



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

**BID SHEETS**

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

**November 18, 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 3020	Assistant Warehouse Person ESA-Temporary (R. Townsend)	NO BIDS RECEIVED	
P&L 3021	Assistant Warehouse Person Morris Park/Richmond Hill Permanent (J. Macedonia)	NO BIDS RECEIVED	
P&L 3022	Warehouse Person-SF-V/V Permanent (M. Lombardi)	NO BIDS RECEIVED	
P&L 3023	Warehouse Person-V/V Permanent (B. Hagemann)	NO BIDS RECEIVED	
P&L 3024	Warehouse Person Temporary (C. Elliott) 11:30 am – 7:30 pm	NO BIDS RECEIVED	
P&L 3025	Warehouse Person Temporary (S. Brisco)	WITHDRAWN	

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

POSTED: 9:00 AM  
November 18, 2020

## **RE-ADVERTISED**

### **THE LONG ISLAND RAIL ROAD DEPUTY CHIEF STORES OFFICER – STORES OPERATION & MATERIALS BULLETIN NO. P&L – 3026**

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 27, 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 & 3020)

**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 18, 2020

## **RE-ADVERTISED**

### **THE LONG ISLAND RAIL ROAD DEPUTY CHIEF STORES OFFICER – STORES OPERATION & MATERIALS BULLETIN NO. P&L – 3027**

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 27, 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 & 3021)

**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 Vázquez**  
Deputy Chief Stores Officer  
Stores Operation & Materials  
Procurement & Logistics Department

POSTED: 9:00 AM  
November 18, 2020

## RE-ADVERTISED

### THE LONG ISLAND RAIL ROAD DEPUTY CHIEF STORES OFFICER – STORES OPERATION & MATERIALS BULLETIN NO. P&L – 3028

#### 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 27, 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 & 3022)

**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 18, 2020

## **RE-ADVERTISED**

### **THE LONG ISLAND RAIL ROAD DEPUTY CHIEF STORES OFFICER – STORES OPERATION & MATERIALS BULLETIN NO. P&L – 3029**

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 27, 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 & 3023)**

**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 18, 2020

## **RE-ADVERTISED**

### **THE LONG ISLAND RAIL ROAD DEPUTY CHIEF STORES OFFICER – STORES OPERATION & MATERIALS BULLETIN NO. P&L – 3030**

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 27, 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 & 3024)**

**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 18, 2020

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

**REVISED**

DATE: November 18, 2020

**BULLETIN NO. SD-09-2020**

This bulletin will close **at 5:00 PM on Friday, November 27, 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 inquire.

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Position No. 1	Permanent	Agent (A702)
Location:		Bethpage Facility
Tour of Duty:		10:30 AM – 6:30 PM
Rate of Pay:		\$45.743
Rest Days:		Saturday/Sunday

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Position No. 2	Permanent	Agent (A701)
Location:		Mineola
Tour of Duty:		5:35 AM – 1:35 PM
Rate of Pay:		\$42.980
Rest Days:		Saturday/Sunday

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**AWARDS TO AGENT'S BULLETIN CS-**

	<u>JOB #</u>	<u>NAME</u>	<u>AWARD DATE</u>
POSITION NO. 1	Permanent A700	J. D'Alto	11/18/20
POSITION NO. 2	Permanent A984	L. DiGiacinto	11/18/20 - REVISION

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

DATE: November 18, 2020

BULLETIN NO. SD-21-2020

This bulletin will close **at 5:00 PM on Friday, November 27, 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 inquire.

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Position No. 1	Temporary	Ticket Clerk (C901)
Location:		Penn Station CCSC/Clerk
Tour of Duty:		Sunday/Monday CCSC – 6:00AM-2:00PM Tuesday – Clerk – 6:00AM-2:00PM Wednesday/Thursday – CCSC -2:00PM-10:00PM
Rate of Pay:		Sunday/Monday – CCSC - \$44.571 Tuesday – Clerk - \$36.463 Wednesday/Thursday – CCSC - \$44.571
Rest Days:		Friday/Saturday

**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 qualified in the sale and accounting of tickets and related duties and have a thorough knowledge of the Instructions to Agents and Ticket Clerk manual. Will be required to handle refunds, exchanges, group sales, ticket sales, cash, checks, credit, debit and transit benefit transactions. Process and handle ADL payments and Management adjustments. Applicant will be required to fill out late train notices and provide to customers as needed. Must be able to provide answers to service related questions regarding tracks and departure times. This position will be required to field complaints and questions regarding the Ticket Offices, Information Desk, Lost & Found Office and Ticket Selling Machines. Incumbent must be able to record and track transactions and inquiries into Excel spreadsheet. Must be able to exercise good judgment and efficiently perform all assigned duties. Will be required to work as directed.

