



Long Island Rail Road
Going your way

BID SHEETS

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

September 20, 2017

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

NOTICE OF AWARDS

<u>BULLETIN #</u>	<u>POSITION</u>	<u>EMPLOYEE</u>	<u>EFFECTIVE DATE</u>
P&L 2514	Assistant Warehouse Person Temporary (F. Perez)	NO BIDS RECEIVED	
P&L 2515	Assistant Warehouse Person Permanent – Various/Various (J. Cooper)	NO BIDS RECEIVED	

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

POSTED: 9:00 AM
September 20, 2017

**THE LONG ISLAND RAIL ROAD
DEPUTY CHIEF STORES OFFICER – STORES OPERATION & MATERIALS
BULLETIN NO. P&L – 2516**

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

Bids for the following position in the organization of Purchases and Materials will be accepted by the Officer named below until the close of business on **Friday, September 29, 2017**. Bids can be faxed to Ext. 3279 or sent via interoffice mail to MC: 3131.

POSITION: Warehouse Person – (D. Loyed) – Permanent
LOCATION: West Side Yard
TOUR OF DUTY: 8:00 AM – 4:00 PM
REST DAYS: Saturday & Sunday
RATE OF PAY: \$34.472 per hour

DUTIES: Must have functional knowledge of all Stores administrative activities, forms and documents, including general familiarization with the entire LIRR procurement system. Must be proficient in WMS operations and perform all appropriate input.

Must perform general housekeeping in area of assignment. Must be able to conduct oneself in a businesslike fashion in all oral and written communications. Must be qualified to perform the specific method of operation pertinent to the various material distribution stations regarding receiving, storing and shipping, issuance of material and other related duties. Must have knowledge of all the official documents, (i.e. MP-151, MW-121, SK-35, etc.), concerning the charge out of material including proper execution. Must be able to maintain perpetual inventory of specified classes of material. Must be able to lift up to 75lbs. Must be able to assist supervision in taking of inventory, verifying out of stock and rectification of errors.

Perform all other related duties as assigned.

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

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

POSTED: 9:00 AM
September 20, 2017

**THE LONG ISLAND RAIL ROAD
DEPUTY CHIEF STORES OFFICER – STORES OPERATION & MATERIALS
BULLETIN NO. P&L - 2517**

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

Bids for the following position in the organization of Purchases and Materials will be accepted by the Officer named below until the close of business on **Friday, September 29, 2017**. Bids can be faxed to Ext. 3279 or sent via interoffice mail to MC: 3131.

POSITION: Warehouse Person - (J. Amato) – Permanent
LOCATION: Hillside
TOUR OF DUTY: 7:30 AM –3:30 PM
REST DAYS: Saturday & Sunday
RATE OF PAY: \$34.472 per hour

DUTIES: Must have functional knowledge of all Stores administrative activities, forms and documents, including general familiarization with the entire LIRR procurement system. Must be proficient in WMS operations and perform all appropriate input.

Must perform general housekeeping in area of assignment. Must be able to conduct oneself in a businesslike fashion in all oral and written communications. Must be qualified to perform the specific method of operation pertinent to the various material distribution stations regarding receiving, storing and shipping, issuance of material and other related duties. Must have knowledge of all the official documents, (i.e. MP-151, MW-121, SK-35, etc.), concerning the charge out of material including proper execution. Must be able to maintain perpetual inventory of specified classes of material. Must be able to lift up to 75lbs. Must be able to assist supervision in taking of inventory, verifying out of stock and rectification of errors.

Perform all other related duties as assigned.

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

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

POSTED: 9:00 AM
September 20, 2017

RE-ADVERTISED

**THE LONG ISLAND RAIL ROAD
DEPUTY CHIEF STORES OFFICER – STORES OPERATION & MATERIALS
BULLETIN NO. P&L – 2518**

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

Bids for the following position in the organization of Purchases and Materials will be accepted by the Officer named below until the close of business on **Friday, September 29, 2017**. Bids can be faxed to Ext. 3279 or sent via interoffice mail to MC: 3131.

