023
20	Permanent	JAM108	K.NGENE	8/16/2023
21	Permanent	L309P	READVERTISED	READVERTISED
22	Permanent	L901	B.KHAN	8/16/2023
23	Permanent	L902	READVERTISED	READVERTISED
24	Permanent	L904	I.RODRIGUEZ (A)	8/16/2023
25	Permanent	L912	M.SANTAMARIA	8/16/2023
26	Permanent	L913	P.CALECA (A)	8/16/2023
27	Permanent	RSC1	C.SOUGSTAD (A)	8/16/2023
28	Permanent	V489	READVERTISED	READVERTISED

**THE LONG ISLAND RAILROAD  
OFFICE OF THE CHIEF STATIONS OFFICER  
STATIONS DEPARTMENT**

<b>Position Number</b>	<b>Type</b>	<b>Job Number</b>	<b>Name</b>	<b>Award Date</b>
29	Permanent	V912	READVERTISED	REVERTISED
30	Permanent	V913	READVERTISED	READVERTISED
31	Permanent	V919	READVERTISED	READVERTISED
32	Permanent	WSY101	R.RUIZ	8/16/2023



**LONG ISLAND RAILROAD**

MANAGEMENT-TRANSPORTATION CREW MANAGEMENT SERVICES

**Bulletin Awards - Non-Ops**

**Bulletin ID:** USBUL2-74      **Sequence:** 72

**Description:** USHER BULLETIN 2/74

Open: 08/02/2023 00:01      Close: 08/11/2023 17:00      Effective: 08/16/2023 00:01      Posted: 08/02/2023 00:01

Asgn	Position	Perm or Temp	Terminal	Emp Num	Employee Name	Rank From
JAU7	USHERS	Permanent	JAMAICA	58833	GOMEZ, T	

# LONG ISLAND RAILROAD

## MANAGEMENT-TRANSPORTATION CREW MANAGEMENT SERVICES

### Bulletin Awards - Non-Ops

**Bulletin ID:** TELBUL3-12      **Sequence:** 12

**Description:** TELEGRAPHERS BULLETIN 3-12

Open: 08/02/2023 00:01      Close: 08/11/2023 17:00      Effective: 08/16/2023 00:01      Posted: 08/01/2023 00:01

Asgn	Position	Perm or Temp	Terminal	Emp Num	Employee Name	Rank	From
FT2	BLOCK OPERATOR	Permanent	BROOK		Readvertis		
FT3	BLOCK OPERATOR	Permanent	BROOK		Readvertis		
TR16	BLOCK OPERATOR	Permanent	BROOK		Readvertis		
JCCMT2	BLOCK OPERATOR	Permanent	JCC TOWER		Readvertis		
JCCMT3	BLOCK OPERATOR	Temporary	JCC TOWER		Readvertis		
JCCQN2	TRAIN DIRECTOR	Temporary	JCC TOWER		Readvertis		
TR14	TRAIN DIRECTOR	Permanent	JCC TOWER		Readvertis	JCCMT1	BO JCCT
TR19	TRAIN DIRECTOR	Temporary	JCC TOWER	59907	THOMAS, DT	197 BO1052	BO LIRR
TR9	BLOCK OPERATOR	Permanent	JCC TOWER		Readvertis		
BO1055	BLOCK OPERATOR	Permanent	LIRR-Extra List		Readvertis		
BO1056	BLOCK OPERATOR	Permanent	LIRR-Extra List		Readvertis		
BO1057	BLOCK OPERATOR	Temporary	LIRR-Extra List		Readvertis		
BO1058	BLOCK OPERATOR	Temporary	LIRR-Extra List		Readvertis		
BO1059	BLOCK OPERATOR	Permanent	LIRR-Extra List	58757	STELLATO, CS	186 TX1002	BO LIRR
MDSY31	TRAIN DIRECTOR	Permanent	MIDDAY STORAGE YARD		Readvertis		
3-4	PSCC CONSOLE	Permanent	PENN STATION CENTRAL	59302	LUX, DL	171 PX5006	PC LIRR

