



Long Island Rail Road
Going your way

BID SHEETS

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

DATE: February 3, 2021

BULLETIN NO. SD- 03-2021

This bulletin will close **at 5:00 PM on Friday, February 12, 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 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are close to the closing date/time of the bid be sure to call crew directly to get a verification that the bid has been withdrawn.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.

Position No. 1	Temporary	Ticket Clerk (C151)
Location:		Penn Station – TSM Clerk
Tour of Duty:		6:00am – 2:00pm
Rate of Pay:		\$36.755
Rest Days:		Saturday/Sunday

Primary Duties:

Must have a full understanding of the sales and accounting of tickets and related duties. Must possess the ability to service, define error codes and correct malfunctions in the 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 TVM utilizing a computer notebook. Verify Ticket Vending Machine cash removals and prepare deposits from these removals. Must be able to verify the contents of change modules removed from the Ticket Vending Machines and refill these modules for replenishment of the machines. Prepare deposit for change orders and verify change orders when received. Must be able to reconcile all cash removals, deposits, and coin refills processed against reports generated daily and cashier's safe. Will assist the Agent with the transfer of parts for repair between location and service contractor for TSMs. Record, verify, and forward any claims to Automated Ticket Sales area for processing. Must be able to lift full coin hoppers as part of daily routine. Must have a valid NYS Driver's license. Must be qualified in the sale and accounting of tickets or ticket vending machines. Must possess the ability to exercise good judgment and perform all assigned and related duties.

Qualification of all TVM duties required.

Must possess the ability to exercise good judgment. Applicant must be customer oriented and be capable of effectively and courteously relating to customers.

Position No. 2	Temporary	Ticket Clerk (C706)
Location:		Hicksville
Tour of Duty:		1:15pm – 9:15pm
Rate of Pay:		\$35.978
Rest Days:		Tuesday/Wednesday

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

Position No. 3	Temporary	Ticket Clerk (C822)
Location:		Hillside- TSM Clerk
Tour of Duty:		7:30am – 3:30pm
Rate of Pay:		\$36.618
Rest Days:		Wednesday/Thursday
Primary Duties:		Same as Position No. 1

Position No. 4	Temporary	Ticket Clerk (CT-951)
Location:		Jamaica – Terminal Ambassador
Tour of Duty:		2:00pm – 10:00pm
Rate of Pay:		\$36.463
Rest Days:		Tuesday/Wednesday

Primary Duties: Must be qualified in the sale and accounting of tickets and related duties. Must possess the ability to exercise good judgment and efficiently perform assigned duties. MUST be a qualified Ticket Clerk to apply and to have worked as a Ticket Clerk within the previous one-year period.

Position No. 5	Permanent	Ticket Clerk (C118)
Location:		Penn Station - Clerk
Tour of Duty:		3:15pm – 11:15pm
Rate of Pay:		\$36.463
Rest Days:		Thursday/Friday
Primary Duties:		Same as Position No. 2

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 Monday for the following pay week; however, this schedule is subject to change. Must support the LIRR Cares program as needed. Must possess the ability to exercise good judgment and perform all other related duties as assigned and work as directed.

Position No. 7	Temporary	Ambassador
Location:		Various
Tour of Duty:		Various
Rate of Pay:		\$32.483
Rest Days:		Various
Primary Duties:		Same as Position No. 6

Position No. 8	Temporary	Ambassador
Location:		Various
Tour of Duty:		Various
Rate of Pay:		\$32.483
Rest Days:		Various
Primary Duties:		Same as Position No. 6
Position No. 9	Temporary	Ambassador
Location:		Various
Tour of Duty:		Various
Rate of Pay:		\$32.483
Rest Days:		Various
Primary Duties:		Same as Position No. 6
Position No. 10	Permanent	Ambassador
Location:		Various
Tour of Duty:		Various
Rate of Pay:		\$32.483
Rest Days:		Various
Primary Duties:		Same as Position No. 6
Position No. 11	Permanent	Ambassador
Location:		Various
Tour of Duty:		Various
Rate of Pay:		\$32.483
Rest Days:		Various
Primary Duties:		Same as Position No. 6

Position No. 12	Permanent	Ambassador
-----------------	-----------	------------

Location:	Various
-----------	---------

Tour of Duty:	Various
---------------	---------

Rate of Pay:	\$32.483
--------------	----------

Rest Days:	Various
------------	---------

Primary Duties:	Same as Position No. 6
-----------------	------------------------

Position No. 13	Temporary	Station Appearance Maintainer (VT-500)
-----------------	-----------	--

Location:	Garden City Facility
-----------	----------------------

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 Railroad 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 Railroad 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 be able to communicate with supervisors and display LIRR photo access card to provide positive employee identification at all times.

