



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

**BID SHEETS**

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

**June 3, 2020**

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

**NOTICE OF AWARDS**

<b><u>BULLETIN #</u></b>	<b><u>POSITION</u></b>	<b><u>EMPLOYEE</u></b>	<b><u>EFFECTIVE DATE</u></b>
P&L 2957	Assistant Warehouse Person Warehouse 15 Shop Floor Temporary (H. Barry)	NO BIDS RECEIVED	
P&L 2958	Assistant Warehouse Person Temporary (C. Jahkhah)	NO BIDS RECEIVED	
P&L 2959	Assistant Warehouse Person ESA-Temporary (R. Townsend)	NO BIDS RECEIVED	
P&L 2960	Warehouse Person-V/V Permanent (H. Barry)	NO BIDS RECEIVED	
P&L 2961	Assistant Warehouse Person Permanent WH 15 SF 8am-4pm (J. Macedonia)	NO BIDS RECEIVED	
P&L 2962	Warehouse Person-SF-V/V Permanent (M. Lombardi)	NO BIDS RECEIVED	
P&L 2963	Warehouse Person-HSF Warehouse 15-Shop Floor V/V Permanent (M. Boyd-West)	NO BIDS RECEIVED	

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

POSTED: 9:00 AM  
June 3, 2020

## **RE-ADVERTISED**

### **THE LONG ISLAND RAIL ROAD DEPUTY CHIEF STORES OFFICER – STORES OPERATION & MATERIALS BULLETIN NO. P&L - 2964**

#### **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, June 12, 2020**. Bids can be faxed to Ext. 3279 or sent via interoffice mail to MC: 3131.

**POSITION:** Assistant Warehouse Person (H. Barry) – Temporary  
RE-ADVERTISED (P&L – 2942, 2950 & 2957)  
**LOCATION:** Hillside Warehouse 15 Shop Floor  
**TOUR OF DUTY:** 8:00AM – 4:00PM  
**REST DAYS:** Friday & Saturday  
**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.

**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  
June 3, 2020

## **RE-ADVERTISED**

### **THE LONG ISLAND RAIL ROAD DEPUTY CHIEF STORES OFFICER – STORES OPERATION & MATERIALS BULLETIN NO. P&L – 2965**

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, June 12, 2020**. Bids can be faxed to Ext. 3279 or sent via interoffice mail to MC: 3131.

**POSITION:** Assistant Warehouse Person - (C. Jahkhah) – Temporary  
**RE-ADVERTISED (P&L – 2958)**

**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  
June 3, 2020

## **RE-ADVERTISED**

### **THE LONG ISLAND RAIL ROAD DEPUTY CHIEF STORES OFFICER – STORES OPERATION & MATERIALS BULLETIN NO. P&L – 2966**

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, June 12, 2020**. Bids can be faxed to Ext. 3279 or sent via interoffice mail to MC: 3131.

**POSITION:** Assistant Warehouse Person - (R. Townsend) – Temporary  
**RE-ADVERTISED (P&L – 2858, 2865, 2871, 2877, 2885, 2893, 2900  
2906, 2915, 2922, 2929, 2937, 2945, 2952 & 2959)**

**LOCATION:** East Side Access Glendale (84-02 72<sup>nd</sup> Dr.)

**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  
June 3, 2020

## **RE-ADVERTISED**

### **THE LONG ISLAND RAIL ROAD DEPUTY CHIEF STORES OFFICER – STORES OPERATION & MATERIALS BULLETIN NO. P&L – 2967**

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, June 12, 2020**. Bids can be faxed to Ext. 3279 or sent via interoffice mail to MC: 3131.

**POSITION:** Warehouse Person - (H. Barry) – Permanent  
RE-ADVERTISED (P&L-2808, 2812, 2814, 2817, 2821, 2823, 2828, 2837, 2846 & 2854, 2861, 2867, 2873, 2879, 2887, 2895, 2901, 2907, 2916, 2923, 2930, 2938 & 2946, 2953 & 2960)

**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  
June 3, 2020

## **RE-ADVERTISED**

### **THE LONG ISLAND RAIL ROAD DEPUTY CHIEF STORES OFFICER – STORES OPERATION & MATERIALS BULLETIN NO. P&L - 2968**

#### **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, June 12, 2020**. Bids can be faxed to Ext. 3279 or sent via interoffice mail to MC: 3131.