POSITION: Assistant Warehouse Person (F. Perez) – Temporary
RE-ADVERTISED (P&L – 2514)

LOCATION: Hillside

TOUR OF DUTY: 7:30 AM – 3:30 PM

REST DAYS: Saturday & Sunday

RATE OF PAY: \$32.191 per hour

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

Perform all other related duties as assigned.

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

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

POSTED: 9:00 AM
September 20, 2017

RE-ADVERTISED

**THE LONG ISLAND RAIL ROAD
DEPUTY CHIEF STORES OFFICER – STORES OPERATION & MATERIALS
BULLETIN NO. P&L – 2519**

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

Bids for the following position in the organization of Purchases and Materials will be accepted by the Officer named below until the close of business on **Friday, September 29, 2017**. Bids can be faxed to Ext. 3279 or sent via interoffice mail to MC: 3131.

POSITION: Assistant Warehouse Person (J. Cooper) – Permanent
RE-ADVERTISED (P&L – 2515)

LOCATION: Various

TOUR OF DUTY: Various

REST DAYS: Various

RATE OF PAY: \$32.191 per hour

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

Perform all other related duties as assigned.

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

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

POSTED: 9:00 AM
September 20, 2017

LONG ISLAND RAIL ROAD

BULLETIN NO. 29-2017

Resumes are being accepted for the APPOINTED position of Customer Service Supervisor. Please submit resumes to Gabrielle Aulicino, Manager Customer Service Center, Mail Code 3140, by Friday September 29, 2017 at 5:00PM.

POSITION: Customer Service Supervisor CSS-102 (Appointed) **LOCATION:** Customer Service Center (HSF)
TOUR OF DUTY: 2:00 PM – 10:00 PM **RELIEF DAYS:** Wednesday/Thursday
RATE OF PAY: \$40.357 per hour

JOB SUMMARY:

Responsible to ensure all Customer Service Representatives provide superior customer service to the public regarding all Long Island Rail Road travel and ticket services.

DUTIES OF CSC SUPERVISOR:

- Supervise and monitor performance of the Customer Service Representatives and the Call Center, utilizing available systems.
- Responsible to consult with Call Center Manager on all matters related to the efficient operation of the Center.
- Responsible to maintain payroll records. Perform payroll verification & use CTAMS system.
- Responsible to maintain various records of calls received regarding elevator/escalator condition and record and post up-front messaging during service disruptions and/or as required.
- Responsible to handle customer escalations and issues as needed. Accept incoming calls and make outgoing calls as required to follow-up on a customer matter.
- Responsible to administer training to staff regarding track, train, or policy events.
- Maintains continuous contact with the Public Information Office (PIO) and if necessary the Movement Bureau in order to ensure information that is disseminated is accurate and up to date.
- Responsible to answer telephone inquiries from the public, provide information on rules and regulations (i.e. on-board information, smoking, no radio playing, safety, etc.), rates, schedules, service status, station/facility information, trip planning, fare purchase options, and permit or other application procedures for all MTA Agencies. In addition, some ad-hoc responsibilities may include replying to customers using social media to answer any questions via all LIRR Social Media platforms.
- Responsible for handling majority of calls from Corporate Communications (Complaints/Inquiries/Policy Related Questions {i.e. ticket refunds, published/non-published connections}), Mail&Ride, Ticket Refunds and Ticket Machines Assistance (i.e. document problem, send inquiry to appropriate department/subject matter expert, follow up and investigate).
- Responsible for accessing and updating manual forms and/or automated systems on behalf of customers for transactions including, but not limited to, customer account information, lost and found matters, accident reports, damage claims, delay verifications and payment transactions.
- Responsible to perform various telemarketing functions such as soliciting information by phone for surveys, mailing campaigns, etc.
- CSR will be required to document calls using a Communication Database System and provide customer with a confirmation number for incidents that require investigation and/or follow-up. Responsible to access various applications for each Department and provide customer information and/or confirm information. Answer calls, and record information, about problems, complaints, commendations, and other matters.
- Responsible to furnish information over the phone in a clear, professional and pleasant manner under all conditions.
- Responsible for reporting telephone and computer system troubles (relating to both equipment and software) to the responsible party (carrier, equipment vendors, help desk, etc.) and follow-up with same for trouble resolution.