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

**Bulletin ID:** TELBUL3-13

**Bulletin Seq:** 13

**Bulletin Description:** TELEGRAPHERS BULLETIN 3-13

Open: 08/16/2023 00:01

Close: 08/25/2023 17:00

Effective: 08/30/2023 00:01

Posted: 08/15/2023 00:01

Asgn	Position	Perm Or Temp	Terminal
BO1052	BLOCK OPERATOR	Temporary	LIRR-Extra List
	Location TELEGRAPHER EXTRA LIST		
	Report Time VARIOUS		
	Rest Days SATURDAY & SUNDAY		
	Rate Of Pay \$43.355 HOURLY & \$1.666 DIFFERENTIAL		
BO1055	BLOCK OPERATOR	Permanent	LIRR-Extra List
	Location TELEGRAPHER EXTRA LIST		
	Report Time VARIOUS		
	Rest Days WEDNESDAY & THURSDAY		
	Rate Of Pay \$43.355 HOURLY & \$1.666 DIFFERENTIAL		
BO1056	BLOCK OPERATOR	Permanent	LIRR-Extra List
	Location TELEGRAPHER EXTRA LIST		
	Report Time VARIOUS		
	Rest Days WEDNESDAY & THURSDAY		
	Rate Of Pay \$43.355 HOURLY & \$1.666 DIFFERENTIAL		
BO1057	BLOCK OPERATOR	Temporary	LIRR-Extra List
	Location TELEGRAPHER EXTRA LIST		
	Report Time VARIOUS		
	Rest Days THURSDAY & FRIDAY		
	Rate Of Pay \$43.355 HOURLY & \$1.666 DIFFERENTIAL		
BO1058	BLOCK OPERATOR	Temporary	LIRR-Extra List
	Location TELEGRAPHER EXTRA LIST		
	Report Time VARIOUS		
	Rest Days THURSDAY & FRIDAY		
	Rate Of Pay \$43.355 HOURLY & \$1.666 DIFFERENTIAL		

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 Description: TELEGRAPHERS BULLETIN 3-13

Open: 08/16/2023 00:01

Close: 08/25/2023 17:00

Effective: 08/30/2023 00:01

Posted: 08/15/2023 00:01

Asgn	Position	Perm Or Temp	Terminal
FT2	BLOCK OPERATOR	Permanent	BROOK
	Location BROOK TOWER		
	Report Time 201PM		
	Rest Days MONDAY & TUESDAY		
	Rate Of Pay \$43.355 HOURLY \$1.666 DIFFERENTIAL		
FT3	BLOCK OPERATOR	Permanent	BROOK
	Location BROOK TOWER		
	Report Time 1001PM		
	Rest Days WEDNESDAY & THURSDAY		
	Rate Of Pay \$43.355 HOURLY \$1.666 DIFFERENTIAL		
JCCMT1	BLOCK OPERATOR	Permanent	JCC TOWER
	Location JCC TOWER		
	Report Time 601AM		
	Rest Days SATURDAY & SUNDAY		
	Rate Of Pay \$43.355 HOURLY \$1.666 DIFFERENTIAL		
JCCMT2	BLOCK OPERATOR	Permanent	JCC TOWER
	Location JCC TOWER		
	Report Time 201PM		
	Rest Days MONDAY & TUESDAY		
	Rate Of Pay \$43.355 HOURLY \$1.666 DIFFERENTIAL		
JCCMT3	BLOCK OPERATOR	Temporary	JCC TOWER
	Location JCC TOWER		
	Report Time 1001PM		
	Rest Days WEDNESDAY & THURSDAY		
	Rate Of Pay \$43.355 HOURLY \$1.666 DIFFERENTIAL		

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 Description: TELEGRAPHERS BULLETIN 3-13

Open: 08/16/2023 00:01

Close: 08/25/2023 17:00

Effective: 08/30/2023 00:01

Posted: 08/15/2023 00:01

Asgn	Position	Perm Or Temp	Terminal
TR16	BLOCK OPERATOR	Permanent	BROOK
	Location	BROOK TOWER	
	Report Time	VARIOUS	
	Rest Days	THURSDAY & FRIDAY	
	Rate Of Pay	\$43.355 HOURLY \$1.666 DIFFERENTIAL	
		SATURDAY & SUNDAY: FT1; 601AM	
		MONDAY & TUESDAY: FT2: 201PM	
		WEDNESDAY: FT3: 1001PM	

TR9	BLOCK OPERATOR	Permanent	JCC TOWER
	Location	JCC TOWER	
	Report Time	VARIOUS	
	Rest Days	THURSDAY & FRIDAY	
	Rate Of Pay	\$43.355 HOURLY \$1.666 DIFFERENTIAL	
		SATURDAY & SUNDAY: JCCMT1; 601AM	
		MONDAY & TUESDAY: JCCMT2; 201PM	
		WEDNESDAY: JCCMT3; 1001PM	

PX5006	PSCC CONSOLE OPERATOR	Permanent	LIRR-Extra List
	Location	PSCC CENTRAL CONTROL	
	Report Time	VARIOUS	
	Rest Days	VARIOUS	
	Rate Of Pay	\$57.736 HOURLY & \$2.151 DIFFERENTIAL	

JCCQN2	TRAIN DIRECTOR	Temporary	JCC TOWER
	Location	JCC TOWER	
	Report Time	201PM	
	Rest Days	TUESDAY & WEDNESDAY	
	Rate Of Pay	\$54.755 HOURLY \$2.118 DIFFERENTIAL	

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:** TELBUL3-13

**Bulletin Seq:** 13

**Bulletin Description:** TELEGRAPHERS BULLETIN 3-13

Open: 08/16/2023 00:01

Close: 08/25/2023 17:00

Effective: 08/30/2023 00:01

Posted: 08/15/2023 00:01

---

Asgn	Position	Perm Or Temp	Terminal
JCHN11	TRAIN DIRECTOR	Permanent	JCC TOWER
	Location		JCC TOWER
	Report Time		601AM
	Rest Days		SUNDAY & MONDAY
	Rate Of Pay		\$57.736 HOURLY \$2.151 SHIFT DIFFERENTIAL

