



Long Island Rail Road
Going your way

BID SHEETS

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

September 16, 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 2997	Assistant Warehouse Person ESA-Temporary (R. Townsend)	NO BIDS RECEIVED	
P&L 2998	Assistant Warehouse Person Morris Park/Richmond Hill Permanent (J. Macedonia)	NO BIDS RECEIVED	
P&L 2999	Warehouse Person-SF-V/V Permanent (M. Lombardi)	NO BIDS RECEIVED	
P&L 3000	Warehouse Person-V/V Permanent (B. Hagemann)	NO BIDS RECEIVED	
P&L 3001	Warehouse Person Temporary (C. Elliott) 11:30 am – 7:30 pm	NO BIDS RECEIVED	
P&L 3002	Stores Truck Driver Temporary (K. Alves)	NO BIDS RECEIVED	

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

POSTED: 9:00 AM
September 16, 2020

RE-ADVERTISED

THE LONG ISLAND RAIL ROAD DEPUTY CHIEF STORES OFFICER – STORES OPERATION & MATERIALS BULLETIN NO. P&L – 3003

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

Bids for the following position in the organization of Purchases and Materials will be accepted by the Officer named below until the close of business on **Friday, September 25, 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, 2983,
2988, 2992 & 2997)

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
September 16, 2020

RE-ADVERTISED

THE LONG ISLAND RAIL ROAD DEPUTY CHIEF STORES OFFICER – STORES OPERATION & MATERIALS BULLETIN NO. P&L – 3004

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

Bids for the following position in the organization of Purchases and Materials will be accepted by the Officer named below until the close of business on **Friday, September 25, 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, 2984, 2989, 2993 & 2998)
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
September 16, 2020

RE-ADVERTISED

THE LONG ISLAND RAIL ROAD DEPUTY CHIEF STORES OFFICER – STORES OPERATION & MATERIALS BULLETIN NO. P&L – 3005

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

Bids for the following position in the organization of Purchases and Materials will be accepted by the Officer named below until the close of business on Friday, September 25, 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, 2985, 2990, 2994 & 2999)

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
September 16, 2020

RE-ADVERTISED

THE LONG ISLAND RAIL ROAD DEPUTY CHIEF STORES OFFICER – STORES OPERATION & MATERIALS BULLETIN NO. P&L – 3006

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

Bids for the following position in the organization of Purchases and Materials will be accepted by the Officer named below until the close of business on **Friday, September 25, 2020**. Bids can be faxed to Ext. 3279 or sent via interoffice mail to MC: 3131.

POSITION: Warehouse Person - (B. Hagemann) – Permanent
RE-ADVERTISED (P&L – 2991, 2995 & 3000)

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
September 16, 2020

RE-ADVERTISED

THE LONG ISLAND RAIL ROAD DEPUTY CHIEF STORES OFFICER – STORES OPERATION & MATERIALS BULLETIN NO. P&L – 3007

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

Bids for the following position in the organization of Purchases and Materials will be accepted by the Officer named below until the close of business on **Friday, September 25, 2020**. Bids can be faxed to Ext. 3279 or sent via interoffice mail to MC: 3131.

POSITION: Warehouse Person – (C. Elliott) – Permanent
RE-ADVERTISED (P&L – 2996 & 3001)

LOCATION: Hillside

TOUR OF DUTY: 11:30 AM – 7:30 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
September 16, 2020

RE-ADVERTISED

**THE LONG ISLAND RAIL ROAD
DEPUTY CHIEF STORES OFFICER – STORES OPERATION & MATERIALS
BULLETIN NO. P&L – 3008**

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, September 25, 2020**. 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 – 3002)
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
September 16, 2020

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

DATE: September 16, 2020

BULLETIN NO. SD-07-2020

This bulletin will close at 5:00 PM on Friday, September 25, 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.**

AWARDS TO AGENT'S BULLETIN SD-06-2020

	<u>JOB #</u>	<u>NAME</u>	<u>AWARD DATE</u>
POSITION NO. 1	Temporary AT807	J. Pacini	9/16/20

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

DATE: September 16, 2020

BULLETIN NO. SD-17-2020

This bulletin will close **at 5:00 PM on Friday, September 25, 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	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.

