



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

**BID SHEETS**

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

DATE: January 20, 2021

BULLETIN NO. SD-02-2021

This bulletin will close **at 5:00 PM on Friday, January 29, 2021**. 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are close to the closing date/time of the bid be sure to call crew directly to get a verification that the bid has been withdrawn.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	Agent (A200)
Location:		Woodside
Tour of Duty:		6:00am – 2:00pm
Rate of Pay:		\$42.088
Rest Days:		Saturday/Sunday

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AWARDS TO AGENT'S BULLETIN SD-01-2021

	<u>JOB #</u>	<u>NAME</u>	<u>AWARD DATE</u>
POSITION NO. 1	Temporary A200	Re-Advertised	

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

DATE: January 20, 2021

BULLETIN NO. SD- 02-2021

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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 (C814)
Location:		Babylon
Tour of Duty:		1:30pm – 9:30pm
Rate of Pay:		\$34.994
Rest Days:		Thursday/Friday

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

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Position No. 2                      Permanent                      Ticket Clerk (C952)

Location:                              Bethpage Facility

Tour of Duty:                          Thursday/Friday  
8:00am-4:00pm

Saturday/Sunday  
10:30am-6:30pm

Monday  
6:00am-2:00pm

Rate of Pay:                          \$36.618

Rest Days:                              Tuesday/Wednesday

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. 3	Permanent	Ticket Clerk (C904)
Location:		Penn Station Clerk/TR
Tour of Duty:		Thursday/Friday – Clerk 3:15pm-11:15pm  Saturday – Clerk 2:00pm-10:00pm  Sunday/Monday – TR 2:00pm-10:00pm
Rate of Pay:		\$36.463

Rest Days:	Tuesday/Wednesday
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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. 4	Temporary	Ticket Clerk (CT951)
Location:		Jamaica – Terminal Ambassador
Tour of Duty:		2:00pm-10:00pm
Rate of Pay:		\$36.463
Rest Days:		Tuesday/Wednesday

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.	5	Temporary	Ambassador
Location:			Various
Tour of Duty:			Various
Rate of Pay:			\$32.483
Rest Days:			Various

Primary Duties: Applicant will be required to work split shifts (two four hour shifts in any given twelve hour period) at various locations which include but is not limited to Penn Station, Jamaica Station, Atlantic Terminal and Citifield. Required to work singly or part of a team to provide outstanding customer service to MTA/LIRR customers utilizing technological devices and printed materials. Applicant must be customer orientated and be capable of effectively and courteously relating information to customers. Will be required to assist customers with directions pertaining to travel throughout the MTA/LIRR's three main terminals, eleven branches, major connection points and stations, in addition to Ticket Selling Machine usage. Must be able to provide direction to mass transit systems, local points of interest, landmarks, elevators/escalators, station exits and ticket selling windows. Required to assist customers with limited mobility to exits, platforms, bus stops, cab stands, and other mass transit points. Will be required to work indoors/outdoors and in all types of weather conditions. Incumbent may receive an annual, non-pensionable stipend in an amount not less than \$500 and no greater than \$1900 by December 15 each year. A weekly schedule will be provided each Friday for the following week, however, this schedule is subject to change. Must possess the ability to exercise good judgment and perform all other related duties as assigned and work as directed.

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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: 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.

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

Primary Duties: Applicant will be required to work split shifts (two four hour shifts in any given twelve hour period) at various locations which include but is not limited to Penn Station, Jamaica Station, Atlantic Terminal and Citifield. Required to work singly or part of a team to provide outstanding customer service to MTA/LIRR customers utilizing technological devices and printed materials. Applicant must be customer orientated and be capable of effectively and courteously relating information to customers. Will be required to assist customers with directions pertaining to travel throughout the MTA/LIRR's three main terminals, eleven branches, major connection points and stations, in addition to Ticket Selling Machine usage. Must be able to provide direction to mass transit systems, local points of interest, landmarks, elevators/escalators, station exits and ticket selling windows. Required to assist customers with limited mobility to exits, platforms, bus stops, cab stands, and other mass transit points. Will be required to work indoors/outdoors and in all types of weather conditions. Incumbent may receive an annual, non-pensionable stipend in an amount not less than \$500 and no greater than \$1900 by December 15 each year. A weekly schedule will be provided each Friday for the following week, however, this schedule is subject to change. Must possess the ability to exercise good judgment and perform all other related duties as assigned and work as directed.

