



Long Island Rail Road
Going your way

BID SHEETS

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

July 15, 2020

**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 2977	Assistant Warehouse Person Temporary (C. Jahkha)	NO BIDS RECEIVED	
P&L 2978	Assistant Warehouse Person ESA-Temporary (R. Townsend)	NO BIDS RECEIVED	
P&L 2979	Assistant Warehouse Person Morris Park/Richmond Hill Permanent (J. Macedonia)	NO BIDS RECEIVED	
P&L 2980	Warehouse Person-SF-V/V Permanent (M. Lombardi)	NO BIDS RECEIVED	
P&L 2981	Warehouse Person-HSF Warehouse 15-Shop Floor Permanent (M. Boyd-West)	Malik Boyd-West	7/15/20

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

POSTED: 9:00 AM
July 15, 2020

RE-ADVERTISED

THE LONG ISLAND RAIL ROAD DEPUTY CHIEF STORES OFFICER – STORES OPERATION & MATERIALS BULLETIN NO. P&L – 2982

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, July 24, 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, 2965, 2971 & 2977)
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
July 15, 2020

RE-ADVERTISED

THE LONG ISLAND RAIL ROAD DEPUTY CHIEF STORES OFFICER – STORES OPERATION & MATERIALS BULLETIN NO. P&L – 2983

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, July 24, 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, 2966, 2972 & 2978)

LOCATION: East Side Access Glendale (84-02 72nd 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
July 15, 2020

RE-ADVERTISED

THE LONG ISLAND RAIL ROAD DEPUTY CHIEF STORES OFFICER – STORES OPERATION & MATERIALS BULLETIN NO. P&L – 2984

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, July 24, 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 – 2979)
LOCATION: Morris Park/Richmond Hill (Mon. Tues. Wed. MP / Sat. & Sun. RH)
TOUR OF DUTY: 7:30 am – 3:30 pm
REST DAYS: Thursday & Friday
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
July 15, 2020

RE-ADVERTISED

THE LONG ISLAND RAIL ROAD DEPUTY CHIEF STORES OFFICER – STORES OPERATION & MATERIALS BULLETIN NO. P&L – 2985

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, July 24, 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, 2969 & 2980)

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
July 15, 2020

THE LONG ISLAND RAIL ROAD
DEPUTY CHIEF STORES OFFICER – STORES OPERATION & MATERIALS
BULLETIN NO. P&L - 2986

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, July 24, 2020**. Bids can be faxed to Ext. 3279 or sent via interoffice mail to MC: 3131.

POSITION: Warehouse Person - (M. Boyd-West) – Permanent
LOCATION: Hillside
TOUR OF DUTY: 7:30 AM – 3:30 PM
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
July 15, 2020

LONG ISLAND RAILROAD

MANAGEMENT-TRANSPORTATION CREW MANAGEMENT SERVICES

Bulletin Awards - Non-Ops

Bulletin ID: TEL BU 2-43 Sequence: 45

Description: TEL OPERATORS BULLETIN 2-43

Date: 07/01/2010 06:01 Class: 07102426 17600

Effective: 07/14/2010 06:01

Replaces: 0700 0000 06:01

Age	Position	Perm or Temp	Terminal	Emp Num	Employee Name	Rank From
JCUMT2	BLOCK OPERATOR	Permanent	JCC TOWER	Readvertis		
JCUMT3	BLOCK OPERATOR	Permanent	JCC TOWER	Readvertis		
JJ0147	LEAD TRAIN DIRECTOR	Permanent	JCC TOWER	52283	TAVAKES, D	77 JTD22 TR JCC
W12	BLOCK OPERATOR	Permanent	LEAD	Readvertis		
W1007	BLOCK OPERATOR	Permanent	LIRR-Extra List	Readvertis		
W105X	BLOCK OPERATOR	Permanent	LIRR-Extra List	Readvertis		
W1059	BLOCK OPERATOR	Permanent	LIRR-Extra List	58602	LEE, D	172 B01052 B0 LRR
TR9	BLOCK OPERATOR	PERMANENT	JCC TOWER	READVERTISE D		