Position No. 2	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. 1

Position No. 3	Temporary	Ticket Clerk (C145)
Location:		Jamaica
Tour of Duty:		2:00 PM - 10:00 PM
Rate of Pay:		\$36.463
Rest Days:		Wednesday/Thursday
Primary Duties:		Same as Position No. 1

Position No. 4	Temporary	Ticket Clerk (C702)
Location:		Bethpage Facility TSM Clerk
Tour of Duty:		10:30 AM - 6:30 PM
Rate of Pay:		\$36.618
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. 5 Temporary Ticket Clerk (C602)
Location: Huntington
Tour of Duty: Monday - 5:00 AM - 2:00 PM
 Tue/Wed/Thurs/Fri - 6:00 AM - 2:00 PM
Rate of Pay: \$34.602
Rest Days: Saturday/Sunday
Primary Duties: Same as Position No. 1

Position No. 6 Temporary Ticket Clerk (CT564)
Location: Rockville Centre/Lynbrook
Tour of Duty: Mon/Thurs/Fri - Rockville Centre - 6:00 AM - 2:00 PM
 Tue/Wed - Lynbrook - 6:00 AM - 2:00 PM
Rate of Pay: \$36.618
Rest Days: Saturday/Sunday
Primary Duties: Same as Position No. 1

Position No. 7	Permanent	Ticket Clerk (C153)
Location:		Penn Station - Lost & Found
Tour of Duty:		11:30 AM - 7:30 PM
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. 8	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. 9	Permanent	Station Appearance Maintainer (JAM122)
Location:		Jamaica
Tour of Duty:		4:00 PM - 12:00 AM
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. 10 Permanent Station Appearance Maintainer (RSC1)

Location: Jamaica Chief/SAM

Tour of Duty: Wed/Thurs/Fri - SAM - 4:00 PM - 12:00 AM
Sat/Sun - Chief - 4:00 PM - 12:00 AM

Rate of Pay: Wed/Thurs/Fri - SAM - \$30.220
Sat/Sun - Chief - \$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. 11	Temporary	Station Appearance Maintainer (H532)
Location:		Babylon YD/Divide/KO
Tour of Duty:		4/1 - 11/30 → Temp New Hours - 6:00 AM - 2:00 PM 12/1 - 3/31 → 6:00 AM - 2:00 PM
Rate of Pay:		\$31.285
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.

Position No. 12	Temporary	Station Appearance Maintainer (H502)
Location:		JAM/ATL/NOST - Spray Wash/HD SAM
Tour of Duty:		4/1 - 11/30 → 10:00 PM - 6:00 AM - (Spray Wash) 12/1 - 3/31 → 4:00 PM - 12:00 AM - (Heavy Duty)
Rate of Pay:		4/1 - 11/30 → \$31.559 12/1 - 3/31 → \$31.422
Rest Days:		Saturday/Sunday

Primary Duties: 4/1 - 11/30 → (Spray Wash) - 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.

12/1 - 3/31 → (Heavy Duty) - 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.

AWARDS TO BULLETIN SD-16-2020

	<u>JOB #</u>	<u>NAME</u>	<u>AWARD DATE</u>
POSITION NO. 1	Permanent C121	D. Moran (A)	9/16/20
POSITION NO. 2	Temporary C108	K. Merrique	9/30/20
POSITION NO. 3	Temporary C908	N. Pryor	9/30/20
POSITION NO. 4	Temporary CT840	C. Quinn	9/16/20
POSITION NO. 5	Temporary CT841	J. Sansone	9/16/20
POSITION NO. 6	Temporary CT842	D. McClary	9/16/20
POSITION NO. 7	Temporary CT844	D. Brienza	9/16/20
POSITION NO. 8	Permanent AMB	Withdrawn	
POSITION NO. 9	Temporary AMB	Re-Advertised	
POSITION NO. 10	Permanent JAM104	A. Newton	9/16/20
POSITION NO. 11	Permanent HMC101	Jessie Garcia	9/16/20
POSITION NO. 12	Temporary RSC4	P. Gumbs	9/16/20