---

MDSY31	TRAIN DIRECTOR	Permanent	MIDDAY STORAGE YARD
	Location		MIDDAY STORAGE YARD
	Report Time		11PM
	Rest Days		WEDNESDAY & THURSDAY
	Rate Of Pay		\$50.584

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:** CREW9-41      **Sequence:** 41

**Description:** C/D BULLETIN 9-41

Open: 08/02/2023 00:01      Close: 08/11/2023 17:00      Effective: 08/16/2023 00:01      Posted: 08/01/2023 00:01

Asgn	Position	Perm or Temp	Terminal	Emp Num	Employee Name	Rank	From			
CD1E	CREW DISPATCHER	Permanent	JAMAICA	51509	ROGERS, AP	12	CD1D	CD	JAM	
CD2C	CREW DISPATCHER	Temporary	JAMAICA	51512	MUSSO, M	13	CD2D	CD	JAM	

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

**Bulletin ID:** CREW9-42

**Bulletin Seq:** 41

**Bulletin Description:** C/D BULLETIN 9-42

Open: 08/16/2023 00:01

Close: 08/25/2023 17:00

Effective: 08/30/2023 00:01

Posted: 08/16/2023 00:01

Asgn	Position	Perm Or Temp	Terminal
------	----------	--------------	----------

CD1D	CREW DISPATCHER	Permanent	JAMAICA
------	-----------------	-----------	---------

Location TRANSPORTATION CREW MANAGEMENT, JAMAICA

Report Time 759AM

Rest Days WEDNESDAY & THURSDAY

Rate Of Pay \$48.121 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.

CD2D	CREW DISPATCHER	Temporary	JAMAICA
------	-----------------	-----------	---------

Location TRANSPORTATION CREW MANAGEMENT, JAMAICA

Report Time 359PM

Rest Days MONDAY & TUESDAY

Rate Of Pay \$48.121 HOURLY

APPLICANTS FOR THIS POSITION MUST HAVE COMPLETED THE CREW DISPATCHER TRAINING PROGRAM AS PER TCU CONTRACT. MUST HAVE THOROUGH KNOWLEDGE OF THE REGULATIONS GOVERNING THE WORKING CONDITIONS OF EMPLOYEES REPRESENTED BY THE UTU, BLE, TCU AND UTU Y/M. MUST BE A COMPETENT TYPIST AND WORK AS DIRECTED WITHIN THE OFFICE OF THE MANAGER-TRANSPORTATION CREW MANAGEMENT SERVICES.

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.






## STATIONS DEPARTMENT NOTICE NO. 2023-45

TO: All Ticket Agents, Tickets Clerks, Station Appearance Maintainers (SAMs) & Customer Service Ambassadors (CSAs)

DATE: August 16, 2023

FROM: Theresa Dorsey, Chief Stations Officer 

SUBJECT: 2024 Vacation Selections

Attached is the 2024 Vacation Request Form that you **must** use to make your vacation selections. Please use the following procedure to complete the form:

### A. Complete Heading:

1. LEGIBLY write your name, employee number, position, and TCU seniority date.
2. Vacation allowance is based on years of LIRR service which is not necessarily your TCU seniority date. Indicate your LIRR service date, which should be used to determine your 2024 vacation allowance.
3. Using the following table, determine your 2024 vacation allowance and indicate the number of weeks or days. **Please note, for employees entitled to at least 2 weeks that DID NOT work at least 100 days in the prior year, they WILL NOT be entitled to the full allotment listed below.**

YEARS OF QUALIFYING SERVICE

VACATION ALLOWANCE

15 Years and over	5 Weeks
10 Years, but less than 15 Years	4 Weeks
5 Years, but less than 10 Years	3 Weeks
1 Year, but less than 5 Years	2 Weeks
Less than 1 Year	Up to 10 days (one day per month granted for each month you worked at least 15 days)

4. Under the existing TCU Agreement, **if you have three years of service**, you are entitled to one extra vacation day in lieu of your birthday holiday. Indicate whether you are entitled to the birthday vacation day.
5. If you are entitled to 5 weeks' vacation: Agents, Ticket Clerks, & SAMs (*CSAs excluded*) are eligible to reserve one-week vacation to be used as individual days which should be indicated on your selection form. If you schedule 5 weeks on the request form, you will not be entitled to reserve a week in days.