- Responsible to properly log all reports using PC or other computer devices for all data entry forms and functions.

QUALIFICATIONS:

- Must have full understanding of passenger station work and train operations. Must have ability to determine what impact late trains may have on the Call Center and the Long Island Rail Road.
- Must possess superior supervisory skills.
- Must have ability to administer and train staff on various policies, procedures and programs.
- Must have excellent telephone etiquette with ability to answer telephone inquiries from the public.
- Must have excellent administrative skills with ability to maintain records.
- Must be familiar with a Communication Database System as well as other various applications including but not limited to Lost & Found, Mail&Ride, Ticket Refunds, documentation of complaints, etc.
- Must have ability to perform various telemarketing functions such as soliciting information by phone for surveys, mailing campaigns, etc.
- Must be proficient in reading timetables and operating a computer in order to furnish information over the phone in a clear and pleasant manner under all conditions.
- Must be willing and able to wear a headset. Be able to execute all features associated with the automated and manual systems employed. Accept incoming calls and make outgoing calls as required to follow-up on a customer matter with a customer.
- Must have ability to understand all alarms and visual displays.
- Have familiarity with all LIRR social media interfaces for Facebook, Twitter, etc.

Posted September 20, 2017

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

September 20, 2017

AGENT'S BULLETIN NO. SD-09-2017

This bulletin will close **at 5:00 PM on Friday, September 29, 2017**. It will be open to Agents and Assistant Agents. All bids must be received in the Stations Department, Jamaica, prior to the close of this bulletin. CT-88 receipts will only be honored if signed by the designated representatives working in the Stations Department. The following information must be included in all bids: Seniority date, the date last awarded a position, and current position. All bids should be mailed to Theresa Dorsey, Jamaica, Dept. 1106. **If you fax your bid (718-558-7429), you MUST call the Crew Dispatcher to confirm the receipt of CT-88. It is your responsibility to keep a record of that confirmation. Bid withdrawals can only be accepted by call Crew before the bulletin closes.**

Position No: 1	Permanent	Agent (A110)
Location:		Penn Station TSM
Tour of Duty:		6:00 AM – 2:00 PM
Rate of Pay:		\$45.640
Rest Days:		Saturday/Sunday

Position No: 2	Temporary	Agent (AT501)
Location:		Patchogue
Tour of Duty:		9:00 AM – 5:00PM
Rate of Pay:		\$39.942
Rest Days:		Saturday/Sunday

Position No: 3	Temporary	Agent (AT502)
Location:		Patchogue
Tour of Duty:		9:00 AM – 5:00PM
Rate of Pay:		\$39.942
Rest Days:		Saturday/Sunday

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

September 20, 2017

BULLETIN NO. SD-18-2017

This bulletin will close **at 5:00 PM on Friday, September 29, 2017**. It will be open to employees included in the consolidated system seniority roster for clerical forces. All bids must be received in the Stations Department, Jamaica, prior to the close of this bulletin. CT-88 receipts will only be honored if signed by the designated representatives working in the Stations Department. The following information must be included in all bids: Seniority date, the date last awarded a position, and current position. All bids should be mailed to Theresa Dorsey, Jamaica, Department 1106. **If you fax your bid (718-558-7429), you MUST call the Crew Dispatcher to confirm the receipt of CT-88. It is your responsibility to keep a record of that confirmation. Bid withdrawals can only be accepted by calling Crew before the bulletin closes.**

Position No: 1	Permanent	Ticket Clerk (C920)
Location:		Jamaica
Tour of Duty:		Wed: 3:00pm-11:00pm Thurs. / Fri: 2:00pm-10:00pm Sat. / Sun: 10:30pm-6:30am
Rate of Pay:		\$35.574
Rest Days:		Monday / Tuesday

Primary Duties: Must be qualified in the sale and accounting of tickets and related duties. Must possess the ability to exercise good judgment and efficiently perform assigned duties.

