



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

**BID SHEETS**

THE LONG ISLAND RAIL ROAD COMPANY

OFFICE OF THE CONTROLLER

**BULLETIN No. 2665**

Bids for the following temporary position in the Office of the Controller will be accepted by the Officer named below until the close of business (5:00 p.m.) November 13, 2020. In accordance with TCU Agreement, please indicate on all bids your seniority date, date last awarded a position, and position now held. Bids can be faxed to ext. 8012 or sent via inter-office mail to MC:1421.

POSITION: RIC-8 Clerk **PERMANENT**  
LOCATION: Jamaica, NY  
TOUR OF DUTY: 8:00 am - 4:00 pm  
REST DAYS: Saturday and Sunday  
RATE OF PAY: \$36.949 hourly

PRIMARY DUTIES: Audit and balance daily TSM tours relative to ticket sales and deposits. Process related reports in accordance with Company Policies and Procedures. Audit and prepare reports relative to remittances. Preparation of reports, work papers and other accounting documents pursuant to the Revenue Information and Control Department. Must have knowledge of basic Accounting Procedures, Tariff Regulations and the Instructions to Agents and Ticket Clerk.

Must qualify in keyboard skills (25 wpm). Must complete a minimum of 25 tours per day. Prepare boxes (approx. 25 pounds) to be sent to an offsite storage facility.

Other related duties.

NOTE: Bid withdrawals can only be accepted by calling us (ext. 8044) before the bulletin closes.

  
\_\_\_\_\_  
M. Reilly  
Controller

Posted: November 4, 2020

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

DATE: November 4, 2020

BULLETIN NO. SD-08-2020

This bulletin will close **at 5:00 PM on Friday, November 13, 2020**. It will be open to employees included in the consolidated system seniority roster for clerical forces. All bids must be received 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 by sending the CT-88 interoffice, Fax, and email. The following information must be included in all bids: Seniority date, the date last awarded a position, and current position.

All bids can be sent to **Rosina Morales, Jamaica Mail Code 1106** via interoffice mail or you can scan or take a picture of your CT-88 and email to: [LIRRStationsDeptBids@lirr.org](mailto:LIRRStationsDeptBids@lirr.org) or you can fax your CT-88 to the crew office at 718-558-7429

For all emails: **Be sure to put your Name in the subject line and the word BID. EX: JOHN SMITH-BID**

All bid withdrawals can either be done by calling crew or emailing the same email address before the bulletin closes. If you are close to the closing date/time of the bid be sure to call crew directly to get a verification that the bid has been withdrawn.

All emailed bids and withdrawal requests will receive an email response within 48 hours of your original email, if you don't receive a response after 48 hours please call the crew dispatcher's office to enquire.

Position No. 1	Permanent	Agent (A700)
Location:		Bethpage Facility
Tour of Duty:		6:00 AM – 2:00 PM
Rate of Pay:		\$45.743
Rest Days:		Sunday/Monday

Position No. 2	Permanent	Agent (A984)
Location:		Bethpage Facility
Tour of Duty:		6:00 AM – 2:00 PM
Rate of Pay:		\$45.743
Rest Days:		Friday/Saturday

AWARDS TO AGENT'S BULLETIN SD-07-2020

	<u>JOB #</u>	<u>NAME</u>	<u>AWARD DATE</u>
POSITION NO. 1	Permanent A708	J. Verschure	11/4/20

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

DATE: November 4, 2020

BULLETIN NO. SD-20-2020

This bulletin will close **at 5:00 PM on Friday, November 13, 2020**. It will be open to employees included in the consolidated system seniority roster for clerical forces. All bids must be received 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 by sending the CT-88 interoffice, Fax, and email. The following information must be included in all bids: Seniority date, the date last awarded a position, and current position.

All bids can be sent to **Rosina Morales, Jamaica Mail Code 1106** via interoffice mail or you can scan or take a picture of your CT-88 and email to: [LIRRStationsDeptBids@lirr.org](mailto:LIRRStationsDeptBids@lirr.org) or you can fax your CT-88 to the crew office at 718-558-7429

For all emails: **Be sure to put your Name in the subject line and the word BID. EX: JOHN SMITH-BID**

All bid withdrawals can either be done by calling crew or emailing the same email address before the bulletin closes. If you are close to the closing date/time of the bid be sure to call crew directly to get a verification that the bid has been withdrawn.