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

Bulletin Awards - Non-Ops

Bulletin ID: TELBU12-57 Sequence: 49

Description: TELEGRAPHERS BULLETIN 2-57

Effective: 09/10/2020 00:01

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Emp Num	Employee Name	Rank From	Position	Perm or Temp	Terminal	Readverts
JCCMT2	BLOCK OPERATOR		Permanent	JCC TOWER	Readverts	
JCCMT3	BLOCK OPERATOR		Permanent	JCC TOWER	Readverts	
PSCTR1	BLOCK OPERATOR		TEMP	PENN STATION CENTRAL	58425	FAGAN, T
PSCTR2	BLOCK OPERATOR		TEMP	PENN STATION CENTRAL	59050	ALVARADO, J
PSCTR6	BLOCK OPERATOR		TEMP	PENN STATION CENTRAL	59054	SERRA, B
PSCTR8	BLOCK OPERATOR		TEMP	PENN STATION CENTRAL	Readverts	
M73015	MYB TRAINEE		TEMP	204	58610	WIEBALCK, L
						168 BO1052 BO LIRR
						182 TX1005 BO LIRR
						183 TX1007 BO LIRR
						171 JCC022

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: TELBUL2-38

Bulletin Seq: 49

Bulletin Description: TELEGRAPHERS BULLETIN 2-38

Open: 09/16/2020 00:01

Close: 09/25/2020 17:00

Effective: 09/30/2020 00:01

Posted: 09/16/2020 00:01

Asgn	Position	Perm Or Temp	Terminal
BO1052	BLOCK OPERATOR	Temporary	LIRR-Extra List
	Location TELEGRAPHER EXTRA LIST		
	Report Time VARIOUS		
	Rest Days SATURDAY & SUNDAY		
	Rate Of Pay \$39.471 HOURLY* (MINIMUM)		
	*DIFFERENTIAL NOT INCLUDED IN ABOVE RATE OF PAY.		

BO1055	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.		

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.		

JCCMT2	BLOCK OPERATOR	Permanent	JCC TOWER
	Location JCC TOWER		
	Report Time 245PM		
	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 1045PM		
	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. CT-88 receipts is honored only if signed by employees working in the transportation crew management services office.

Bulletin ID: TELBUL2-38

Bulletin Seq: 49

Bulletin Description: TELEGRAPHERS BULLETIN 2-38

Open: 09/16/2020 00:01

Close: 09/25/2020 17:00

Effective: 09/30/2020 00:01

Posted: 09/16/2020 00:01

Asgn	Position	Perm Or Temp	Terminal
------	----------	--------------	----------

PSCTR8	BLOCK OPERATOR	Temporary	PENN STATION CENTRAL CONTROL
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Location PENN STATION CENTRAL CONTROL TEMPORARY

Report Time VARIOUS

Rest Days VARIOUS

Rate Of Pay *\$39.471 HOURLY

CANDIDATES AWARDED POSITIONS IN PSCC WILL BE SUBJECT TO THE AGREEMENT BETWEEN THE LIRR AND TCU-TOWER EMPLOYEES.

NOTE: THESE POSITIONS SHALL BE AWARDED IN SENIORITY ORDER FROM EXTRA LIST EMPLOYEES. ONCE AWARDED A TRAINING POSITION, THE EMPLOYEE TRAINING WILL NOT BE INTERRUPTED TO FILL OTHER POSITIONS. UPON COMPLETION OF THE TRAINING PROGRAM, THE EMPLOYEE SHALL REVERT TO THE EXTRA LIST AND WILL BE PAID THE DIFFERENCE BETWEEN THE BLOCK OPERATOR RATE AND THE PSCC CONSOLE OPERATOR RATE.