Position No: 2	Permanent	Information Clerk (C126)
Location:		Penn Station
Tour of Duty:		10:30 am-6:30pm
Rate of Pay:		\$33.064
Rest Days:		Wednesday/Thursday

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

Position No: 3 Permanent Ticket Clerk (C901)
Location: Penn Station
Tour of Duty: Sun. / Mon. / Tues. 6:00am-2:00pm
 Wed. / Thurs: 2:00pm-10:00pm
Rate of Pay: Sun. / Mon. / Wed. / Thurs. \$ 43.484
 Tuesday: \$ 35.574
Rest Days: Friday/ Saturday

Primary Duties: Must be qualified in the sale and accounting of tickets and related duties. Must possess the ability to exercise good judgment and efficiently perform assigned duties. 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 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. Must be able to exercise good judgment and efficiently perform all assigned duties. Will be required to work as directed.

Position No: 4 Temporary Station Appearance Maintainer (ATL104)
Location: Atlantic Terminal
Tour of Duty: 2:00 PM – 10:00 PM
Rate of Pay: \$29.483
Rest Days: Monday/Tuesday

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

Position No: 7 Permanent Station Appearance Maintainer (HMC122)
Location: Hillside
Tour of Duty: 6:30 AM – 2:30 PM
Rate of Pay: \$29.483
Rest Days: Saturday/Sunday

Primary Duties: Required to operate singly and/or part of a team to clean and maintain the appearance of the Long Island Rail Road properties, stations, office buildings and other appurtenances associated with company property. Routine work includes the operation of mechanical cleaning equipment. Must perform work in accordance with written and oral instructions that specify the priority and frequency of daily duties at each location. All duties must be performed in an efficient and courteous manner. Responsible to complete daily facility cleaning reports and to provide reports to supervisors as directed. Responsible to perform, all related duties as directed. Required to receive deliveries and to move furniture from one location to another within the complex. Will be required to set up as requested: Conference rooms, cafeteria, classrooms, etc. This will include the moving of chairs, tables, partitions and temporary walls for scheduled staff meetings or different departments. Station Appearance Maintainer must be available as directed for emergency and safety related problems and to maintain bathrooms and heavily used areas.

Position No: 8 Permanent Station Appearance Maintainer (V471)
Location: Garden City
Tour of Duty: 6:00am-2:00pm
Rate of Pay: \$30.388
Rest Days: Friday /Saturday

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

Position No: 9 Permanent Station Appearance Maintainer (V904)
Location: Monday: Ronkonkoma Yard
Thurs. / Fri. / Sat. / Sun.: Babylon Yard
Tour of Duty: 6am-2pm
Rate of Pay: \$30.388
Rest Days: Tuesday/Wednesday
Primary Duties: Same as Position No. 8

Position No: 10 Permanent Mail & Ride Clerk (P211)
Location: Jamaica
Tour of Duty: 9:15 AM – 5:15 PM
Rate of Pay: \$35.181
Rest Days: Saturday/Sunday

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

Position No: 11	Temporary	Ambassador
Location:		Various
Tour of Duty:		Various
Rate of Pay:		\$30.918
Rest Days:		Saturday/Sunday

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

AWARDS TO AGENT'S BULLETIN SD-08-2017

	<u>JOB#</u>	<u>NAME</u>	<u>AWARD DATE</u>
POSITION NO. 1	Permanent A105	C. Gleason (A)	9/20/17
POSITION NO. 2	Permanent A608	F. Borrero	9/20/17
POSITION NO. 3	Temporary A802	K. Walker	9/20/17

