



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

**BID SHEETS**



JOB NO. 41

POSITION PERMANENT	CLERK – CENTRAL MANPOWER
LOCATION	HILLSIDE MAINTENANCE COMPLEX
TOUR OF DUTY	4:30 PM to 12:30 AM
RELIEF DAYS	MONDAY & TUESDAY
RATE OF PAY	SAME AS JOB NO. 26
QUALIFICATIONS	SAME AS JOB NO. 26

JOB NO. 28

POSITION PERMANENT	CLERK – CENTRAL MANPOWER
LOCATION	HILLSIDE MAINTENANCE COMPLEX
TOUR OF DUTY	10:30 PM to 6:30 AM
RELIEF DAYS	SUNDAY & MONDAY
RATE OF PAY	SAME AS JOB NO. 26
QUALIFICATIONS	SAME AS JOB NO. 26

JOB NO. 34

POSITION PERMANENT	CLERK – CENTRAL MANPOWER
LOCATION	HILLSIDE MAINTENANCE COMPLEX
TOUR OF DUTY	10:30 PM to 6:30 AM
RELIEF DAYS	SUNDAY & MONDAY
RATE OF PAY	SAME AS JOB NO. 26
QUALIFICATIONS	SAME AS JOB NO. 26

JOB NO. 42

POSITION PERMANENT	CLERK – CENTRAL MANPOWER
LOCATION	HILLSIDE MAINTENANCE COMPLEX
TOUR OF DUTY	12:30 AM to 8:30 AM
RELIEF DAYS	MONDAY & TUESDAY
RATE OF PAY	SAME AS JOB NO. 26
QUALIFICATIONS	SAME AS JOB NO. 26

JOB NO. 8

POSITION PERMANENT	CLERK RELIEF – CENTRAL MANPOWER
LOCATION	HILLSIDE MAINTENANCE COMPLEX
TOUR OF DUTY	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	SAME AS JOB NO. 26
QUALIFICATIONS	SAME AS JOB NO. 26

GROUP A

POSITION <b>TEMPORARY</b>	CLERK – CENTRAL MANPOWER TRAINEE(S)
LOCATION	M OF E CENTRAL MANPOWER OFFICE
TOUR OF DUTY	VARIOUS
RELIEF DAYS	VARIOUS
RATE OF PAY	\$31.337 PER HOUR \$41.316 per hour, after successful completion of training.
QUALIFICATIONS	To train in covering all phases of Central Manpower clerical duties. Trainee must have the ability to think and reason in a pressure-filled atmosphere, must have phone etiquette, must be a qualified typist, must be reliable and responsible, and must work any and all holidays. Trainee will be required to have a complete understanding of Maintenance of Equipment Department Policies and Union Agreements of the seven crafts governed by M of E Department. Trainee assigned will be required to properly handle all off-duty occurrences (notifying proper location/supervision), prepare daily off-duty report, maintain the force book, maintain sick log, maintain absence control records, prepare attendance discipline report, preparation of sick and personal leave day forms, prepare/maintain availability report, prepare/maintain accident/incident reports and AR-20s, prepare weekly payroll records using KRONOS and IDMS/LMAT computerized payroll systems, troubleshoot and edit all possible payroll problems, adjust vacation and/or personal day overuses, become knowledgeable with various computer programs (dataease, windows, lotus, etc.), dispatching the wreck crew.