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Position No. 8	Permanent	Ambassador
Location:		Various
Tour of Duty:		Various
Rate of Pay:		\$32.483
Rest Days:		Various

Primary Duties: Applicant will be required to work split shifts (two four hour shifts in any given twelve hour period) at various locations which include but is not limited to Penn Station, Jamaica Station, Atlantic Terminal and Citifield. Required to work singly or part of a team to provide outstanding customer service to MTA/LIRR customers utilizing technological devices and printed materials. Applicant must be customer orientated and be capable of effectively and courteously relating information to customers. Will be required to assist customers with directions pertaining to travel throughout the MTA/LIRR's three main terminals, eleven branches, major connection points and stations, in addition to Ticket Selling Machine usage. Must be able to provide direction to mass transit systems, local points of interest, landmarks, elevators/escalators, station exits and ticket selling windows. Required to assist customers with limited mobility to exits, platforms, bus stops, cab stands, and other mass transit points. Will be required to work indoors/outdoors and in all types of weather conditions. Incumbent may receive an annual, non-pensionable stipend in an amount not less than \$500 and no greater than \$1900 by December 15 each year. A weekly schedule will be provided each Friday for the following week, however, this schedule is subject to change. Must possess the ability to exercise good judgment and perform all other related duties as assigned and work as directed.

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Position No. 9	Permanent	Ambassador
Location:		Various
Tour of Duty:		Various
Rate of Pay:		\$32.483
Rest Days:		Various

Primary Duties: Applicant will be required to work split shifts (two four hour shifts in any given twelve hour period) at various locations which include but is not limited to Penn Station, Jamaica Station, Atlantic Terminal and Citifield. Required to work singly or part of a team to provide outstanding customer service to MTA/LIRR customers utilizing technological devices and printed materials. Applicant must be customer orientated and be capable of effectively and courteously relating information to customers. Will be required to assist customers with directions pertaining to travel throughout the MTA/LIRR's three main terminals, eleven branches, major connection points and stations, in addition to Ticket Selling Machine usage. Must be able to provide direction to mass transit systems, local points of interest, landmarks, elevators/escalators, station exits and ticket selling windows. Required to assist customers with limited mobility to exits, platforms, bus stops, cab stands, and other mass transit points. Will be required to work indoors/outdoors and in all types of weather conditions. Incumbent may receive an annual, non-pensionable stipend in an amount not less than \$500 and no greater than \$1900 by December 15 each year. A weekly schedule will be provided each Friday for the following week, however, this schedule is subject to change. Must possess the ability to exercise good judgment and perform all other related duties as assigned and work as directed

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Position No. 10	Permanent	Ambassador
Location:		Various
Tour of Duty:		Various
Rate of Pay:		\$32.483
Rest Days:		Various

Primary Duties: Applicant will be required to work split shifts (two four hour shifts in any given twelve hour period) at various locations which include but is not limited to Penn Station, Jamaica Station, Atlantic Terminal and Citifield. Required to work singly or part of a team to provide outstanding customer service to MTA/LIRR customers utilizing technological devices and printed materials. Applicant must be customer orientated and be capable of effectively and courteously relating information to customers. Will be required to assist customers with directions pertaining to travel throughout the MTA/LIRR's three main terminals, eleven branches, major connection points and stations, in addition to Ticket Selling Machine usage. Must be able to provide direction to mass transit systems, local points of interest, landmarks, elevators/escalators, station exits and ticket selling windows. Required to assist customers with limited mobility to exits, platforms, bus stops, cab stands, and other mass transit points. Will be required to work indoors/outdoors and in all types of weather conditions. Incumbent may receive an annual, non-pensionable stipend in an amount not less than \$500 and no greater than \$1900 by December 15 each year. A weekly schedule will be provided each Friday for the following week, however, this schedule is subject to change. Must possess the ability to exercise good judgment and perform all other related duties as assigned and work as directed.

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Position No. 11	Temporary	Station Appearance Maintainer (VT-500)
Location:		Garden City
Tour of Duty:		3:00pm-11:00pm
Rate of Pay:		\$31.147
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. 12	Temporary	Station Appearance Maintainer (VT-501)
Location:		Garden City
Tour of Duty:		3:00pm-11:00pm
Rate of Pay:		\$31.147
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. 13	Temporary	Station Appearance Maintainer (RSC2)
Location:		Atlantic Terminal
Tour of Duty:		Monday/Tuesday 5:00am-1:00pm  Wednesday/Thursday/Friday 6:00am-2:00pm
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. 14	Temporary	Station Appearance Maintainer (H532)
Location:		Babylon/Divide/KO Yard
Tour of Duty:		6:00am-2:00pm
Rate of Pay:		\$31.285
Rest Days:		Saturday/Sunday

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

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Position No. 15	Temporary	Station Appearance Maintainer (HC561)
Location:		Jamaica/FBA/NOST
Tour of Duty:		8:00am – 4:00pm
Rate of Pay:		\$34.654
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.

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 General Terminal Manager.

