



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

**BID SHEETS**

# LONG ISLAND RAILROAD

## Bulletin 1-2021

We are accepting resumes for the **Temporary** position of Customer Service Representative. Please forward resumes to Gabrielle Aulicino, Manager Customer Service Department, mail Code 3140 by Friday, April 30, 2021 at 5:00 PM.

**POSITION:** CSR - 905 (Temporary)  
Customer Service Representative

**LOCATION:** Customer Service Center  
(HSF)

**RATE OF PAY:** 33.868

**TOUR OF DUTY:** 2:00 PM – 10:00 PM

**RELIEF DAYS:** Wednesday and Thursday

### JOB SUMMARY:

Responsible to provide superior customer service to the public, providing accurate and up to date information regarding all Long Island Railroad travel and ticket services.

### WORK PERFORMED:

Listing of some specific duties and responsibilities:

- Responsibilities include accepting incoming calls and make outgoing calls as required to follow-up on a customer matter, provide information on rules and regulations (i.e. on-board information, smoking, no radio playing, safety, etc.), rates, schedules, service status, station/facility information, trip planning, fare purchase options, and permit or other application/policy procedures for all MTA Agencies.
- Responsible for handling all calls from Corporate Communications (Complaints/Inquiries/Policy Related Questions {i.e. ticket refunds, published/non-published connections, etc.}), Mail&Ride, Ticket Refunds and Ticket Machines Assistance (i.e. document problem, send inquiry to appropriate department/subject matter expert, follow up and investigate, etc.).
- Responsible to document all calls using a Communication Database System and provide customer with a confirmation number for incidents that require investigation and/or follow-up.
- Responsible to access various applications for each Department and provide customer information and/or confirm information. Answer and respond to incoming calls, and record information, about problems, complaints, commendations, and other matters and re-contact a customer (if required) with a call-back. In addition, some ad-hoc responsibilities may include replying to customers using social media to answer any questions via all LIRR Social Media platforms.
- Responsible for accessing and updating manual forms and/or automated systems on behalf of customers for transactions including, but not limited to, customer account information, lost and found matters, accident reports, damage claims, delay verifications and payment transactions.
- Responsible to perform various telemarketing functions such as soliciting information by phone for surveys, mailing campaigns, etc.
- Responsible to furnish information over the phone in a clear, professional and pleasant manner under all conditions.
- Responsible to understand all alarms and visual displays as to network and MTA service status.

- Responsible for reporting telephone and computer system troubles (relating to both equipment and software) to the responsible party (carrier, equipment vendors, help desk, etc.) and follow-up with same for trouble resolution.
- Responsible to properly log all reports using PC or other computer devices for all data entry forms and functions.

#### **QUALIFICATIONS:**

- A four-year high school diploma or its educational equivalent (GED) approved by a State's Department of Education or recognized accredited organization
- Must have excellent telephone etiquette with ability to answer telephone inquiries from the public.
- Must be familiar with a Communication Database System as well as other various applications including but not limited to Lost & Found, Mail&Ride, Ticket Refunds, documentation of complaints, etc.
- Must be able to perform various telemarketing functions such as soliciting information by phone for surveys, mailing campaigns, etc.
- Must be proficient in reading timetables and operating a computer in order to furnish information over the phone in a clear and pleasant manner under all conditions.
- Must be willing and able to wear a headset while researching and manipulating information from various systems and databases. Accept incoming calls and make outgoing calls as required to follow-up on a customer matter.
- Must have ability to understand all alarms and visual displays as to network and MTA service status.
- Have familiarity with all LIRR social media interfaces for Facebook, Twitter, etc.

Gabrielle Aulicino  
Customer Service Manager

Posted April 21, 2021

# LONG ISLAND RAILROAD

## MANAGEMENT-TRANSPORTATION CREW MANAGEMENT SERVICES

### Bulletin Awards - Non-Ops

**Bulletin ID:** USBUL2-18      **Sequence:** 20

**Description:** USHER BULLETIN 2/18

**Open:** 04/07/2021 00:01      **Close:** 04/16/2021 17:00      **Effective:** 04/21/2021 00:01      **Posted:** 04/07/2021 00:01

| Asgn | Position | Perm or Temp | Terminal    | Emp Num | Employee Name | Rank From         |
|------|----------|--------------|-------------|---------|---------------|-------------------|
| RUH2 | USHERS   | Temporary    | RELIEF CREW | 54034   | LUPSKI, S     | 20 UX0009 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.

04/20/20 10:05

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

**Bulletin ID:** USBUL2-19

**Bulletin Seq:** 20

**Bulletin Description:** USHER BULLETIN 2/19

Open: 04/21/2021 00:01

Close: 04/30/2021 17:00

Effective: 05/05/2021 00:01

Posted: 04/21/2021 00:01

| Asgn | Position | Perm Or Temp | Terminal     |
|------|----------|--------------|--------------|
| BKU2 | USHERS   | Temporary    | ATLANTIC AVE |

Location ATLANTIC AVENUE

Report Time 230PM

Rest Days TUESDAY/WEDNESDAY

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.