AWARDS TO BULLETIN SD-17-2017

	<u>JOB #</u>	<u>NAME</u>	<u>AWARD DATE</u>
POSITION NO. 1	Permanent C943	B.Altman-Moise	9/20/17
POSITION NO. 2	Permanent C116	G. Adamo	Pending
POSITION NO. 3	Temporary C145	N. Pryor	9/25/17
POSITION NO. 4	Permanent C126	Re-Advertised	
POSITION NO. 5	Permanent C153	T.Logan	9/20/17
POSITION NO. 6	Temporary ATL104	Re-Advertised	
POSITION NO. 7	Temporary ATL105	R.Douyon	9/20/17
POSITION NO. 8	Temporary SSM007	J.Urban	9/20/17
POSITION NO. 9	Permanent HMC111	M. Reynolds	9/20/17
POSITION NO. 10	Permanent H583	F.Agugliaro	9/20/17
POSITION NO. 11	Permanent HMC113	V.Giannitelli-Perez	9/20/17
POSITION NO. 12	Permanent HC561	R. Lane	9/25/17
POSITION NO. 13	Permanent JAM116	Withdrawn	
POSITION NO. 14	Permanent P201	Withdrawn	
POSITION NO. 15	Permanent CD106	J. Oliver	9/20/17

Theresa Dorsey, Director
Station Services Support

Posted: September 20, 2017

LONG ISLAND RAILROAD
MANAGEMENT-TRANSPORTATION CREW MANAGEMENT SERVICES

Bulletin ID: USBUL1-57

Bulletin Seq: 15

Bulletin Description: USHER BULLETIN 1/57

Open: 09/20/2017 00:01

Close: 09/29/2017 17:00

Effective: 10/04/2017 00:01

Posted: 09/20/2017 00:01

Asgn	Position	Perm Or Temp	Terminal
JAU4	USHERS	Temporary	JAMAICA

Location JAMAICA

Report Time 730AM (TUES-FRI) 801AM(SAT)

Rest Days SUNDAY & MONDAY

Rate Of Pay *\$37.094 HOURLY

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

MUST COMPLETE LIRR/TCU USHER TRAINING PROGRAM.

* Ushers are expected to be courteous at all times.

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

* Must work well with the public

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

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

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

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

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

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

09/19/20 10:59

Bulletin ID: USBUL1-57

Bulletin Seq: 15

Bulletin Description: USHER BULLETIN 1/57

Open: 09/20/2017 00:01

Close: 09/29/2017 17:00

Effective: 10/04/2017 00:01

Posted: 09/20/2017 00:01

Asgn	Position	Perm Or Temp	Terminal
JAU9	USHERS	Temporary	JAMAICA

Location JAMAICA

Report Time 3PM

Rest Days SATURDAY & SUNDAY

Rate Of Pay *\$37.094 HOURLY

*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: TELBUL2-60 **Sequence:** 87

Description: TELEGRAPHERS BULLETIN 2-60

Open: 09/06/2017 00:01 **Close:** 09/15/2017 17:00 **Effective:** 09/20/2017 00:01 **Posted:** 09/06/2017 00:01

Asgn	Position	Perm or Temp	Terminal	Emp Num	Employee Name	Rank From
HN11	TRAIN DIRECTOR	Permanent	DIVIDE	27454	JULIANO, RJ	9 HNA1
TX1043	BLOCK OPERATOR	Permanent	LIRR-Extra List	53643	NEBLETT, LM	138 TX1040
TR13	TRAIN DIRECTOR	Permanent	VALLEY TOWER	52128	POLLINA, D	141 2-5
						AT DIV
						BO LIRR
						PC PSCC