All bids must be to the transportation crew management services office prior to the close of this bulletin. All bids received 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: TELBUH 2-34

Bulletin Seq: 46

Bulletin Description: TELEGRAPHERS BULLETIN 2-34

Open: 07/13/2020 00:01

Close: 07/24/2020 17:00

Effective: 07/29/2020 00:01

Posted: 07/13/2020 00:01

Asgn	Position	Permit Or Temp	Terminal
BO1057	BLOCK OPERATOR	Permanent	LIRR-Extra List
	Location TELEGRAPHER EXTRA LIST		
	Report Time VARIOUS		
	Rest Days THURSDAY & FRIDAY		
	Rate Of Pay \$39.471 HOURLY* (MINIMUM)		
	*DIFFERENTIAL NOT INCLUDED IN ABOVE RATE OF PAY.		
BO1058	BLOCK OPERATOR	Permanent	LIRR-Extra List
	Location TELEGRAPHER EXTRA LIST		
	Report Time VARIOUS		
	Rest Days THURSDAY & FRIDAY		
	Rate Of Pay \$39.471 HOURLY* (MINIMUM)		
	*DIFFERENTIAL NOT INCLUDED IN ABOVE RATE OF PAY.		
JCCMT2	BLOCK OPERATOR	Permanent	JCC TOWER
	Location JCC TOWER		
	Report Time 201PM		
	Rest Days MONDAY/TUESDAY		
	Rate Of Pay \$39.471*		
	*DIFFERENTIAL NOT INCLUDED IN ABOVE RATE OF PAY		
JCCMT3	BLOCK OPERATOR	Permanent	JCC TOWER
	Location JCC TOWER		
	Report Time 1601PM		
	Rest Days WEDNESDAY/THURSDAY		
	Rate Of Pay \$39.471*		
	*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. C1-88 receipts is honored only if signed by employee working in the transportation crew management services office.

07/14/20 11:37

Bulletin ID: TELBUL2-34

Bulletin Seq: 46

Bulletin Description: TELEGRAPHERS BULLETIN 2-34

Open: 07/15/2020 00:01

Close: 07/24/2020 17:00

Effective: 07/29/2020 00:01

Posted: 07/13/2020 00:01

Asgn	Position	Perm Or Temp	Terminal
TR9	BLOCK OPERATOR	Permanent	JCC TOWER
	Location: JCC TOWER		
	Report Time: VARIOUS		
	Rest Days: THURSDAY & FRIDAY		
	Rate Of Pay: \$32.471 HOURLY*		
	SATURDAY/SUNDAY: JCCMT1 645AM		
	MONDAY/TUESDAY: JCCMT2 245PM		
	WEDNESDAY: JCCMT3 1045PM		
	*DIFFERENTIAL NOT INCLUDED IN ABOVE RATES OF PAY.		
W1.2	BLOCK OPERATOR	Permanent	LEAD
	Location: LEAD TOWER		
	Report Time: 201PM		
	Rest Days: TUESDAY & WEDNESDAY		
	Rate Of Pay: \$39.471 HOURLY*		
	*DIFFERENTIAL NOT INCLUDED IN ABOVE RATE OF PAY		
J1122	TRAIN DIRECTOR	Permanent	JCC TOWER
	Location: JCC TOWER		
	Report Time: 245PM		
	Rest Days: SATURDAY & SUNDAY		
	Rate Of Pay: \$51.603 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. C1-88 receipt is honored only if signed by employees working in the transportation crew management services office.

07/14/20 11:37

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

DATE: July 15, 2020

BULLETIN NO. SD-13-2020

This bulletin will close **at 5:00 PM on Friday, July 24, 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 answer customer questions related to locations in and around the station. Will be required to monitor the waiting room checking that all occupants are valid ticket holders, checking customer tickets prior to entering waiting room, and maintaining the time table rack throughout the station. Must be able to keep station posters and special instructions current, take in timetables deliveries, discard expired timetables and maintain an organized timetable room. Must possess the ability to exercise good judgment and efficiently perform all assigned duties. Will be required to work as directed.