APPENDIX J SECTION 3 "THE RATE OF PAY FOR A CONSOLE OPERATOR ASSIGNED TO PSCC SHALL BE \$39.471 PER HOUR. DURING THE TRAINING PERIOD, EACH EMPLOYEE SHALL BE COMPENSATED AT THE RATE OF PAY OF HIS/HER FORMER POSITION. UPON SUCCESSFUL COMPLETION OF TRAINING, THE EMPLOYEE SHALL BE PAID FOR HIS/HER TRAINING PERIOD AT THE CONSOLE OPERATOR RATE."

*DIFFERENTIAL IS NOT INCLUDED IN ABOVE RATE OF PAY.

JCCQN2	TRAIN DIRECTOR	Temporary	JCC TOWER
--------	----------------	-----------	-----------

Location JCC TOWER

Report Time 245PM

Rest Days TUESDAY & WEDNESDAY

Rate Of Pay \$49.849 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.

**STATIONS DEPARTMENT
NOTICE NO. 2020-33**

TO: All Ticket Agents, Tickets Clerks, Station Appearance Maintainers (SAMs) & Customer Service Ambassadors (CSAs)

DATE: September 15, 2020

FROM: James Compton, Chief Stations Officer 

SUBJECT: 2021 Vacation Selections

Attached is the 2021 Vacation Request Form that you must use to make your vacation selections. Please use the following procedure to complete the form:

A. Complete Heading:

1. LEGIBLY write your name, employee number, position, and TCU seniority date.
2. Vacation allowance is based on years of LIRR service which is not necessarily your TCU seniority date. Indicate your LIRR service date, which should be used to determine your 2021 vacation allowance.
3. Using the following table, determine your 2021 vacation allowance and indicate the number of weeks or days.

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

4. Under the existing TCU Agreement, if you have three years of service, you are entitled to one extra vacation day in lieu of your birthday holiday. Indicate whether you are entitled to the birthday vacation day.
5. If you are entitled to 5 weeks' vacation: Agents, Ticket Clerks, & SAMs (CSAs excluded) are eligible to reserve one-week vacation to be used as individual days which should be indicated on your selection form. If you schedule 5 weeks on the request form, you will not be entitled to reserve a week in days.

Please follow the list of instructions for using single vacation days (excluding CSAs):

- A. To be eligible, employee must be entitled to five (5) weeks' vacation at the beginning of the calendar year.

2021 Vacation Selections

- B. If the eligible employee decides to use a week in days and makes any or all individual vacation day selections with his or her weeklong vacation selections, seniority will prevail in those selections. Employees not desiring to pre-pick any days with their week vacation picks will be permitted to select them on a first come first served basis. They cannot be requested more than thirty (30) days prior and must be requested at least twenty-four (24) hours before the desired date. Abusive use of cancelling or changing single vacation days once scheduled will deem you ineligible to continue that practice.
- C. Current rules covering relief day work before and after vacation only apply when a full five (5) day week is taken.
- D. No more than three (3) eligible employees per craft will be given single vacation days on any one day.
- E. Single vacation days must be scheduled by November 30, 2021. If an employee has remaining unscheduled single vacation days, the Carrier will schedule them at its discretion during the remainder of the calendar year.
- F. No single vacation days will be granted on holidays. No single vacation days will be granted on days immediately preceding or immediately after Thanksgiving, Christmas, or New Year's Day.

B. Entering Vacation Choices:

- 1. There are two vacation request forms: One for your weeklong vacation picks, and one for your pre-picked single vacation days. Be sure to utilize the correct request form.
- 2. Vacation weeks are numbered, and each week begins with Monday. In addition, the legal holidays observed by the Carrier are listed and highlighted on the calendar. Your vacation will begin on the first workday following your second relief day of the week you are scheduled for.
- 3. Picking your weeks and picking your days (if you are entitled to individual days):
 - a. Choose up to 15 combinations of vacation week selections and enter each selection **going across** in the area provided. Your first choice of combinations should be on the top line, your second choice of combinations on the second line, etc. Your vacation choices will be reviewed in order. Your first available choice will be awarded. If none of your choices are available your vacation will be assigned, choose a preferred season on the selection form.
 - b. Choose up to 15 single days, indicate the actual day you are choosing NOT the week number. This is only for employees who are entitled to 5 weeks' vacation (excludes CSAs).
- 4. If you are entitled to the birthday vacation day, review each of your choices and select a week you would prefer to take that day with. Place the letter **A** (After your vacation week) or **B** (Before your vacation week) next to your chosen week number. **WHEN YOU CONFIRM YOUR VACATION WITH CREW THE WEEK BEFORE ITS SCHEDULED, BE SURE TO CONFIRM YOUR "A" OR "B" DAY.**