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

LONG ISLAND RAILROAD
MANAGEMENT-TRANSPORTATION CREW MANAGEMENT SERVICES

Bulletin ID: TELBUL2-61

Bulletin Seq: 88

Bulletin Description: TELEGRAPHERS BULLETIN 2-61

Open: 09/20/2017 00:01

Close: 09/29/2017 17:00

Effective: 10/04/2017 00:01

Posted: 09/20/2017 00:01

Asgn	Position	Perm Or Temp	Terminal
HNA1	ASST. TRAIN DIRECTOR	Permanent	DIVIDE
	Location DIVIDE TOWER		
	Report Time 6AM		
	Rest Days SATURDAY & SUNDAY		
	Rate Of Pay *\$48.990 HOURLY		
	*DIFFERENTIAL NOT INCLUDED IN ABOVE RATE OF PAY		
2-5	PSCC CONSOLE OPERATOR	Permanent	PENN STATION CENTRAL CONTROL
	Location PSCC		
	Report Time 3PM		
	Rest Days WEDNESDAY & THURSDAY		
	Rate Of Pay \$51.281 HOURLY*		
	*DIFFERENTIAL NOT INCLUDED IN ABOVE RATE OF PAY		

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

09/18/20 12:09

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

Bulletin ID: CREW8-38 **Sequence:** 77

Description: C/D BULLETIN 8-38

Open: 09/06/2017 00:01 **Close:** 09/15/2017 17:00 **Effective:** 09/20/2017 00:01 **Posted:** 09/06/2017 00:01

Asgn	Position	Perm or Temp	Terminal	Emp Num	Employee Name	Rank From
REL6	CREW DISPATCHER	Permanent	JAMAICA		Readvertis	
CX4002	CREW DISPATCHER	Permanent	LIRR-Extra List		Readvertis	
CX4005	CREW DISPATCHER	Permanent	LIRR-Extra List		Readvertis	

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

LONG ISLAND RAILROAD
MANAGEMENT-TRANSPORTATION CREW MANAGEMENT SERVICES

Bulletin ID: CREW8-39

Bulletin Seq: 77

Bulletin Description: C/D BULLETIN 8-39

Open: 09/20/2017 00:01

Close: 09/29/2017 17:00

Effective: 10/04/2017 00:01

Posted: 09/20/2017 00:01

Asgn	Position	Perm Or Temp	Terminal
CX4002	CREW DISPATCHER	Permanent	LIRR-Extra List
	Location	TRANSPORTATION CREW MANAGEMENT, JAMAICA (5C1)	
	Report Time	VARIOUS	
	Rest Days	VARIOUS	
	Rate Of Pay	\$42.741 HOURLY*	

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

***DIFFERENTIAL NOT INCLUDED IN THE ABOVE RATE OF PAY.**

CX4005	CREW DISPATCHER	Permanent	LIRR-Extra List
	Location	TRANSPORTATION CREW MANAGEMENT, JAMAICA (5C1)	
	Report Time	VARIOUS	
	Rest Days	VARIOUS	
	Rate Of Pay	\$42.741 HOURLY*	

***RATE OF JOB COVERED WITH \$26.629 MINIMUM**

APPLICATIONS FOR THIS POSITION MUST HAVE COMPLETED THE CREW DISPATCHER TRAINING PROGRAM AS PER TCU CONTRACT. MUST HAVE A

THOROUGH KNOWLEDGE OF THE REGULATIONS GOVERNING THE WORKING CONDITIONS OF EMPLOYEES REPRESENTED BY THE UTU, BLE, TCU AND

UTU Y/M. MUST BE A COMPETENT TYPIST AND WORK AS DIRECTED WITHIN THE

MANAGER - TRANSPORTATION CREW MANAGEMENT SERVICES.

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

09/18/20 12:15

REL6 CREW DISPATCHER

Permanent

JAMAICA

Location TRANSPORTATION CREW MANAGEMENT, JAMAICA

Report Time 359PM

Rest Days WEDNESDAY & THURSDAY

Rate Of Pay \$42.741 HOURLY*

FRI & SAT. (CD2C)

SUNDAY (CD2A)

MON & TUE (CD2D)

APPLICANTS FOR THIS POSITION MUST HAVE COMPLETED THE CREW DISPATCHER TRAINING PROGRAM AS PER TCU CONTRACT. MUST HAVE THOROUGH KNOWLEDGE OF THE REGULATIONS GOVERNING THEIR 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 MANAGEMNET SERVICES.

*DIFFERENTIAL NOT INCLUDED IN THE ABOVE RATE OF PAY.