All emailed bids and withdrawal requests will receive an email response within 48 hours of your original email, if you don't receive a response after 48 hours please call the crew dispatcher's office to enquire.

Position No. 1	Temporary	Ticket Clerk (C700)
Location:		Bethpage Facility
Tour of Duty:		6:00 AM – 2:00 PM
Rate of Pay:		\$36.618
Rest Days:		Sunday/Monday

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.

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Position No. 2                      Temporary                      Ticket Clerk (C905)

Location:                              Atlantic Terminal/Penn Station

Tour of Duty:                              Monday – ATL – 7:00 AM – 3:00 PM  
Tuesday – PENN – 6:00 AM – 2:00 PM  
Thursday – ATL - 6:00 AM – 2:00 PM  
Friday – ATL - 7:00 AM – 3:00 PM

Rate of Pay:                              Monday – ATL – \$35.209  
Tuesday – PENN – \$36.463  
Thursday – ATL - \$35.209  
Friday – ATL - \$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.

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Position No. 3                      Temporary                      Ticket Clerk (C124)

Location:                              Penn Station – Info Clerk

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.

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Position No. 4	Temporary	Ticket Clerk (C148)
Location:		Penn Station – Lost & Found
Tour of Duty:		7:00 AM – 3:00 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.

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Position No. 5	Temporary	Crew Dispatcher (CD501)
Location:		Jamaica
Tour of Duty:		7:00 AM – 3:00 PM
Rate of Pay:		\$45.233
Rest Days:		Saturday/Sunday

Primary Duties: Bids will only be valid from applicants qualified through the Stations Crew Dispatching Training Program, or from employees who have previously owned an Assignment Clerk position in the Stations Department.

Must have a complete understanding of the manipulation and regulations governing the Agent's, Ticket Clerk's and Station Cleaner's, Assistant Station Masters, and Public Information Office's crew boards to be able to cover assignments on a daily basis. Must be able to prepare and post weekly time cards for all Agents, Ticket Clerks, and Station Cleaners based on daily crew sheets and other crew board documentation. Must have thorough knowledge of the rules, regulations and agreements governing the working conditions of employees represented by the Transportation Communications Union. Must update absence-control records and work as directed within the office the Director Stations Support and Administration.

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Position No. 6	Temporary	Ambassador
Location:		Various
Tour of Duty:		Various
Rate of Pay:		\$32.483
Rest Days:		Various

Primary Duties: 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	Permanent	Ticket Clerk (C953)
Location:		Bethpage Facility
Tour of Duty:		6:00 AM – 2:00 PM
Rate of Pay:		\$36.618
Rest Days:		Friday/Saturday
Primary Duties:		Same as Position No. 1

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Position No. 8	Permanent	Ticket Clerk (C952)
Location:		Bethpage Facility
Tour of Duty:		Monday - 6:00 AM – 2:00 PM Thursday/Friday – 8:00 AM – 4:00 PM Saturday/Sunday – 10:30 AM – 6:30 PM
Rate of Pay:		\$36.618
Rest Days:		Tuesday/Wednesday
Primary Duties:		Same as Position No. 1

Position No. 9	Temporary	Station Appearance Maintainer (RSC2)
Location:		Atlantic Terminal
Tour of Duty:		Monday/Tuesday - 5:00 AM – 1:00 PM Wed/Thurs/Friday – 6:00 AM – 2:00 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. 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	Temporary	Station Appearance Maintainer (SSM9)
Location:		Bethpage Facility – SW Chief
Tour of Duty:		6:00 AM – 2:00 PM
Rate of Pay:		\$34.791
Rest Days:		Sunday/Monday

Primary Duties: Primary Duties for Chief Station Appearance Maintainer - Spray Wash: Must be able to supervise, coordinate and instruct Station Appearance Maintainers in the performance of their duties. Must be completely familiar with the work rules of employees being supervised. The Chief Station Appearance Maintainer, as directed by the foreman and/or the manager, provides a safe, clean environment for customers and employees and is required to perform Station Appearance Maintainer/Laborer 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. Responsible for operation of vehicles/equipment and 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.