Position No. 14	Temporary	Station Appearance Maintainer (VT-501)
-----------------	-----------	--

Location:	Garden City Facility
-----------	----------------------

Tour of Duty:	3:00pm -11:00pm
---------------	-----------------

Rate of Pay:	\$31.147
--------------	----------

Rest Days:	Saturday/Sunday
------------	-----------------

Primary Duties:	Same as Position No. 13
-----------------	-------------------------

Position No. 15	Temporary	Station Appearance Maintainer (HC571) (Chief-Heavy Duty)
Location:		Babylon/Hicksville/Northport
Tour of Duty:		6:00am – 2:00pm
Rate of Pay:		\$34.517
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 Railroad 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 Railroad 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 always be able to communicate with supervisors and display LIRR photo access card to provide positive employee identification.

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. 16	Temporary	Station Appearance Maintainer (L302)
Location:		Mineola
Tour of Duty:		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. Must hold a valid New York State Driver's License. Must always display LIRR photo access card to provide positive employee identification.

Position No. 17	Temporary	Station Appearance Maintainer (ATL103)
Location:		Atlantic Ave
Tour of Duty:		6:00am – 2:00pm
Rate of Pay:		\$30.220
Rest Days:		Friday/Saturday
Primary Duties:		Same as Position No. 16

.

Position No. 18	Permanent	Station Appearance Maintainer (RSC4)
Location:	Atlantic Ave – Chief/SAM	
Tour of Duty:	Thursday/Friday – Chief - 6:00am – 2:00pm Saturday – SAM – 2:00pm – 10:00pm Sunday/Monday – SAM – 9:30pm – 5:30am	
Rate of Pay:	Thursday/Friday – Chief - \$34.517 Saturday – SAM – \$30.221 Sunday/Monday – SAM – \$30.221	
Rest Days:	Tuesday/Wednesday	

Primary Duties: Required to operate singly and/or part of a team to clean and maintain the appearance of the Long Island Railroad 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. Must hold a valid New York State Driver's License. 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. Must always be able to communicate with supervisors and display LIRR photo access card to provide positive employee identification.

Position No. 19 Permanent Station Appearance Maintainer (HMC118)

Location: Hillside Chief

Tour of Duty: Wed/Thurs/Fri – 7:30am – 3:30pm
Sat/Sun – 9:00am – 5:00pm

Rate of Pay: \$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 Railroad 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. All duties must be performed in an efficient and courteous manner. Responsible to complete daily facility cleaning reports and to provide reports to supervisors as directed. Must hold a valid New York State Driver's License. Responsible to perform, all related duties as directed.

Required to receive deliveries and to move furniture from one location to another within the complex. Will be required to set up as requested: Conference rooms, cafeteria, classrooms, etc. This will include the moving of chairs, tables, partitions and temporary walls for scheduled staff meetings or different departments. Station Appearance Maintainer must be available as directed for emergency and safety related problems and to maintain bathrooms and heavily used areas. Must always be able to communicate with supervisors and display LIRR photo access card to provide positive employee identification.

Also, 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 employees and will be required to perform Station Appearance Maintainer/Laborer duties as directed by the Foreman and/or Terminal Managers.

AWARDS TO BULLETIN SD-02-2021

	<u>JOB #</u>	<u>NAME</u>	<u>AWARD DATE</u>
POSITION NO. 1	Temporary C814	C. Boland	Pending
POSITION NO. 2	Permanent C952	C. Kattou	2/3/21
POSITION NO. 3	Permanent C904	A. Savarese	2/3/21
POSITION NO. 4	Temporary CT951	Re-Advertised	
POSITION NO. 5	Temporary AMB	Re-Advertised	
POSITION NO. 6	Temporary AMB	Re-Advertised	
POSITION NO. 7	Temporary AMB	Re-Advertised	
POSITION NO. 8	Permanent AMB	Re-Advertised	
POSITION NO. 9	Permanent AMB	Re-Advertised	
POSITION NO. 10	Permanent AMB	Re-Advertised	
POSITION NO. 11	Temporary VT-500	Re-Advertised	
POSITION NO. 12	Temporary VT-501	Re-Advertised	
POSITION NO. 13	Temporary RSC2	C. Vann-Heest Bisono (A)	2/3/21
POSITION NO. 14	Temporary HC532	L. Farina	2/3/21
POSITION NO. 15	Temporary HC561	Withdrawn	
POSITION NO. 16	Permanent ATL102	B. Beck	2/3/21