04/20/20 10:06

**Bulletin ID:** USBUL2-19

**Bulletin Seq:** 20

**Bulletin Description:** USHER BULLETIN 2/19

Open: 04/21/2021 00:01

Close: 04/30/2021 17:00

Effective: 05/05/2021 00:01

Posted: 04/21/2021 00:01

| Asgn   | Position | Perm Or Temp | Terminal        |
|--------|----------|--------------|-----------------|
| UX0005 | 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.

04/20/20 10:06

**Bulletin ID:** USBUL2-19

**Bulletin Seq:** 20

**Bulletin Description:** USHER BULLETIN 2/19

Open: 04/21/2021 00:01

Close: 04/30/2021 17:00

Effective: 05/05/2021 00:01

Posted: 04/21/2021 00:01

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

Location VARIOUS

Report Time VARIOUS

Rest Days VARIOUS

Rate Of Pay \*\$37.884 BASE RATE

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

MUST COMPLETE LIRR/TCU USHER TRAINING PROGRAM

USHERS ARE EXPECTED TO BE COURTEOUS AT ALL TIMES  
IN SOME INSTANCES, THEY MUST BE ABLE TO WORK WITH MINIMAL DIRECTION.

MUST WORK WELL WITH THE PUBLIC

APPLICANTS WILL BE SUBJECT TO A 2 PART EXAM THAT HAS BEEN DEVELOPED BY THE GENERAL STATIONMASTER

PART 1 LIVE ANNOUNCEMENTS AND ACTUAL USE AND UNDERSTANDING OF COMPUTER SYSTEM

PART 2 WRITTEN EXAM PASSING GRADE ON EXAM IS 75%

DURING THE COURSE OF THE 3 WEEK TRAINING PROGRAM, THE APPLICANT WILL COMPLETE A REVIEW OF ALL STATION STOPS

ALL APPLICANTS SHOULD HAVE FULL KNOWLEDGE OF STATION STOPS AND CORRESPONDING BRANCHES UPON STARTING THE USHERS PROGRAM.

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

04/20/20 10:06

**LONG ISLAND RAILROAD**  
**MANAGEMENT-TRANSPORTATION CREW MANAGEMENT SERVICES**  
**Bulletin Awards - Non-Ops**

**Bulletin ID:** TELBUL2-51      **Sequence:** 56  
**Description:** TELEGRAPHERS BULLETIN 2-51  
**Open:** 04/07/2021 00:01      **Close:** 04/16/2021 17:00      **Effective:** 04/21/2021 00:01      **Posted:** 04/06/2021 00:01

| Asgn   | Position       | Perm or Temp | Terminal        | Emp Num    | Employee Name | Rank From          |
|--------|----------------|--------------|-----------------|------------|---------------|--------------------|
| JCCMT2 | BLOCK OPERATOR | Temporary    | JCC TOWER       | Readvertis |               |                    |
| JCCQN2 | TRAIN DIRECTOR | Permanent    | JCC TOWER       | 58603      | TORRES, M     | 168 TX1002 BO LIRR |
| BO1057 | BLOCK OPERATOR | Permanent    | LIRR-Extra List | 59144      | FIERRO, A     | 181 TX1003 BO LIRR |
| BO1058 | BLOCK OPERATOR | Permanent    | LIRR-Extra List | 59053      | BANGAROO, K   | 178 TR9 BO JCCT    |

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:** TELBUL2-52

**Bulletin Seq:** 56

**Bulletin Description:** TELEGRAPHERS BULLETIN 2-52

Open: 04/21/2021 00:01

Close: 04/30/2021 17:00

Effective: 05/05/2021 00:01

Posted: 04/19/2021 00:01

| Asgn   | Position  | Perm Or Temp | Terminal  |
|--------|---|--------------|-----------|
| JCHNA1 | ASST. TRAIN DIRECTOR                                | Permanent    | JCC TOWER |
|        | Location JCC TOWER                                  |              |           |
|        | Report Time 601AM                                   |              |           |
|        | Rest Days SATURDAY & SUNDAY                         |              |           |
|        | Rate Of Pay \$50.215 HOURLY<br>\$2.040 DIFFERENTIAL |              |           |
| JCHNA2 | ASST. TRAIN DIRECTOR                                | Permanent    | JCC TOWER |
|        | Location JCC TOWER                                  |              |           |
|        | Report Time 201PM                                   |              |           |
|        | Rest Days SATURDAY & SUNDAY                         |              |           |
|        | Rate Of Pay \$50.215 HOURLY<br>\$2.040 DIFFERENTIAL |              |           |
| JCHNA3 | ASST. TRAIN DIRECTOR                                | Permanent    | JCC TOWER |
|        | Location JCC TOWER                                  |              |           |
|        | Report Time 1001PM                                  |              |           |
|        | Rest Days SUNDAY & MONDAY                           |              |           |
|        | Rate Of Pay \$50.215 HOURLY<br>\$2.040 DIFFERENTIAL |              |           |
| JCCMT2 | BLOCK OPERATOR                                      | Temporary    | JCC TOWER |
|        | Location JCC TOWER                                  |              |           |
|        | Report Time 201PM                                   |              |           |
|        | Rest Days MONDAY & TUESDAY                          |              |           |
|        | Rate Of Pay \$39.471 HOURLY<br>\$1.666 DIFFERENTIAL |              |           |

