



Long Island Rail Road
Going your way

BID SHEETS

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

May 15, 2019

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

NOTICE OF AWARDS

<u>BULLETIN #</u>	<u>POSITION</u>	<u>EMPLOYEE</u>	<u>EFFECTIVE DATE</u>
P&L 2799	Warehouse Person-Warehouse 15 SF-V/V-Permanent (A. Kennedy)	NO BIDS RECEIVED	
P&L 2800	Stores Truck Driver Temporary (K. Alves)	NO BIDS RECEIVED	
P&L 2801	Assistant Warehouse Person Permanent Bethpage (J. Chavatte)	Thomas D'Angelis	5/15/19
P&L 2802	Warehouse Person Temporary (F. Perez)	Gerard Schaefer	5/22/19
P&L 2803	Assistant Warehouse Person Warehouse 15 Shop Floor Permanent (T. Hinrichs)	Howard Barry	5/22/19

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

POSTED: 9:00 AM
May 15, 2019

THE LONG ISLAND RAIL ROAD
DEPUTY CHIEF STORES OFFICER – STORES OPERATION & MATERIALS
BULLETIN NO. P&L – 2804

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, May 24, 2019.

POSITION: Warehouse Person - (R. Ortiz) – Permanent
LOCATION: Babylon Storeroom
TOUR OF DUTY: 12:00 AM – 8:00 AM
REST DAYS: Saturday & Sunday
RATE OF PAY: \$35.335 per hour

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

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

Perform all other related duties as assigned.

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

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

POSTED: 9:00 AM
May 15, 2019

RE-ADVERTISED

THE LONG ISLAND RAIL ROAD DEPUTY CHIEF STORES OFFICER – STORES OPERATION & MATERIALS BULLETIN NO. P&L – 2805

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, May 24, 2019. Bids can be faxed to Ext. 3279 or sent via interoffice mail to MC: 3131.

POSITION: Warehouse Person - (A. Kennedy) – Permanent
RE-ADVERTISED (P&L – 2650, 2660, 2673, 2685, 2698, 2713, 2723, 2735, 2743, 2753, 2768, 2772, 2778, 2782, 2787, 2792, 2795 & 2799)

LOCATION: Hillside Warehouse 15 Shop Floor

TOUR OF DUTY: Various

REST DAYS: Various

RATE OF PAY: \$35.335 per hour

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

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

Perform all other related duties as assigned.

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

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

POSTED: 9:00 AM
May 15, 2019

RE-ADVERTISED

**THE LONG ISLAND RAIL ROAD
DEPUTY CHIEF STORES OFFICER – STORES OPERATION & MATERIALS
BULLETIN NO. P&L – 2806**

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

Bids for the following position in the organization of Purchases and Materials will be accepted by the Officer named below until the close of business on Friday, May 24, 2019. Bids can be faxed to Ext. 3279 or sent via interoffice mail to MC: 3131.

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

LOCATION: Hillside

TOUR OF DUTY: 7:30 AM – 3:30 PM

REST DAYS: Saturday & Sunday

RATE OF PAY: \$34.51 per hour

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

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

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

POSTED: 9:00AM
May 15, 2019

THE LONG ISLAND RAIL ROAD
DEPUTY CHIEF STORES OFFICER – STORES OPERATION & MATERIALS
BULLETIN NO. P&L – 2807

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, May 24, 2019. Bids can be faxed to Ext. 3279 or sent via interoffice mail to MC: 3131.

POSITION: Assistant Warehouse Person - (G. Schaefer) – Temporary
LOCATION: Hillside
TOUR OF DUTY: 7:30 am – 3:30 pm
REST DAYS: Saturday & Sunday
RATE OF PAY: \$32.996 per hour

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

Perform all other related duties as assigned.

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

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

POSTED: 9:00 AM
May 15, 2019

THE LONG ISLAND RAIL ROAD
DEPUTY CHIEF STORES OFFICER – STORES OPERATION & MATERIALS
BULLETIN NO. P&L – 2808

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, May 24, 2019. Bids can be faxed to Ext. 3279 or sent via interoffice mail to MC: 3131.

POSITION: Warehouse Person - (H. Barry) – Permanent
LOCATION: Various
TOUR OF DUTY: Various
REST DAYS: Various
RATE OF PAY: \$35.335 per hour

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

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

Perform all other related duties as assigned.