**POSITION:** Assistant Warehouse Person (J. Macedonia) – Permanent  
RE-ADVERTISED (P&L- 2947, 2954 & 2961)  
**LOCATION:** Hillside Warehouse 15 Shop Floor  
**TOUR OF DUTY:** 8:00AM – 4:00PM  
**REST DAYS:** Sunday & Monday  
**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.

**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  
June 3, 2020

# **RE-ADVERTISED**

## **THE LONG ISLAND RAIL ROAD DEPUTY CHIEF STORES OFFICER – STORES OPERATION & MATERIALS BULLETIN NO. P&L – 2969**

### **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, June 12, 2020**. Bids can be faxed to Ext. 3279 or sent via interoffice mail to MC: 3131.

**POSITION:** Warehouse Person - (M. Lombardi) – Permanent  
**RE-ADVERTISED (P&L – 2840, 2848, 2856, 2863, 2869, 2875, 2881, 2889, 2897, 2903, 2909, 2918, 2925, 2932, 2940, 2948, 2955 & 2962)**

**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  
June 3, 2020



# **RE-ADVERTISED**

## **THE LONG ISLAND RAIL ROAD DEPUTY CHIEF STORES OFFICER – STORES OPERATION & MATERIALS BULLETIN NO. P&L - 2970**

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, June 12, 2020**. Bids can be faxed to Ext. 3279 or sent via interoffice mail to MC: 3131

**POSITION:** Warehouse Person - (M. Boyd-West) – Permanent  
**RE-ADVERTISED (P&L – 2864, 2870, 2876, 2882, 2890, 2898, 2904, 2910, 2919, 2926, 2933, 2941, 2949, 2956 & 2963)**

**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  
June 3, 2020

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

DATE: June 3, 2020

BULLETIN NO. SD-10-2020

This bulletin will close at 5:00 PM on Friday, June 12, 2020. 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 Rosina Morales, 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 (C124)
Location:		Penn Station - Info
Tour of Duty:		2:00 PM - 10:00 PM
Rate of Pay:		\$33.890
Rest Days:		Monday/Tuesday

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.

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Position No. 2	Permanent	Ticket Clerk (C911)
Location:		Penn Station
Tour of Duty:		Monday/Tuesday - 10:30 PM - 6:30 AM Friday - 3:15 PM - 11:15 PM Saturday/Sunday - 2:00 PM - 10:00 PM
Rate of Pay:		\$36.463
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.

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Position No. 3                      Temporary                      Ticket Clerk (C924)  
Location:    Jamaica  
Tour of Duty:    Monday/Tuesday/Wednesday - 2:00 PM - 10:00PM  
Saturday/Sunday - 7:00 AM - 3:00 PM  
Rate of Pay:    \$36.463  
Rest Days:    Thursday/Friday  
Primary Duties:    Same as Position No. 2

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Position No. 4                      Temporary                      Ticket Clerk (CT500)  
Location:    Penn (Terminal Ambassador)  
Tour of Duty:    12:00 PM - 8:00 PM  
Rate of Pay:    \$36.463  
Rest Days:    Sunday/Monday

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 a qualified Ticket Clerk to apply and to have worked as a Ticket Clerk within the previous one-year period.

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Position No. 5                      Temporary                      Ticket Clerk (CT510)  
Location:    Jamaica (Terminal Ambassador)  
Tour of Duty:    6:00 AM - 2:00 PM  
Rate of Pay:    \$36.463  
Rest Days:    Thursday/Friday

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 a qualified Ticket Clerk to apply and to have worked as a Ticket Clerk within the previous one-year period.

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Position No. 6	Temporary	Ticket Clerk (CT511)
Location:		Jamaica (Terminal Ambassador)
Tour of Duty:		2:00 PM - 10:00 PM
Rate of Pay:		\$36.463
Rest Days:		Saturday/Sunday

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 a qualified Ticket Clerk to apply and to have worked as a Ticket Clerk within the previous one-year period.