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Position No. 16	Permanent	Station Appearance Maintainer (ATL102)
Location:		Atlantic Terminal
Tour of Duty:		6:00am – 2:00pm
Rate of Pay:		\$30.220
Rest Days:		Wednesday/Thursday

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-01

	<u>JOB #</u>	<u>NAME</u>	<u>AWARD DATE</u>
POSITION NO. 1	Temporary CT-951	Re-Advertised	
POSITION NO. 2	Temporary CT-512	R. Petrillo	1-20-21
POSITION NO. 3	Temporary CT-540	D. Moran	1-20-21
POSITION NO. 4	Temporary C704	T. O'Connor	1-20-21
POSITION NO. 5	Temporary C905	J. Carter	1-20-21
POSITION NO. 6	Temporary AMB	Re-Advertised	
POSITION NO. 7	Permanent C104	K. Ashmeade-Ray	1-20-21
POSITION NO. 8	Permanent C830	G. Winberry	1-20-21
POSITION NO. 9	Permanent C916	J. Wells-Jones	1-20-21
POSITION NO. 10	Permanent C116	T. Williams	1-20-21
POSITION NO. 11	Permanent C109	D. Buddo	1-20-21
POSITION NO. 12	Permanent C121	S. Ross	Pending
POSITION NO. 13	Permanent AMB	C. Howard-Lowe	1-20-21
POSITION NO. 14	Permanent AMB	Re-Advertised	
POSITION NO. 15	Temporary RSC2	Re-Advertised	
POSITION NO. 16	Temporary HCT-01	C. Quinn	1-20-21
POSITION NO. 17	Temporary JAM 130	M. Luongo	1-20-21
POSITION NO. 18	Temporary ATL102	Re-Advertise	1-20-21

AWARDS TO AGENT'S BULLETIN SD-01-2021

Position No. 1	Perm/Temp	A200	NAME	Re-Advertised	Date
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**THE LONG ISLAND RAIL ROAD  
DEPUTY CHIEF STORES OFFICER – STORES OPERATION & MATERIALS**

**January 20, 2021**

**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 3041	Assistant Warehouse Person ESA-Temporary (R. Townsend)	NO BIDS RECEIVED	
P&L 3042	Assistant Warehouse Person Morris Park/Richmond Hill Permanent (J. Macedonia)	NO BIDS RECEIVED	
P&L 3043	Warehouse Person-SF-V/V Permanent (M. Lombardi)	NO BIDS RECEIVED	
P&L 3044	Warehouse Person-V/V Permanent (B. Hagemann)	NO BIDS RECEIVED	

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

POSTED: 9:00 AM  
January 20, 2021

## **RE-ADVERTISED**

### **THE LONG ISLAND RAIL ROAD DEPUTY CHIEF STORES OFFICER – STORES OPERATION & MATERIALS BULLETIN NO. P&L – 3045**

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, January 29, 2021**. 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, 3026, 3031, 3036 & 3041)  
**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  
January 20, 2021

## **RE-ADVERTISED**

### **THE LONG ISLAND RAIL ROAD DEPUTY CHIEF STORES OFFICER – STORES OPERATION & MATERIALS BULLETIN NO. P&L – 3046**

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, January 29, 2021**. 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, 3027, 3032, 3037 & 3042)  
**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  
January 20, 2021

## **RE-ADVERTISED**

### **THE LONG ISLAND RAIL ROAD DEPUTY CHIEF STORES OFFICER – STORES OPERATION & MATERIALS BULLETIN NO. P&L – 3047**

#### **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, January 29, 2021**. 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, 3028, 3033, 3038 & 3043)**

**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  
January 20, 2021

## **RE-ADVERTISED**

### **THE LONG ISLAND RAIL ROAD DEPUTY CHIEF STORES OFFICER – STORES OPERATION & MATERIALS BULLETIN NO. P&L – 3048**

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, January 29, 2021**. 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, 3029, 3034, 3039 & 3044)**

**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  
January 20, 2021

**THE LONG ISLAND RAIL ROAD**  
**DEPUTY CHIEF STORES OFFICER – STORES OPERATION & MATERIALS**  
**BULLETIN NO. P&L – 3049**

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, January 29, 2021. Bids can be faxed to Ext. 3279 or sent via interoffice mail to MC: 3131.

**POSITION:** Warehouse Person – (C. Howard-Lowe) – Permanent  
**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:** \$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  
January 20, 2021

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

**Bulletin ID:** USBUL2-13

**Bulletin Seq:** 20

**Bulletin Description:** USHER BULLETIN 2/13

Open: 01/20/2021 00:01

Close: 01/29/2021 17:00

Effective: 02/03/2021 00:01

Posted: 01/20/2021 00:01

Asgn	Position	Perm Or Temp	Terminal
NYU3	USHERS	Temporary	NEW YORK

Location NEW YORK

Report Time 11AM

Rest Days SATURDAY & SUNDAY

Rate Of Pay \*\$38.021 HOURLY

\*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:** TELBUL2-45      **Sequence:** 55

**Description:** TELEGRAPHERS BULLETIN 2-45

Open: 01/06/2021 00:01      Close: 01/15/2021 17:00      Effective: 01/20/2021 00:01      Posted: 01/06/2021 00:01