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1. Training position will be bulletined and awarded based on seniority, fitness and the ability of the applicants.
2. Employee awarded training position will post on all three shifts for a period not to exceed eight weeks. Trainee will be required to become fully qualified during the eight-week period. As part of determining the qualifications, the trainee will be required to work 'alone' during the eighth week. If the Department determines that an employee has qualified in less than the specified period, the employee will be deemed qualified at that time. Employee awarded a training position, who fails to qualify within eight weeks, or when it becomes evident that he/she will not qualify, will be removed from training position and shall return to his/her former position, unless it has been abolished or filled by a senior employee in the exercise of seniority. The eight-week training period may be extended at Carrier's discretion.
3. During training, trainee is prohibited from bidding other positions. Trainee will not work on holidays during the training period unless specifically required to do so by the Carrier.
4. A trainee's regular job will be bulletined as a temporary job. If no Central Manpower vacancy exists when a trainee becomes qualified, the employee will revert to his/her former position, if the position has not been abolished or filled by a senior employee in the exercise of seniority.
5. When a Central Manpower vacancy is advertised (except the position of Head Clerk – Manpower Systems), only bids from applicants qualified through the training program, or from employees who have previously owned a Central Manpower position in the Maintenance of Equipment Department, will be entertained. If no qualified bids are received, the junior qualified employee, subject to recall, will be assigned to the vacant position. If there are no qualified applicants, the Central Manpower trainee position will be advertised. Once qualified, the employee will be assigned to the existing vacancy.
6. For 18 months following the qualification of the trainee, the employee will be required to accept temporary vacancies refused by regularly assigned Central Manpower Staff.
7. A qualified employee awarded a position who has not covered a position within six months of the training program will be provided a five-day refresher course, if required.
8. During the training period, Trainees will be compensated at the rate identified in Appendix A-1, for Clerk-Central Manpower Trainee. After the Trainee has successfully completed the training program, their rate of pay will be increased retroactive to their initial day in the training program to the Clerk – Central Manpower rate of pay. Rule 62(b) 1 and 2, Rates of Pay will apply where applicable.

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

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

**DATE: December 20, 2023**

**BULLETIN NO.: SD-24-2023**

**This bulletin will close at 5:00 PM on Friday, December 29, 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.

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<b>Position No.</b>	1	Permanent	(A603) Agent – <i>Assigned D. Moran</i>
<b>Location:</b>			Huntington
<b>Tour of Duty:</b>			12:00PM – 8:00PM
<b>Rate of Pay:</b>			\$46.231
<b>Rest Days:</b>			Tuesday / Wednesday

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

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**Position No.**            2    Permanent                (A808) Agent

**Location:**    Patchogue

**Tour of Duty:**    5:00AM – 1:00PM

**Rate of Pay:**     \$45.673

**Rest Days:**     Saturday / Sunday

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**Position No.**            3    Permanent                (A901) Spvg Agent / Agent – *Asssigned B. Rooney*

**Location:**    Atlantic terminal / Jamaica Theater

**Tour of Duty:**    Wed / Thu – Spvg Agent - Atlantic Terminal – 6:00AM – 2:00PM  
 Fri – Agent – Jamaica Theater – 2:00PM – 10:00PM  
 Sat / Sun – Spvg Agent – Atlantic Terminal - 2:00PM – 10:00PM

**Rate of Pay:**    Wed / Thu / Sat / Sun - \$52.670  
 Fri - \$50.245

**Rest Days:**     Monday / Tuesday

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**Notice of Awards to Bulletin SD-23-2023**

<b>Position Number</b>	<b>Type</b>	<b>Job Number</b>	<b>Name</b>	<b>Award Date</b>
1	Permanent	A603 (A)	RE-ADVERTISED	RE-ADVERTISED
2	Permanent	A901 (A)	RE-ADVERTISED	RE-ADVERTISED

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

**DATE: December 20, 2023**

**BULLETIN NO.: SD-24-2023**

**This bulletin will close at 5:00 PM on Friday, December 29, 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](mailto: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**

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<b>Position No.</b>	1	Temporary	(C134) Ticket Clerk
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<b>Location:</b>	Atlantic Avenue
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<b>Tour of Duty:</b>	1:00PM – 9:00PM
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<b>Rate of Pay:</b>	\$38.674
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<b>Rest Days:</b>	Saturday / Sunday
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<b>Position No.</b>	2	Permanent	(C704) Ticket Clerk
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<b>Location:</b>	Hicksville
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<b>Tour of Duty:</b>	6:00AM – 2:00PM
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<b>Rate of Pay:</b>	\$39.519
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<b>Rest Days:</b>	Saturday / Sunday
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**THE LONG ISLAND RAILROAD  
OFFICE OF THE CHIEF STATIONS OFFICER  
STATIONS DEPARTMENT**

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<b>Position No.</b>	3	Permanent	(CG626) Chief Customer Service Clerk
<b>Location:</b>	Grand Central Madison		
<b>Tour of Duty:</b>	2:00PM – 10:00PM		
<b>Rate of Pay:</b>	\$48.958		
<b>Rest Days:</b>	Thursday / Friday		