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Position No. 2	Temporary	Ticket Clerk (C124)
Location:		Penn Station – Info Clerk
Tour of Duty:		2:00PM – 10:00PM
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. 3	Permanent	Ticket Clerk (C821)
Location:		Hillside TSM Clerk
Tour of Duty:		6:00 AM – 2:00 PM
Rate of Pay:		\$36.618
Rest Days:		Saturday/Sunday

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	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: 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. 5	Temporary	Ticket Clerk (CT564)
Location:		Rockville Centre/Lynbrook
Tour of Duty:		Monday/Thursday/Friday – Rockville Centre 6:00 AM – 2:00 PM  Tuesday/Wednesday – Lynbrook 6:00 AM – 2:00 PM
Rate of Pay:		\$36.618
Rest Days:		Saturday/Sunday

Primary Duties: Must be qualified in the sale and accounting of tickets and related duties. Must possess the ability to exercise good judgment and efficiently perform assigned duties.

Must be 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. 6	Temporary	Crew Dispatcher (CD106)
Location:		Jamaica
Tour of Duty:		Monday/Tuesday – 2:00 PM – 10:00 PM Friday – 7:30 AM – 3:30 PM Saturday/Sunday – 6:00 AM – 2:00 PM
Rate of Pay:		\$45.233
Rest Days:		Wednesday/Thursday

Primary Duties: 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

Position No. 7	Temporary	Customer Service Ambassador
Location:		Various
Tour of Duty:		Various
Rate of Pay:		\$32.483
Rest Days:		Various

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. 8	Permanent	Station Appearance Maintainer (RSC1)
Location:		Jamaica Chief/SAM
Tour of Duty:		Wednesday/Thursday/Friday – SAM 4:00 PM – 12:00 AM  Saturday/Sunday – Chief 4:00 PM – 12:00 AM
Rate of Pay:		Wednesday/Thursday/Friday - \$30.220 Saturday/Sunday - \$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. 9	Temporary	Station Appearance Maintainer (WSY101)
Location:		West Side Yard
Tour of Duty:		6:30 AM – 2:30 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.

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Position No. 10	Temporary	Station Appearance Maintainer (H502)
Location:		JAM/ATL/NOST
Tour of Duty:		4/1 – 11/30 – 10:00 PM – 6:00 AM 12/1 – 3/31 – 4:00 PM – 12:00 AM
Rate of Pay:		4/1 – 11/30 - \$31.559 12/1 – 3/31 - \$31.422
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.

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Position No. 11	Temporary	Station Appearance Maintainer (L303)
Location:		Lindenhurst
Tour of Duty:		5:00 AM – 1:00 PM
Rate of Pay:		\$30.220
Rest Days:		Saturday/Sunday

Primary Duties: Required to operate singly and/or part of a team to clean and maintain the appearance of the Long Island Rail Road properties, stations, office buildings and other appurtenances associated with Company property. Routine work includes the operation of mechanical cleaning equipment. Must perform work in accordance with written and oral instructions that specify the priority and frequency of daily duties at each location. 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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AWARDS TO BULLETIN SD-20-2020

	<u>JOB #</u>	<u>NAME</u>	<u>AWARD DATE</u>
POSITION NO. 1	Temporary C700	G. Winberry	11/18/20
POSITION NO. 2	Temporary C905	W. Lowe	Pending
POSITION NO. 3	Temporary C124	Re-Advertised	
POSITION NO. 4	Temporary C148	D. McClary	11/18/20
POSITION NO. 5	Temporary CD501	C. Velez	11/18/20
POSITION NO. 6	Temporary AMB	Re-Advertised	
POSITION NO. 7	Permanent C953	D. Mottoia	11/18/20
POSITION NO. 8	Permanent C952	Re-Advertised	
POSITION NO. 9	Temporary RSC2	Withdrawn	
POSITION NO. 10	Temporary SSM9	Withdrawn	
POSITION NO. 11	Temporary H573	Withdrawn	
POSITION NO. 12	Temporary RSC4	P. Gumbs	11/18/20