AWARDS TO AGENT'S BULLETIN SD-02-2021

POSITION NO. 1	Temporary A200	R. Dilone (A)	2/3/21
----------------	----------------	---------------	--------

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

February 3, 2021

**TO ALL EMPLOYEES INCLUDED IN CONSOLIDATED SYSTEM SENIORITY
ROSTER OF CLERICAL FORCES:**

NOTICE OF AWARDS

<u>BULLETIN #</u>	<u>POSITION</u>	<u>EMPLOYEE</u>	<u>EFFECTIVE DATE</u>
P&L 3045	Assistant Warehouse Person ESA-Temporary (R. Townsend)	NO BIDS RECEIVED	
P&L 3046	Assistant Warehouse Person Morris Park/Richmond Hill Permanent (J. Macedonia)	NO BIDS RECEIVED	
P&L 3047	Warehouse Person-SF-V/V Permanent (M. Lombardi)	NO BIDS RECEIVED	
P&L 3048	Warehouse Person-V/V Permanent (B. Hagemann)	NO BIDS RECEIVED	
P&L 3049	Warehouse Person – ESA Permanent (C. Howard-Lowe)	Messiah Jefferson	2/3/21

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

POSTED: 9:00 AM
February 3, 2021

RE-ADVERTISED

THE LONG ISLAND RAIL ROAD DEPUTY CHIEF STORES OFFICER – STORES OPERATION & MATERIALS BULLETIN NO. P&L – 3050

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, February 12, 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 &
3045)
LOCATION: East Side Access Glendale (84-02 72nd Dr.)
TOUR OF DUTY: 7:30 am – 3:30 pm
REST DAYS: Saturday & Sunday
RATE OF PAY: \$32.996 per hour

DUTIES: Must be qualified to operate all material handling equipment. Must be able to operate a floor scrubber. Must be familiar with all materials. Must be able to load and unload trucks by forklift/hand. Must do all general laborer's work, such as sweeping, dusting, lifting, transferring material. Must possess a minimum Class D New York State Driver's License. Will be required to complete a Forklift Training Program.

Perform all other related duties as assigned.

REQUIREMENTS: Approved safety shoes in accordance with TCU Agreement to be furnished by the employee. Under the contract effective 7/26/82, the following information must be included on LIRR bid application form CT-88: seniority date, current position, date awarded current position.

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

POSTED: 9:00 AM
February 3, 2021

RE-ADVERTISED

THE LONG ISLAND RAIL ROAD DEPUTY CHIEF STORES OFFICER – STORES OPERATION & MATERIALS BULLETIN NO. P&L – 3051

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, February 12, 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 & 3046)

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
February 3, 2021

RE-ADVERTISED

THE LONG ISLAND RAIL ROAD DEPUTY CHIEF STORES OFFICER – STORES OPERATION & MATERIALS BULLETIN NO. P&L – 3052

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, February 12, 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 & 3047)

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
February 3, 2021

RE-ADVERTISED

THE LONG ISLAND RAIL ROAD DEPUTY CHIEF STORES OFFICER – STORES OPERATION & MATERIALS BULLETIN NO. P&L – 3053

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, February 12, 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 & 3048)

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
February 3, 2021

THE LONG ISLAND RAIL ROAD
DEPUTY CHIEF STORES OFFICER – STORES OPERATION & MATERIALS
BULLETIN NO. P&L – 3054

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, February 12, 2021**. Bids can be faxed to Ext. 3279 or sent via interoffice mail to MC: 3131.