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Position No. 7	Temporary	Ticket Clerk (CT512)
Location:		Jamaica (Terminal Ambassador)
Tour of Duty:		6:00 AM - 2:00 PM
Rate of Pay:		\$36.463
Rest Days:		Saturday/Sunday

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 a qualified Ticket Clerk to apply and to have worked as a Ticket Clerk within the previous one-year period.

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Position No. 8	Temporary	Ticket Clerk (CT513)
Location:		Jamaica (Terminal Ambassador)
Tour of Duty:		2:00 PM - 10:00 PM
Rate of Pay:		\$36.463
Rest Days:		Thursday/Friday

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 a qualified Ticket Clerk to apply and to have worked as a Ticket Clerk within the previous one-year period.

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Position No. 9                      Temporary                      Ticket Clerk (CT520)  
Location:    Atlantic (Terminal Ambassador)  
Tour of Duty:    6:00 AM - 2:00 PM  
Rate of Pay:    \$35.209  
Rest Days:    Thursday/Friday

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 a qualified Ticket Clerk to apply and to have worked as a Ticket Clerk within the previous one-year period.

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Position No. 10                      Temporary                      Ticket Clerk (CT521)  
Location:    Atlantic (Terminal Ambassador)  
Tour of Duty:    2:00 PM - 10:00 PM  
Rate of Pay:    \$35.209  
Rest Days:    Saturday/Sunday

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 a qualified Ticket Clerk to apply and to have worked as a Ticket Clerk within the previous one-year period.

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Position No. 11                      Temporary                      Ticket Clerk (CT550)  
Location:    Jamaica  
Tour of Duty:    Tuesday/Wednesday - 6:00 AM - 2:00 PM  
   Thursday/Friday/Saturday - 2:00 PM -10:00 PM  
Rate of Pay:    \$36.463  
Rest Days:    Sunday/Monday

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 a qualified Ticket Clerk to apply and to have worked as a Ticket Clerk within the previous one-year period.

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Position No. 12                      Temporary                      Ticket Clerk (CT950)  
Location:    Jamaica (Terminal Ambassador)  
Tour of Duty:    6:00 AM - 2:00 PM  
Rate of Pay:    \$36.463  
Rest Days:    Tuesday/Wednesday

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 a qualified Ticket Clerk to apply and to have worked as a Ticket Clerk within the previous one-year period.

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Position No. 13                      Temporary                      Ticket Clerk (CT951)  
Location:    Jamaica (Terminal Ambassador)  
Tour of Duty:    2:00 PM - 10:00 PM  
Rate of Pay:    \$36.463  
Rest Days:    Tuesday/Wednesday

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 a qualified Ticket Clerk to apply and to have worked as a Ticket Clerk within the previous one-year period.

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Position No. 14                      Temporary                      Ticket Clerk (CT952)  
Location:    Atlantic (Terminal Ambassador)  
Tour of Duty:    Wednesday/Thursday/Friday - 6:00 AM -2:00 PM  
Saturday/Sunday - 2:00 PM -10:00 PM  
Rate of Pay:    \$35.209  
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. MUST be a qualified Ticket Clerk to apply and to have worked as a Ticket Clerk within the previous one-year period.

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Position No. 15                      Temporary                      Ticket Clerk/STIMS (CT560)  
Location:                                      Wyandanch/Deer Park (Station Ambassador)  
Tour of Duty:                                      6:00 AM - 2:00 PM  
Rate of Pay:                                      \$36.618  
Rest Days:                                      Saturday/Sunday

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 a qualified Ticket Clerk to apply and to have worked as a Ticket Clerk within the previous one-year period.

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Position No. 16                      Temporary                      Ticket Clerk/STIMS (CT561)  
Location:                                      Mineola (Station Ambassador)  
Tour of Duty:                                      1:00 PM - 9:00 PM  
Rate of Pay:                                      \$36.618  
Rest Days:                                      Saturday/Sunday

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 a qualified Ticket Clerk to apply and to have worked as a Ticket Clerk within the previous one-year period.