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Rosina Morales – Manager Stations Services Support  
Posted: November 18, 2020

**LONG ISLAND RAILROAD**

**MANAGEMENT-TRANSPORTATION CREW MANAGEMENT SERVICES**

**Bulletin Awards - Non-Ops**

**Bulletin ID:** USBUL2-10      **Sequence:** 20

**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	Emp Num	Employee Name	Rank From
JAU4	USHERS	Temporary	JAMAICA	Withdrawn		
RUH2	USHERS	Temporary	RELIEF CREW	54034	LUPSKI, S	20 UJ0009 US 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:** USBUL2-11

**Bulletin Seq:** 20

**Bulletin Description:** USHER BULLETIN 2/11

**Open:** 11/18/2020 00:01

**Close:** 11/27/2020 17:00

**Effective:** 12/02/2020 00:01

**Posted:** 11/02/2020 00:01

Asgn	Position	Perm Or Temp	Terminal
UX0009	USHERS	Temporary	LIRR-Extra List

Location VARIOUS

Report Time VARIOUS

Rest Days VARIOUS

Rate Of Pay \*\$37.884 BASE RATE

\*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 SYSTEM

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 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.

11/17/20 9:08

**LONG ISLAND RAILROAD**

**MANAGEMENT-TRANSPORTATION CREW MANAGEMENT SERVICES**

**Bulletin Awards - Non-Ops**

**Bulletin ID:** TELBUL2-4J    **Sequence:** 52

**Description:** TELEGRAPHERS BULLETIN 2-4J

**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	Emp Num	Employee Name	Rank From
TR14	TRAIN DIRECTOR	Permanent	BABYLON	57488	MASIELLO, D	150 TR4
JCCMT3	BLOCK OPERATOR	Permanent	JCC TOWER	Readvertis		TR JCCT
BO1052	BLOCK OPERATOR	Permanent	LIRR-Extra List	Readvertis		
BO1055	BLOCK OPERATOR	Permanent	LIRR-Extra List	Readvertis		

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

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

**Bulletin ID:** TELBUL2-42

**Bulletin Seq:** 53

**Bulletin Description:** TELEGRAPHERS BULLETIN 2-4

Open: 11/18/2020 00:01

Close: 11/27/2020 17:00

Effective: 12/02/2020 00:01

Posted: 11/18/2020 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		

TR4	TRAIN DIRECTOR	Permanent	JCC TOWER
	Location VARIOUS		
	Report Time VARIOUS		
	Rest Days THURSDAY & FRIDAY		
	Rate Of Pay VARIOUS		
	SAT/SUN/MON/TUES- JTD23-JCC	245PM	*\$53.603 HOURLY
	WEDNESDAY- WL3-LEAD	1001PM	*\$39.471 HOURLY
	*RATE DOES NOT INCLUDE DIFFERENTIAL.*		

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.

11/17/20 9:25

**LONG ISLAND RAILROAD**

**MANAGEMENT-TRANSPORTATION CREW MANAGEMENT SERVICES**

**Bulletin Awards - Non-Ops**

**Bulletin ID:** CREW8-90      **Sequence:** 83

**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	Emp Num	Employee Name	Rank From
CX4003	CREW DISPATCHER	Temporary	LIRR-Extra List		Withdrawn	

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

**THE LONG ISLAND RAIL ROAD**  
**OFFICE OF THE CHIEF TRANSPORTATION OFFICER**

Jamaica, NY  
November 18, 2020

**CHIEF TRANSPORTATION OFFICE BULLETIN NO. 2-20**

TO ALL CLERICAL EMPLOYEES:

Bids for the following PERMANENT position in the office of the Chief Transportation Officer will be received by Melissa Newell, Assistant to the Chief Transportation Officer, Jamaica Station Building, Third Floor, Transportation Department, Mail Code 1134, until 3:00 PM on Friday, November 27, 2020.