Position No. 2	Temporary	Ticket Clerk (C132)
Location:		Atlantic Terminal
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.

Position No. 3	Temporary	Ticket Clerk (C107)
Location:		Penn Station - Clerk
Tour of Duty:		7:15 AM - 3:15 PM
Rate of Pay:		\$36.463
Rest Days:		Wednesday/Thursday
Primary Duties:		Same as Position No. 2

Position No. 4	Temporary	Ticket Clerk (C805)
Location:		Bellmore
Tour of Duty:		6:00 AM - 2:00 PM
Rate of Pay:		\$35.840
Rest Days:		Saturday/Sunday
Primary Duties:		Same as Position No. 2

Position No. 5	Temporary	Ticket Clerk (C997)
Location:		Bethpage Facility/Cashier
Tour of Duty:		Sat/Sun/Mon - Cashier - 10:30 AM - 6:30 PM Thursday/Friday - TSM - 8:30 AM - 4:30 PM
Rate of Pay:		Sat/Sun/Mon - Cashier - \$40.411 Thursday/Friday - TSM - \$36.618
Rest Days:		Tuesday/Wednesday

Primary Duties: CASHIER: This position must be able to verify Ticket Vending Machine cash removals and prepare deposits from these removals. Must be able to verify the contents of change modules removed from the Ticket Vending Machines and refill these modules for replenishment of the machines. Prepare deposit for change orders and verify change orders when received. Must be able to reconcile all cash removals, deposits, and coin refills processed against reports generated daily and cashier's safe. Will assist the Agent with the transfer of parts for repair between location and service contractor for TSMs. Record, verify, and forward any claims to Automated Ticket Sales of Transportation Services for processing. Must be able to lift full coin hoppers as part of daily routine. Must be qualified in the sale and accounting of tickets or ticket vending machines. Must possess the ability to exercise good judgment and perform all assigned and related duties.

TSM CLERK: Must have a full understanding of the sales and accounting of tickets and related duties. Must possess the ability to service, define error codes and correct malfunctions in the 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 (CT500)
Location:		Penn Station - 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.

Position No. 7	Permanent	Station Appearance Maintainer (JAM116)
Location:		Jamaica
Tour of Duty:		4:00 PM - 12:00 AM
Rate of Pay:		\$30.221
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. 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. 8	Permanent	Station Appearance Maintainer (SSM7)
Location:		Ronkonkoma/Hicksville
Tour of Duty:		4/1 - 11/30 → 7:30 AM - 3:30 PM 12/1 - 3/31 → Extra List
Rate of Pay:		4/1 - 11/30 → \$31.559 12/1 - 3/31 → \$31.285
Rest Days:		Friday/Saturday

Primary Duties: for both Station Appearance Maintainer-Spray Wash and Station Appearance Maintainer-Extra List are as follows:

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 be available to drive between Long Island Rail Road properties as required. 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. A copy of the driver's license must be on file with Customer Services. 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.

AWARDS TO BULLETIN SD-12-2020

	<u>JOB #</u>	<u>NAME</u>	<u>AWARD DATE</u>
POSITION NO. 1	Permanent C913	S. Massey	7/15/20
POSITION NO. 2	Temporary CT950	B. Rooney	7/15/20
POSITION NO. 3	Temporary C102	P. Giuliano	7/15/20
POSITION NO. 4	Temporary C108	K. Merrique	7/15/20
POSITION NO. 5	Temporary <small>Crew Dispatch Trainee</small>	D. Richardson	7/22/20
POSITION NO. 6	Permanent JAM132	S. Jainarine	7/15/20
POSITION NO. 7	Permanent H543	Withdrawn	
POSITION NO. 8	Permanent SSM3	D. Czerniawski	7/15/20
POSITION NO. 9	Permanent L304	C. Stellato	7/15/20