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

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

POSTED: 9:00 AM
May 15, 2019

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

DATE: May 15, 2019

BULLETIN NO. SD-10-2019

This bulletin will close **at 5:00 PM on Friday, May 24, 2019**. It will be open to employees included in the consolidated system seniority roster for clerical forces. All bids must be received in the Stations Department, Jamaica, prior to the close of this bulletin. CT-88 receipts will only be honored if signed by the designated representatives working in the Stations Department. The following information must be included in all bids: Seniority date, the date last awarded a position, and current position. All bids should be mailed to Stations Crew Department, Jamaica, Department 1106. **If you fax your bid (718-558-7429), you MUST call the Crew Dispatcher to confirm the receipt of CT-88. It is your responsibility to keep a record of that confirmation. Bid withdrawals can only be accepted by calling Crew before the bulletin closes.**

Position No. 1	Temporary	Ticket Clerk (C992)
Location:		Wantagh/Woodside/Bethpage Fac./Hillside Fac.
Tour of Duty:		Monday – Wantagh – 6:00am – 2:00pm Tuesday – Woodside – 6:00am – 2:00pm Friday – Bethpage Fac. – 6:00am – 2:00pm Saturday – HSF Cashier – 11:00am – 7:00pm Sunday – Bethpage Cashier – 10:30am – 6:30 pm
Rate of Pay:		Monday - \$34.857 Tuesday - \$34.020 Friday - \$36.618 Saturday/Sunday - \$40.411
Rest Days:		Wednesday/Thursday

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	Temporary	Ticket Clerk (C145)
Location:		Jamaica
Tour of Duty:		2:00pm – 10:00pm
Rate of Pay:		\$36.463
Rest Days:		Wednesday/Thursday

Primary Duties: Same as position No. 1

Position No. 3	Temporary	Ticket Clerk (TS-2)
Location:		Patchogue/Jamaica/Penn Station
Tour of Duty:		Monday – Patchogue – 6:00am-2:00pm Tuesday – Jamaica – 12:00pm-8:00pm Friday – Penn Station – 12:00pm-8:00pm Saturday/Sunday –Jamaica- 7:00am-3:00pm
Rate of Pay:		Monday - \$34.602 Tuesday - \$35.131 Friday - \$35.131 Saturday/Sunday - \$35.131
Rest Days:		Wednesday/Thursday
Primary Duties:		Same as Position No. 1

Position No. 4	Temporary	Ticket Clerk (C148)
Location:		Penn Station - (L & F)
Tour of Duty:		7:00am-3:00pm
Rate of Pay:		\$35.209
Rest Days:		Saturday/Sunday

Primary Duties: Responsible for daily interaction with customers entering the Lost & Found Office at Penn Station. Responsible for accepting and returning to their owners items that have been left on trains or found on LIRR property. Entering lost items into the Lost & found database with complete accurate descriptions. Must possess and strong customer service skills, to help individuals who may be stressed, anxious and upset about losing their property, to start the process of being reunited with their items. Must be able to work unsupervised and meet quotas. Must be able to update the Lost and Found database to ensure accurate article descriptions and contact information whenever applicable. Must be able to perform all aspects of the Lost and Found process from item retrieval to return to owner or disposition as well as Customer Side processes and data entry. Must answer phones in a professional, courteous, customer friendly manner and also make calls to customers regarding their lost items. Perform excellent customer service when handling inquiries at the window or on the phone. Upon completion of training must exhibit a proficient knowledge of New York State Property Laws as they pertain to Item Retention Periods, disposition, and Finder's Rights. Upon completion of training must exhibit proficient knowledge of the LIRR's Lost & Found corporate policy and procedures, with regard to internal controls, maintaining an inventory of items found on trains or stations. Be familiar with the monthly/annual reports with regard to lost property handled by the Lost & Found Office. Interact with Stations Department personnel and other LIRR departments to ensure a timely collection of items found on trains and at stations. Work as directed by the LIRR Stations Department management team. Travel to outlying locations to retrieve items (yards, terminals, stations). Will be required on occasion to be "Stepped-Up" the role of Disposition Clerk. Must be able to demonstrate problem solving, a proficiency in written and oral communication and a high degree of interpersonal skills. Knowledge and proficiency with personal computers, I-pads, and I-Phones. Be able to lift 50 pounds and step up on train ladders to board train cars in the yard. Must be a Qualified Ticket Seller. Must possess a high degree

of professionalism and integrity as well as organized and detail oriented. Must understand basic LIRR train movement and manipulations to assist in locating items left on trains or retrieved in train yards and communicate with field personnel in the process.

Position No. 5	Temporary	Ticket Clerk (C151)
Location:		Penn Station - TSM
Tour of Duty:		6:00am-2:00pm
Rate of Pay:		\$36.755
Rest Days:		Saturday/Sunday

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

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

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

Position No. 6	Temporary	Ticket Clerk (CT-721)
Location:		Hicksville TSM/Info Clerk
Tour of Duty:		1:15pm-9:15pm
Rate of Pay:		\$36.618
Rest Days:		Tuesday/Wednesday

Primary Duties: Must be able to read train schedules and give prompt and accurate train information and use latest technology as it relates to fares, track assignments, schedules, tickets types and tour packages. Will be required to answers customer questions related to locations in and around the station. Will be required to monitor the waiting room checking that all occupants are valid ticket holders, checking customer tickets prior to entering waiting room, and maintaining the time table rack throughout the station. Must be able to keep station posters and special instructions

current, take in timetables deliveries, discard expired timetables and maintain an organized timetable room. Must possess the ability to exercise good judgment and efficiently perform all assigned duties. Will be required to work as directed.