POSITION: Denial Clerk

LOCATION: Transportation Crew Management Services Office  
Jamaica Station Building

RATE OF PAY: \$33.72

TOUR OF DUTY: 8:00 AM – 4:00 PM

RELIEF DAYS: Saturday and Sunday

**PRIMARY DUTIES:**

Responsible for the handling of claim denials for passenger, yard and road service, and non-operating personnel. Responsible for mail procedures governed by various time limits as stated in various contractual agreements. Must have knowledge of office procedures in the handling of files and other correspondence relating to Transportation Department employees. Individual must be a competent typist and proficient with Microsoft Word, Outlook and Excel. Must possess effective oral communication and interpersonal skills. Candidate must work as directed, and handle all other clerical duties as assigned. Responsible for packing and lifting boxes up to 25 pounds.

POSTED: November 18, 2020

CLOSES: November 27, 2020



STATIONS DEPARTMENT  
NOTICE NO. 2020-42

Date: November 4, 2020  
To: Ticket Agents, Ticket Clerks and Station Appearance Maintainers (SAMS)  
From: James Compton, Chief Stations Officer *M Dorsey (for JC)*  
Subject: Increase to the number of employees off per day for Personal Day Leave

Due to the additional personal day everyone received for Juneteenth and various "shutdowns" due to the pandemic we are allowing more employees off per day to use their personal days from Monday November 9, 2020 through Monday November 30, 2020 (this is the last day to use a personal day for all).

CRAFT	USUAL MAX NUMBER OF EMPLOYEES ALLOWED OFF PER DAY FOR PERSONAL LEAVE TIME	11/9/2020-11/30/2020 MAX NUMBER OF EMPLOYEES ALLOWED OFF PER DAY FOR PERSONAL LEAVE TIME
AGENTS	3	4
TICKET CLERKS	3	6
SAMS	3	9

In order to make your request for a personal day please call the crew manpower office beginning Friday 11/6/2020 for time off beginning Monday 11/9/2020.

Employees who are already scheduled for time off you do not have to call crew, if you had been previously approved for your personal day you will still have the day off (it's always good to verify the day before with the crew office and/or ensure you see your job on the daily boards to be filled).

As always this is on a first come, first serve basis. Any personal days left over after 11/30/20 will automatically be paid out to you so you will not lose anything if you have personal days left over.

Come January 2021 we will revert back to our normal number of employees off per day for personal days; we are increasing the number of employees because this is a particular circumstance due to the events that have been out of our control.

\*\*\*

Stay Safe and Healthy!



STATIONS DEPARTMENT
NOTICE NO. 2020-43

Date: November 4, 2020
To: All Stations Department Employees
From: James Compton, Chief Stations Officer
Subject: Holiday - Thanksgiving Day - Thursday, November 26, 2020

Handwritten signature of James Compton

The following positions will be working on Thursday November 26, 2020:

AGENT

A105 Penn TVM
A110 Penn
A111 Penn
A200 Woodside
A251 Jam Theater
A252 Jam Theater
A311 Beth TVM
A506 Atlantic

A602 Huntington
A708 Ronkonkoma
A974 HSF TVM
A982 Beth TVM
A984 Beth TVM
A900 Jam Theater
A901 Atlantic

C101 Penn
C104 Penn
C108 Penn
C112 Penn
C121 Penn
C124 Penn
C127 Penn

TICKET CLERK

C134 Atlantic
C139 Jam
C140 Jam
C141 Jam
C143 Jam
C146 Jam
C152 Penn TVM
C201 Woodside
C704 Hicksville

C813 Babylon
C901 Penn
C904 Penn
C905 Atlantic
C920 Jam
C952 Beth TVM
C953 Beth TVM
C994 HSF TVM
CT540 Jam

CT550 Jam
CT950 Jam
CT951 Jam

STATION APPEARANCE MAINTAINER

ATL103
ATL104
ATL106
ATL108
ATL109
H523 VS Yd
H532 Baby Yd
H543 Ronk Yd
H553 Pt. Wash
H562 Jam/ATL
H573 Northpt
HC521 VS Yd
HC531 Baby Yd
HC541 Ronk Yd
HC551 Pt Wash
HC561 Jam/ATL
HC571 Northpt