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

09/18/20 12:15

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THE LONG ISLAND RAIL ROAD
OFFICE OF THE CHIEF TRANSPORTATION OFFICER

Jamaica, NY
September 19, 2017

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

NOTICE OF WITHDRAWAL

BULLETIN NO.

04-17

POSITION

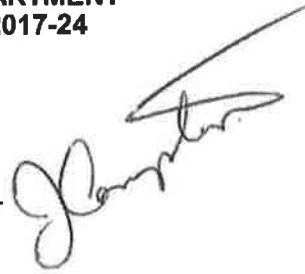
Denial Clerk - Temporary

Melissa Newell
Asst. to Chief Transportation Officer
Transportation Department

POSTED: 9:00 AM
September 19, 2017

**STATIONS DEPARTMENT
NOTICE NO. 2017-24**

DATE: September 15, 2017
TO: All Stations Department Employees
FROM: James Compton, Chief Stations Officer
SUBJECT: Cool Weather Dress Code



With the return of cooler weather, all Stations Department employees are required to comply with the dress code effective October 1, 2017. As front line employees, your appearance projects the image of the Long Island Rail Road to customers even before they enter a train. A neat and uniformed employee greeting the customer in a friendly manner, while providing efficient service, will always be remembered in a positive way. In addition, shirts must always be tucked into pants and torn clothing is prohibited.

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

Ticket Agents / Ticket Clerks

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

TSM Agents / Clerks / Cashiers

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

Station Appearance Maintainers (SAMs)

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

Customer Service Ambassadors

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

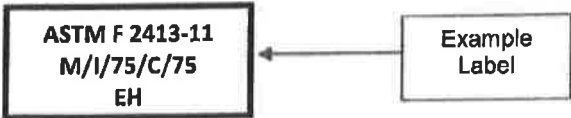
Should you have any questions about the dress code or footwear, please contact your manager.

Attachment

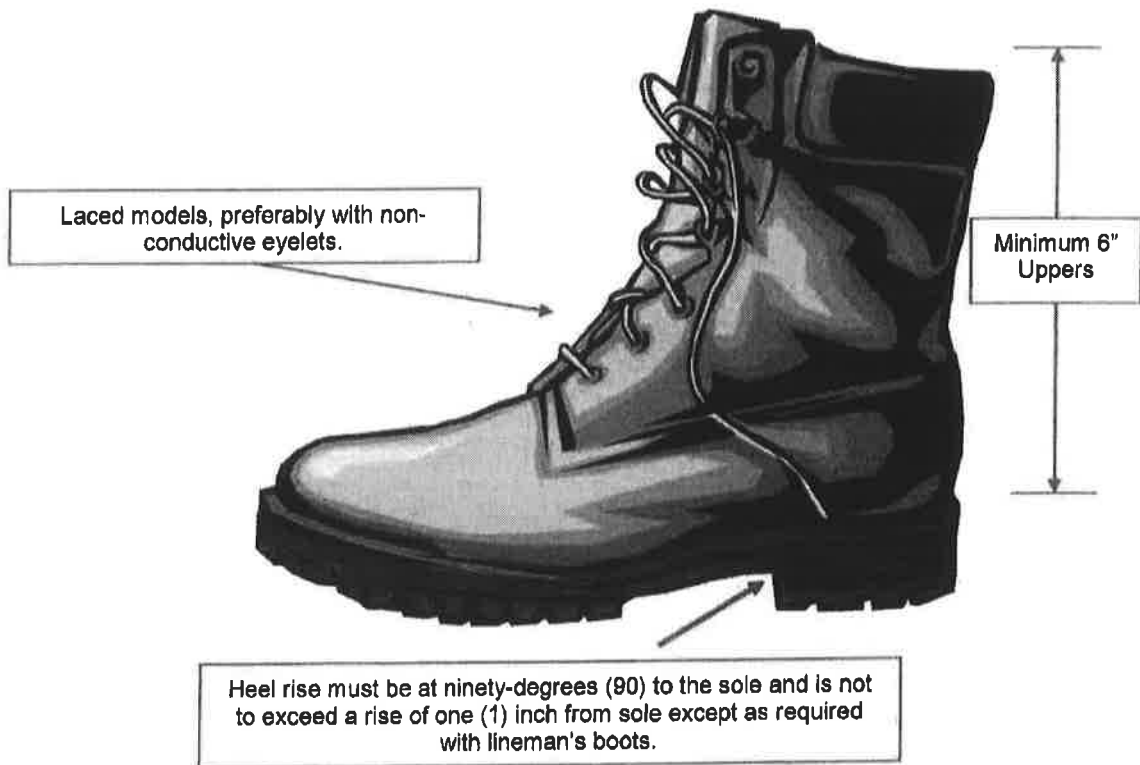
"Customer Service: Professionalism, Courtesy, Support"