Asgn	Position	Perm or Temp	Terminal	Emp Num	Employee Name	Rank	From
JCCMT3	BLOCK OPERATOR	Permanent	JCC TOWER	Readvertis			
BO1051	BLOCK OPERATOR	Permanent	LIRR-Extra List	Withdrawn			
BO1052	BLOCK OPERATOR	Permanent	LIRR-Extra List	59145	LAU, A	179 TX1001	BO 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:** TELBUL2-46

**Bulletin Seq:** 55

**Bulletin Description:** TELEGRAPHERS BULLETIN 2-46

Open: 01/20/2021 00:01

Close: 01/29/2021 17:00

Effective: 02/03/2021 00:01

Posted: 01/19/2021 00:01

Asgn	Position	Perm Or Temp	Terminal
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BO1047	BLOCK OPERATOR	Permanent	LIRR-Extra List
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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

JCCMT3	BLOCK OPERATOR	Permanent	JCC TOWER
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Location JCC TOWER

Report Time 1001PM

Rest Days WEDNESDAY/THURSDAY

Rate Of Pay \$39.471\*

\*DIFFERENTIAL NOT INCLUDED IN ABOVE RATE OF PAY

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

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

**Bulletin ID:** CREW8-91

**Bulletin Seq:** 91

**Bulletin Description:** C/D BULLETIN 8-91

Open: 01/20/2021 00:01

Close: 01/29/2021 17:00

Effective: 02/03/2021 00:01

Posted: 01/19/2021 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.



**Long Island Rail Road**



**STATIONS DEPARTMENT  
NOTICE NO. 2021-01**

Date: January 6, 2021  
To: All Stations Department Employees  
From: James Compton, Chief Stations Officer  
Subject: Holiday- Martin Luther King, Jr. Day, Monday January 18, 2021

The following positions **will be working** on Monday January 18, 2021:

<b><u>AGENT</u></b>		<b><u>TICKET CLERK</u></b>		<b><u>AMBASSADOR</u></b>	
A103 Penn TVM	A312 Beth TVM	C102 Penn	C132 Atlantic	C331 Beth TVM	C917 Penn
A106 HSF TVM	A505 Atlantic	C103 Penn TH	C134 Atlantic	C704 Hicksville	C922 Jam
A110 Penn	A506 Atlantic	C108 Penn	C139 Jam	C813 Babylon	C924 Jam
AT112-Penn TH	A602 Huntington	C115 Penn TH	C140 Jam	C821 HSF TVM	C953 Beth TVM
A200 Woodside	A900 Jam Theater	C116 Penn TH	C143 Jam	C901 Penn	CT510 Jam
A250 Jam Theater	A972 Ronkonkoma	C118 Penn	C145 Jam	C910 Penn	CT511 Jam
A251 Jam Theater	A984 Beth TVM	C121 Penn	C151 Penn TVM	C912 Penn TH	CT513 Jam
A311 Beth TVM	A988 Penn	C126 Penn TH	C201 Woodside	C913 Penn	
		C127 Penn			

**STATION APPEARANCE MAINTAINER**

ATL102	HC561 Jam/ATL	JAM119	L311 Huntington	V459 Valley Stream	V489 Woodside
ATL103	HC571 Northpt	JAM120	L312 Ronkonkoma	V460 Baby Yd	V490 VS Yd
ATL105	HCT01 Beth Fac	JAM124	L313 Farmingdale	V461 Baby Yd	V491 VS Yd
ATL107	HMC101	JAM130	L315 Bayside	V462 Baby Yd	V902 Morris Park
ATL109	HMC106	JAM131	L319 Hempstead	V466 Northpt V471	V903 Ronk Yd
H523 VS Yd	HMC109	JAM132	L320 Pt Wash	Garden City	V904 Ronk Yd
H532 Baby Yd	HMC112	L301 Mass Pk	L321 Lynbrook	V474 VS Yd	VD100 VD Yard
H543 Ronk Yd	HMC124	L302 Mineola	L322 Ronk YD	V477 Long Bch	VT200 Ronk Yd
H552 Pt. Wash	HMC125	L303 Lindenhurst	MP101 Morris Pk	V479 Ronk Yd	VT201 Ronk Yd
H562 Jam/ATL	HT02 Beth Fac	L304 Freeport	RSC3 Atlantic	V480 Ronk Yd	VT300 VS Yd
H572 Northpt	JAM102	L305 Wantagh	RSC4 Atlantic	V483 Pt Wash	VT301 VS Yd
HC521 VS Yd	JAM103	L307 Babylon	V453 Pt Wash	V484 Northpt	VT400 Woodside
HC531 Baby Yd	JAM104	L308 Babylon	V454 Pt Wash	V485 Northpt	VT401 Woodside
HC541 Ronk Yd	JAM108	L309 Hicksville	V455 Garden City	V486 Garden City	WSY101
HC551 Pt Wash.	JAM112	L309P Hicksville	V456 Garden City	V488 Ronk Yd	
	JAM118	L310 Beth. Fac	V457 Garden City		

**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

**WILL NOT** operate.

Off Peak tickets good on all trains.