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Position No. 17                      Temporary                      Ticket Clerk/STIMS (CT562)  
Location:                                      Bayshore/Freeport (Station Ambassador)  
Tour of Duty:                                      Monday/Tuesday/Friday - Bayshore 6:00 AM - 2:00 PM  
Saturday/Sunday - Freeport- 8:00 AM -4:00 PM  
Rate of Pay:                                      \$36.618  
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. MUST be a qualified Ticket Clerk to apply and to have worked as a Ticket Clerk within the previous one-year period.

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Position No. 18	Temporary	Ticket Clerk/STIMS (CT563)
Location:		Lynbrook (Station Ambassador)
Tour of Duty:		6:00 AM - 2:00 PM
Rate of Pay:		\$36.618
Rest Days:		Saturday/Sunday

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 a qualified Ticket Clerk to apply and to have worked as a Ticket Clerk within the previous one-year period.

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Position No. 19	Permanent	Station Appearance Maintainer (HMC123)
Location:		Hillside
Tour of Duty:		3:00 PM - 11:00 PM
Rate of Pay:		\$30.220
Rest Days:		Saturday/Sunday

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

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

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Position No. 20	Permanent	Station Appearance Maintainer (V902)
Location:		Morris Park/Valley Stream
Tour of Duty:		Monday/Tuesday - Morris Park - 6:15 AM - 2:15 PM Wednesday - Valley Stream - 6:00 AM - 2:00 PM Saturday/Sunday - Morris Park - 6:00 AM - 2:00 PM
Rate of Pay:		\$31.147
Rest Days:		Thursday/Friday

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

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Position No. 21	Permanent	Station Appearance Maintainer (H503)
Location:		Jamaica/Atlantic/Nostrand
Tour of Duty:		4/1 - 11/30 → 10:00 PM - 6:00 AM 12/1 - 3/31 → 4:00PM - 12:00 AM
Rate of Pay:		4/1 - 11/30 → \$31.559 12/1 - 3/31 → \$31.422
Rest Days:		Saturday/Sunday
Primary Duties:		Same as Position No. 20

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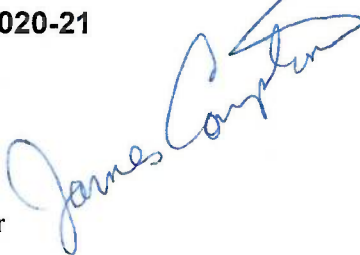
AWARDS TO BULLETIN SD-09-2020

	<u>JOB #</u>	<u>NAME</u>	<u>AWARD DATE</u>
POSITION NO. 1	Temporary C142	Withdrawn	
POSITION NO. 2	Temporary C101	Withdrawn	
POSITION NO. 3	Permanent C960	A. Blanco	6/3/20
POSITION NO. 4	Permanent C961	C. Zhu	6/3/20
POSITION NO. 5	Permanent C962	A. Puzino	6/10/20
POSITION NO. 6	Permanent C963	J. Davis	6/3/20
POSITION NO. 7	Permanent C964	T. O'Connor	6/3/20
POSITION NO. 8	Permanent HMC125	T. Thorsen	6/3/20
POSITION NO. 9	Permanent HC501	C. J. Pepe	6/11/20
POSITION NO. 10	Permanent V902	Re-Advertised	
POSITION NO. 11	Permanent V459	A. Newton	6/3/20
POSITION NO. 12	Permanent RSC1	B. Diercks	6/3/20
POSITION NO. 13	Temporary ATL102	Withdrawn	
POSITION NO. 14	Temporary WSY900	C. Lignelli (A)	6/3/20
POSITION NO. 15	Temporary ATL105	R. Claros	6/3/20
POSITION NO. 16	Permanent JAM130	S. Miscioscia	6/3/20
POSITION NO. 17	Temporary RSC3	Withdrawn	
POSITION NO. 18	Temporary H572	C. Gil (A)	6/3/20



**STATIONS DEPARTMENT**

**NOTICE NO. 2020-21**



Date: May 26, 2020  
 To: Stations Department Employees  
 From: James Compton, Chief Stations Officer  
 Subject: **Thermoscan Temperature Check Stations**

Effective immediately, employees will be required to perform temperature checks prior to beginning their work duties but after they clock in. We have been provided with Thermoscan thermometers at the locations listed below, attached are instructions for use. There will be signage to identify these temperature check stations, and each station will be equipped with a Thermoscan thermometer, disposable gloves, surgical masks, hand sanitizer, and trash containers.