HMC101
HMC103
HMC109
HMC112
HMC113
HMC122
HMC130
HMC131
JAM102
JAM108
JAM118
JAM119
JAM120
JAM124
JAM130
JAM131
JAM132
L301 Mass Pk

L302 Mineola
L303 Lindenhurst
L304 Freeport
L305 Wantagh
L307 Babylon
L308 Babylon
L309 Hicksville
L309P Hicksville
L311 Huntington
L312 Ronkonkoma
L313 Farmingdale
L314 Ronkonkoma
L315 Bayside
L316 Woodside
L319 Hempstead
L320 Pt Wash
L321 Lynbrook

L911 Ronk Yard
RSC1 Jam
RSC2 Atlantic
RSC3 Atlantic
RSC4 Atlantic
V452 Morris Pk
V453 Pt Wash
V454 Pt Wash
V455 Garden City
V456 Garden City
V457 Garden City
V459 Valley Stream
V460 Baby Yd
V461 Baby Yd
V464 Baby Yd
V466 Northpt

V471 Garden City
V474 VS Yd
V477 Long Bch
V479 Ronk Yd
V480 Ronk Yd
V483 Pt Wash
V484 Northpt
V485 Northpt
V486 Garden City
V488 Ronk Yd
V489 Woodside
V490 VS Yd
V491 VS Yd
V901 Garden City
V904 Babylon Yd
VD100 VD Yard
WSY101

AMBASSADOR

AMB01 Penn
AMB02 Penn
AMB06 Jamaica
AMB07 Jamaica
AMB11 Atlantic
AMB12 Atlantic

LEAD FOREMAN/FOREMAN:
OFFICES CLOSED:
MESSENGER SERVICE:
TICKET SALES:
TICKET OFFICE HOURS:
TRAIN SERVICE:

Managers to determine per area
Corp., Medical, Lost & Found, Mail & Ride, Penn Ticket Remittance
WLL NOT operate.
Off Peak tickets good on all trains.
Hicksville, Babylon, Huntington, Ronkonkoma (AM hours only); Penn,
Jamaica, Atlantic, Woodside (regular COVID19 hours)
Will operate on a Holiday schedule.

If you have any questions, please contact your manager.



# Long Island Rail Road



## STATIONS DEPARTMENT NOTICE NO. 2020-44

Date: November 6, 2020  
 To: All Stations Department Employees  
 From: James Compton, Chief Stations Officer  
 Subject: Holiday – Day After Thanksgiving Day – Friday November 27, 2020

The following positions **will be working** on Friday, November 27, 2020:

<u>AGENTS</u>			<u>AMBASSADORS</u>			<u>TICKET CLERKS</u>					
A103	Penn TVM	A701	Mineola	AMB02	Penn	C101	Penn	C146	Jamaica	C813	Babylon
A106	HSF TVM	A702	Beth TVM	AMB07	Jam	C102	Penn	C151	Penn TVM	C821	HSF TVM
A110	Penn	A710	Ronkonkoma	AMB12	ATL	C107	Penn	C201	Woodside	C906	Atlantic
A111	Penn	A805	Mass Pk	AMB90	Penn	C114	Penn	C411	PT Wash	C908	Penn
A200	Woodside	A806	Babylon	AMB91	Jam	C121	Penn	C412	PT Wash	C911	Penn
A252	Jam Theater	A808	Patchogue	AMB92	ATL	C124	Penn	C602	Huntington	C917	Penn
A311	Beth TVM	A900	Jam Theater			C134	Atlantic	C700	Beth TVM	C964	Babylon
A403	Broadway	A901	Jam Theater			C139	Jamaica	C702	Beth TVM	CT540	Jamaica
A505	Atlantic	A941	Hicksville			C140	Jamaica	C704	Hicksville	CT550	Jamaica
A506	Atlantic	A971	Huntington			C141	Jamaica	C706	Hicksville	CT950	Jamaica
A603	Huntington	A972	Ronkonkoma			C143	Jamaica			CT951	Jamaica
A608	Pt Jeff	A985	Ronkonkoma			C145	Jamaica				
A700	Beth TVM										