Hicksville, Babylon, Huntington, Ronkonkoma (AM hours only); Penn (No overnight tour), Jamaica, Atlantic, Woodside (regular COVID19 hours)

Will operate on a regular weekday schedule.

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



**Long Island Rail Road**



**STATIONS DEPARTMENT**

**NOTICE NO. 2021-02**

Date: January 7, 2021  
To: Ticket Agents and Ticket Clerks  
From: James Compton, Chief Stations Officer  
Subject: 2021 Personal Expense Mileage Rate – 56¢

The automobile mileage reimbursement rate is now 56¢ per mile effective January 1, 2021.

For any travel completed before that date, continue to use the 2020 mileage rate of 57.5 cents per business mile driven. Employees who have mileage expenses through December 31, 2020, must submit expenses on reports separate from any expenses incurred beginning January 1, 2021.

If you have any questions, please contact Mineola Office.

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If you have any questions, please contact your respective manager



**STATIONS DEPARTMENT**

**NOTICE NO. 2021-03**



**Date:** January 12, 2021

**To:** All Stations Department Employees

**From:** James Compton, Chief Stations Officer

**Subject:** **Mask Wearing and Social Distancing Instructions Due to Pandemic**

The most important and best way to stay "Coronavirus Free" is by staying away from others. **All work areas are to be wiped down before you start working AND wiped down after you are done working- get sanitizing wipes from your manager. KILL THOSE GERMS!**

Continue to check your temperature when you arrive at your workplace. If 100 or over call the hotline, call crew and go home. Let your manager know and follow the instructions of the nurse on the hotline.

It is understood that there are some jobs that work as teams in vehicles therefore making it difficult to properly social distance from one another but there are ways to keep safe in different environments. Below explains what is always expected of all employees and will be checked on by field managers to make sure we are all keeping as safe as possible during the pandemic.

**Ticket Office Personnel:**

1. Masks are to be worn when working in an office where there is more than one employee.
2. A mask is to be put on if another employee comes into the office for any reason. Do NOT allow anyone into the office if s/he doesn't have a mask on.
3. No one should be selling right next to another ticket seller – there must always be six feet between each employee if possible or a divider should be installed.
4. The non-selling agents should be OUTSIDE the ticket office doing inspections, assisting customers, wiping down touch points with sanitizing cloths, traveling to other stations and wiping down touch points as well as safety inspections. Do NOT sit inside the ticket office if not using the computer or phone. Make all work brief when inside a shared space.
5. All the Station and Terminal Ambassadors who are assisting customers outside the ticket offices are to keep moving around and not congregate with others. When assisting customers always keep the six-foot distance in mind.
6. When it is time for the SAM to clean the office/bathroom it should be after/before train time: ticket sellers are to suspend the tour, secure the money, lock the safe and step out of the office into the waiting room or outside your back door if you have one. This ensures there is zero exposure for you and the SAM.
7. There is no congregating at all, employees are to stay away from each other as much as possible. No reasons to be together chatting. Keys should be handed off quickly with as little contact as possible.

**Station Appearance Maintainers:**

1. SAMS who are responsible to clean ticket offices must do so quickly, no chatting with ticket sellers or other employees indoors, you should get direction from your foreman outdoors to ensure as much safety as possible.
2. When traveling in vehicles together masks are to be worn, windows should be cracked open for as much fresh circulating air as possible. Vehicles are to be sanitized before your tour and after your tour each day. Use the rear seat when possible.
3. When on a break stay six feet or more away from others especially when removing masks.



## Long Island Rail Road

Notice No. 2021-03 Mask Wearing & Social Distancing Instructions Due to Pandemic

### TVM Headquarters:

1. When traveling in vehicles together masks are to be worn, windows should be cracked open for as much fresh circulating air as possible. Vehicles are to be sanitized before your tour and after your tour each day. Use the rear seat when available and possible.
2. While in the offices with others, masks are to be worn and minimal exposure is to be practiced, no less than six feet is to be the distance between you and other employees.
3. Sanitize all touch points before and after each tour of duty. This includes phones, keyboards, desks etc.
4. DO NOT SHARE PHONES DURING YOUR TOUR WITHOUT SANITIZING BETWEEN USES.
5. Do not congregate with other employees and chat, keep your distance at all times.
6. When going to stations to service machines be sure to keep your distance from customers and other employees, if you are servicing a machine and someone walks up on you be kind and ask for everyone's safety that they step back and maintain a six foot distance. This includes clerks, agents, SAMS, managers and customers.
7. While cashiers are processing money there should only be one person in the cash room at a time if it is not possible to keep six feet between each other.

### Mail & Ride and Crew Offices:

1. Stay as far away from others as is physically possible.
2. Keep your mask on while others are in the office.
3. (Crew) keep windows cracked open for fresh air circulation (turn up the heat to stay warm).
4. Sanitize your entire workstation BEFORE you start your tour and AFTER your tour is over (before leaving).
5. DO NOT SHARE PHONES DURING YOUR TOUR WITHOUT SANITIZING BETWEEN USES
6. Wash hands often – you don't realize how many germs you leave behind or pick up when touching door handles, staplers, bathroom amenities, time clocks, shared books etc.