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

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

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

Position No. 7	Permanent	Ticket Clerk (C920)
Location:		Jamaica
Tour of Duty:		Wednesday – 3:00pm-11:00pm Thursday/Friday – 2:00pm-10:00pm Saturday/Sunday – 10:30pm-6:30am
Rate of Pay:		Wednesday - \$36.463 Thursday/Friday - \$36.463 Saturday/Sunday - \$36.463
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. 10	Temporary	Ambassador
Location:		Various
Tour of Duty:		Various
Rate of Pay:		\$32.483
Rest Days:		Various

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

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

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

Position No. 12 Temporary Station Appearance Maintainer (SL-02)

Location: Woodside/Long Beach/Freeport

Tour of Duty: Monday – Woodside – 8:00am-4:00pm
Tues/Wed – Long Beach – 11:30am-7:30pm
Sat/Sun – Freeport – 1:00pm-9:00pm

Rate of Pay: Monday - \$30.220
Tues/Wed - \$30.220
Sat/Sun - \$30.220

Rest Days: Thursday/Friday

Primary Duties: Same as Position No. 11

Position No. 13 Temporary Station Appearance Maintainer (SV-01)

Location: Ronkonkoma Yard

Tour of Duty: 5:00am-1:00pm

Rate of Pay: \$31.147

Rest Days: Wednesday/Thursday

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.

12/1 – 3/31/ - \$34.654

Rest Days:

Saturday/Sunday

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

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

Position No. 18	Temporary	Station Appearance Maintainer (RSC1)
Location:		Jamaica
Tour of Duty:		Wed/Thurs/Fri – 4:00pm-12:00am Sat/Sun – 4:00pm-12:00am
Rate of Pay:		Wed/Thurs/Fri - \$30.220 Sat/Sun - \$34.517
Rest Days:		Monday/Tuesday

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

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

Position No. 19	Temporary	Station Appearance Maintainer (V457)
Location:		Garden City
Tour of Duty:		3:00pm-11:00pm
Rate of Pay:		\$31.147
Rest Days:		Saturday/Sunday
Primary Duties:		Same as Position No. 13

AWARDS TO BULLETIN SD-09-2019

	<u>JOB #</u>	<u>NAME</u>	<u>AWARD DATE</u>
POSITION NO. 1	Temporary C992	Re-Advertise	
POSITION NO. 2	Temporary C149	S. Massey	5-15-19
POSITION NO. 3	Temporary C119	Withdrawn	
POSITION NO. 4	Temporary C985	N. Perri	Withdrawn
POSITION NO. 5	Temporary C709	A. Aguanno	5-15-19
POSITION NO. 6	Temporary Ambassador	Re-Advertise	
POSITION NO. 7	Permanent P211	S. Jackson	5-15-19
POSITION NO. 8	Temporary CT-500	Withdrawn	
POSITION NO. 9	Temporary CT-501	Withdrawn	
POSITION NO. 10	Permanent CT-721	Re-Advertise	
POSITION NO. 11	Temporary JAM 103	Re-Advertise	
POSITION NO. 12	Temporary JAM 104	Re-Advertise	
POSITION NO. 13	Temporary HC501	Re-Advertise	

AWARDS TO AGENT'S BULLETIN CS -

Position No. 1	Permanent	A603	M. Lambert (A)	5-15-19
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Alicia St. Nicholas, Manager Station Services Support
Posted: May 15, 2019

LONG ISLAND RAILROAD
MANAGEMENT-TRANSPORTATION CREW MANAGEMENT SERVICES

Bulletin Awards - Non-Ops

Bulletin ID: TELBUL2-01 **Sequence:** 21

Description: TELEGRAPHERS BULLETIN 2-01

Open: 05/01/2019 00:01 **Close:** 05/10/2019 08:00 **Effective:** 05/15/2019 00:01 **Posted:** 05/01/2019 00:01

Asgn	Position	Perm or Temp	Terminal	Emp Num	Employee Name	Rank From
FT2	BLOCK OPERATOR	Permanent	BROOK	58603	TORRES, M	192 TX1004 BO LIRR
TR10	TRAIN DIRECTOR	Permanent	DIVIDE	54058	MONROE, KZ	133 BJ3 TR BAB
TR5	TRAIN DIRECTOR	Temporary	JCC TOWER	55774	SWABY, K	146 FT1 BO BRK
BO1056	BLOCK OPERATOR	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: TELBUL2-02

Bulletin Seq: 22

Bulletin Description: TELEGRAPHERS BULLETIN 2-02

Open: 05/15/2019 00:01

Close: 05/24/2019 08:00

Effective: 05/29/2019 00:01

Posted: 05/15/2019 00:01

Asgn	Position	Perm Or Temp	Terminal
BO1056	BLOCK OPERATOR	Permanent	LIRR-Extra List
	Location TELEGRAPHER EXTRA LIST		
	Report Time VARIOUS		
	Rest Days WEDNESDAY & THURSDAY		
	Rate Of Pay \$39.471 HOURLY* (MINIMUM)		
	*DIFFERENTIAL NOT INCLUDED IN ABOVE RATE OF PAY.		