**Please follow the list of instructions for using single vacation days (excluding CSAs):**

- A. To be eligible, employee must be entitled to five (5) weeks' vacation at the beginning of the calendar year.
- B. If the eligible employee decides to use a week in days and makes any or all individual vacation day selections with his or her weeklong vacation selections, seniority will prevail in those selections. Employees not desiring to pre-pick any days with their week vacation picks will be permitted to select them on a first come first served basis. They cannot be requested more than thirty (30) days prior and must be requested at least twenty-four (24) hours before the desired date. Abusive use of cancelling or changing single vacation days once scheduled will deem you ineligible to continue that practice.
- C. Current rules covering relief day work before and after vacation only apply when a full five (5) day week is taken.
- D. No more than three (3) eligible employees per craft will be given single vacation days on any one day.
- E. Single vacation days must be **scheduled** by November 30<sup>th</sup>. If an employee has remaining unscheduled single vacation days, the Carrier will schedule them at its discretion during the remainder of the calendar year.
- F. No single vacation days will be granted on holidays. No single vacation days will be granted on days immediately preceding or immediately after Thanksgiving, Christmas, or New Year's Day.

**B. Entering Vacation Choices:**

- 1. There are two vacation request forms: One for your weeklong vacation picks, and one for your pre-picked single vacation days. Be sure to utilize the correct request form.
- 2. Vacation weeks are numbered, and each week begins with Monday. In addition, the legal holidays observed by the Carrier are listed and highlighted on the calendar. Your vacation will begin on the first workday following your second relief day of the week you are scheduled for.
- 3. Picking your weeks and picking your days (if you are entitled to individual days):
  - a. Choose up to 15 combinations of vacation week selections and enter each selection **going across** in the area provided. Your first choice of combinations should be on the top line, your second choice of combinations on the second line, etc. Your vacation choices will be reviewed in order. Your first available choice will be awarded. If none of your choices are available your vacation will be assigned, choose a preferred season on the selection form.
  - b. Choose up to 15 single days, indicate the actual day you are choosing NOT the week number. This is only for employees who are entitled to 5 weeks' vacation (excludes CSAs).

4. If you are entitled to the birthday vacation day, review each of your choices and select a week you would prefer to take that day with. Place the letter **A** (After your vacation week) or **B** (Before your vacation week) next to your chosen week number. **WHEN YOU CONFIRM YOUR VACATION WITH CREW THE WEEK BEFORE ITS SCHEDULED, BE SURE TO CONFIRM YOUR "A" OR "B" DAY.**
  
5. Sign the form(s) and forward it to the Stations Department Crew Office, Jamaica Station, Mail Code 1106, by **Friday, October 27, 2023**. If your form is not submitted by this date, your vacation will be assigned. Call crew to confirm receipt. **If emailing a photo: to ensure proper printing, you must convert this to a pdf and ensure the entire sheet is captured and legible before sending.**

**For any questions, contact crew after 2:00 PM or Rosina Morales at 347-494-6071.**

*(3) Attachments*

- *2024 Vacation Calendar*
- *Weekly Vacation Request Form*
- *Single Day Request Form*

# Stations Department Vacation Calendar 2024

## JANUARY

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

## FEBRUARY

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

## MARCH

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

## APRIL

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

## MAY

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

## JUNE

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

### Holidays Provided by Agreement

New Year's Day	January 1st
Martin Luther King, Jr. Day	January 15th
Washington's Birthday	February 19th
Good Friday	March 29th
Memorial Day	May 27th
Independence Day	July 4th
Labor Day	September 2nd
Columbus Day	October 14th
Election Day	November 5th
Thanksgiving Day	November 28th
Day After Thanksgiving	November 29th
Christmas Day	December 25th

IF YOUR RELIEF DAYS ARE:

YOUR VACATION BEGINS ON:

Sat/Sun	→	Mon of the same week #
Sun/Mon	→	Tues of the same week #
Mon/Tues	→	Wed of the same week #
Tues/Wed	→	Thurs of the same week #
Wed/Thurs	→	Fri of the same week #
Thurs/Fri	→	Sat of the same week #
Fri/Sat	→	Sun of the NEXT week #

## JULY

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

## AUGUST

WK	M	T	W	T	F	S	S
31	29	30	31	1	2	3	4
32	5	6	7	8	9	10	11
33	12	13	14	15	16	17	18
34	19	20	21	22	23	24	25
35	26	27	28	29	30	31	1

## SEPTEMBER

WK	M	T	W	T	F	S	S
35	26	27	28	29	30	31	1
36	2	3	4	5	6	7	8
37	9	10	11	12	13	14	15
38	16	17	18	19	20	21	22
39	23	24	25	26	27	28	29
40	30	1	2	3	4	5	6

## OCTOBER

WK	M	T	W	T	F	S	S
40	30	1	2	3	4	5	6
41	7	8	9	10	11	12	13
42	14	15	16	17	18	19	20
43	21	22	23	24	25	26	27
44	28	29	30	31	1	2	3

## NOVEMBER

WK	M	T	W	T	F	S	S
44	28	29	30	31	1	2	3
45	4	5	6	7	8	9	10
46	11	12	13	14	15	16	17
47	18	19	20	21	22	23	24
48	25	26	27	28	29	30	1

## DECEMBER

WK	M	T	W	T	F	S	S
48	25	26	27	28	29	30	1
49	2	3	4	5	6	7	8
50	9	10	11	12	13	14	15
51	16	17	18	19	20	21	22
52	23	24	25	26	27	28	29
53	30	31	1	2	3	4	5