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<b>Position No.</b>	4	Temporary	(L328) Station Appearance Maintainer
<b>Location:</b>	Mineola Station		
<b>Tour of Duty:</b>	2:00PM – 10:00PM		
<b>Rate of Pay:</b>	\$33.194		
<b>Rest Days:</b>	Saturday / Sunday		

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<b>Position No.</b>	5	Permanent	(ARCH900) Station Appearance Maintainer
<b>Location:</b>	Freeport / Arch Street Facility / Northport		
<b>Tour of Duty:</b>	Mon – Freeport – 5:00AM – 1:00PM Thu / Fri – Arch Street Facility – 6:00AM – 2:00PM Sat / Sun – Northport – 6:00AM – 2:00PM		
<b>Rate of Pay:</b>	Mon / Thu / Fri - \$33.194 Sat / Sun - \$34.214		
<b>Rest Days:</b>	Tuesday / Wednesday		

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<b>Position No.</b>	6	Permanent	(H552) HD SAM / HD Chief
<b>Location:</b>	Port Washington / Valley Yard / Divide		
<b>Tour of Duty:</b>	6:00AM – 2:00PM		
<b>Rate of Pay:</b>	Mon / Tue / Sun - \$34.364 Fri / Sat - \$37.914		
<b>Rest Days:</b>	Wednesday / Thursday		

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

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<b>Position No.</b>	11	Permanent	(RSC1) Station Appearance Maintainer / Chief SAM
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<b>Location:</b>	Jamaica
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<b>Tour of Duty:</b>	4:00PM – 12:00AM
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<b>Rate of Pay:</b>	Wed / Thu / Fri - \$33.194 Sat / Sun - \$37.914
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<b>Rest Days:</b>	Monday / Tuesday
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**THE LONG ISLAND RAILROAD  
OFFICE OF THE CHIEF STATIONS OFFICER  
STATIONS DEPARTMENT**

**TICKET CLERK POSTINGS**

**C134, C704**

Must be qualified in the sale and accounting of tickets and related duties as outlined in the Instructions to Agents and Ticket Clerk Manual. 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 assigned duties. 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 (SAM) POSTINGS**

**L321, L904**

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.

**H552, H592**

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**

**HMC116**

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.

**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.

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

**Notice of Awards to Bulletin SD-23-2023**

<b>Position Number</b>	<b>Type</b>	<b>Job Number</b>	<b>Name</b>	<b>Award Date</b>
1	Temporary	C910	H.ANDERSON	12/20/2023
2	Permanent	C201	K.COSTELLO	PENDING
3	Permanent	C703	D.BRIENZA	12/20/2023
4	Temporary	ATL102	O.ALCIDE	12/20/2023
5	Temporary	H503	K.BAYLOR	12/27/2023
6	Temporary	HMC123	G.MONDA	12/20/2023
7	Temporary	SSM6	WITHDRAWN	WITHDRAWN
8	Permanent	ARCH900	RE-ADVERTISED	RE-ADVERTISED
9	Permanent	H552	RE-ADVERTISED	RE-ADVERTISED
10	Permanent	L312	D.CIANO	12/20/2023
11	Permanent	L904	RE-ADVERTISED	RE-ADVERTISED
12	Permanent	RSC1	RE-ADVERTISED	RE-ADVERTISED
13	Permanent	V450	D.KELLEY	12/20/2023
14	Permanent	V919	A.PEMBERTON	12/27/2023

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

**December 20, 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>
3423	Stores Truck Driver Temporary (J. Cruz-Pacheco)	NO BIDS RECEIVED	
3424	Assistant Warehouse Person West Side Yard Temporary (S. Brisco)	NO BIDS RECEIVED	

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

POSTED: 9:00 AM  
December 20, 2023

# **REVISED**

**THE LONG ISLAND RAIL ROAD  
ASSISTANT DEPUTY CHIEF STORES OFFICER  
MTA MATERIAL MANAGEMENT & DISTRIBUTION  
BULLETIN NO. 3425**

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

Resumes 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, December 29, 2023**. Resumes can be faxed to Ext. 3279 or sent via interoffice mail to MC: 3131.