Notice No. 2020-33
2021 Vacation Selections

5. Sign the form(s) and forward it to the Stations Department Crew Office, Jamaica Station, Mail Code 1106, by Tuesday, October 13, 2020. If your form is not submitted by this date, your vacation will be assigned.

If you have any questions, contact Rosina Morales at 347-494-6071.

Three Attachments (2021 Vacation Calendar, Weekly Vacation Request Form, Single Day Request Form)



Long Island Rail Road

**Stations Department
2021 Vacation Week Request Form**

(Please Print Clearly)

PLEASE PRINT

Name
Employee Number

TCU Seniority Date
Date of Service for Vacation Allowance
Number of Weeks Claimed
Birthday Vacation Day
Allowance Claimed (Yes/No)
Entitled to 5 weeks vacation electing to take a week of vacation in days (Yes/No)

Office Use Only	
Week	A/B

Please check one:

	Station	Customer
	Ticket	Appearance
	Clerk	Maintainer
	Agent	Ambassador
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

WEEKLY Vacation Selections

Choice

1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
14							
15							

Example

1st Choice	2	9A	44		
2nd Choice	2	20B	51		

Employee has 3 weeks vacation and is requesting to have the following weeks off for 2021

Choice 1

Week 2 - week of 1/11/2021
Week 9A - week of 3/01/2021 - w/birthday
Week 44 - week of 11/01/2021

Choice 2

Week 2 - week of 1/11/2021
Week 20B - week of 5/17/2021 w/birthday
Week 51 - week of 12/20/2021

If you run out of choices, which would you prefer:

Winter
Summer

Spring
Fall

Prepared By

(Signature)

Date Prepared

RETURN TO:

Stations Department Crew
Jamaica Station
Mail Code 1106



Long Island Rail Road

Stations Department 2021 Vacation Day Request Form

(Please Print Clearly)

Name
Employee Number

TCU Seniorly Date
Date of Service for Vacation Allowance
Only employees who are entitled to 5 weeks vacation are to fill out this sheet

Office Use Only
DATE

Please check one:

	Station	
	Ticket	Appearance
Agent	Clerk	Maintainer
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Single Vacation DAY Selections

Choice	<table border="1" style="width: 100%; height: 100%;"> <tr><td style="text-align: center;">1</td></tr> <tr><td style="text-align: center;">2</td></tr> <tr><td style="text-align: center;">3</td></tr> <tr><td style="text-align: center;">4</td></tr> <tr><td style="text-align: center;">5</td></tr> <tr><td style="text-align: center;">6</td></tr> <tr><td style="text-align: center;">7</td></tr> <tr><td style="text-align: center;">8</td></tr> <tr><td style="text-align: center;">9</td></tr> <tr><td style="text-align: center;">10</td></tr> <tr><td style="text-align: center;">11</td></tr> <tr><td style="text-align: center;">12</td></tr> <tr><td style="text-align: center;">13</td></tr> <tr><td style="text-align: center;">14</td></tr> <tr><td style="text-align: center;">15</td></tr> </table>	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	<table border="1" style="width: 100%;"> <tr><td style="text-align: center;">Example</td></tr> <tr><td>1st Choice 8/3/2021</td></tr> <tr><td>2nd Choice 9/7/2021</td></tr> </table>	Example	1st Choice 8/3/2021	2nd Choice 9/7/2021	<p>Enter the date you want to use one of your vacation days. You have 15 choices.</p> <p>Please do NOT enter the week number, just the actual date you are requesting.</p> <p>No single vacation days will be granted on holidays or days immediately preceding or immediately following Thanksgiving, Christmas or New Year's Day.</p>
1																					
2																					
3																					
4																					
5																					
6																					
7																					
8																					
9																					
10																					
11																					
12																					
13																					
14																					
15																					
Example																					
1st Choice 8/3/2021																					
2nd Choice 9/7/2021																					