### STATION APPEARANCE MAINTAINERS

ARCH900	Arch St Fac	HC561	Jam/ATL	JAM119	L310	Beth Fac.	RSC4	ATL	V466	Northport	
ATL101		HC571	Northport	JAM120	L311	Huntington	SSM1	Bab Yd	V477	Long Beach	
ATL102		HCT01	Beth Fac.	JAM124	L312	Ronkonkoma	SSM5	Bab Yd.	V479	Ronk Yd	
ATL104		HMC101		JAM130	L313	Farmingdale	SSM9	Beth Fac	V480	Ronk Yd	
ATL108		HMC103		JAM131	L314	Ronkonkoma	SSM10	Beth Fac.	V483	Pt Wash	
ATL109		HMC109		JAM132	L315	Bayside	V452	Morris Pk	V484	Northport	
H523	VS Yd	HMC112		L301	Mass PK	L316	Woodside	V453	Pt Wash	V485	Northport
H532	Bab Yd	HMC113		L302	Mineola	L319	Hempstead	V454	Pt Wash	V486	Garden City
H543	Ronk Yd	HMC122		L303	Lindenhurst	L320	Pt Wash	V455	Garden City	V489	Woodside
H552	Pt Wash	HMC130		L304	Freeport	L321	Lynbrook	V456	Garden City	V490	VS Yd
H553	Pt Wash	HMC131		L305	Wantagh	L911	Ronk. Yd	V457	Garden City	V491	VS Yd
H562	Jam/ATL	HT02	Beth Fac.	L307	Babylon	MP101	Morris Pk	V459	VS Yd	V901	V.Stream
H573	Northport	JAM102		L308	Babylon Yd	RSC1	Jamaica	V460	Bab Yd	V903	Garden City
HC521	VS Yd	JAM108		L309	Hicksville	RSC2	ATL	V461	Bab Yd	V904	Bab Yd
HC531	Bab Yd	JAM118		L309P	Hicksville	RSC3	ATL	V464	Ronk Yd	WSY101	
HC541	Ronk Yd										

LEAD FOREMAN/FOREMAN: Managers of each area to determine  
 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: Penn, Jamaica, Atlantic, Woodside (COVID19 hours) All others closed if  
 selling jobs not listed above.  
 TRAIN SERVICE: Will operate on a regular weekday schedule.

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





STATIONS DEPARTMENT

NOTICE NO. 2020-45



Date: November 6, 2020  
To: All Stations Department Employees  
From: James Compton, Chief Stations Officer  
Subject: **Elimination of Teletime Time and Attendance Recording System**

Due to an upgrade to the payroll system we will be eliminating the Teletime Time and Attendance Recording System. All employees will immediately begin using the Kronos clocks on LIRR property at their job locations. This transition will occur the week of November 9<sup>th</sup>, 2020.

The clock at your job location for that tour is the clock you are to use for your in and out punch.  
All waiting room clocks are set to accept Stations' employees to punch in and out for their tours.

All alarm security systems have been set up to open AFTER the tour of the ticket clerk or agent working at the station begins and BEFORE the tour of the ticket clerk or agent ends at all stations that have open ticket windows. We have made this adjustment, so the waiting rooms are clear of anyone when the ticket clerks or agents need to use the clocks.

We have installed hand sanitizing dispensers in all waiting rooms near clocks. These dispensers can be refilled by any employee who sees it is empty. Feel free to keep an extra refill bag of sanitizer in your ticket office to ensure your dispenser is always full (speak to your manager about refills).

As is our everyday safety mantra "If you see something, say something." If you feel there is an unsafe situation in your waiting room call the police and alert your agent and manager to the issue. If it prevents you from using the clocks be sure to let your manager know so they can advise our payroll clerk regarding your tour time for that day.