### General "Shared" Spaces for all employees

1. When swiping in and out for the day do not stand near others waiting on a line for the clock. Wait outside if possible, six feet away from others. Swipe your ID card to avoid touching the clock.
2. When having lunch do not sit with others inside at common area tables. All employees should be separated by no less than six feet from another employee due to masks being removed for eating.
3. All shared spaces must be sanitized when you use the space and when you leave the space. This ensures no sharing of coronavirus germs between employees.

### GENERAL IMPORTANT SAFETY INFORMATION


- Your safety is your top priority.
- Treat everyone as if they are positive for the Coronavirus. You DON'T know anyone's status.
- Protect yourself from others - keep your distance always, wear your mask when near anyone; even employees you see and work with every day. You don't know where they have been before you saw them.
- We must stop the spread of the virus; the absolute best way is to stay socially distanced from everyone.
- STAY HOME IF SICK, CALL THE HOTLINE 646-252-1010 for guidance (be sure to call the crew office if you are not coming to work even if you called the hotline). M&R employees call your manager.

Stay Safe and Healthy!

**STATIONS DEPARTMENT**

**NOTICE NO. 2021-04**

Date: January 12, 2021  
To: All Stations Department Employees  
From: James Compton, Chief Stations Officer  
Subject: **White Access Pass to be used to Swipe at Kronos Clocks**



Effective immediately the swipe function has been enabled at all LIRR Kronos clocks, you no longer need to use your employee number to “punch” in and out at the Kronos clocks.

Just swipe your white access pass on all Kronos clocks to record your tour time.

Hold the pass with your picture facing you and swipe it through the reader. You will see the accepted message appear on the face of the clock indicating you have been “punched” in or out for your tour.

If you receive an error message you can try manually entering your employee number but please report your error message to your manager, in case we need to look into why you are unable to swipe your card.

If you have not received your 2021 white access pass or new transportation pass, please contact your manager immediately.

**Please note that this is still an interim procedure until full biometrics recordkeeping returns.**

Stay Safe and Healthy!





**STATIONS DEPARTMENT**

**NOTICE NO. 2021-05**



Date: January 13, 2021  
To: All Stations Department Employees  
From: James Compton, Chief Stations Officer  
Subject: **Train Time App Adds New “Chat” Feature**

Since its inception, the Train Time app has responded to growing customer demands, developing additional innovative features and information through valuable employee and customer input, driving software upgrades to meet travelers’ needs – from real-time train arrival/departure information and accurate train car capacity loads to helpful links, including MTA e-Tix, full branch timetables, and addressing frequently asked questions.

In a synergistic move to further aid in creating an engaging travel experience, Train Time has unveiled a new, customer-centric feature that enhances our customer service efforts: a fully loaded information tool right in the palm of our hands.

This game changing addition to Train Time further demonstrates its usefulness as a robust toolset: a “chat” feature providing customers interactive access to LIRR Customer Service Representatives (CSRs) directly within the app. To locate the feature in the app, navigate to the ‘More’ tab and tap the “Chat with Us!” button at the top of the screen. CSRs reply from an online portal, responding to chat inquiries between 6 AM to 10 PM, though representatives can monitor the chat queue at any time. In addition, CSRs can send links within the app directly to customers via the chat, such as trip planning, status tabs, and departure board information for specific stations – and to ensure digital delivery of information, customers and CSRs will be notified via chat when messages are received.

In addition to this new “chat” feature, did you know:

- Favorite trips can be bookmarked for quicker access in the future
- Train Time can be set to four different user language preferences: English, Spanish, Chinese, and Korean
- Status format can be customized to the user’s preference mode: Countdown in 10 min, ETA, or Delay mode
- Ability to share trips with others to coordinate i.e. picking up at stations

When interacting with customers, be sure to share with them this exciting, new feature. Don’t forget to familiarize yourself with the Train Time app – it’s an invaluable tool that we can use to help elevate our customer service efforts.

Train Time is a free app available for download through the Apple Store and Google Play Store.





STATIONS DEPARTMENT

NOTICE NO. 2021-06



Date: January 19, 2021  
To: All Stations Department Employees  
From: James Compton, Chief Stations Officer  
Subject: **COVID-19 Vaccine Information**

The MTA/LIRR has arranged for vaccines to be given to Long Island Railroad employees. A process is being worked out to ensure everyone gets an opportunity to be inoculated if they choose to be. Tom Foulkes is working on scheduling the Stations Department employees. It is important that if you are scheduled to go, you get the vaccine. The vaccine must be “defrosted” and once that is done it must be used or it gets wasted.