Primary Duties for Extra List: 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 Prim 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.

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Position No. 11                      Temporary                      Station Appearance Maintainer (H573)  
Location:                                      Babylon/Hicksville/Northport  
Tour of Duty:                                      6:00 AM – 2:00 PM  
Rate of Pay:                                      \$31.285  
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. 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. 12                      Temporary                      Station Appearance Maintainer (RSC4)  
Location:                                      Atlantic Terminal SAM/Chief  
Tour of Duty:                                      Sunday/Monday – SAM - 9:30 PM – 5:30 AM  
Thursday/Friday – Chief – 6:00 AM – 2:00 PM  
Saturday – SAM – 2:00 PM – 10:00 PM  
Rate of Pay:                                      Sunday/Monday – SAM - \$30.220  
Thursday/Friday – Chief – \$34.517  
Saturday – SAM – \$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.

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.

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AWARDS TO BULLETIN SD-19-2020

	<u>JOB #</u>	<u>NAME</u>	<u>AWARD DATE</u>
POSITION NO. 1	Temporary C119	J. Lynch	11/4/20
POSITION NO. 2	Temporary C962	Re-Advertised	
POSITION NO. 3	Temporary C830	J. Ginnocchio	11/4/20
POSITION NO. 4	Temporary CD500	Withdrawn	
POSITION NO. 5	Temporary AMB	Re-Advertised	
POSITION NO. 6	Temporary H543	Withdrawn	
POSITION NO. 7	Temporary H572	A. Cognato	11/4/20
POSITION NO. 8	Temporary L302	B. Beck	11/4/20

Temporary Crew Dispatcher Trainee from SD-18-2020 is Withdrawn

**LONG ISLAND RAILROAD**

**MANAGEMENT-TRANSPORTATION CREW MANAGEMENT SERVICES**

**Bulletin Awards - Non-Ops**

**Bulletin ID:** USBUL2-09    **Sequence:** 19

**Description:** USHER BULLETIN 2/09

**Open:** 10/21/2020 00:01    **Close:** 10/30/2020 17:00    **Effective:** 11/04/2020 00:01    **Posted:** 10/20/2020 00:01

Asgn	Position	Perm or Temp	Terminal	Emp Num	Employee Name	Rank From
RUH3	USHERS	Temporary	JAMAICA	51398	RHODES, S	10 JAU4 US JAM
UX0005	USHERS	Temporary	LIRR-Extra List	55468	MEDFORD, JA	23 CX4003 CD LIRR

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:** USBUL2-10

**Bulletin Seq:** 20

**Bulletin Description:** USHER BULLETIN 2/10

Open: 11/04/2020 00:01

Close: 11/13/2020 17:00

Effective: 11/18/2020 00:01

Posted: 11/02/2020 00:01

Asgn	Position	Perm Or Temp	Terminal
JAU4	USHERS	Temporary	JAMAICA

Location JAMAICA

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

Rest Days SUNDAY & MONDAY

Rate Of Pay \*\$38.021 HOURLY

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

MUST COMPLETE LIRR/TCU USHER TRAINING PROGRAM.

\* Ushers are expected to be courteous at all times.

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

\* Must work well with the public

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

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

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

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

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

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

**Bulletin ID:** USBUL2-10

**Bulletin Seq:** 20

**Bulletin Description:** USHER BULLETIN 2/10

Open: 11/04/2020 00:01

Close: 11/13/2020 17:00

Effective: 11/18/2020 00:01

Posted: 11/02/2020 00:01

Asgn	Position	Perm Or Temp	Terminal
RUH2	USHERS	Temporary	RELIEF CREW

Location ATLANTIC AVENUE, JAMAICA & NEW YORK

Report Time VARIOUS

Rest Days SUNDAY & MONDAY

Rate Of Pay \*\$38.021 HOURLY

TUES BKU2 (230PM)

WED/THURS JAU8 (11PM)

FRI/SAT NYU7 (11PM)

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

MUST COMPLETE LIRR/TCU USHER TRAINING PROGRAM.