THE LONG ISLAND RAILROAD
OFFICE OF THE CHIEF ENGINEER

BULLETIN NO. 508

Bids for the following position in the Office of the Chief Engineer will be received by Stephanie Nutzul, Manager –Resource, Development & Operational Support (email to smnutzu@lirr.org) until 5:00 PM on Friday, July 24, 2020. **Qualified bidders must include seniority date, date last awarded a position, and the position held at time of bid also please include a daytime phone number.**

POSITION: Clerk-Typist

LOCATION: Office of the Chief Engineer
(Various)

RATE OF PAY: \$33.995

TOUR OF DUTY: 7:30 AM – 3:30 PM

REST DAYS: Saturday and Sunday

PRIMARY DUTIES: Perform filing, typing, and other clerical duties as assigned including, but not restricted to, the accurate transcription of Statement of Facts, Trials and Investigations, handling mail and maintaining office files. Must be a qualified typist (45 WPM), experienced on Microsoft Word and have a thorough knowledge of grammar, punctuation, spelling and letter composition, to perform typing assignments consisting of letters, memos, forms, lists and reports. Must be familiar with the handling of expense requests/requisitions. Ability to run reports from various LIRR database. Also, must have a working knowledge of Excel and Access.

Glenn Greenberg, P.E.
Chief Engineer

POSTED: July 15, 2020

STATIONS DEPARTMENT
NOTICE NO. 2020-27

Date: July 14, 2020
To: All Stations Department Employees
From: James Compton, Chief Stations Officer



Subject: Certain Ticket Offices Reopening, Wednesday, July 15, 2020

Beginning *Wednesday, July 15th*, Agents and Ticket Clerks at twenty-two (22) stations will return to their positions behind the ticket window. Ticket offices will reopen and will return to normal selling hours and operations, *except for Amityville, Flushing-Main Street, Lynbrook, Massapequa and Wantagh*. Employees at these five (5) stations will continue as station ambassadors.

- All methods of payment, *including cash and check*, will be accepted at all ticket offices. Cash will also be accepted onboard. Gloves will be available for employees.
- Agents and Clerks will still be responsible for wiping down touchable customer service areas in and around the station building when customer flow allows, particularly after the AM rush.
- Station Buildings will be open only during ticket selling hours, but will close automatically (lock) an additional 15 minutes prior to usual ticket selling hours allowing Agents and Clerks time to perform one final surface wipe down. Note that motion alerts will not begin until the normal end of tour to allow for this activity. As building closure announcements are tied to the motion alerts, these will not sound prior to the automatic locking. Staff will encourage any remaining customers to exit when the station building locks.
 - Example: Tour ends at 2:00pm. Normal ticket selling hours end at 1:45pm to allow for End of Tour Duties. The waiting room will now close at 1:30pm. At 1:30pm the employee is to perform a final wipe down of all customer touchable surfaces in the waiting room, proceed to the ticket office to close out the tour and punch out at the normal End of Tour time.
- Station buildings with indoor vendors will reopen only through the vendors' operating hours, if later than ticket selling hours. *All other station buildings will remain closed.*
- Restrooms will be open at stations with open ticket offices or indoor tenants, except Jamaica and Atlantic Terminal.
- The sanitizing tables with the large sanitizing bottles should be setup in the waiting room within sight of the Ticket Office.

- Agents and Clerks should continue to offer masks to customers who do not have one and may be distributed from the ticket window.
- All platform waiting rooms will remain closed at all stations, except for Jamaica
- *Off-peak fares are still in effect at all times*, please advise customers that the onboard fare will be charged if a ticket is not purchased in advance.
- The Penn Station Remittance Office will reopen; however, the Jamaica and West Side Yard Remittance Offices will remain closed.
- *All temporary ticket clerk positions remain in effect, unless notified by Crew.*



If you have any questions, please contact your manager.