Employees who have a temperature of lower than 100.0 may begin their daily assigned work.

Employees who have a temperature of 100.0 or above, must recheck for accuracy, if still 100.0 or above, they must put on a mask, inform their supervisor and inform crew that they are going home. They are to contact their healthcare provider **and** the MTA OHS Hotline at 646-252-1010 to open a case, they should also look to apply for the Emergency Paid Sick Leave (Act) that has been set up for COVID-19 related illnesses, forms are on the MTA Employee Portal.

**Location of Temperature Check Stations:**

<b>Headquarters:</b>	<b>Location</b>
Penn Station	Agent Office
Penn TVM	TVM Office
Atlantic Terminal	Ticket Office & SAM Locker Room
Jamaica	Ticket Office & SAM Locker Room
Hillside	TVM Office, SAM Locker Room, TVM Parts Room
Bethpage TVM	TVM Office
M&R/ATS Claims	Office
Ronkonkoma Yard	Mid-Suffolk Yard Building-SAM's storage area
Babylon Yard	Radio Shop by Kronos Clock
Northport Station	SAM Supply Room
Port Washington Station	By Kronos Clock (Trainmen Room)
Valley Stream Yard	By Kronos Clock
Stations Building	1 <sup>st</sup> floor- Administrative Office, 2 <sup>nd</sup> floor Conference Room

Attachments: Action Plan, Thermoscan Info Sheet, Flow Chart, Instructional Flyer, EPSLA Flyer, Temperature Screening Form, Temperature Self-Check Station Flyer

**If you have any questions, please contact your manager.**

## Stations Department

### Thermoscan Temperature Checks - Guidelines

#### I. Goal:

Take temperatures (Thermoscan) of most of the Station Department employees at key locations at the beginning of their tour.

1. If temperature is below 100.0, may begin their daily assigned work.
2. If temperature is at or above 100.0 give employee surgical mask to cover their mouth and nose as they will be sent home and must contact their medical provider and call the MTA Hotline (646 252-1010).

#### II. Tools/Supplies needed:

- Thermoscan thermometer (**Attachment 1**)
- Signage - Safety has sent the signs already
- Disposable gloves
- Trash container
- Surgical mask- needed to go home when over 100.0 temp
- Hand sanitizer

#### III. Process: Refer to Flowchart (**Attachment 2**)

Whether temperature check is self-administered or taken by a supervisor.

- Employees should clock in first to avoid late starts
- Employee who is taking the temperature:
  - a. Put on disposable gloves
  - b. Point thermometer towards the forehead (keep at least 1-2 inches away & do not touch skin with thermometer)
  - c. Squeeze the trigger to take temperature & verify temperature on the screen
- If temperature is below 100.0, employee is instructed to begin their daily work assignment.
  - a. Self-administered: dispose of gloves in the garbage, wash your hands and report to assigned work location.
- If temperature is or above 100.0
  - a. temperature will be rechecked for accuracy
  - b. If still at or above 100.0, employee will be provided a surgical mask to cover their mouth and nose and instruct them to go home, they must contact their medical provider and the MTA Hotline (646 252-1010) to open a case. HR will reach out to the employee to explain what is required of them. Employee should also call the Crew Office and their manager.
  - c. Provide employee "Elevated Temperature" flyer. (**Attachment 3**)

- d. Employees sent home with COVID19-related symptoms may be eligible for payment under the Emergency Paid Sick Leave Act (EPSLA) or MTA administrative leave. Provide EPSLA flyer (**Attachment 4**)
- e. Supervisor to complete “*On-site Temperature Screening Form*” (**Attachment 5**)