Prepared By (Signature)
Date Prepared

RETURN TO:
 Stations Department Crew
 Jamaica Station
 Mail Code 1106

Stations Department Vacation Calendar 2021

JANUARY

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

FEBRUARY

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

MARCH

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

APRIL

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

MAY

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

JUNE

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

**Holidays
Provided by
Agreement**

New Year's Day	January 1st
Martin Luther King, Jr. Day	January 18th
Washington's Birthday	February 15th
Good Friday	April 2nd
Memorial Day	May 31st
Independence Day	July 4th
Labor Day	September 6th
Columbus Day	October 11th
Election Day	November 2nd
Thanksgiving Day	November 25th
Day After Thanksgiving	November 26th
Christmas Day	December 25th

JULY

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

AUGUST

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

SEPTEMBER

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

REVISED

OCTOBER

WK	M	T	W	T	F	S	S
39					1	2	3
40	4	5	6	7	8	9	10
41	11	12	13	14	15	16	17
42	18	19	20	21	22	23	24
43	25	26	27	28	29	30	31

NOVEMBER

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

DECEMBER

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



REVISED 9/2/2020
STATIONS DEPARTMENT
NOTICE NO. 2020-30



Date: September 2, 2020
To: All Stations Department Employees
From: James Compton, Chief Stations Officer
Subject: REVISED- Holiday- Labor Day, Monday, September 7, 2020

Handwritten signature of James Compton

The following positions will be working on Monday, September 7, 2020:

AGENT

- A102 HSF TVM
A103 Penn TVM
A105 Penn TVM
A106 HSF TVM
A110 Penn
A200 Woodside
A250 Jam Theater
A251 Jam Theater
A303 Long Beach
A311 Beth TVM
A312 Beth TVM
A403 Broadway
A505 Atlantic
A506 Atlantic
A602 Huntington
A603 Huntington
A702 Beth TVM
A703 Hicksville
A709 Ronkonkoma
A710 Ronkonkoma
A806 Babylon
A808 Patchogue
A972 Ronkonkoma
A982 Beth TVM
A984 Beth TVM
A988 Penn
A900 Jam Theater

TICKET CLERK

- C102 Penn
C104 Penn
C106 Penn TR
C107 Penn
C108 Penn
C110 Penn
C112 Penn
C114 Penn
C118 Penn
C121 Penn
C127 Penn
C132 Atlantic
C134 Atlantic
C136 Atlantic
C139 Jam
C140 Jam
C143 Jam
C145 Jam
C151 Penn TVM
C152 Penn TVM
C160 Jam
C161 Jam
C201 Woodside
C313 Long Beach
C331 Beth TVM
C333 Beth TVM
C411 Port Wash
C412 Port Wash
C602 Huntington
C702 Beth TVM
C704 Hicksville
C706 Hicksville
C802 Freeport
C813 Babylon
C814 Babylon
C821 HSF TVM
C822 HSF TVM
C823 HSF Cshr
C901 Penn
C904 Penn TR
C911 Penn
C913 Penn TVM
C917 Penn
C924 Jam
CT510 Jam
CT511 Jam
CT512 Jam
CT513 Jam
CT520 Atlantic
CT521 Atlantic
CT950 Jam
CT951 Jam
C952 Beth TVM
C953 Beth TVM
C997 Beth Cshr