**REMINDER:  
SELECTIONS ARE DUE TO CREW BY  
10/27/2023**



## Stations Department 2024 Vacation Week Request Form

(Please Print Clearly)

**PLEASE PRINT**

Name
Employee Number

TCU Seniority Date
Date of Service for Vacation Allowance
Number of Weeks Claimed
Birthday Vacation Day Allowance Claimed (Yes/No)
<b>Entitled to 5 weeks vacation electing to take a week of vacation in days? (Yes/No)</b>

Office Use Only	
Week	A/B

**Please check one:**

	<i>Station</i>	<i>Customer</i>	
	<i>Appearance</i>	<i>Service</i>	
<i>Agent</i>	<i>Ticket Clerk</i>	<i>Maintainer</i>	<i>Ambassador</i>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

### WEEKLY Vacation Selections

Choice	<table border="1" style="width: 100%; border-collapse: collapse; height: 150px;"> <tr><td>1</td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td>2</td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td>3</td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td>4</td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td>5</td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td>6</td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td>7</td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td>8</td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td>9</td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td>10</td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td>11</td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td>12</td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td>13</td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td>14</td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td>15</td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> </table>	1						2						3						4						5						6						7						8						9						10						11						12						13						14						15						<p><b>Example:</b> Employee has 3 weeks vacation and is requesting to have the following weeks off for 2024</p> <table border="1" style="width: 100%; border-collapse: collapse; margin-bottom: 10px;"> <tr> <td style="width: 25%;">1st Choice</td> <td style="width: 12.5%;">2</td> <td style="width: 12.5%;">9A</td> <td style="width: 12.5%;">44</td> <td style="width: 12.5%;"> </td> <td style="width: 12.5%;"> </td> </tr> <tr> <td>2nd Choice</td> <td>2</td> <td>20B</td> <td>51</td> <td> </td> <td> </td> </tr> </table> <p><b>Choice 1</b> Week 2 - week of 1/8/2024 Week 9A - week of 2/26/2024 - w/birthday at the END Week 44 - week of 10/28/2024</p> <p><b>Choice 2</b> Week 2 - week of 1/8/2024 Week 20B - week of 5/13/2024 w/birthday at the BEGINNING Week 51 - week of 12/16/2024</p>	1st Choice	2	9A	44			2nd Choice	2	20B	51		
1																																																																																																								
2																																																																																																								
3																																																																																																								
4																																																																																																								
5																																																																																																								
6																																																																																																								
7																																																																																																								
8																																																																																																								
9																																																																																																								
10																																																																																																								
11																																																																																																								
12																																																																																																								
13																																																																																																								
14																																																																																																								
15																																																																																																								
1st Choice	2	9A	44																																																																																																					
2nd Choice	2	20B	51																																																																																																					

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

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

Prepared By (Signature)
Date Prepared

**RETURN TO:**  
Stations Department Crew  
Jamaica Station  
Mail Code 1106  
**NO LATER THAN 10/27/2023**



**Stations Department  
2024 Vacation Day Request Form  
(Please Print Clearly)**

**PLEASE PRINT**

Name
Employee Number

TCU Seniority Date
Date of Service for Vacation Allowance
<b>Only employees who are entitled to 5 weeks vacation are to fill out this sheet.</b>

<b>Office Use Only</b>
DATE

**Please check one:**

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

**Single Vacation DAY Selections**

<b>Choice</b>		<b>Example</b>
1		1st Choice 8/3/2024
2		2nd Choice 8/5/2024
<b>D</b>		
<b>A</b>		
<b>Y</b>		
<b>S</b>		
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		
13		
14		
15		

**Enter the date you want to use one of your vacation days. You have 15 choices.**  
  
**Please do NOT enter the week number, just the actual date you are requesting.**  
  
**No single vacation days will be granted on holidays or days immediately preceding or immediately following Thanksgiving, Christmas or New Year's Day.**

Prepared By (Signature)
Date Prepared


**RETURN TO:**  
Stations Department Crew  
Jamaica Station  
Mail Code 1106  
**NO LATER THAN 10/27/2023**



## STATIONS DEPARTMENT NOTICE NO. 2023-46

Date: August 7, 2023

To: All Stations' Department Employees

From: Theresa Dorsey, Chief Stations Officer 

Re: Submission of Payroll Related Paperwork to the Crew Office

When emailing payroll related paperwork, it must be submitted to the following email address:

[LIRRSTATIONSDEPTFORMS@lirr.org](mailto:LIRRSTATIONSDEPTFORMS@lirr.org).

**The original documents must always be interoffice mailed to:  
Stations Dept. ATS Support Clerk, JAM 2907**

This mailbox is monitored by the crew support clerks listed below. An email confirming receipt of the paperwork sent in will be returned by 3:00 PM Monday through Friday.