FT1	BLOCK OPERATOR	Temporary	BROOK
	Location BROOK TOWER		
	Report Time 601AM		
	Rest Days SATURDAY & SUNDAY		
	Rate Of Pay \$39.471 HOURLY*		
	*DIFFERENTIAL NOT INCLUDED IN ABOVE RATE OF PAY		

BJ3	TRAIN DIRECTOR	<i>Temporary</i>	BABYLON
	Location BABYLON TOWER		
	Report Time 10PM		
	Rest Days WEDNESDAY & THURSDAY		
	Rate Of Pay *\$46.052 HOURLY		
	*DIFFERENTIAL NOT INCLUDED IN ABOVE RATE OF PAY		

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

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

Bulletin ID: USBUL1-92 **Sequence:** 18

Description: USHER BULLETIN 1/92

Open: 05/01/2019 00:01 **Close:** 05/10/2019 17:00 **Effective:** 05/15/2019 00:01 **Posted:** 05/01/2019 00:01

Asgn	Position	Perm or Temp	Terminal	Emp Num	Employee Name	Rank	From
JAUP4	USHERS	Temporary	JAMAICA		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.

05/14/20 9:27

LONG ISLAND RAILROAD
MANAGEMENT-TRANSPORTATION CREW MANAGEMENT SERVICES

Bulletin ID: USBUL1-93

Bulletin Seq: 18

Bulletin Description: USHER BULLETIN 1/93

Open: 05/15/2019 00:01

Close: 05/24/2019 17:00

Effective: 05/29/2019 00:01

Posted: 05/15/2019 00:01

Asgn	Position	Perm Or Temp	Terminal
JAUP4	USHERS	Temporary	JAMAICA

Location JAMAICA

Report Time 2PM

Rest Days SATURDAY & SUNDAY

Rate Of Pay *\$38.021 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.

05/14/20 9:27

LONG ISLAND RAILROAD
MANAGEMENT-TRANSPORTATION CREW MANAGEMENT SERVICES

Bulletin Awards - Non-Ops

Bulletin ID: CREW8-78 **Sequence:** 80

Description: C/D BULLETIN 8-78

Open: 05/01/2019 00:01 **Close:** 05/10/2019 17:00 **Effective:** 05/15/2019 00:01 **Posted:** 05/01/2019 00:01

Asgn	Position	Perm or Temp	Terminal	Emp Num	Employee Name	Rank From
CX4004	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: CREW8-79

Bulletin Seq: 80

Bulletin Description: C/D BULLETIN 8-79

Open: 05/15/2019 00:01

Close: 05/24/2019 17:00

Effective: 05/29/2019 00:01

Posted: 05/15/2019 00:01

Asgn	Position	Perm Or Temp	Terminal
CX4004	CREW DISPATCHER	Permanent	LIRR-Extra List

Location MANAGER-TRANS. CREW MANAGEMENT JAMAICA

Report Time VARIOUS

Rest Days VARIOUS

Rate Of Pay \$43.810 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. C1-88 receipts is honored only if signed by employees working in the transportation crew management services office.

JOB NO. 28
POSITION PERMANENT
LOCATION
TOUR OF DUTY
RELIEF DAYS
RATE OF PAY
QUALIFICATIONS

CLERK – CENTRAL MANPOWER
HILLSIDE MAINTENANCE COMPLEX
10:30 PM to 6:30 AM
SUNDAY & MONDAY
SAME AS JOB NO. 18
SAME AS JOB NO. 18

JOB NO. 34
POSITION PERMANENT
LOCATION
TOUR OF DUTY
RELIEF DAYS
RATE OF PAY
QUALIFICATIONS

CLERK – CENTRAL MANPOWER
HILLSIDE MAINTENANCE COMPLEX
10:30 PM to 6:30 AM
MONDAY & TUESDAY
SAME AS JOB NO. 18
SAME AS JOB NO. 18

GROUP A
POSITION **TEMPORARY**
LOCATION
TOUR OF DUTY
RELIEF DAYS
RATE OF PAY
QUALIFICATIONS

CLERK – CENTRAL MANPOWER TRAINEE (S)
M OF E CENTRAL MANPOWER OFFICE
VARIOUS
VARIOUS
\$28.529 PER HOUR
\$37.614 per hour, after successful completion of training.

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.

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.

---CONTINUES---

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 RAIL ROAD
PUBLIC INFORMATION OFFICE
BULLETIN NO. 2019-03**

REPOST

TO ALL CLERICAL EMPLOYEES:

APPOINTED One (1) Temporary Public Information Officer position has become available in the Public Information Office (PIO) in the Public Affairs Department. All those interested in this position are invited to submit a resume to Susan McGowan, General Manager, Public Affairs, Mail Code 1131 or to smmcgow@lirr.org. All resumes must be received by **5 PM, May 24, 2019**. Please include the following information on your submittal: bulletin number, your employee number, railroad experience, and your current work location and phone extension. Thank you.