POSITION: Warehouse Person - (B. Seigny) – Temporary
LOCATION: Hillside
TOUR OF DUTY: 7:30 AM – 3:30 PM
REST DAYS: Saturday & Sunday
RATE OF PAY: \$35.335 per hour

DUTIES: Must have functional knowledge of all Stores administrative activities, forms and documents, including general familiarization with the entire LIRR procurement system. Must be proficient in WMS operations and perform all appropriate input.

Must perform general housekeeping in area of assignment. Must be able to conduct oneself in a businesslike fashion in all oral and written communications. Must be qualified to perform the specific method of operation pertinent to the various material distribution stations regarding receiving, storing and shipping, issuance of material and other related duties. Must have knowledge of all the official documents, (i.e. MP-151, MW-121, SK-35, etc.), concerning the charge out of material including proper execution. Must be able to maintain perpetual inventory of specified classes of material. Must be able to lift up to 75lbs. Must be able to assist supervision in taking of inventory, verifying out of stock and rectification of errors.

Perform all other related duties as assigned.

REQUIREMENTS: Approved safety shoes in accordance with TCU Agreement to be furnished by the employee. Under the contract effective 7/26/82, the following information must be included on LIRR bid application form CT-88: seniority date, current position, date awarded current position.

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

POSTED: 9:00 AM
February 3, 2021

LONG ISLAND RAILROAD

MANAGEMENT-TRANSPORTATION CREW MANAGEMENT SERVICES

Bulletin Awards - Non-Ops

Bulletin ID: USBUL2-13 **Sequence:** 20

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	Emp Num	Employee Name	Rank From
------	----------	--------------	----------	---------	---------------	-----------

NYU3	USHERS	Temporary	NEW YORK	54287	JAMES, L	21 UX0003 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: USBUL2-14

Bulletin Seq: 20

Bulletin Description: USHER BULLETIN 2/14

Open: 02/03/2021 00:01

Close: 02/12/2021 17:00

Effective: 02/17/2021 00:01

Posted: 02/02/2021 00:01

Asgn	Position	Perm Or Temp	Terminal
UX0003	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 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: TELBUL2-46 **Sequence:** 55

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	Emp Num	Employee Name	Rank From
JCCMT3	BLOCK OPERATOR	Permanent	JCC TOWER	Readvertis		
BO1047	BLOCK OPERATOR	Permanent	LIRR-Extra List	59147	CLOUGHEN, B	180 TX1002 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.

02/02/20 10:00

LONG ISLAND RAILROAD
MANAGEMENT-TRANSPORTATION CREW MANAGEMENT SERVICES

Bulletin ID: TELBUL2-47

Bulletin Seq: 55

Bulletin Description: TELEGRAPHERS BULLETIN 2-47

Open: 02/03/2021 00:01

Close: 02/12/2021 17:00

Effective: 02/17/2021 00:01

Posted: 02/03/2021 00:01

Asgn Position

Perm Or Temp

Terminal

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

BJ22 TRAIN DIRECTOR

Temporary

BABYLON

Location BABYLON TOWER

Report Time 2PM

Rest Days MONDAY - TUESDAY

Rate Of Pay *\$48.282 HOURLY

*DIFFERENTIAL NOT INCLUDED IN ABOVE RATE OF PAY

TR29 TRAIN DIRECTOR

Temporary

WEST SIDE YARD

Location WEST SIDE YARD

Report Time VARIOUS

Rest Days THURSDAY & FRIDAY

Rate Of Pay VARIOUS*

SAT/SUN WS11 WSY 7:00AM *\$48.282 HOURLY

MON/TUES WS21 WSY 3:00PM *\$48.282 HOURLY

WED WS31 WSY 11:00PM *\$46.052 HOURLY

*DIFFERENTIAL NOT INCLUDED IN ABOVE RATES OF PAY

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

02/02/20 10:05

LONG ISLAND RAILROAD

MANAGEMENT-TRANSPORTATION CREW MANAGEMENT SERVICES

Bulletin Awards - Non-Ops

Bulletin ID: CREW8-91 **Sequence:** 91

Description: C/D BULLETIN 8-91

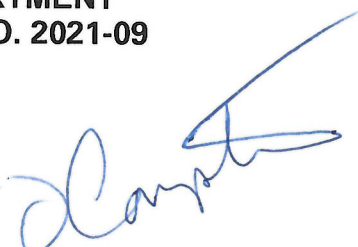
Open: 01/20/2021 00:01 **Close:** 01/29/2021 17:00 **Effective:** 02/03/2021 00:01 **Posted:** 01/19/2021 00:01

Asgn	Position	Perm or Temp	Terminal	Emp Num	Employee Name	Rank From
CX4003	CREW DISPATCHER	Permanent	LIRR-Extra List	Withdrawn		

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.