Any paperwork submitted after hours, on weekends or holidays will be confirmed the following workday. If you do not receive an email confirming receipt by 3:00 PM, contact the crew support clerks between 9:00 AM and 3:00 PM Monday through Friday at the numbers below. **Crew does not handle this paperwork submission and should not be contacted.**

**Main Contact:**

Brenda McDonald, ATS Support Clerk, 718-558-8014

**Back-ups:**

Annette Lockett, ATS Support Clerk, 347- 494-6310

Jessica Edwards, ATS Support Clerk, 718-558-3484

Suzanne Uythoven, Chief Clerk 718-558-8282

When submitting documents, the subject line must include the employee's name, LIRR ID, and the document being sent (ex: JOHN DOE 12345, SICK FORM). Include a contact number in the body of the email in case of any questions. **If emailing a photo: to ensure proper printing, you must convert this to a pdf and ensure the entire sheet is captured and legible before sending.**

As a reminder, all required documents must be sent **within three days** of returning to work as per the applicable union agreement and Absence Control Policy.



Suggested documents to email include, but are not limited to:

- Sick Leave Administration Application Form (SLA-28)
  - Page 2 details when a note is required.
- Jury Duty Documentation from the Courts
- Application for Bereavement Allowance (SLA-26) with supporting documentation
- Cancer Screening Letters

*Attachments:*

*LIRR Sick Leave Administration Application Form (SLA-28)*

*Application for Bereavement Allowance (SLA-26)*

*ACP Policy*

If there are any questions regarding any of these procedures, please feel free to contact the Stations Support Administrator at 347-494-6071.






## STATIONS DEPARTMENT NOTICE NO. 2023-47

Date: August 7, 2023

To: All Stations' Department Employees

From: Theresa Dorsey, Chief Stations Officer 

Re: Call Off Procedure Reminder

Listed below are call off procedures for various situations. Proper notifications are to be made to the crew dispatcher's office and supervisors. Any questions, please speak with a Branch or Terminal Leader.

### **Absent Without Leave-AWOL (Straight time and overtime assignments)**

If contact between a crew dispatcher and the employee 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. If there is no communication between crew and the employee within 30 minutes after the start of the assigned tour the employee will be considered AWOL.

**Supervisors:** Notification must be made to the crew dispatcher's office if someone is not present for their tour as soon as possible.

### **Late Starts/ Early Quits**

If an employee is aware that they will arrive late for their assigned shift, they must contact the crew dispatcher's office as soon as possible, but no later than 30 minutes after their scheduled start time. They must provide the dispatcher with an estimated time they will arrive at work. The employee must punch in when they arrive. If an employee cannot report to their work location within 60 minutes of the scheduled start time, they will be considered AWOL.

Should an employee and the crew dispatcher's 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 after the start of the tour, the employee will be considered late and be marked as a late start.

If the employee fails to contact the crew dispatcher's office within 30 minutes of their scheduled start time regarding their lateness the employee will be considered AWOL.

If an employee needs to leave their work location early, they must contact their direct supervisor and then the crew dispatcher's office to indicate that they are leaving and provide the reason. If the employee fails to notify the crew dispatcher's office and their direct supervisor that they are leaving early, the employee will be considered AWOL.



## **Calling Off Sick (D/S):**

Each employee is directly responsible for notifying the crew dispatcher's office when they will not be able to report for duty. If they fail to give the required **one-hour notice prior to the start of their tour**, they will be marked as Absence Unauthorized. They will not be compensated for sick leave benefits and additional points will be assessed.

**When returning for duty**, employees are required to contact the crew dispatcher's office before 11:00 AM the prior day. If they know when they will be returning to duty at the time of the initial call-off, they should inform the crew dispatcher at that time. If calling off sick after 11:00 AM, they may return themselves for the following day if they indicate to the crew dispatcher in that initial calling-off sick phone call of their intention to return to duty the following day. Failure to notify the crew dispatcher's office of when they are returning to work will result in remaining in a "sick status" until they properly call themselves back to work.

**If an employee must leave their work location due to a non-work-related illness**, contact must be made to their direct supervisor (Branch/Terminal Leader, Agent, or Foreman) then the crew dispatcher's office and then they can punch out. They will be put off sick for the remainder of the day. During the initial call-off, they must indicate to the crew dispatcher of their intention to work the following day, or they will remain in a sick status until they properly "OK" themselves back to work.

To avoid points, a fully filled out SLA-28 form is required to be sent to the crew dispatcher's office within 3 days of returning to work.

An SLA-28 form is required for all absences over 3 days and for the third or subsequent 2-day occurrence in a calendar year. Failure to return a valid SLA-28 form within 3 days of returning to work will result in points for the sick occurrence, and additional points for not returning the required SLA-28.

## **Calling off FMLA (Family Medical Leave Act):**

Employees may have multiple open FMLA cases. Please indicate to the crew dispatcher when calling off which FMLA case is being used. **The onus is on the employee to notify the crew dispatcher that they are calling off under FMLA. Be sure there is an approval letter before requesting time off.** Any questions on the FMLA case can be directed to [fmla@lirr.org](mailto:fmla@lirr.org). The department does not have access to FMLA case information.