**Reminder of our procedures for the use of the Kronos clock system:**

- The Corporate Time and Attendance Management System (CTAMS) was implemented in September 2010. CTAMS requires all employees to utilize the Kronos clocks to "punch" in and out **at their reporting location only** at the beginning and end of every tour. This includes your regular tour of duty, scheduled overtime, emergency callouts and any incidental overtime. All waiting rooms, yards and employee facilities have Kronos clocks for Stations' employees to use.
- There is a grace period of 6 minutes built into the system that allows employees to punch in up to 6 minutes after the start of a tour and 6 minutes prior to the end of a tour with no points assessed. This is a grace period to be used when emergencies arise.
- It is the employee's responsibility to "punch" in and out of their reporting location. If an authorized Kronos clock is not functioning or inaccessible, you must advise your supervisor or manager of the problem along with the error message you received so they can report it to MTAIT for repair and authorize your manual punch in the CTAMS system. You will need to provide the station location and the reason the clock is not working; ex: clock damaged, error message when entering employee number, screen is non-responsive etc. Be sure to notify your supervisor and/or manager of the clock issue to ensure your pay is not affected.



- You can also email a picture of the front of the clock to [rmorale@lirr.org](mailto:rmorale@lirr.org) or [tdorsey@lirr.org](mailto:tdorsey@lirr.org) for repair please make sure the clock number is readable in the picture so they can investigate.

**Missed punches will be handled as follows:**

If an employee knows they missed a punch either in or out, **they are required to notify their manager immediately.** If an employee's attendance cannot be verified due to a missing punch, the employee will only be compensated for the time that can be verified and docked the remaining time.

**Punch Verification Instructions:**

If you are unsure if the punch was accepted or not, follow these instructions:

1. Hit the "Last Status" button or the "History" button on the screen.
2. Enter your employee number as if you were punching in/out and hit enter. Re-punch if you don't see your punch for that day.

**Working Advances/Doubles:**

Employees working an advance or double are required to punch in and out for **each tour worked** (except for back to back or overlapping doubles in the same location). Please see the examples below:

- If an employee is working at Babylon in the morning and Penn Station in the afternoon, he/she must punch in and out at Babylon and then punch in and out again at Penn Station.
- If an employee is working a 5 AM – 1 PM tour in Ronkonkoma and a 2 PM – 10 PM tour in the same location, he/she must still punch in and out for each tour.
- An employee working a back to back or overlapping double or advance at the same location does not have to punch in and out for both tours.

Please note that if an employee is scheduled to work a double or advance, he/she must contact his/her immediate manager to secure a release time from that position. Once a release time has been set, he/she must contact the manager supervising the overtime assignment and advise them of his/her anticipated time of arrival to that job.

In addition, when working assignments described above, after punching out, he/she is required to leave directly from the location he/she is at and proceed directly to his/her next assignment. Examples are listed below:

- If the employee is working at Wantagh and accepts a double in Penn Station, he/she should take the train from Wantagh Station.
- If the employee is working in Penn Station and accepts an advance at Westbury, he/she should take the train from Westbury to Penn Station.



- If working both assignments at an island station, it is permissible to drive to both assignments as taking a train will most likely not be the most expeditious way to travel.

**Key Calls:**

- Do not punch in or out at your key call location if that's not the location you are working for the day. If the LIRR has told you to go to a location to pick up/drop off keys or pick up/drop off a bin for a busing program you are considered "on the clock" if any issues arise. You are required to punch in and out at the location you are working for that tour (as has been instructed by the crew boards or by the job you bid and were awarded). Key call times are documented for reference if needed.

**Personal Identification Security**

It is the responsibility of each employee to punch in and out every day **at their crew book location** for each tour worked. Failure to do so may result in a loss of pay for any time that cannot be verified.

As a reminder, employees should:

1. Never furnish their employee number or BSC ID number to anyone.
2. Never ask another employee to "punch" him/her in or out; "Buddy Punching" is strictly prohibited and can result in termination.
3. Never punch in or out at any location other than their reporting location unless instructed by their manager.

Everyone is expected to use the Kronos clock whenever working if there is access.

If a station doesn't have a waiting room or a Kronos clock you will be instructed as to where to punch in and out.

If called out for an emergency and the waiting room is locked submit time slip for payment as always.

Failure to comply with the above-mentioned procedures may result in disciplinary action, including termination of employment.

If there are any questions, please contact a Stations Department Manager.