Revised 1/26/21

**STATIONS DEPARTMENT
REVISED NOTICE NO. 2021-09**

Date: January 26, 2021
To: Stations Department Employees
From: James Compton, Chief Stations Officer 
Subject: **Mail & Ride Customers with Pretax Balances**
May Purchase Tickets from Ticket Offices or eTix®

Mail & Ride customers may now use their pretax credit balance to purchase all ticket types in lieu of monthly tickets at Ticket Offices or eTix® (limit three ten-trips per month).

Process:

Customer comes to the ticket window and asks to buy ticket(s) to be issued based on their Mail & Ride credit balance. **(Ten-Trips limited to three per month. No MetroCard sales.)**

- Customer MUST complete and sign TOM-22 form (Application for M&R Pre-Tax Ticket Distribution – Customer Section).
 - Ticket Seller contacts Mail&Ride office (Monday to Friday 7:30a-5:00p; 718-217-5477) and supplies the customer's account number and what they are purchasing.
 - Mail&Ride clerk confirms the credit balance will cover the dollar amount of the requested ticket(s) within the limit of three per month.
 - Ticket Seller processes the transaction once approved.
 - Trans Order.
 - Voucher Payment #1 – New York State Gov't.
 - Account No.: = 39000
 - Voucher No.: = the M&R Account Number.
 - Ticket Seller completes TOM-22 (Ticket Seller Section).
 - Ticket Seller relays the following info to the Mail & Ride clerk: who enters into customer's account:
 - TOM number
 - Dollar amount
 - Number of tickets issued
 - FIRST ticket number issued
 - Ticket seller issues the ticket(s) to customer with Customer's copy of TOM-22 form.
- **Customers looking for mobile tickets (eTix®) may obtain tickets by contacting Public Affairs at (718) 217-5477 (Monday - Friday, 9 AM to 5 PM). When prompted, say "More Options" then "Public Affairs". Public Affairs Representatives will add the requested ticket(s) to their MTA eTix® account. (Ten-Trips limited to three per month.)**

Any questions please refer to any Stations Dept. Manager.



Long Island Rail Road



STATIONS DEPARTMENT

NOTICE NO. 2021-10

Date: January 28, 2020
To: Ticket Agents and Ticket Clerks
From: James Compton, Chief Stations Officer *James Compton*
Subject: 2020 Stations Department Notices Index

Attached is a listing of the Stations Department notices issued from January through December 2020.

This cover page should be placed within your Stations Department Notices binder and the index pages placed in front of the binder.

If you require any of the notices listed, you may go to the LIRR Stations Department website. For any questions, you may contact the Mineola Office 718-558-8169