**Own health condition, FMLA-Sick (FS):** If an employee has FMLA for their own personal illness, they **MUST** indicate to the crew dispatcher that they are calling off FMLA – Sick. They will remain in that status until they call the crew dispatcher by 11:00 AM the day prior to returning to duty.

- If the employee does not indicate that they are using **FMLA Sick**, they will be marked sick (DS) and will be assessed points without a valid SLA-28.
- If the employee calls off FMLA and does not have an approved FMLA case, they will be marked as sick.
- Just as when employees call off sick, they **must call off FMLA at least 1-hour** prior to the start of their tour of duty.



**Care of child/spouse/parent FMLA (FL):** If an employee is approved for FMLA for the care of a family member, they **MUST** indicate to the crew dispatcher that they are calling off FMLA. FMLA for the care of a family member is **UNPAID** unless the employee requests to use vacation time. If requesting to use vacation time, it must be indicated during the call which scheduled week to deduct the day(s) from. It is the employee's responsibility to keep the crew dispatcher informed daily of their inability to report to work as scheduled. **The onus is on the employee to notify the crew dispatcher that they are calling off under FMLA.** If an employee calls off FMLA and does not have an approved FMLA case, they will be marked absence known which carries absence control points.

### **Cancer Screening:**

Employees are entitled to up to 4-hours cancer screening leave if the appointment is scheduled during their regular tour. Employees must request this time seven days in advance by notifying their Leader to arrange coverage as needed for the four hours they will be using the leave benefit. To receive this benefit, the appointment must be documented from a physician and the form must be submitted to the Crew Office within 72 hours. **This benefit does not roll over and is not paid out if unused.**

### **Calling off an overtime assignment:**

Each employee is responsible for notifying the crew dispatcher's office when they will not be able to report for an overtime tour they have accepted. Contact must be made **one-hour PRIOR to the start of the overtime tour** and a reason for refusing the overtime assignment must be given. Failure to provide proper notice will result in being marked absence unauthorized which carries absence control points. If an employee is scheduled for other tours that same day, it must be indicated which tours they are not covering.

### **Calling off for an On-the-Job Injury (OJI)**

All employees must contact the crew dispatcher's office as soon as is possible to notify them of the injury (after the employee has advised their supervisor). **Returning from injury:** Employees may return on or before the fourth missed full tour with doctor's clearance and page 1 of the SLA-28 form. The call to return to work the following day must be made to the crew dispatcher's office by 11:00 AM and the clearance paperwork must be submitted. If you are unable to return by the fourth tour, you must report to Medical before returning to work. Medical can be reached at 347-494-6270.

### **Vacation**

Employees must contact the crew dispatcher's office before 11:00 AM one day prior to the start of their vacation and one day prior to their return of duty. **Crew dispatchers will no longer be initializing the calls to verify vacations.**

### **Personal Day Requests:**

All requests for personal days must be called into the crew dispatcher's office at least 24 hours prior to the requested time off. Requests are subject to availability. Requests for personal days will be accepted by the crew dispatcher no more than 30 days prior to the day requested. If an emergency personal day is needed the request will be temporarily granted and entered as an absence known which is unpaid and carries absence control points. Documentation regarding the emergency must be submitted as soon as possible for the personal day to be input into the payroll system.



## **Bereavement**

Employees must notify the crew dispatcher's office 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 bereavement days and points will be assessed as per the absence control policy. Review your union agreement for eligibility.

## **Jury Duty**

Immediately upon notification that an employee is required to report for jury duty, they must contact the crew dispatcher's office for instructions. There are many different types of jury duty service and therefore employees are to speak with one of the crew dispatchers for clarification. Court documentation must be submitted as required according to the applicable union agreement. Failure to provide the proper documentation will result in nonpayment of jury duty days and points will be assessed. **Note: Employees are NOT entitled to jury duty compensation in the first year of employment.**

---

***PLEASE NOTE:*** All employees must submit required documentation upon returning to work to [LIRRSTATIONSDEPTFORMS@lirr.org](mailto:LIRRSTATIONSDEPTFORMS@lirr.org). You will receive a reply to confirm receipt.

*The support staff and the crew dispatchers will no longer be calling employees to remind them to submit missing paperwork. It is the responsibility of the employees to submit the paperwork that is required timely for payroll processing to be done correctly.*

---

It is the responsibility of the employee to ensure that their current address, emergency contact information, and contact number are on file with the crew dispatcher's office and updated through the BSC Employee Portal.

If there are any questions regarding any of these procedures, please feel free to contact the Stations Support Administrator at 347-494-6071 or your Branch or Terminal Leader.



## STATIONS DEPARTMENT NOTICE NO. 2023-48

Date: August 7, 2023

To: Current Stations Department Ticket Clerks

From: Theresa Dorsey, Chief Stations Officer 

Subject: **Ticket Clerk Trainer**

We are once again seeking trainers to train new ticket clerks. The training consists of at least two days of instruction when new employees bid into the ticket clerk craft or are newly hired. This is a periodic requirement, meaning the training is done only when needed, when no training is required, you will work your normal job.