\* Ushers are expected to be courteous at all times.

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

\* Must work well with the public

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

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

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

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

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

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

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

**Bulletin Awards - Non-Ops**

**Bulletin ID:** TELBUL2-40    **Sequence:** 51

**Description:** TELEGRAPHERS BULLETIN 2-40

**Open:** 10/21/2020 00:01    **Close:** 10/30/2020 17:00    **Effective:** 11/04/2020 00:01    **Posted:** 10/18/2020 00:01

Asgn	Position	Perm or Temp	Terminal	Emp Num	Employee Name	Rank From
JCCMT3	BLOCK OPERATOR	Permanent	JCC TOWER	Readvertis		
BO1052	BLOCK OPERATOR	Permanent	LJRR-Extra List	Readvertis		
BO1055	BLOCK OPERATOR	Permanent	LJRR-Extra List	Readvertis		

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

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

**Bulletin ID:** TELBUL2-41

**Bulletin Seq:** 52

**Bulletin Description:** TELEGRAPHERS BULLETIN 2-41

Open: 11/04/2020 00:01

Close: 11/13/2020 17:00

Effective: 11/18/2020 00:01

Posted: 11/04/2020 00:01

Asgn	Position	Perm Or Temp	Terminal
BO1052	BLOCK OPERATOR	Permanent	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.		

JCCMT3	BLOCK OPERATOR	Permanent	JCC TOWER
	Location JCC TOWER		
	Report Time 1001PM		
	Rest Days WEDNESDAY/THURSDAY		
	Rate Of Pay \$39.471*		
	*DIFFERENTIAL NOT INCLUDED IN ABOVE RATE OF PAY		

TR14	TRAIN DIRECTOR	Permanent	BABYLON
	Location BABYLON TOWER		
	Report Time VARIOUS		
	Rest Days FRIDAY & SATURDAY		
	Rate Of Pay VARIOUS		
	SUN/MON BJ1 BABYLON 6:00AM *\$48.282 HOURLY		
	TUES/WED BJ2 BABYLON 2:00PM *\$48.282 HOURLY		
	THUR BJ3 BABYLON 10:00PM *\$46.052 HOURLY		
	*DIFFERENTIAL NOT INCLUDED IN ABOVE RATES OF PAY		

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



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

**Bulletin ID:** CREW8-90

**Bulletin Seq:** 83

**Bulletin Description:** C/D BULLETIN 8-90

Open: 11/04/2020 00:01

Close: 11/13/2020 17:00

Effective: 11/18/2020 00:01

Posted: 11/02/2020 00:01

Asgn	Position	Perm Or Temp	Terminal
CX4003	CREW DISPATCHER	Temporary	LIRR-Extra List
Location	TRANSPORTATION CREW MANAGEMENT, JAMAICA (5C1)		
Report Time	VARIOUS		
Rest Days	VARIOUS		
Rate Of Pay	\$43.810 HOURLY*		

APPLICANTS FOR THIS POSITION MUST HAVE COMPLETED THE CREW DISPATCHER TRAINING PROGRAM AS PER TCU CONTRACT. MUST HAVE THOROUGH KNOWLEDGE OF THE REGULATIONS GOVERNING THE WORKING CONDITIONS OF EMPLOYEES REPRESENTED BY THE UTU, BLE TCU AND

UTU Y/M. MUST BE A COMPETENT TYPIST AND WORK AS DIRECTED WITHIN THE OFFICE OF THE MANAGER-TRANSPORTATION CREW MANAGEMENT SERVICES.

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

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.