#### IV. Locations: (**Attachment 6 – Temperature Self-Check Station**)

1. Penn Station
  - Agent’s Office - Agents & terminal managers will facilitate the temperature scans for AM and PM tours.
2. Penn TVM
  - TVM Office - Agents will facilitate the temperature scans for AM and PM tours.
  - Backup location: Penn Ticket Office
3. Atlantic Terminal
  - Ticket Office – Agents & terminal managers will facilitate the temperature scans within the ticket office for AM and PM tours.
  - SAM Locker Room – Cleaning foreman will facilitate the temperature scans for AM and PM tours during daily safety briefing.
  - If employee is not wearing a mask, they will be directed to put one on before the supervisor administers the test.
4. Jamaica
  - Ticket Office - Chief Ticket Seller & terminal managers will facilitate the temperature scans within the ticket office for AM and PM tours.
  - SAM Locker Room – Foreman will facilitate the temperature scans for am and pm tours during daily safety briefing.
  - If employe is not wearing a mask, they will be directed to put one on before the supervisor administers the test.
5. HSF
  - SAM Locker Room – Foreman will facilitate the temperature scans for AM and PM tours during daily safety briefing.
  - If employee is not wearing a mask, they will be directed to put one on before the supervisor administers the test.
6. HSF TVM
  - Parts/Testing TVM Room- Agents/Managers will facilitate the temperature scans

7. Bethpage TVM
  - Scanning station will be set up at main entrance, inside TVM office. Monday-Saturday: On site manager or Agent in charge will ensure compliance and verify temperature for all crews and cashiers (6am, 8am, 10:30am)
  - Sunday: The agent and clerk within each crew will verify each other's temperature.
8. M&R/Claims
  - Thermoscan information will be verified by on-site MOD
9. KO Yard, Babylon Yard, Northport Station, Port Washington Station, Valley Stream Yard
  - Temperature scans administered by Managers, Foreman & Agents
  - No self-check locations on the island
  - If employee is not wearing a mask, they will be directed to put one on before the supervisor administers the test
10. Stations Building
  - 1<sup>st</sup> Floor - Crew Dispatchers, Admin Staff, Management
  - 2<sup>nd</sup> Floor – Chief Stations Officer & Staff
    - Temperature scans administered by managers or self-check at start of tour.

## V. Attachments: Provided by Corporate Safety

1. Infrared Thermometer Information Sheet
2. Temperature Self-Check Flow Chart
3. Elevated Temperature Instructional Flyer
4. Federal Emergency Paid Sick Leave Act Flyer
5. On-Site Temperature Screening Form
6. Temperature Self-Check Station Flyer

**ICI**

**HOTSPOT NON-CONTACT INFRARED THERMOMETER**

**FDA**  
510(k)



**INFRARED CAMERAS INC.**

2105 W. Cardinal Dr. Phone: (409) 861-0788  
Beaumont, TX 77705 Toll Free: (866) 861-0788

**We Are IR™**

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## HOTSPOT NON-CONTACT INFRARED THERMOMETER

ICI's HotSpot Non-contact Infrared Thermometer ensures accurate and stable body temperature readings. Effective for adults as well as newborn babies and young children with high mobility tendencies. Readings can be taken as close as 5 cm or as far as 15 cm from target zone. Being non-contact makes for a more sanitary environment and reduces the chance to spread infectious diseases. Temperature shows on the LCD screen. Users can set an alarm for readings considered abnormally high. Onboard datalogger stores last 32 readings. The HotSpot IR is fits in lab coats and bags for portability.