**POSITION:** Stockman Exception 4 – Permanent  
**LOCATION:** Hillside Support Facility  
**TOUR OF DUTY:** 3:30 PM – 11:30 PM  
**REST DAYS:** Saturday & Sunday  
**RATE OF PAY:** \$43.252 per hour

**DUTIES:** Must be proficient in WMS, Maximo, LIMS (PLS) & Core Peoplesoft 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. Must have complete working knowledge of the Long Island Rail Road accounting 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. Must be familiar with all Stores Safety Policies. Must have basic knowledge of TCU rules and agreements.

**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  
December 20, 2023



## **RE-ADVERTISED**

**THE LONG ISLAND RAIL ROAD  
ASSISTANT DEPUTY CHIEF STORES OFFICER  
MTA MATERIAL MANAGEMENT & DISTRIBUTION  
BULLETIN NO. 3426**

**TO ALL EMPLOYEES INCLUDED IN CONSOLIDATED SYSTEM SENIORITY 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, December 29, 2023**. Bids can be faxed to Ext. 3279 or sent via interoffice mail to MC: 3131.

**POSITION:** Stores Truck Driver – (J. Cruz-Pacheco) – Temporary  
**RE-ADVERTISED (3406, 3408, 3413, 3418, 3419, 3422 & 3423)**

**LOCATION:** Hillside

**TOUR OF DUTY:** 7:30 AM – 3:30 PM

**REST DAYS:** Saturday & Sunday

**RATE OF PAY:** \$37.906 per hour

**DUTIES:** Must be qualified to operate all types of gasoline driven vehicles including trucks with lifts and booms, automobiles and all material handling equipment. Must be physically able to assist in the loading and unloading of all types of material and equipment that the needs of service require. Must hold a New York State Class “B” CDL license with HAZMAT endorsement with no air brake restrictions. Must be familiar with emergency truck maintenance and inspection procedures as instigated by New York State and the Company. Will be required to be familiar with the New York City and State roads, highways and expressways as they relate to the Long Island Rail Road’s property. **New applicants must secure a New York State Class “A” CDL license with HAZMAT endorsement with no air brake restrictions within three months of award of position. Training will be provided by the Carrier.**

**REQUIREMENTS:** Approved safety shoes in accordance with TCU Agreement to be furnished by the employee. Under the Contract effective 7/26/82, the following information must be included on LIRR bid application form CT-88: seniority date, current position, date awarded current position.

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

POSTED: 9:00AM  
December 20, 2023

## **RE-ADVERTISED**

**THE LONG ISLAND RAIL ROAD  
ASSISTANT DEPUTY CHIEF STORES OFFICER  
MTA MATERIAL MANAGEMENT & DISTRIBUTION  
BULLETIN NO. 3427**

TO ALL EMPLOYEES INCLUDED IN CONSOLIDATED SYSTEM SENORITY ROSTER 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, December 29, 2023**. Bids can be faxed to Ext. 3279 or sent via interoffice mail to MC: 3131.

**POSITION:** Assistant Warehouse Person (S. Brisco) – Temporary  
**RE-ADVERTISED (3424)**  
**LOCATION:** West Side Yard 401 10<sup>th</sup> Ave., NY, NY 10001  
**TOUR OF DUTY:** 7:30 AM – 3:30 PM  
**REST DAYS:** Saturday & Sunday  
**RATE OF PAY:** \$36.243 per hour

**DUTIES:** Must be qualified to operate all material handling equipment. Must be able to operate a floor scrubber. Must be familiar with all materials. Must be able to load and unload trucks by forklift/hand. Must do all general laborer's work, such as sweeping, dusting, lifting, transferring material. Must possess a minimum Class D New York State Driver's License. Will be required to complete a Forklift Training Program.

Perform all other related duties as assigned.

**REQUIREMENT:** Approved safety shoes in accordance with TCU Agreement to be furnished by the employee. Under the Contract effective 7/26/82, the following information must be included on LIRR bid application form CT-88: seniority date, current position, date awarded current position.