The Public Information Officer is responsible for providing information to Long Island Rail Road customers and the general public about all aspects of the Long Island Rail Road, including but not limited to service announcements, delays and policies.

Responsibilities:

- Monitor LIRR Train service via the Movement Bureau, Customer Communication Coordinator (CCC), TIMACS, or any other source as instructed.
- Ensure public announcements concerning train service are made as needed and are progressive in nature -- in consultation with the Customer Communications Coordinator (CCC) and at the direction of the PIO Director or his designee -- via all avenues of communication and media platforms as necessary, including but not limited to social media, customer e-Alerts and text messages, terminal message boards, digital screens, Service Status and Internet postings, public address announcements, AVPS updates (electronic signs at stations), and the LIRR's Customer Service Center.
- Ensure Assistant Station Master (ASM) communications with Train Crews and Ushers is consistent with all PIO messaging.
- Handle calls to provide current, updated information to public traffic reporting services, the LIRR's Customer Service Center Supervisor, and the MTA Press Office. Make call-arounds to the media regarding special events at the LIRR, as needed.
- Maintain an accurate record of announcements and a written transfer log including a list of all current announcements required as well as any other information relative to Public Address and AVPS operations.
- Make clear and concise announcements by microphone via the PA Console regarding train delays, cancellations, service disruptions, and short trains; and update AVPS signs at branch line stations.
- Provide a comprehensive AM or PM peak summary report, including major causes for delays at the conclusion of each rush hour; as well as a summary report for overnights and weekend AM and PM shifts.
- Assist in the research and drafting text for use in press releases, customer correspondence and other reports or documents
- Record, review and compile daily electronic news media reports and compile clipped newspaper articles
- All other duties assigned, and review reports as assigned

Qualifications

- Prior customer service experience in a high-pressure environment
- Prior media relations experience preferably in an operations environment
- Superior written and oral communication skills
- Experience directly responding to customer complaints arising from service emergencies
- Demonstrate ability to read and understand timetables, reports about upcoming track maintenance, special events, holiday programs, etc.
- Superior multi-tasking skills
- Flexibility and adaptability skills with ability to work various hours (24/7) and various days, including holidays, weekends, and during inclement weather.
- Knowledge of LIRR system and customer communication needs a plus.
- Preferred Bachelor's degree in English, Communications, or Journalism; or directly related and demonstrated Journalism/News Media experience; and/or Transportation Operations experience.

Position: Public Information Officer - Temporary
Location: Jamaica Station Building –2nd Floor
Tour of Duty: various
Relief Days: various
Rate of Pay: \$39.80 per hour

Posted: May 15, 2019

101ST PGA CHAMPIONSHIP TRAIN SERVICE - WEEKEND

Effective Saturday and Sunday, May 18 & 19, 2019

From Station	To Station	Day	Time	Frequency
Farmingdale	Farmingdale	Saturday	6:00 AM	Hourly
			7:00 AM	Hourly
			8:00 AM	Hourly
			9:00 AM	Hourly
			10:00 AM	Hourly
			11:00 AM	Hourly
		Sunday	6:00 AM	Hourly
			7:00 AM	Hourly
			8:00 AM	Hourly
			9:00 AM	Hourly
			10:00 AM	Hourly
			11:00 AM	Hourly



Effective Saturday and Sunday, May 18 & 19, 2019

From Station	To Station	Day	Time	Frequency
New York, Jamaica & Jamaica	New York, Jamaica & Jamaica	Saturday	6:00 AM	Hourly
			7:00 AM	Hourly
			8:00 AM	Hourly
			9:00 AM	Hourly
			10:00 AM	Hourly
			11:00 AM	Hourly
		Sunday	6:00 AM	Hourly
			7:00 AM	Hourly
			8:00 AM	Hourly
			9:00 AM	Hourly
			10:00 AM	Hourly
			11:00 AM	Hourly



Station	Service	Notes
Farmingdale	Local	Local service to Jamaica Station
Farmingdale	Express	Express service to Jamaica Station
Farmingdale	Commuter	Commuter service to Jamaica Station



There is NO parking available at Farmingdale Station or Jamaica Station for the PGA Championship. Fans who travel by car must park at Jones Beach, which has complimentary shuttle buses to the golf course. Because Farmingdale Station is on the LIRR's Ronkonkoma Branch, Long Island County residents traveling west to Farmingdale, Ronkonkoma, Central Islip, Brentwood, Deer Park and Wantagh will be able to take a train to the 101st PGA Championship. Nassau County residents traveling west to Farmingdale will be able to take a train to the 101st PGA Championship. Shuttle service will be provided for 20 hours, and \$12 per day, up to 24 hours.