11/02/20 11:40

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

**November 4, 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 3014	Assistant Warehouse Person ESA-Temporary (R. Townsend)	NO BIDS RECEIVED	
P&L 3015	Assistant Warehouse Person Morris Park/Richmond Hill Permanent (J. Macedonia)	NO BIDS RECEIVED	
P&L 3016	Warehouse Person-SF-V/V Permanent (M. Lombardi)	NO BIDS RECEIVED	
P&L 3017	Warehouse Person-V/V Permanent (B. Hagemann)	NO BIDS RECEIVED	
P&L 3018	Warehouse Person Temporary (C. Elliott) 11:30 am – 7:30 pm	NO BIDS RECEIVED	
P&L 3019	Warehouse Person Temporary (S. Brisco)	NO BIDS RECEIVED	

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

POSTED: 9:00 AM  
November 4, 2020

## **RE-ADVERTISED**

### **THE LONG ISLAND RAIL ROAD DEPUTY CHIEF STORES OFFICER – STORES OPERATION & MATERIALS BULLETIN NO. P&L – 3020**

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, November 13, 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, 3003, 3009 & 3014)

**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  
November 4, 2020

## **RE-ADVERTISED**

### **THE LONG ISLAND RAIL ROAD DEPUTY CHIEF STORES OFFICER – STORES OPERATION & MATERIALS BULLETIN NO. P&L – 3021**

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, November 13, 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, 3004, 3010 & 3015)**

**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  
November 4, 2020

# **RE-ADVERTISED**

## **THE LONG ISLAND RAIL ROAD DEPUTY CHIEF STORES OFFICER – STORES OPERATION & MATERIALS BULLETIN NO. P&L – 3022**

### **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, November 13, 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, 3005, 3011 & 3016)

**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  
November 4, 2020

## **RE-ADVERTISED**

### **THE LONG ISLAND RAIL ROAD DEPUTY CHIEF STORES OFFICER – STORES OPERATION & MATERIALS BULLETIN NO. P&L – 3023**

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, November 13, 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, 3006, 3012 & 3017)  
**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  
November 4, 2020

## **RE-ADVERTISED**

### **THE LONG ISLAND RAIL ROAD DEPUTY CHIEF STORES OFFICER – STORES OPERATION & MATERIALS BULLETIN NO. P&L – 3024**

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, November 13, 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, 3007, 3013 & 3018)**

**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  
November 4, 2020

## **RE-ADVERTISED**

### **THE LONG ISLAND RAIL ROAD DEPUTY CHIEF STORES OFFICER – STORES OPERATION & MATERIALS BULLETIN NO. P&L – 3025**

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, November 13, 2020**. Bids can be faxed to Ext. 3279 or sent via interoffice mail to MC: 3131.

**POSITION:** Warehouse Person (S. Brisco) – Temporary  
RE-ADVERTISED (P&L – 3019)

**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  
November 4, 2020



Revised 10/27/20

**STATIONS DEPARTMENT  
NOTICE NO. 2020-28**

Date: July 31, 2020  
To: Station Appearance Maintainers  
From: James Compton, Chief Stations Officer

SUBJECT: Step-Up to Traveling Foreman Position - Island/Terminal Territories

The Department is seeking Station Appearance Maintainers (SAMs) to be considered to cover Traveling Foreman during projected days off (vacation, personal days, etc.). This will entail two separate coverage lists; Island/Terminal. You will be placed on the list in the area which you normally work and have a current position.

If you are interested in covering a temporary traveling foreman position from September 2020 through August 2021, please submit the attached form no later than Friday, November 13, 2020, via email to the appropriate manager/location below:

**Island (East End)** to Charles Garbowski - cgarbow@lirr.org

**Terminal (West End)** to John Kelly - jbkelly@lirr.org

A traveling foreman is responsible for

- supervising all aspects of cleaning; routine, heavy duty, spray wash, graffiti removal, and snow removal
- must be RWIC qualified for snow emergency
- ensure that all work is being performed according to SAM job descriptions and in a safe manner
- all job performance should be conducted in accordance with LIRR Corporate Safety Policy and Procedures; proper uniforms and personal protection equipment are worn and utilized
- conduct station inspections and submit detailed and legible required reports
- assist and instruct employees in completing paperwork when required
- be available during emergency situations to assist managers as needed
- responsible for ensuring that all stock rooms and vehicles are equipped with sufficient cleaning supplies, meet deliveries and verify shipment
- ensure that all equipment and vehicles are in good working order
- promote good customer service
- respond to customer complaints as directed by manager
- must be a current LIRR SAM and have a minimum of eighteen (18) months as a SAM
- must have basic knowledge of operating a computer (Outlook 2016, Excel, Word, etc.)