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

POSTED: 9:00 AM  
December 20, 2023

**LONG ISLAND RAILROAD**

MANAGEMENT-TRANSPORTATION CREW MANAGEMENT SERVICES

**Bulletin Awards - Non-Ops**

**Bulletin ID:** USBUL2-82      **Sequence:** 76

**Description:** USHER BULLETIN 2/82

Open: 12/06/2023 00:01      Close: 12/15/2023 17:00      Effective: 12/20/2023 00:01      Posted: 12/06/2023 00:01

Asgn	Position	Perm or Temp	Terminal	Emp Num	Employee Name	Rank	From		
BKU1	USHERS	Permanent	ATLANTIC AVE	53860	PETERSON, J	13	RUH3	US	JAM

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

**Bulletin ID:** USBUL2-83

**Bulletin Seq:** 76

**Bulletin Description:** USHER BULLETIN 2/83

Open: 12/20/2023 00:01

Close: 12/29/2023 17:00

Effective: 01/03/2024 00:01

Posted: 12/20/2023 00:01

Asgn	Position	Perm Or Temp	Terminal
RUH3	USHERS	Permanent	JAMAICA

Location JAMAICA & ATLANTIC AVENUE

Report Time VARIOUS

Rest Days WEDNESDAY & THURSDAY

Rate Of Pay \$41.763 HOURLY

FRI JAU2 (6AM)  
 SAT/SUN JAU3 (7AM)  
 MON/TUES BKU1 (630AM)

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

MUST COMPLETE LIRR/TCU USHER TRAINING PROGRAM.

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

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

\* Must work well with the public

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

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

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

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

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

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

# LONG ISLAND RAILROAD

## MANAGEMENT-TRANSPORTATION CREW MANAGEMENT SERVICES

### Bulletin Awards - Non-Ops

**Bulletin ID:** TELBUL3-20      **Sequence:** 17

**Description:** TELEGRAPHERS BULLETIN 3-20

Open: 12/06/2023 00:01      Close: 12/15/2023 17:00      Effective: 12/20/2023 00:01      Posted: 12/06/2023 00:01

Asgn	Position	Perm or Temp	Terminal	Emp Num	Employee Name	Rank	From		
FT2	BLOCK OPERATOR	Permanent	BROOK	55674	ADAMS, A	185	TR16	BO	BRK
GCM11	TRAIN DIRECTOR	Permanent	GRAND CENTRAL MADISON	57676	MORA, J	133	JCBJ1	TR	JCCT
JCCMT2	BLOCK OPERATOR	Permanent	JCC TOWER	Readvertis					
JCCQN2	TRAIN DIRECTOR	Permanent	JCC TOWER	Readvertis					
TR9	BLOCK OPERATOR	Permanent	JCC TOWER	59900	RODIONOV, VR	192	BO1057	BO	LIRR
WL2	BLOCK OPERATOR	Permanent	LEAD	Readvertis					
BO1052	BLOCK OPERATOR	Permanent	LIRR-Extra List	60097	PADRO, FP	203	TX1001	BO	LIRR
BO1055	BLOCK OPERATOR	Permanent	LIRR-Extra List	60075	HILL, KH	209	TT1084	BT	LIRR
BO1056	BLOCK OPERATOR	Permanent	LIRR-Extra List	Readvertis					
BO1058	BLOCK OPERATOR	Temporary	LIRR-Extra List	Readvertis					
MT3011	MB TRAINEE	Temporary	LIRR-Extra List	Readvertis					
MT3012	MB TRAINEE	Temporary	LIRR-Extra List	Readvertis					
PX5007	PSCC CONSOLE	Permanent	LIRR-Extra List	59703	ESPINAL, AE	182	PSCTR8	BO	PSCC

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

**Bulletin ID:** TELBUL3-21

**Bulletin Seq:** 17

**Bulletin Description:** TELEGRAPHERS BULLETIN 3-21

Open: 12/20/2023 00:01

Close: 12/29/2023 17:00

Effective: 01/03/2024 00:01

Posted: 12/20/2023 00:01

Asgn	Position	Perm Or Temp	Terminal
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	Permanent	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		
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		

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 3-21

Open: 12/20/2023 00:01

Close: 12/29/2023 17:00

Effective: 01/03/2024 00:01

Posted: 12/20/2023 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	

WL2	BLOCK OPERATOR	Permanent	LEAD
	Location	LEAD TOWER	
	Report Time	201PM	
	Rest Days	TUESDAY & WEDNESDAY	
	Rate Of Pay	\$43.355 HOURLY \$1.666 DIFFERENTIAL	

MT3011	MB TRAINEE	Temporary	LIRR-Extra List
	Location	MOVEMENT BUREAU	
	Report Time	VARIOUS	
	Rest Days	VARIOUS	
	Rate Of Pay	\$43.355 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.