### Features

- Precise non-contact temperature measurements
- Select between °C or °F readout
- Select between Body and Surface temperature
- Alarm sound for threshold
- Memorization of the last 32 measurements
- Automatic selection range
- Display resolution 1/10th of a degree
- Backlight LCD display
- Auto power off

### Specifications

- **Range:**
  - Body Mode: 32.0 °C to 42.5 °C (89.6 °F to 108.5 °F)
  - Surface Mode: 0 °C to 60 °C (32 °F to 140 °F)
- **Resolution:** ±1 °C
- **Basic Accuracy:** ASTM E1965-1998 (2003)
  - 32 °C to 35.9 °C (93.2 °F to 96.6 °F) with (±0.3 °C/ ±0.5 °F)
  - 36 °C to 39 °C (96.8 °F to 96.6 °F) with (±0.2 °C/±0.4 °F)
  - 39 °C to 42.5 °C (102.2 °F to 108.5 °F) with (±0.3 °C /±0.5 °F)
- **Measuring Distance:** 5 - 15 cm
- **Response Time:** 0.5 Seconds

### Accessories

- 2x1.5V, AA batteries

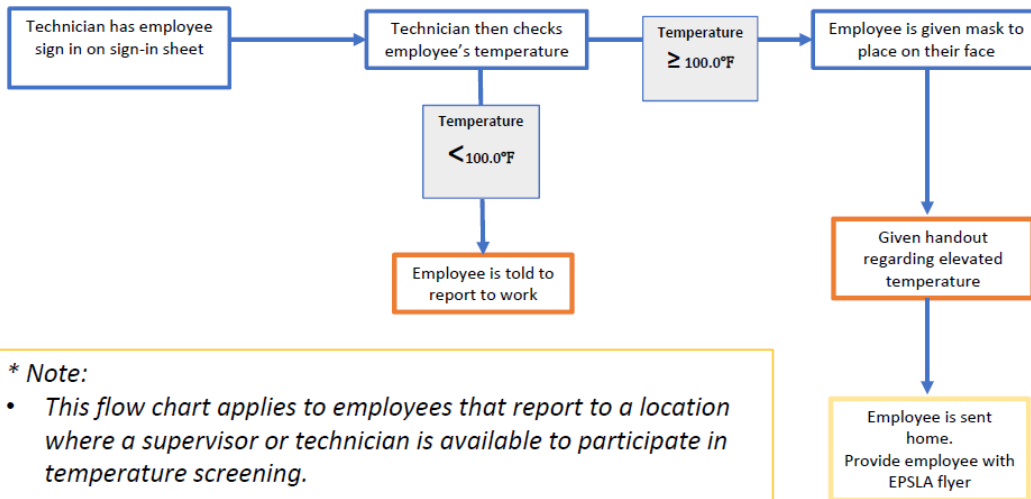
### Safety Conformance

- ASTM E1965-1998
- EN 980: Graphical symbols for use in the labeling of medical devices
- EN 1041: Information supplied by the manufacturer with medical devices
- EN 60601-1: Medical electrical equipment Part 1: General requirements for safety (IEC: 60601-1:1998)
- EN 60601-1-2: Medical electrical equipment Part 1-2: General requirements for safety Collateral standard Electromagnetic compatibility Requirements and test (IEC 60601-1-2:2001)





OCCUPATIONAL HEALTH SERVICES  
PROCEDURE FOR TEMPERATURE SCREENING (\*see below) May 22, 2020



**\* Note:**

- *This flow chart applies to employees that report to a location where a supervisor or technician is available to participate in temperature screening.*
- *Employees that work independently will conduct a self-temperature screening until further notice.*



OCCUPATIONAL HEALTH SERVICES  
**TEMPERATURE CHECK PROGRAM**

Your temperature is elevated today (over 100.0 degrees F)

As a precaution, you are being sent home. This elevated temperature does not mean you have COVID-19. It is a sign that you may become symptomatic.

Monitor your temperature at home, and watch for any of these symptoms:

- cough,
- sore throat,
- feeling chilled or warm, and/or
- shortness of breath or difficulty breathing

If you develop any of these symptoms, call your healthcare provider for further medical evaluation. Your healthcare provider will determine if testing is needed.

Please be sure to request a note from your healthcare provider documenting their assessment of your condition and their recommendation for returning to work.

If you have any questions or concerns, please call your supervisor, the MTA Hotline at 646-252-1010 to speak with HR, or the NYS DOH Coronavirus hotline: 888-364-3065.