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Stay Safe and Healthy

**Hanley, Kim**

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**From:** LIRR Corporate Communications  
**Sent:** Thursday, November 5, 2020 4:55 PM  
**To:** LIRR Corporate Communications  
**Subject:** Updated MTA COVID-19 Guidance



Colleagues,

As we continue to monitor the COVID-19 pandemic and battle the virus here in New York and across the country, we wanted to update you on a few important changes to MTA safety protocols and travel guidelines set forth by the New York State Department of Health.

We are implementing new guidelines for returning to work after Covid-19 exposure or potential exposure, as well as international or domestic travel. These guidelines apply to all employees, including "essential employees," with the exception of MTA Police and MTA C&D personnel, who may be required to follow different procedures based on operational necessity. If you have any questions, please call the COVID-19 hotline at 646-252-1010 or speak with your supervisor. To view the full guidance, click [here](#).

**Please remember if you are sick, stay home.**

**[Return to Work After COVID Exposure/Screening](#)**

- If you test positive for COVID-19 and are experiencing symptoms, you must self-isolate at home and not come to work for at least 10 calendar days from the onset of symptoms. You should not come to work unless you have been without a fever for 72 hours (without the use of fever reducing medicine).
- If you test positive and are asymptomatic, you must self-isolate at home and not come to work for at least 10 calendar days from the date of the test.
- If you come in close contact with a confirmed infected person and now are experiencing symptoms, you may return to work upon completing at least 10 days of isolation from the onset of symptoms and without a fever for 72 hours.
- If you are sent home with a fever of 100 degrees, you will have up to three days to get tested and provide results with a rapid test.

### **Use of Leave for Potential Exposure**

- If you are asymptomatic and have been sent home by MTA due to contact with a verified COVID positive person at work, you may telecommute if your job duties allow and your supervisor approves.
- If you are not able to telecommute, MTA employees have up to 14 calendar days of Administrative Leave to use for various COVID related situations. If you have exhausted your Administrative Leave and are sent home by MTA due to contact with a verified COVID positive person at work, you will be granted an additional 7 calendar days of Administrative Leave to use in connection with self-isolating for 3 days, getting a test, and self-isolating while waiting for test results.
- During the 3 days you must get a rapid COVID test and results if you are sent home with a fever, MTA will cover your time with Administrative Leave even if you have exhausted your Administrative Leave balance.
- If you have symptoms or a positive COVID test, you may be eligible for federal Emergency Paid Sick Leave Act (ESPLA) or other leave as set forth in the April 22, 2020 memo from the Chief People Officer.

### **Return to Work After Travel**

- International travel: You must self-isolate for 14 calendar days upon return from any destination that is a CDC Level 2 or Level 3 country. You can check the status of a country [here](#).
- Non-essential domestic travel to states other than New Jersey, Massachusetts, Vermont, Connecticut and Pennsylvania for more than 24 hours: you must either (a) self-isolate and not come to work for 14 calendar days upon return to New York or your state of residence or (b) follow the below testing protocol to return to work sooner than 14 calendar days.
  - You must obtain a COVID test within 3 calendar days of departure from the other state;

- Upon your arrival in New York (NY) or your state of residence, you must self-isolate for 3 calendar days and not come to work. During this time, you may telecommute if your job duties allow and your supervisor approves.
- On day 4 of self-isolation, you must obtain another COVID test. If both tests are negative, you may return to work. Employees should call the MTA COVID Hotline and report the results of their tests.
- During the time you are self-isolating and waiting for tests results, you may use any available type of leave day (sick, personal, OR vacation – for example) to cover the period of time you are out of work if they are not able to telecommute.
- Every New York State (NYS) resident must fill out an on-line [NYS Traveler's Health Form](#) when they depart the state for travel. There can be a \$2,000 fine for residents if you do not fill out this on-line form.

It is important that we follow these guidelines to help keep you and your co-workers safe. Please visit the MY MTA portal to get the latest testing schedule, locations and information. You can also visit Northwell Health-GoHealth Urgent Care centers to get a free diagnostic test. Testing information can also be found at the New York State Department of Health, or by calling the NYS COVID-19 Hotline at 1-888-364-3065.

Be safe out there.

Regards,

Pat Warren  
Chief Safety Officer

Paul Fama  
Chief People Officer