LIRR Specific Requirements for Safety Footwear


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



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



**STATIONS DEPARTMENT
OFFICE of CHIEF STATIONS OFFICER
NOTICE NO. 2017- 25**

TO: All Ticket Agents, Tickets Clerks, Station Appearance Maintainers
DATE: 9/15/2017
FROM: James Compton, Chief Stations Officer 
SUBJECT: **2018 Vacation Selections**

Attached is the 2018 Vacation Request Form that you must use to make your vacation selections. Please use the following procedure to complete the form:

A. Complete Heading:

1. Write your name, employee number, position and TCU seniority date.
2. Vacation allowance is based on years of LIRR service which is not necessarily your TCU seniority date. Indicate your LIRR service date, which should be used to determine your 2018 vacation allowance.
3. Using the following table, determine your 2018 vacation allowance and indicate the number of weeks or days.

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

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

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

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

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

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

B. Entering Vacation Choices:

1. There are two types of vacation request forms
 - a) One for your week long vacation picks
 - b) One for your pre-picked single vacation days. Be sure to utilize the correct request form.

Note: Be sure to utilize the correct request form.

2. Vacation weeks are numbered and each week begins with Monday. In addition, the legal holidays observed by the Company are listed and highlighted on the calendar. Your vacation will begin on the first workday following your second relief day.
3. Picking your weeks and picking your days (if you are entitled to individual days):
 - a. Choose up to 15 combinations of vacation week selections and enter each selection going across in the area provided. Your first choice of combinations should be on the top line; your second choice of combinations on the second line, etc. (See examples on the attached vacation pick schedule). Your vacation choices will be reviewed in order. Your first available choice will be awarded or, if none of your choices are available, your vacation will be awarded or if none of your choices are available; you vacation will be assigned; choose a season you prefer.
 - b. Choose up to 15 single days- indicate the actual day you are choosing NOT the week number. This is only for employees who are entitled to 5 weeks' vacation.
4. If you are entitled to the birthday vacation day, review each of your choices and select a week you would prefer to take that day. Place the letter A (after your vacation week) or B (before your vacation week) next to each chosen week number.
5. Sign the form and forward it to the Stations Dept. Crew Office, Jamaica Station, Mail Code 1106, by Friday, October 6th 2017. If your form is not submitted by this date, your vacation will be assigned.

If you have any questions, please feel free to contact Theresa Dorsey 718-558-4936.

Stations Department Vacation Weeks Calendar 2018

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				

FEBRUARY

WK	M	T	W	T	F	S	S
5				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				

MARCH

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

APRIL

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

MAY

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

JUNE

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

Holidays Provided by Agreement

<p>New Years Day Martin Luther King Day President's Day Good Friday Memorial Day Fourth of July Labor Day Columbus Day Election Day Thanksgiving Day Day After Thanksgiving Christmas Day</p>	<p>January 1st January 15th February 19th March 30th May 28th July 4th September 3rd October 8th November 6th November 22nd November 23rd December 25th</p>
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JULY

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

AUGUST

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

SEPTEMBER

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

OCTOBER

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

NOVEMBER

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

DECEMBER

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