* * *

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

2020 STATIONS DEPARTMENT NOTICES INDEX

NOTICE NO.	Date of Notice	SUBJECT
2020-01	01/03/20	Holiday – Martin Luther King Jr. Day, Monday, January 20, 2020
2020-02	1/6/20	2019 Personal Expense Mileage Rate - .57.5 ¢
2020-03	1/6/20	2019 Stations Department Notices Index
2020-01 Rev.	1/10/20	Revised – Holiday MLK Jr. Day, Monday, January 20, 2020
2020-04	1/13/20	Holiday – President's Day, February 17, 2020
2020-04 Rev.	1/23/20	Revised - Holiday – President's Day, February 17, 2020
2020-05	1/24/20	Atlantic Ticket Accommodations for January 25 -26, 2020
2020-06	1/30/20	Accept all ADL-6009 Collection Payments from Transworld Systems
2020-07	2/28/20	Instructions for Time Off to Vote on March 10, 2020 District 15 Special Election
2020-08	3/2/20	Daylight Savings Time – Effective 2 a.m., Sunday, March 8, 2020
2020-09	3/12/20	Holiday – Good Friday, Friday, April 10, 2020
2020-10	3/11/20	Relocation of the Crew Manpower Office
2020-11	3/12/20	Reporting Symptoms of COVID-19
2020-12	3/18/20	No Cash Accepted at Ticket Windows or Onboard Trains
2020-13	3/19/20	Lost & Found Office Closed to Walk-ins Until Further Notice
2020-14	3/17/20	Stations Department Informational Hotline
2020-15	3/26/20	Reduced Service - Weekend Schedule – COVID-19 Response
2020-16	3/22/20	Instruction to Ticket Office Staff regarding No Ticket Sales at Ticket Windows
2020-09 Rev.	4/6/20	Revised – Due to Covid-19 Train Service Changes – Holiday – Good Friday, April 10, 2020
2020-17	4/6/20	Purpose, Use and Distribution of N95 Masks
2020-18	4/14/20	State of NY Executive Order – Wearing of Face Coverings
2020-18 Rev.	4/15/20	Revised - State of NY Executive Order – Wearing of Face Coverings
2020-19	5/4/20	COVID-19 Guidelines for Antibody Testing
2020-20	5/15/20	Holiday - Memorial Day, Monday, May 25, 2020
2020-20 Rev.	5/19/22	Revised – Holiday – Covid-19 Essential Train Service Schedule in Effect (Rev. 5/19 Due to Beaches opening)
2020-21	5/26/20	Thermoscan Temperature Check Stations
2020-22	6/4/20	NYC Phase 1- Return to Work for Customers – Monday, June 8th
2020-23	6/11/20	Instructions for Time Off to Vote in Primary Election, June 23, 2020
2020-24	6/17/20	Holiday – Independence Day, Saturday, July 4, 2020
2020-24 Rev.	6/26/20	Revised – Holiday- Independence Day, Saturday, July 4, 2020
2020-25	6/17/20	New LIRR TrainTime App being deployed, Tuesday, June 16, at 10:00p.m.
2020-26	6/18/20	Holiday – Juneteenth, Friday, June 19, 2020
2020-26 Rev.	6/18/20	Revised – Holiday – Juneteenth, Friday, June 19, 2020
2020-26 2 nd Rev.	6/23/20	Revised – Instruction for Taking Time Off for Juneteenth, June 19, 2020
2020-27	7/14/20	Certain Ticket Offices Reopening, Wednesday, July 15, 2020
2020-28	7/31/20	Step-Up to Traveling Foreman Position – Island/Terminal Territories
2020-29	8/10/20	Snow Removal Sign-Up – Roadway Worker Protection in Charge Training – Deadline 8/31/20
2020-30	8/17/20	Holiday – Labor Day, Monday, September 7, 2020

2020-30 Rev.	8/18/20	Revised – Holiday - Labor Day, Monday, September 7, 2020
2020-30 2 nd Rev.	9/2/20	Revised – Holiday – Labor Day, Monday, September 7, 2020
2020-31	9/2/20	Cool Weather Dress Code
2020-32	9/11/20	Face Mask Required Reminder - \$50 Fine Effective Monday 9/14/20
2020-33	9/15/20	2021 Vacation Selections
2020-34	9/30/20	Holiday – Columbus Day, Monday, October 12, 2020
2020-35	10/14/20	Uniforms – Annual Re-issue Period for 2021
2020-36	10/14/20	Veteran's Day – Wednesday, November 11, 2020 – Employees
2020-37	10/15/20	Instructions on how to log on to your LIRR Outlook email account
2020-38	10/16/20	Holiday – Election Day – Tuesday, November 3, 2020
2020-38 Rev.	10/20/20	Revised - Holiday – Election Day – Tuesday, November 3, 2020
2020-38 2 nd Rev.	10/21/20	2 nd Revision - Holiday – Election Day – Tuesday, November 3, 2020
2020-39	10/20/20	Eastern Standard Time – Effective Sunday, November 1, 2020 at 2 a.m.
2020-40	10/27/20	Qualification Training for Bobcat Utility Vehicle
2020-28 Rev.	10/27/20	Revised – Step-Up to Traveling Foreman Position – Island/Terminal Territories
2020-41	10/29/20	Coronavirus: Work Clarification and Update
2020-42	11/4/20	Increase to the number of employees off per day for Personal Day Leave
2020-43	11/4/20	Holiday – Thanksgiving Day – Thursday, November 26, 2020
2020-44	11/6/20	Holiday – Day After Thanksgiving Day – Friday, November 27, 2020
2020-45	11/6/20	Elimination of Teletime Time and Attendance Recording System
2020-43 Rev.	11/10/20	Revised – Holiday – Thanksgiving Day, Thursday, November 26, 2020
2020-46	12/1/20	Holiday – Christmas Day – Friday, December 25, 2020
2020-47	12/1/20	Holiday – New Year's Day – Friday, January 1, 2021
2020-48	12/14/20	2021 Vacation Awards
2020-49	12/14/20	Instructions for Advanced Tours and Double Tours – New Overtime Policy
2020-47 Rev.	12/23/20	Revised – Holiday – New Year's Day – Friday, January 1, 2021
2020-47 2 nd Rev.	12/28/20	2 nd Revision – Holiday – New Year's Day – Friday, January 1, 2021