In addition to the above, must conduct him/herself in a professional, courteous manner, maintain confidentiality with all aspects of the position, able to handle employee concerns and intervene to a satisfactory resolution. Also, responsible with company property as it pertains to supplies, keys, phones, vehicles, and any other equipment utilized by candidate or supervised employees. Candidate must have good work ethics and able to delegate.

Selection will be based on satisfactory safety record, attendance record, discipline records, a valid NY State Driver's license and attached "Request for Traveling Foreman Coverage Form". Upon covering a Foreman's position, SAM will be evaluated on job performance.

*\*All requests submitted between July 31, 2020 and August 14, 2020 will be reconsidered based on the revised qualification requirements\*.*

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



### REQUEST FOR TRAVELING FOREMAN COVERAGE FORM

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

To: **Please check one:**

\_\_\_\_ John F. Kelly, Terminal Manager (Terminal Operations) West End

\_\_\_\_ Charles Garbowski, Branch Line Manager Babylon Branch (Station Operations) East End

From: \_\_\_\_\_ Employee No. \_\_\_\_\_  
(Please Print Full Name)

Current Job No. \_\_\_\_\_ Location \_\_\_\_\_ Cellphone# \_\_\_\_\_

Re: Consideration for Temporary Traveling Foremen Positions

This is a request to be considered as a candidate to cover (step-up) a traveling foreman position on a temporary basis when it becomes available. Based on the duties and responsibilities of the traveling foremen, I am a good candidate to cover this position due to the following reasons and qualifications:

1.  
\_\_\_\_\_  
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2.  
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3.  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

You may use the reverse side to provide additional information or attach a typed-written response to this sheet.  
Please make sure your name is written on all sheets submitted.



# Long Island Rail Road

2<sup>nd</sup> Revision 10/21/20  
STATIONS DEPARTMENT  
NOTICE NO. 2020-38



Date: October 16, 2020  
To: All Stations Department Employees  
From: James Compton, Chief Stations Officer  
Subject: Holiday - Election Day - Tuesday, November 3, 2020

The following positions will be working on Tuesday November 3, 2020:

<u>AGENT</u>		<u>AMBASSADOR</u>		<u>TICKET CLERK</u>	
A102 HSF TVM	A700 Beth TVM	AMB01 Penn	C101 Penn	C201 Woodside	C964 Babylon
A110 Penn	A806 Babylon	AMB02 Penn	C102 Penn	<del>C311 Beth TVM</del>	CT510 Jarr
A200 Woodside	A808 Patchogue	AMB06 Jamaica	C107 Penn	C331 Beth TVM	CT511 Jarr
A250 Jam Theater	A986 Penn TVM	AMB07 Jamaica	C114 Penn	C700 Beth TVM	CT512 Jarr
A251 Jam Theater	A988 Penn	AMB11 Atlantic	C118 Penn	C704 Hicksville	CT513 Jarr
A252 Jam Theater	A972 Ronkonkoma	AMB91 Jamaica	C127 Penn	C822 HSF TVM	CT520 Atlantic
A311 Beth TVM	AT807 Babylon	AMB92 Atlantic	C132 Atlantic	C901 Penn	CT840 Babylon
A312 Beth TVM			C134 Atlantic	C911 Penn	CT841 Bay Shore
A505 Atlantic			C140 Jarr	C913 Penn TVM	CT842 Patchogue
A506 Atlantic			C143 Jarr	C916 Penn	CT844 Oakdale
A602 Huntington			C145 Jarr	C917 Penn	CT950 Jarr
				C922 Jarr	CT951 Jarr
				C924 Jarr	