STATION APPEARANCE MAINTAINER

- ATL102
ATL103
ATL105
ATL106
ATL109
ATL110
H523 Valley Yd
H543 Ronk Yd
H532 Bab Yd
H552 Pt. Wash
H572 Northport
HC521 Valley Stream Yd
HC531 Bab Yd
HC541 Ronk Yd
HC551 Port Wash (QRT)
HC571 Northport (QLT)
HMC101
HMC103
HMC106
HMC109
HMC112
HMC113
HMC123
HMC124
HMC125
HMC130
HMC131
HD501
HD502
HD503
HD561
HD562
JAM102
JAM108
JAM112
JAM118
JAM119
JAM120
JAM124
JAM130
JAM131
JAM132
JAC1
L301 Mass. Pk.
L302 Mineola
L303 Lindenhurst
L304 Freeport
L305 Wantagh
L307 Babylon
L308 Babylon Yd
L309 Hicksville
L309P Hicksville PM
L310 Bethpage Fac.
L311 Huntington
L312 Ronkonkoma
L313 Farmingdale
L315 Bayside
L319 Hempstead
L320 Port Wash
L321 Lynbrook
L322 Ronk Yard
MP101 Morris Park
RSC2 Atlantic
RSC3 Atlantic
RSC4 Atlantic
V453 Port Wash (PM)
V454 Port Wash (PM)
V455 Garden City
V456 Garden City PM
V457 Garden City PM
V459 Valley Stream
V460 Babylon Yd (PM)
V461 Babylon Yd (PM)
V462 Babylon Yard
V466 Northport
V471 Garden City
V474 Valley Stream Yd
V477 Long Beach
V479 Ronkonkoma Yd (PM)
V480 Ronkonkoma Yd (PM)
V483 Port Wash
V484 Northport (PM)
V485 Northport (PM)
V486 Garden City Fac.
V488 Ronk Yd (MTK)
V489 Woodside
V490 Valley Stream Yd (PM)
V491 Valley Stream Yd (PM)
V902 Morris Park
V903 Ronk Yd
V904 Ronk Yd
VD100 VD Yard
WSY101
WSY900

If you have any questions, please contact your manager.

AMBASSADOR

AMB01 Penn

AMB03 Penn

~~AMB05 PENN~~

AMB06 Jamaica

AMB11 Atlantic

~~AMB14 Jamaica~~

AMB91 Jamaica

AMB92 Atlantic

LEAD FOREMAN/FOREMAN:

OFFICES CLOSED:

MESSENGER SERVICE:

TICKET SALES:

TICKET OFFICE HOURS:

TRAIN SERVICE:

All are working

General Offices, Medical, Lost and Found, Mail & Ride.

WLL NOT operate.

Off Peak tickets good on all trains.

Will be holiday hours as shown on the Ticket Sales Hours Card

Will operate on a Weekend/Holiday schedule.

If you have any questions, please contact your manager.

**STATIONS DEPARTMENT
NOTICE NO. 2020-31**

DATE: September 2, 2020
TO: All Stations Department Employees
FROM: James Compton, Chief Stations Officer
SUBJECT: Cool Weather Dress Code



With the return of cooler weather, all Stations Department employees are required to comply with the dress code effective October 1, 2020. As front-line employees, your appearance projects the image of the Long Island Rail Road to customers even before they enter a train. A neat and uniformed employee greeting the customer in a friendly manner, while providing efficient service, will always be remembered in a positive way. In addition, shirts must always be tucked into pants and torn clothing is prohibited.

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

Ticket Agents / Ticket Clerks

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

TSM Agents / Clerks / Cashiers

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

Traveling Foremen / Station Appearance Maintainers (SAMs)

Foremen and SAMs are required to wear railroad issued uniforms. **Jeans are not permitted.** Alternative uniform items with the LIRR logo that are purchased (i.e., sweatshirts) are permitted subject to manager approval. The LIRR logo needs to be visible at all times. **NOTE: Proper Personal Protective Equipment (PPE) is required while on duty.**

Customer Service Ambassadors

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

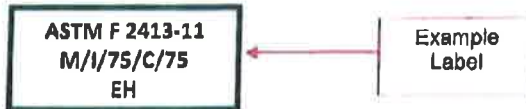
Should you have any questions about the dress code or footwear, please contact your manager.