Bulletin Description: TELEGRAPHERS BULLETIN 3-21

Open: 12/20/2023 00:01

Close: 12/29/2023 17:00

Effective: 01/03/2024 00:01

Posted: 12/20/2023 00:01

Asgn	Position	Perm Or Temp	Terminal
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MT3012	MB TRAINEE	Temporary	LIRR-Extra List
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Location MOVEMENT BUREAU

Report Time VARIOUS

Rest Days VARIOUS

Rate Of Pay \$43.355 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.

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JCBJ1	TRAIN DIRECTOR	Permanent	JCC TOWER
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Location JCC TOWER

Report Time 601AM

Rest Days SUNDAY & MONDAY

Rate Of Pay \$53.034 HOURLY  
\$2.050 DIFFERENTIAL

JCCQN2	TRAIN DIRECTOR	Permanent	JCC TOWER
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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.



**LONG ISLAND RAILROAD**

MANAGEMENT-TRANSPORTATION CREW MANAGEMENT SERVICES

**Bulletin Awards - Non-Ops**

**Bulletin ID:** CREW9-49      **Sequence:** 49

**Description:** C/D BULLETIN 9-49

Open: 12/06/2023 00:01      Close: 12/15/2023 17:00      Effective: 12/20/2023 00:01      Posted: 12/05/2023 00:01

Asgn	Position	Perm or Temp	Terminal	Emp Num	Employee Name	Rank From
CX4004	CREW DISPATCHER	Temporary	LIRR-Extra List		Readvertise	
CX4006	CREW DISPATCHER	Temporary	LIRR-Extra List		Readvertise	

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

**Bulletin ID:** CREW9-50

**Bulletin Seq:** 50

**Bulletin Description:** C/D BULLETIN 9-50

Open: 12/20/2023 00:01

Close: 12/29/2023 17:00

Effective: 01/03/2024 00:01

Posted: 12/19/2023 00:01

Asgn	Position	Perm Or Temp	Terminal
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CX4004	CREW DISPATCHER	Temporary	LIRR-Extra List
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Location MANAGER-TRANS. CREW MANAGEMENT JAMAICA

Report Time VARIOUS

Rest Days VARIOUS

Rate Of Pay \$48.121 HOURLY & \$1.896 DIFFERENTIAL

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.

CX4006	CREW DISPATCHER	Temporary	LIRR-Extra List
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Location TRANSPORTATION CREW MANAGEMENT, JAMAICA (5C1)

Report Time VARIOUS

Rest Days VARIOUS

Rate Of Pay \$48.121 HOURLY & \$1.896 DIFFERENTIAL

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.

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. 2023-64**

Date: December 8, 2023  
To: All Stations' Department Employees  
From: Theresa Dorsey, Chief Stations Officer *T. Dorsey*  
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 you 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, does not cover time scheduled OUTSIDE of your regular tour, 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.**

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***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.*

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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.



## NOTICE NO. 2023-65

Date: December 14, 2023  
 To: Stations Department Employees  
 From: Theresa Dorsey, Chief Stations Officer *TDorsey*  
 Subject: **Holiday – Christmas Day, Monday, December 25 2023**

**TICKET AGENTS** - The following positions **WILL** work:

Job #	Location
A102	HSF TVM
A103	PENN TVM
A110	PENN
A120	PTH
A121	PTH
A200	WOODSIDE
A250	JAMAICA THEATRE
A251	JAMAICA THEATRE
A311	BETH TVM
A312	BETH TVM

Job #	Location
A505	ATLANTIC
A506	ATLANTIC
A602	HUNTINGTON
A603	HUNTINGTON
A701	MINEOLA
A703	HICKSVILLE
A709	RONKONKOMA
A806	BABYLON
A900	JAMAICA THEATRE
A961	BROADWAY