Championship Information - State Park for the very first time, the 101st PGA Championship will mark the event's official move to May and establish its place as the season's second Major Championship. Routinely featuring the strongest field in the world's Major Championships, the 101st PGA Championship will be the 101st edition of the tournament, which was first held in 1912. The 2016 Barclays and the 2018 & 2019 U.S. Open, the Black & White's course at Bethpage has been a regular member on Golf Digest's roster of America's 100 Greatest Golf Courses. The event will be held at the historic clubhouse as the world's best players converge for the Wanamaker Trophy at Bethpage Black this May.

Monday-Wednesday, May 13-15
Gates open at 6:30 AM, Practice Rounds
Thursday & Friday, May 16 & 17
Gates open at 6:30 AM, First and Second Rounds of Competition
- 6:30 AM approximate starting time
Saturday & Sunday, May 18 & 19
Gates open at 7:00 AM, Third and Fourth Rounds of Competition
- 6:00 AM approximate starting time
Learn more about the Championship schedule at: PGAChampionship.com

- Travel Tips**
- Take the LIRR to the PGA Championship. The LIRR is the only train service that provides direct service to the PGA Championship at Farmingdale Station.
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Take the LIRR to the 101ST PGA Championship

2019 PGA BETHPAGE BLACK

LIRR Train Service May 13-19, 2019

The Black & White Social (Bethpage State Park), Farmingdale, Long Island City, New York, Farmingdale, Long Island City, New York


MTA

For travel information, visit mta.info/lirr or call 511 and say "LIRR"



STATIONS DEPARTMENT

NOTICE 2019-17

Date: May 10, 2019
To: All Stations Department Employees
From: James Compton, Chief Stations Officer 
Subject: 2019 PGA Championship at Bethpage Black Course, May 13, 2019 through May 19, 2019

The 2019 PGA Championship will be held at the Bethpage Black Golf Course located in Farmingdale. The event begins on Monday, May 13, 2019 and goes through Sunday, May 19, 2019.

The PGA of America will be bussing to and from the event using Farmingdale Station as the base of operation to handle the estimated 7,000 weekdays and 18,000 weekend customers expected to use our service for the championship event. A special timetable was prepared to show all trains that will be stopping at Farmingdale station. These timetables should be out at all stations.

The Stations Department employees will play an important role in the success of this program. We will support the program in the follow ways:

- Availability of ticket machines to allow all customers the ability to purchase tickets at our western terminals and island stations prior to boarding trains to Farmingdale.
- Customer information at terminals and island stations.
- Onsite support at Farmingdale station by department Managers, Ticket Agents, Ticket Clerks, Foremen and Station Appearance Maintainers.
- Oversee the Customer Assistance Program (CAP)
- Station preparations and post event cleanup efforts

The purpose of this notice is to both update you with information you will need to provide accurate customer information and give you, the employee, information needed should you work some of the extra positions the Department will be putting on during Championship Week.

Employee Information

- Ticket Agent, Ticket Clerk and Station Appearance Maintainer positions will be available at Farmingdale station.
- There will be no employee parking at Farmingdale station. Employees are encouraged to take the train to Farmingdale. If you need to drive, employee parking will available at Wyandanch station/parking garage/upper level. Any employee who parks at the Wyandanch garage must sign the log book at the main office located street level and include your spot number.
- All employees will be expected to be in full uniform. No exceptions will be made.



Employee Information (continued)

- All employees working are reminded that they should always wear their LIRR issued I.D. while on LIRR property.
- There will be daily briefings held by Stations Managers. These job briefings will discuss the various issues that each employee could face while working their tour.
- PGA Championship will require long hours in the sun. **Please make sure that you have sunglasses, sunscreen and bug repellent.**
- Security during this event is extremely high. You are the eyes and ears at all locations. If you see something suspicious (i.e.: suspicious activities or unattended packages) please notify a LIRR Manager or a Security Official immediately.

Time Period

- The PGA Championship will be held at Bethpage Black Course in Farmingdale, Long Island, New York from Monday, May 13, 2019 through Sunday, May 19, 2019
- The merchandising tent will be open for sales prior to the event. The tent will be open from Friday, May 10, 2019 through Sunday, May 12, 2019.

Train Service

A Special 2019 PGA Championship Timetable has been created (copy attached)

Fares and Fare Collection

- All STIMs and TVMs are able to sell Farmingdale – PGA Championship fares.
- Gating will be in effect Monday, May 13th through Sunday, May 19th at Farmingdale Station to ensure the collection of all fares.
- Regular Zone 7 Fares will be charged.
- Zone 7 Weekly and Monthly tickets WILL be valid.
- On-site: Gating program in effect; station handheld devices for on-site credit card sales (cash transactions will be performed through gating program or at TVM).

Refunds

- All refunds for fares are processed via mail through the Refund Department. The mail address is #3158 HSF, 4th Floor. These tickets can be refunded up to 3 months after the date of sale. Normal refund procedures apply for customers seeking refunds.

Attachment: Special train schedules.