### STATION APPEARANCE MAINTAINER

ATL102	HC571 Northpt	H562 J&A	L304 Freeport	MP101 Morris Pk	V479 Ronk Yd
ATL103	HMC101	JAM102	L305 Wantagh	RSC2 Atlantic	V480 Ronk Yd
ATL105	HMC103	JAM104	L307 Babylon	RSC3 Atlantic	V483 Pt Wash
ATL106	HMC106	JAM108	L308 Babylon	V453 Pt Wash	V484 Northpt
ATL107	HMC109	JAM112	L309 Hicksville	V454 Pt Wash	V485 Northpt
ATL108	HMC111	JAM118	L309P Hicksville	V455 Garden City	V486 Garden City
ATL109	HMC112	JAM119	L310 Beth Fac	V456 Garden City	V488 Ronk Yd
ATL110	HMC113	JAM120	L311 Huntington	V457 Garden City	V489 Woodside
H523 VS Yd	HMC116	JAM124	L312 Ronkonkoma	V459 Valley Stream	V490 VS Yd
H532 Baby Yd	HMC122	JAM130	L313 Farmingdale	V460 Baby Yd	V491 VS Yd
H543 Ronk Yd	HMC123	JAM131	L315 Bayside	V461 Baby Yd	V901 Valley Stream
H552 Pt. Wash	HMC124	JAM132	L316 Woodside	V462 Baby Yd	V902 Morris Park
H572 Northpt	HMC125	JAC1	L319 Hempstead	V466 Northpt	V903 Ronk Yd
HC521 VS Yd	HC501 J&A	L301 Mass Pk	L320 Pt Wash	V471 Garden City	V904 Ronk Yd
HC531 Baby Yd	HC561 J&A	L302 Mineola	L321 Lynbrook	V474 VS Yd	VD100 VD Yard
HC541 Ronk Yd	H502 J&A	L303 Lindhrst	L322 Ronk Yard	V477 Long Bch	WSY101
HC551 Pt Wash	H503 J&A				WSY900

LEAD FOREMAN/FOREMAN: All are working  
 OFFICES CLOSED: Corp., Medical, Lost & Found, Mail & Ride, Penn Ticket Remittance  
 MESSENGER SERVICE: WLL NOT operate.  
 TICKET SALES: Off Peak tickets good on all trains.  
 TICKET OFFICE HOURS: Hicksville, Babylon, Huntington, Patchogue, Ronkonkoma (AM hours only); Penn, Jamaica, Atlantic, Woodside (regular COVID19 hours)  
 Will operate on a Weekday schedule.

If you have any questions, please contact your manager.



Long Island Rail Road



STATIONS DEPARTMENT

NOTICE NO. 2020-39

Date: October 20, 2020  
TO: All Stations Department Employees  
FROM: James Compton, Chief Stations Officer  
SUBJECT: Eastern Standard Time - Effective Sunday, November 1, 2020, at 2 a.m.

With the change from Daylight Savings Time to Eastern Standard Time, all clocks must be set back one-hour effective Sunday, November 1, 2020, at 2 a.m.

All TDI clocks that are not changed by TDI before the time change should be covered.

If you are aware of any clocks in your station that are not changed, please advise your supervisor. Ticket agents and chief ticket sellers should inspect all clocks at stations and terminals.

If you have any questions, you may contact your supervisor.

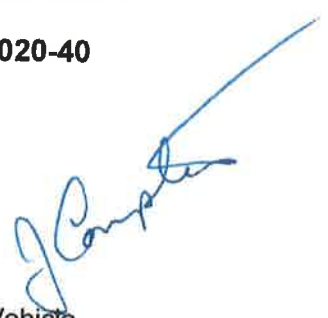
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***All employees are reminded to be watchful for suspicious activity, behavior and packages, and report to MTA Police at 718-361-2201.***

**STATIONS DEPARTMENT**

**NOTICE NO. 2020-40**

Date: October 27, 2020  
To: Station Appearance Maintainers  
From: James Compton, Chief Stations Officer  
Subject: Qualification Training for Bobcat Utility Vehicle



Training for the Bobcat will resume in December, with a refresher class for those who are interested.

There will be a two-day training class for employees to become qualified to use the Bobcat when needed. This training is necessary to ensure the vehicle is used safely and correctly by all operators. Training will take place at the LIRR Ronkonkoma Yard.

If you have an interest in training to use the bobcat and you often work snow removal duty, please send an email or text to Rosina Morales: [rmorale@lirr.org](mailto:rmorale@lirr.org), 929-224-6085. Provide your name and employee number when requesting to be added to the list for training on the Bobcat no later than **Tuesday, November 10, 2020.**

Once the list is compiled, the Crew Dispatcher's Office will contact you when you are scheduled for class. Both days of class must be completed to be considered qualified.