Job #	Location
A972	RONKONKOMA
A982	BETH TVM
A988	PENN
AG610	GCM
AG615	GCM
AG918	GCM



**TICKET CLERKS** - The following positions **WILL** work:

Job #	Location
C102	PENN
C103	PTH
C106	PENN
C108	PENN
C114	PENN
C115	PTH
C116	PTH
C118	PENN
C121	PENN
C126	PTH
C127	PENN
C132	ATLANTIC
C134	ATLANTIC
C136	ATLANTIC
C139	JAM CHIEF
C140	JAM CHIEF
C143	JAMAICA
C145	JAMAICA

Job #	Location
C160	JAMAICA
C151	PENN TVM
C176	PENN
C201	WOODSIDE
C331	BETH TVM
C411	PORT WASH
C412	PORT WASH
C704	HICKSVILLE
C706	HICKSVILLE
C813	BABYLON
C814	BABYLON
C822	HSF TVM
C901	PENN
C904	PENN
C910	PENN
C911	PENN
C912	PENN
C913	PENN

Job #	Location
C917	PENN
C923	JAMAICA
C924	JAMAICA
C952	BETH TVM
C998	PENN
CG620	GCM TVM
CG626	GCM
CG627	GCM
CG630	GCM
CG632	GCM
CG633	GCM
CG635	GCM
CG940	GCM
CG941	GCM
CG942	GCM
CG943	GCM





**STATION APPEARANCE MAINTAINERS** – The following positions **WILL** work:

Job #	Location
ATL102	ATLANTIC
ATL103	ATLANTIC
ATL105	ATLANTIC
ATL106	ATLANTIC
ATL107	ATLANTIC
ATL109	ATLANTIC
ATL110	ATLANTIC
GCM662	GCM
GCM664	GCM
GCM665	GCM
GCM669	GCM
GCM670	GCM
GCM671	GCM
GCM672	GCM
GCM673	GCM
GCM674	GCM
GCM676	GCM
GCM678	GCM
GCM685	GCM
GCM987	GCM
GCM988	GCM
H552	PORT WASH
H572	NORTHPORT
HC551	PORT WASH

Job #	Location
HC571	NORTHPORT
HMC113	HSF
HMC124	HSF
JAC1	JAMAICA
JAM102	JAMAICA
JAM108	JAMAICA
JAM109	JAMAICA
JAM112	JAMAICA
JAM113	JAMAICA
JAM119	JAMAICA
JAM120	JAMAICA
JAM124	JAMAICA
JAM130	JAMAICA
JAM131	JAMAICA
JAM132	JAMAICA
L307	BABYLON
L308	BABYLON YD
L309	HICKSVILLE
L311	HUNTINGTON
L312	RONKONKOMA
L317	GREAT NECK
L320	PORT WASH
L322	KO YARD
L903	HICKSVILLE

Job #	Location
L904	BAYSIDE
RSC2	ATLANTIC
RSC4	ATLANTIC
V450	MORRIS PARK
V456	GARDEN CITY
V457	GARDEN CITY
V460	BABYLON YD
V461	BABYLON YD
V477	LONG BEACH
V479	KO YARD
V480	KO YARD
V489	WOODSIDE
V912	MORRIS PARK
V919	WOODSIDE
WSC1	WSY
WSY900	WSY



**AMBASSADORS** – The following positions **WILL** work:

<b>PENN</b>
JOB #
<b>ALL REGULARLY SCHEDULED JOBS WILL WORK</b>

<b>JAMAICA</b>
JOB #
<b>ALL REGULARLY SCHEDULED JOBS WILL WORK</b>

<b>ATLANTIC</b>
JOB #
<b>ALL REGULARLY SCHEDULED JOBS WILL WORK</b>

<b>GCM</b>
JOB #
<b>ALL REGULARLY SCHEDULED JOBS WILL WORK</b>

**LEAD FOREMAN/FOREMAN:**

HSF WILL NOT work. Atlantic, Jamaica WILL Work.  
GCM Foremen and Asst. Foremen WILL Work  
Island Foreman & Asst. Foremen positions refer to weekly Island Foremen schedule.

**OFFICES CLOSED:**

General Offices, Medical, Lost and Found, Mail & Ride. **WILL NOT** operate.

**MESSENGER SERVICE:**

**Off-Peak Fares in effect all day.**

**TICKET SALES:**

**TICKET OFFICE HOURS:**

Open Ticket Offices follow the weekday schedule as shown on the Ticket Sales Hours Card

**TRAIN SERVICE:**

Will operate on a holiday schedule.

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