Parameters of Vaccination Process:

1. If you are interested in receiving the vaccination and have not received a call, please advise your manager. S/he will get a time slot scheduled for you and you will be notified by the crew dispatcher.
2. While we are trying to schedule everyone during their shifts we are extremely limited on time slots so you might be scheduled for a time you are not working (before/after your tour or on a relief day) you will be compensated for two hours of straight time for going to receive the vaccine (whether it's during your tour or not). This includes both visits. If you were not aware, the vaccine is administered in two shots that are approximately 21-28 days apart, depends on which vaccine you receive.
3. Form (attached) must be filled out and emailed to Tom Foulkes at: [tfoulke@lirr.org](mailto:tfoulke@lirr.org) and Jen Uihlein at [juihleil@lirr.org](mailto:juihleil@lirr.org).
4. If you are scheduled to obtain the vaccination before your tour begins you are expected to work your tour after you have completed the vaccination process. If you are held up for any reason and could be late getting to your tour on time please call the crew office to advise them- be sure you tell them you were getting the vaccine at the MTA designated location so they can note the situation on your timecard.
5. If you are receiving the vaccine during your tour, ask your manager for direction on what you should do after you have completed the vaccination process for the day (ex: go home or return to work).
6. If you experience any adverse reactions to the vaccine and need to stay home be sure to call the crew office (follow all current “call off” protocols) and advise them you are calling off sick. This time will be paid out of your sick bank. Be sure you call yourself back to work when feeling better.
7. The **two hours of straight time pay** will be processed using a time slip and a copy of the vaccination card. Please fill out the time slip indicating “payment for COVID vaccination,” as the reason. Make a copy of the card you will receive after receiving the vaccine, send both to **Tom Foulkes; mail code 2907 JAM**. He will sign and submit to crew for processing. You must submit two separate time slips for two separate inoculations.
8. If you are scheduled to get the vaccine and something comes up which prohibits you from going for it you **MUST** contact Tom Foulkes on his cell phone at 917-717-2462 or you can advise the crew dispatcher office (718-558-7374) so they can let Tom know to backfill your spot – we don't want any vaccines wasted.

Attachment: NYSDOH COVID-19 Vaccine Form

Stay Safe and Healthy!

\* = Required Field

Department: \_\_\_\_\_

Agency: \_\_\_\_\_

BSC ID: \_\_\_\_\_

# NYSDOH COVID-19 Vaccine Pfizer\_01\_01\_2021\_Priority\_G\_1A

Metropolitan Transportation Authority

## Recipient Information

\* First Name

MI

\* Last Name

\* Address

Apt#

\* City

\* State

\* Zip

\* County

Email Address

Gender

\* Date of Birth (MM/DD/YYYY)

\* Phone Number

\* POD ID

Mother's First Name

Mother's Maiden (Last) Name

## Emergency Contact

First Name

MI

Last Name

Phone Number

Relationship to Recipient:

Spouse/Partner

## Primary Care Provider

First Name

Last Name

City

State

Zip

Phone Number

Questions for the person receiving Countermeasure (circle the appropriate answer)	Screener Initials:	Yes	No	Unknown
1. Are you currently under the age of 16?				
2. Are you feeling sick today?				
3. In the last 10 days, have you had a positive COVID-19 test or been told by a healthcare provider or health department to isolate or quarantine at home?				
4. Have you been treated with antibody therapy or convalescent plasma for COVID-19 in the past 90 days (3 months)?				
5. Have you ever had an immediate allergic reaction, such as hives, facial swelling, or difficulty breathing or anaphylaxis, to any vaccine or shot or to any component of the COVID-19 vaccine, such as PEG or polysorbate?				
6. Have you had any vaccines in the past 14 days (2 weeks) including flu shot?				
7. Are you pregnant or considering becoming pregnant?				
8. Do you have a bleeding disorder or are you currently taking a blood thinner?				
9. Do you have cancer, leukemia, HIV/AIDS, a history of autoimmune disease or any other condition that weakens the immune system?				
10. Do you take any medications that affect your immune system, such as cortisone, prednisone or other steroids, anticancer drugs, or have you had any radiation treatments?				
11. Have you ever received a dose of the COVID-19 vaccine?				
12. <b>NYS COVID Vaccine Certification Form</b> I have read the entire list of priority groups for COVID-19 vaccination provided in the link above.				
13. I hereby certify that I am part of a priority group identified for COVID-19 vaccination, for the week that I am being vaccinated.				
14. I further agree that by clicking and selecting "Yes" and submitting this form, I am placing the legal equivalent of my handwritten signature on such certification.				