Any specific Bobcat questions please contact Charlie Garbowski at 516-779-3977.



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Employees should protect themselves, their fellow employees and the public by immediately reporting anything suspicious to MTA Police at 212-878-1220 or by dialing "911."

**STATIONS DEPARTMENT**

**NOTICE NO. 2020-41**

Date: October 29, 2020  
To: All Stations Department Employees  
From: James Compton, Chief Stations Officer  
Subject: Coronavirus: Work Clarification and Update



Due to the Coronavirus pandemic, efforts are being made to keep everyone safe and healthy while continuing all LIRR operations. This is no easy task for anyone.

First and Foremost: **STAY HOME IF YOU ARE FEELING SICK WITH FLU-LIKE SYMPTOMS AND/OR YOU HAVE RECEIVED A POSITIVE TEST RESULT FOR COVID-19.**

To reiterate our COVID-19 processes:

1. If you are feeling sick with "flu-like" symptoms you must call the OHS hotline to report it, that number is **646-252-1010**. They will instruct you what to do.
2. If you have been in close contact with someone who tested positive you must call the OHS hotline at **646-252-1010**. They will instruct you what to do.
3. If you have traveled to a state or country that has been deemed to have a high degree of community-wide spread COVID-19 you must call the OHS hotline when you return to NY at **646-252-1010**. They will instruct you what to do.

For most instances where you are calling the hot line, they will instruct you to get a COVID-19 test to see if you are in fact infected and need to isolate yourself.

For essential employees who have travelled outside the tri-state area the LIRR has made a plan of action for you to follow in order to be safe and be able to come to work. **IF YOU HAVE ANY SYMPTOMS YOU MUST STAY HOME, CONTACT A DOCTOR AND GET TESTED EVEN IF DEEMED ESSENTIAL. NO ONE IS TO WORK WHILE THEY HAVE SYMPTOMS OF COVID-19. IF YOU DEVELOP SYMPTOMS AFTER A FEW DAYS OF RETURNING TO WORK CALL THE HOTLINE IMMEDIATELY.**

**Plan of action for returning essential employees:**

1. Regular monitoring: The employee must self-monitor for a temperature greater than or equal to 100.0 degrees Fahrenheit every 12 hours and symptoms consistent with COVID-19 under the supervision of their employer's occupational health program (OHS).
2. Wear a mask: The employee must wear a face mask at all times while in the workplace for 14 days after last exposure.

3. Social distance: The employee must continue social distancing practices, including maintaining, at least, six feet of distance from others.
4. Clean and disinfect workspaces: The employer/employee must continue to regularly clean and disinfect all areas, such as offices, bathrooms, common areas, and shared electronic equipment.
5. Maintain quarantine: The employee must continue to self-quarantine and self-monitor for temperature and symptoms when not at the workplace for 14 days after last exposure or after return to New York.

Please note that it is imperative that the directions above be adhered to both prior to and during employee's work shifts, and that this adherence is monitored and documented by the employer and employee.

All employees MUST call the crew manpower office (718-558-7374) (if you are in M&R you must advise your manager instead of crew) if you are going home sick or have been advised by OHS to go home or stay home. The crew manpower office must always be advised in order to document your location and cover your job if needed.

All employees' situations are different so is how their time out gets recorded. Feel free to email Theresa Dorsey ([tdorsey@lirr.org](mailto:tdorsey@lirr.org)) or Rosina Morales ([rmorale@lirr.org](mailto:rmorale@lirr.org)) to ask about how you are getting paid while out with COVID-19, there are state mandated programs for time out but not all will be eligible for them. The human resources department can also be contacted with questions.

*NOTE: all situations are different for all employees, just because an employee has been put out of work or returned to work earlier or later than you doesn't mean they are sicker or healthier than you. Don't judge your situation on other employees' results. Each person's situation is being carefully weighed out to ensure they, their co-workers and the customers stay healthy.*

As per MTA headquarters instruction masks must be worn while working near any other employees and/or serving customers.

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Employees should protect themselves, their fellow employees and the public by immediately reporting anything suspicious to MTA Police at 212-878-1220 or by dialing "911."