Instruction and training will include but is not limited to:

- The importance of consistent, excellent customer service
- Full review of the Ticket Agent and Ticket Clerk Instruction manual
- Review of all required forms to perform the ticket selling functions
- Ticket Operating Machine (TOM) – how to sell tickets and all other TOM processes, change stock, perform fingertip maintenance, and troubleshoot problems
- Proper cash handling (includes deposit preparation, correct change procedures)
- Understanding and communicating correct train schedules and travel information for customers
- Busing - when it's done, why it's done and how it's done

Details on training new clerks:

- Hours vary and current training locations are in Jamaica and Bay Shore.
- Trainers must be available to train on all days.
- Trainers receive an additional hour of straight time pay for each day of training. Refer to the collective bargaining agreement for any other compensation.
- Extra list employees will be used first for training.

**Note:** This is only for employees actively working as a ticket clerk with a minimum of two years; experience selling tickets.

If you are interested in becoming a trainer, please reach out to Rosina Morales at [rmorale@lirr.org](mailto:rmorale@lirr.org) no later than **Friday, August 31, 2023**, to be considered. The subject line must indicate **Ticket Clerk Trainer**.

Employees that are chosen to train will be notified by the Chief Crew Dispatcher.

Training will be provided when ticket clerk classes are scheduled with a current trainer.

Any questions, please contact Rosina Morales at 347-494-6071.



## STATIONS DEPARTMENT NOTICE NO. 2023-49

Date: August 15, 2023

To: Station Appearance Maintainers

From: Theresa Dorsey, Chief Stations Officer 

Subject: **Step-Up to Traveling Foreman Position - Island/Terminal Territories**

The Department is seeking Station Appearance Maintainers (SAMs) to be considered to cover Traveling Foreman during projected days off (vacation, personal days, etc.). This will entail two separate coverage lists: Island/Terminal. You will be placed on the list in the area which you normally work and have a current position.

If you are interested in covering a temporary traveling foreman position from September 2023 through August 2024, please submit the attached form no later than Friday, August 25, 2023, via email to the appropriate manager/location below:

**Island (East End)** to Cori Cronin - [ccronin@lirr.org](mailto:ccronin@lirr.org)

**Terminal (West End)** to John Kelly - [jbkelly@lirr.org](mailto:jbkelly@lirr.org)

A traveling foreman's requirements/responsibilities are as follows:

- must be a current LIRR SAM and have a minimum of eighteen (18) months in the position
- supervising all aspects of cleaning; routine, heavy duty, spray wash, graffiti removal, and snow removal
- must be RWIC qualified for snow emergency
- ensure that all work is being performed according to SAM job descriptions and in a safe manner
- all job performance should be conducted in accordance with LIRR Corporate Safety Policy and Procedures; proper uniforms and personal protection equipment are worn and utilized
- conduct station inspections and submit detailed and legible required reports
- assist and instruct employees in completing paperwork when required
- be available during emergency situations to assist managers as needed
- responsible for ensuring that all stock rooms and vehicles are equipped with sufficient cleaning supplies, meet deliveries, and verify shipment
- ensure that all equipment and vehicles are in good working order
- promote good customer service
- respond to customer complaints as directed by manager
- must have basic knowledge of operating a computer (Outlook 2016, Excel, Word, etc.)

In addition to the above, must conduct him/herself in a professional, courteous manner, maintain confidentiality with all aspects of the position, able to handle employee concerns and intervene to a satisfactory resolution. Also, responsible with company property as it pertains to supplies, keys, phones, vehicles, and any other equipment utilized by candidate or supervised employees. Candidate must have good work ethics and able to delegate. Candidate may also be asked to participate in a practical and/or written exam as well as an interview to be considered for Step Up foreman.

Selection will be based on satisfactory safety record, attendance record, discipline records, a valid NY State Driver's license and attached "Request for Traveling Foreman Coverage Form". Upon covering a Foreman's position, SAM will be evaluated on job performance.



# STATIONS DEPARTMENT



## REQUEST FOR TRAVELING FOREMAN COVERAGE FORM

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

To: Please check **ONLY** one:

\_\_\_\_ John Kelly, Director Terminal Operations (Queens/Brooklyn) West End

\_\_\_\_ Cori Cronin, Lead Branch Line Manager (Station Operations) East End

From: \_\_\_\_\_ Employee No. \_\_\_\_\_  
(Please Print Full Name)

Current Job No. \_\_\_\_\_ Location \_\_\_\_\_ Cellphone# \_\_\_\_\_

Re: Consideration for Temporary Traveling Foremen Positions

This is a request to be considered as a candidate to cover (step-up) a traveling foreman position on a temporary basis when it becomes available. Based on the duties and responsibilities of the traveling foremen, I am a good candidate to cover this position due to the following reasons and qualifications:

1.

---

---

---

---

---

---

2.

---

---

---

---

3.

---

---

---

---

You may use the reverse side to provide additional information or attach a typed-written response to this sheet.  
Please make sure your name is written on all sheets submitted.