Revised May 9, 2019

**STATIONS DEPARTMENT
NOTICE NO. 2019-15**



Compton

Date: May 9, 2019
 TO: All Stations Department Employees
 FROM: James Compton, Chief Stations Officer
 SUBJECT: HOLIDAY – Memorial Day, Monday, May 27, 2019

On Monday, May 27, 2019, the following will be in effect:

TICKET AGENTS - The following positions WILL work:

A102 Hillside TVM	A311 Bethpage TVM	A709 Ronkonkoma	A982 Bethpage TVM
A103 Penn TVM	A312 Bethpage TVM	A710 Ronkonkoma	A984 Bethpage TVM
A105 Penn TVM	A602 Huntington	A806 Babylon	A988 Penn Supervisor
A106 Hillside TVM	A603 Huntington	A808 Patchogue	
A110 Penn Spvrs	A701 Mineola	A961 Broadway	
A200 Woodside	A702 Bethpage TVM	A971 Ronkonkoma	
A303 Long Beach	A703 Hicksville	A972 Ronkonkoma	

TICKET CLERKS - The following positions WILL work:

C102 Penn	C130 Atlantic	C201 Woodside	C823 Hillside Cashier
C104 Penn	C132 Atlantic	C313 Long Beach	C901 Penn
C106 Penn	C134 Atlantic	C331 Bethpage TVM	C904 Penn
C107 Penn	C136 Atlantic	C333 Bethpage Cashier	C905 Atlantic
C108 Penn	C139 Jamaica	C411 Port Wash	C911 Penn
C110 Penn	C140 Jamaica	C412 Port Wash	C913 Penn
C112 Penn	C142 Jamaica	C602 Huntington	C917 Penn
C113 Penn	C143 Jamaica	C702 Bethpage TVM	C923 Jamaica
C114 Penn	C144 Info Clerk (AM)	C704 Hicksville	C924 Jamaica
C117 Penn	C145 Jamaica	C706 Hicksville	C952 Bethpage TVM
C118 Penn	C147 Info Clerk (PM)	C813 Babylon	C953 Bethpage TVM
C121 Penn Info	C149 Jamaica	C814 Babylon	C997 Bethpage Rel Cshr
C126 Penn	C151 Penn TVM	C821 Hillside TVM	CT721 Hicksville Info Clerk
C127 Penn	C152 Penn TVM	C822 Hillside TVM	CT880 Hicksville Info Clerk

STATION APPEARANCE MAINTAINERS - The following positions WILL work:

ATL102	HMC124	L302 Mineola	V489 Woodside
ATL103	HMC125	L303 Lindenhurst	V456 Garden City PM
ATL105	JAC1 Jamaica	L304 Freeport	V457 Garden City PM
ATL106	JAM102	L305 Wantagh	V462 Babylon Yard
ATL107	JAM103	L307 Babylon	V488 KO Yard (MTK Van)
ATL109	JAM104	L309 Hicksville	V903 Ronkonkoma Yd
ATL110	JAM108	L309P Hicksville	V477 Long Beach
H552 Port Wash	JAM112	L311 Huntington	V479 Ronkonkoma
H572 Northport	JAM118	L312 Ronkonkoma	V480 Ronkonkoma
HC551 Port Wash	JAM119	L313 Farmingdale	V484 Northport
HC571 Northport	JAM120	L315 Bayside	V485 Northport
HC581	JAM124	L320 Port Washington	WSY101
HC582	JAM130	L911 Ronkonkoma	WSY900
HC583	JAM131	RSC2 Atlantic	V490 Valley Stream
HMC109	JAM132	RSC3 Atlantic	V491 Valley Stream
HMC112	JAM133		V904 KO Yard
HMC123	L301 Mass Pk		

AMBASSADORS – The following positions WILL work:

AMB01 Penn	MB81 Jamaica	AMB11 Atlantic
AMB03 Penn	AMB91 Jamaica	AMB92 Atlantic

MESSENGER SERVICE: WILL NOT operate.

OFFICES CLOSED: General Offices, Lost and Found, Medical Facility, Mail and Ride

TICKET OFFICE HOURS: HOLIDAY hours as shown on the Ticket Sales Hours Card.

TICKET SALES: Senior Citizens/People with Disabilities/Medicare card tickets and Off Peak tickets will be valid on all trains.

TRAIN SERVICE: Will operate on a HOLIDAY schedule.

STATIONS DEPARTMENT

Notice No. 2019-16

Date: May 9, 2019

To: All Stations Department Employees

From: James Compton, Chief Stations Officer

Subject: Warm Weather Dress Code – Memorial Day through Labor Day

Effective May 27, 2019, and with the beginning of the warm weather season, *from Memorial Day through Labor Day*, all Stations Department employees are required to comply with the following dress code. As front line employees, whether ticket selling or maintaining the appearance of stations, 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.

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

Ticket office employee dress code is modified so that wearing the uniform tie or scarf is optional. As always, your nametag must be worn or prominently displayed at the ticket window so that customers can see it. If you lose or misplace your nametag, please contact your manager so that a replacement can be ordered.

NOTE: Polo shirts are ONLY to be worn when working outside of your normal scheduled tour of duty during bus programs or special events. They are NOT to be worn inside the ticket office during ticket selling. NO jeans. NO hooded sweatshirts.