Attachment

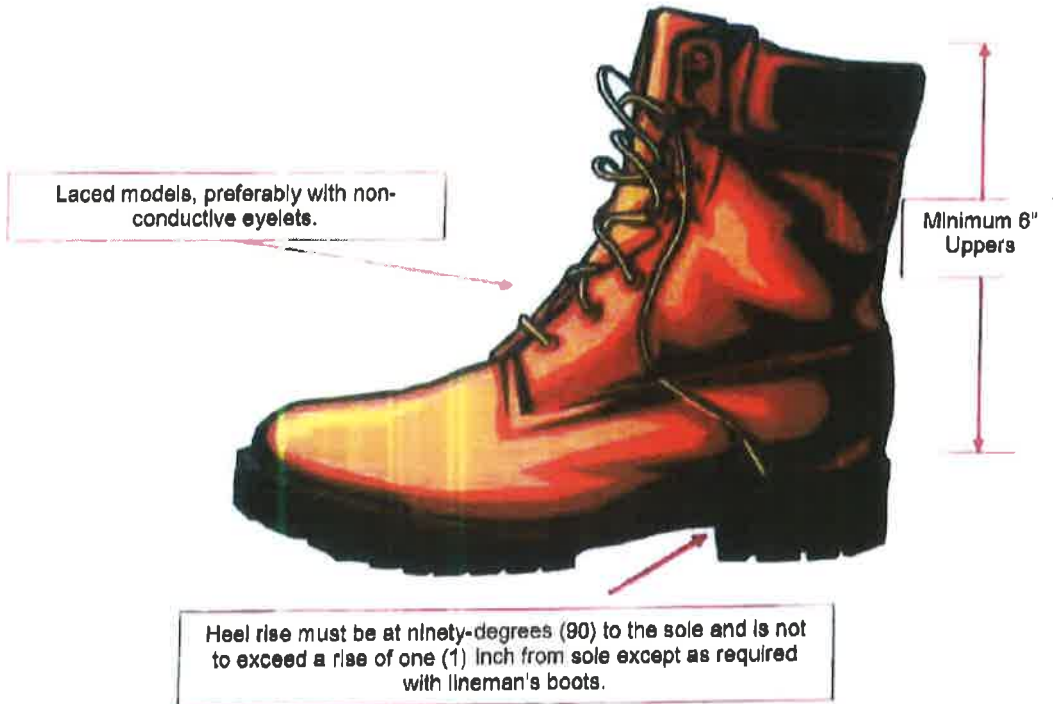
"Customer Service: Professionalism, Courtesy, Support"

LIRR Specific Requirements for Safety Footwear

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



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





**STATIONS DEPARTMENT
NOTICE NO. 2020-32**

Date: September 11, 2020
To: Ticket Agents and Ticket Clerks
From: James Compton, Chief Stations Officer
Subject: **Face Mask Required Reminder - \$50 Fine Effective Monday 9/14/20**

Proper usage of a face mask or face covering will be enforced by the MTA PD effective Monday, September 14th, 2020. This new ruling applies to both customers and employees.

- **Applies while on trains and in the station environment (platforms, waiting rooms) including terminals (Penn Station, Atlantic and Jamaica)**
- **\$50 fine may be issued**
- **Effective Monday, September 14th, 2020**
- **Emergency Rule (subject to change):**

"All persons on or in any facility or conveyance of the Authority shall: comply with all lawful orders and directives of any [New York City] police officer or any employee of the authority or the MTA acting within the scope of [his or her] their employment, including one pursuant to an order or directive issued by the Governor of the State of New York pursuant to a state disaster emergency relating to public health or by the MTA that includes requiring the wearing of masks or face coverings by any individual who is over the age of two and is able to medically tolerate a face-covering. **Masks or face coverings must be worn in a proper manner covering the nose and mouth. Any person who does not comply with such an order or directive requiring wearing of masks or face coverings in a proper manner covering the nose and mouth may be barred from entering or remaining on or in any facility or conveyance of the Authority, in addition to a fine of \$50.**"

As a reminder, face masks should be made available to customers upon request at all ticket offices and through our station and terminal ambassadors.

Any questions, please refer to any Stations Dept. Manager.