**FEDERAL EMERGENCY PAID SICK LEAVE ACT**

If you are being sent home due to COVID-19 related symptoms, **including fever**, you may be eligible for COVID-19 related leave under the Federal Emergency Paid Sick Leave Act (“EPSLA”).

EPSLA allows all MTA employees to take up to two weeks of partially paid sick leave when unable to work or telework because they **are experiencing COVID-19 symptoms and are seeking a medical diagnosis**.

Therefore, if you are sent home because you are experiencing a fever (or other COVID-19 symptom) and are getting a medical opinion from your doctor, EPSLA may provide you with up to 2 weeks of paid leave (up to 80 hours, or a part-time employee’s two-week equivalent) with a daily limit of \$511.

Employees wishing to apply for EPSLA leave may do so by completing and submitting your Agency’s EPSLA Leave Request form. Each Agency’s EPSLA forms can be accessed on “My MTA Portal” under BSC Forms/Human Resources/COVID-19 Forms and Information.

If you have questions regarding your Agency’s EPSLA application process, please contact the BSC Hotline at (646) 376-0123.

If you have questions regarding your eligibility for these benefits, please contact your respective Human Resources Representative listed below.

<b>Agency</b>	<b>Name</b>	<b>Contact Information</b>
<b>NYC Transit</b>	Arthur Mahler	<a href="mailto:Arthur.mahler@nycet.com">Arthur.mahler@nycet.com</a> (347) 643-8333
	Ronald Liburd	<a href="mailto:Ronald.liburd@nycet.com">Ronald.liburd@nycet.com</a> (347) 643-8154
	Lillian Kristiansen	<a href="mailto:Lillian.kristiansen@nycet.com">Lillian.kristiansen@nycet.com</a> (347) 643-7252
<b>MTA Bus</b>	Jennifer Wiehler	<a href="mailto:jennifer.wiehler@mtabusco.com">jennifer.wiehler@mtabusco.com</a> (718) 696-3642
	Marlene Masiello	<a href="mailto:marlene.masiello@mtabusco.com">marlene.masiello@mtabusco.com</a> (718) 696-3643
<b>Bridges &amp; Tunnels</b>	Kim Leake-Sowell	<a href="mailto:KSowell@mtabt.org">KSowell@mtabt.org</a> (212) 360-2950
	Deborah Wells	<a href="mailto:DWells@mtabt.org">DWells@mtabt.org</a> (212) 360-2946
<b>LIRR</b>	Kim Hanley	<a href="mailto:kmhanle@lirr.org">kmhanle@lirr.org</a> (516) 523-6637
<b>Metro-North</b>	MNR FMLA Hotline	212 340 2112
<b>HQ</b>	Michael A. Kalish	<a href="mailto:MKalish@MTAHQ.org">MKalish@MTAHQ.org</a> (917) 575-3693
	Judy Giberstone	<a href="mailto:jgiberst@mtahq.org">jgiberst@mtahq.org</a> (917) 597-1371
<b>Construction &amp; Development</b>	Luz Pacheco	<a href="mailto:Luz.Pacheco@mtacd.org">Luz.Pacheco@mtacd.org</a> 646 252 3245
	Coleen Cohen	<a href="mailto:Coleen.Cohen@mtacd.org">Coleen.Cohen@mtacd.org</a> 646 252 3183

**On-site Temperature Screening Form**

All employees entering the facility must have their temperature taken, regardless of title.  
This form must be completed if the employee's temperature reads 100.0 degrees or higher.

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

Time: \_\_\_\_\_

Temperature screening location \_\_\_\_\_

Attending Supervisor Full Name \_\_\_\_\_

Attending Supervisor Pass # \_\_\_\_\_

Employee Last Name \_\_\_\_\_

Employee First Name \_\_\_\_\_

Employee Pass Number \_\_\_\_\_

Employee Temperature Reading \_\_\_\_\_

**Notes**

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*Submit this form per normal attendance protocol. The employee's confidentiality must be respected at all times.*

# **TEMPERATURE SELF-CHECK STATION**

All employees are required to self-check their temperature at the beginning of each workday following the provided instructions.

**Immediately notify your supervisor if your temperature is found to be above the indicated threshold.**