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.

Foremen / Station Appearance Maintainers (SAM)

Foremen / SAMs are required to wear railroad issued uniform pieces with the following exceptions: Railroad issued short sleeve T-shirts or polo shirts may be worn. Purchased short sleeve T-shirts or polo shirts featuring the Long Island Rail Road logo, not issued by the Railroad, will be permitted with manager or foreman approval. Foremen / SAMs are also representatives of the Long Island Rail Road and should be recognizable as LIRR employees. You should project a neat and clean appearance to our customers. For example, shirts must be tucked into pants and torn clothing or vests should not be worn.

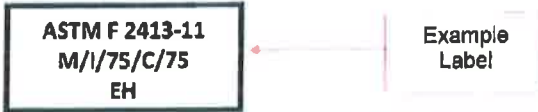
Customer Service Ambassadors: Ambassadors' dress code is modified so that wearing the uniform tie or scarf is optional. Must wear red blazer, vest or sweater. As always, your name badge must be worn. If you lose or misplace your nametag, please contact your manager so that a replacement can be ordered.

If you need any uniform items or have any questions about the dress code, please contact your manager.

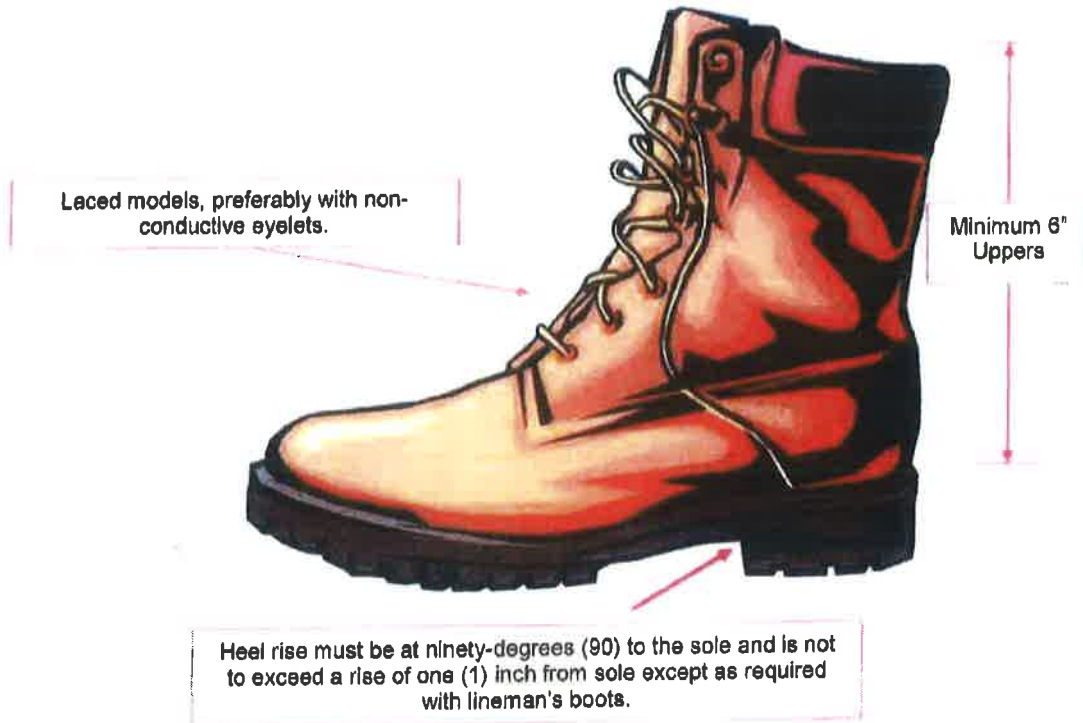
Attachments – SAFE-009 Attachment C (Revised 2/2016)

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

NOTICE NO. 2019-18

Date: May 10, 2019
To: Ticket Agents and Ticket Clerks
From: James Compton, Chief Stations Officer
Subject: **2019 Revised Ticket Agent and Ticket Clerk Instruction Manual**



The Instruction Manual for Agents and Clerks has been updated and being distributed to all Ticket Agents, Ticket Clerks, and Ticket Offices. Upon receipt of the new manual, please:

- ✓ Remove ALL of the pages/sections inside the current "Instructions to Ticket Agents and Ticket Clerks Manual" binder.
- ✓ Replace with the pages/sections included in this envelope.

The manual has the following changes/additions:

1. Each section of the manual has been updated to reflect the current operating procedures.
2. Addition of Section #13 for Mobile Ticketing procedures.
3. Manual is now updated with all of the forms and documents used in the daily operation of Ticket Offices system wide.

The Manual is also posted on the Stations Department intranet page - Under Ticket Selling and Technology. Section 2-Security is NOT posted due to the sensitive nature of the information in the section.

This revised manual supersedes all previous versions and will serve as the most current procedures.

Any questions please contact any Stations Department Manager.

Treat customers as you would want to be treated when making a purchase or asking a question.