For Staff Use Only

Referred for Countermeasure  
Referred for Medical Evaluation  
Countermeasure Declined  
Other

Referred for Countermeasure  
Referred for Medical Care  
Countermeasure deferred due to Medical Contraindication  
Other

/  /

Barcode #1

Place Countermeasure  
Barcode#1 Here

Left Arm Right Arm Left Thigh Right Thigh Nasal Oral Left Deltoid Right Deltoid Left Buttock Right Buttock Other

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First Name

[illegible][illegible]


[illegible]

Barcode #2

Place Countermeasure  
Barcode#2 Here

## Left Arm Right Arm Left Thigh Right Thigh Nasal Oral Left Deltoid Right Deltoid Left Buttock Right Buttock Other

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--	--	--	--	--

First Name

[illegible][illegible]


		/		/	

Last Name



**STATIONS DEPARTMENT**

**NOTICE NO. 2021-07**



Date: January 14, 2021  
To: All Stations Department Employees  
From: James Compton, Chief Stations Officer  
Subject: **Acceptable COVID Test Types & Return to Work Clearance Information**

The only acceptable COVID-19 Tests for returning to work clearance are:

1. Polymerase Chain Reaction (PCR) Tests
2. Rapid Molecular Tests

**NOTE: RAPID ANTIGEN TESTS ARE NO LONGER ACCEPTED FOR THE PURPOSE OF RETURNING TO WORK CLEARANCE**

All employees who are seeking an early return to work due to a close contact or travel must email their test results to the following Human Resources Directors to get cleared:

1. Mike Nersesian – [msnerse@lirr.org](mailto:msnerse@lirr.org)
2. Dan Driscoll- [dsdrisc@lirr.org](mailto:dsdrisc@lirr.org)

Subject Line of Email MUST SAY: **ESSENTIAL WORKER or TEST OUT**

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Return to work for **positive testing or COVID-19 symptoms** procedure:

**-Email all return to work documentation to [LIRRCOVID19RTD@mtahq.org](mailto:LIRRCOVID19RTD@mtahq.org)**  
(you can also fax your documents to (516) 248-3419)

When emailing all documentation include Jen Uihlein ([juihlei@lirr.org](mailto:juihlei@lirr.org)) if you want her to assist with your return to work process.

Be sure to include the following documents:

1. Positive test employees: copy of positive test results and doctor's statement indicating diagnosis, treatment, and date cleared to return to work.
2. Symptomatic employees: Doctor's statement indicating diagnosis, treatment, and date cleared to return to work also a copy of the negative test result if tested for COVID-19.

Stations Manager Jen Uihlein can assist in your return to work clearance procedure. You can email her at [juihlei@lirr.org](mailto:juihlei@lirr.org) or call her cell at 917-295-0504; she has been designated as our liaison with the Human Resources dept for COVID-19 related employee issues.

Stay Safe and Healthy!



**STATIONS DEPARTMENT****NOTICE NO. 2021-08**

Date: January 14, 2021  
To: All Stations Department Employees  
From: James Compton, Chief Stations Officer  
Subject: **COVID-19 Leave Time**

Due to all COVID-19 related issues the LIRR has designated specific pay codes for when you need to stay out of work. Here is a breakdown of how time is charged when you take off due to COVID-19.

**Symptomatic/Test Positive/Personal Exposure:**

- All employees are given fourteen admin leave direct calendar days (ten working days) for time off related to COVID-19 symptoms, testing positive or quarantining due to being exposed to a personal contact. You **MUST** call the hotline (646-252-1010) for our department to be advised you are out due to COVID-19.

If you are directed to quarantine by the Department of Health (County, City, State) – you **MUST** submit the isolation or quarantine order via email to [FMLA@LIRR.ORG](mailto:FMLA@LIRR.ORG).

- When sending the email, you **MUST** include your name and LIRR/BSC numbers in the body as well as the DOH order (failure to include all these items may result in a delay or denial of leave payments).
- Once this has been processed you will be placed on New York State Paid Leave. A positive test result is not sufficient enough for this type of leave time to be approved. Contact your local Department of Health for the correct documentation.

Once you have exhausted your original allotment of fourteen calendar days (ten working days) of admin leave direct time:

- **ADDITIONAL THREE DAYS:** If you are sent home with a fever by the OHS/HR hotline you must get a COVID-19 test done right away, the MTA will cover the time out with admin leave direct pay for up to three days. We are giving you the additional time to get tested for COVID-19 so be sure to get the test as soon as possible.
- **ADDITIONAL SEVEN CALENDAR DAYS:** If you are exposed to a positive co-worker and are told to leave work by the OHS/HR hotline representative, you will be paid an additional seven calendar days (five working days) of admin leave time to quarantine. This only pertains to exposure to a co-worker.

Once the initial fourteen calendar days (ten working days) is exhausted and you don't fall under the three extra days or seven extra days categories your sick bank will be used if you are off for any COVID-19 related issues (other than DOH ordered quarantines).

**(Refer to Notice No. 2021-07 For Acceptable COVID Test Types to Return to Work)**

**All employees can access more detailed information regarding leave programs related to Covid19 on the MTA Employee Coronavirus Resource Center via the BSC Portal.**

*Stations Manager Jen Uihlein can assist in your return to work clearance procedure. You can email her at [juihleil@lirr.org](mailto:juihleil@lirr.org) or call her cell at 917-295-0504; she has been designated as our liaison with the Human Resources dept for COVID-19 related employee issues.*