STATIONS DEPARTMENT NOTICE NO. 2021-11

Date: January 29, 2021

To: All Stations Department Employees

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

Subject: Holiday- President's Day, Monday, February 15, 2021

The following positions **will be working** on Monday, February 15, 2021:

<u>AGENT</u>		<u>TICKET CLERK</u>				<u>AMBASSADOR</u>
A102 HSF TVM	A506 Atlantic	C102 Penn	C126 Penn TH	C152 Penn TVM	C917 Penn	AMB01 Penn
A105 PENN TVM	A602 Huntington	C103 Penn TH	C127 Penn	C201 Woodside	C922 Jam	AMB03 Penn
A110 Penn	A702 Beth TVM	C104-Penn	C132 Atlantic	C702 Beth TVM	C924 Jam	AMB06 Jamaica
A200 Woodside	A900 Jam Theater	C108 Penn	C134 Atlantic	C704 Hicksville	C952 Beth TVM	AMB11 Atlantic
A250 Jam Theater	A972 Ronkonkoma	C114 Penn	C139 Jam	C813 Babylon	CT510 Jam	AMB88T Penn
A251 Jam Theater	A982 Beth TVM	C115 Penn TH	C140 Jam	C822 HSF TVM	CT511 Jam	AMB91 Jamaica
A311 Beth TVM	A988 Penn	C116 Penn TH	C143 Jam	C901 Penn	CT513 Jam	AMB92 Atlantic
A505 Atlantic	AT112-Penn TH	C118 Penn	C145 Jam	C912 Penn TH		
		C121 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	HMC101	JAM124	L313 Farmingdale	V461 Baby Yd	V491 VS Yd
ATL107	HMC106	JAM130	L315 Bayside	V462 Baby Yd	V902 Morris Park
ATL109	HMC109	JAM131	L319 Hempstead	V466 Northpt	V903 Ronk Yd
H523 VS Yd	HMC112	JAM132	L320 Pt Wash	V471 Garden City	V904 Ronk Yd
H532 Baby Yd	HMC124	L301 Mass Pk	L321 Lynbrook	V474 VS Yd	VD100 VD Yard
H543 Ronk Yd	HMC125	L302 Mineola	L322 Ronk YD	V477 Long Bch	VT300 VS Yd
H552 Pt. Wash	JAM102	L303 Lindenhurst	MP101 Morris Pk	V479 Ronk Yd	VT301 VS Yd
H562 Jam/ATL	JAM103	L304 Freeport	RSC3 Atlantic	V480 Ronk Yd	VT400 Woodside
H572 Northpt	JAM104	L305 Wantagh	V453 Pt Wash	V483 Pt Wash	VT401 Woodside
HC521 VS Yd	JAM108	L307 Babylon	V454 Pt Wash	V484 Northpt	WSY101
HC531 Baby Yd	JAM112	L308 Babylon	V455 Garden City	V485 Northpt	WSY900
HC541 Ronk Yd	JAM118	L309 Hicksville	V456 Garden City	V486 Garden City	
HC551 Pt Wash.		L309P Hicksville	V457 Garden City	V488 Ronk Yd	

LEAD FOREMAN/FOREMAN: Managers to determine per area

OFFICES CLOSED: Corp., Medical, Lost & Found, Mail & Ride, Penn Ticket Remittance

MESSANGER SERVICE: **WLL NOT** operate.

TICKET SALES: Off Peak tickets good on all trains.

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

TRAIN SERVICE: Will operate on a Holiday schedule.

If you have any questions, please contact your manager.