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

## Bulletin Description: TELEGRAPHERS BULLETIN 2-52

Open: 04/21/2021 00:01

Close: 04/30/2021 17:00

Effective: 05/05/2021 00:01

Posted: 04/19/2021 00:01

| Asgn   | Position                         | Perm Or Temp | Terminal  |
|--------|----------------------------------|--------------|-----------|
| TR9    | BLOCK OPERATOR                   | Permanent    | JCC TOWER |
|        | Location JCC TOWER               |              |           |
|        | Report Time VARIOUS              |              |           |
|        | Rest Days THURSDAY & FRIDAY      |              |           |
|        | Rate Of Pay \$39.471 HOURLY      |              |           |
|        | \$1.666 DIFFERENTIAL             |              |           |
|        | SATURDAY & SUNDAY: JCCMT1; 645AM |              |           |
|        | MONDAY & TUESDAY: JCCMT2; 245PM  |              |           |
|        | WEDNESDAY: JCCMT3; 1045PM        |              |           |
| JCHN11 | TRAIN DIRECTOR                   | Permanent    | JCC TOWER |
|        | Location JCC TOWER               |              |           |
|        | Report Time 601AM                |              |           |
|        | Rest Days SUNDAY & MONDAY        |              |           |
|        | Rate Of Pay \$52.563 HOURLY      |              |           |
|        | \$2.151 SHIFT DIFFERENTIAL       |              |           |
| JCHN12 | TRAIN DIRECTOR                   | Permanent    | JCC TOWER |
|        | Location JCC TOWER               |              |           |
|        | Report Time 601AM                |              |           |
|        | Rest Days SATURDAY & SUNDAY      |              |           |
|        | Rate Of Pay \$52.563 HOURLY      |              |           |
|        | \$2.151 SHIFT DIFFERENTIAL       |              |           |
| JCHN21 | TRAIN DIRECTOR                   | Permanent    | JCC TOWER |
|        | Location JCC TOWER               |              |           |
|        | Report Time 201PM                |              |           |
|        | Rest Days TUESDAY & WEDNESDAY    |              |           |
|        | Rate Of Pay \$52.563 HOURLY      |              |           |
|        | \$2.151 SHIFT DIFFERENTIAL       |              |           |
| JCHN22 | TRAIN DIRECTOR                   | Permanent    | JCC TOWER |
|        | Location JCC TOWER               |              |           |
|        | Report Time 201PM                |              |           |
|        | Rest Days MONDAY & TUESDAY       |              |           |
|        | Rate Of Pay \$52.563 HOURLY      |              |           |
|        | \$2.151 SHIFT DIFFERENTIAL       |              |           |

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

**Bulletin ID:** TELBUL2-52**Bulletin Seq:** 56**Bulletin Description:** TELEGRAPHERS BULLETIN 2-52

Open: 04/21/2021 00:01

Close: 04/30/2021 17:00

Effective: 05/05/2021 00:01

Posted: 04/19/2021 00:01

| Asgn   | Position  | Perm Or Temp | Terminal  |
|--------|---|--------------|-----------|
| JCHN31 | TRAIN DIRECTOR  | Permanent    | JCC TOWER |
|        | Location JCC TOWER  |              |           |
|        | Report Time 1001PM  |              |           |
|        | Rest Days WEDNESDAY & THURSDAY  |              |           |
|        | Rate Of Pay \$52.563 HOURLY<br>\$2.151 SHIFT DIFFERENTIAL   |              |           |
| TR10   | TRAIN DIRECTOR  | Permanent    | JCC TOWER |
|        | Location JCC TOWER  |              |           |
|        | Report Time VARIOUS   |              |           |
|        | Rest Days FRIDAY & SATURDAY   |              |           |
|        | Rate Of Pay \$52.563 HOURLY<br>\$2.151 DIFFERENTIAL<br>SUNDAY & MONDAY: JCHN11- 601AM<br>TUESDAY & WEDNESDAY: JCHN21-201PM<br>THURSDAY: JCHN31-1001PM   |              |           |
| TR20   | TRAIN DIRECTOR  | Permanent    | BABYLON   |
|        | Location VARIOUS  |              |           |
|        | Report Time VARIOUS   |              |           |
|        | Rest Days FRIDAY & SATURDAY   |              |           |
|        | Rate Of Pay VARIOUS<br>SUNDAY & MONDAY: JCHNA3-1001PM; \$50.215 HOURLY; \$2.040 DIFFERENTIAL<br>TUESDAY: BJ32-1001PM; \$46.052 HOURLY; \$1.952 DIFFERENTIAL<br>WEDNESDAY: BJ3-1001PM; \$46.052 HOURLY; \$1.952 DIFFERENTIAL<br>THURSDAY: FT-3-1001PM; \$39.471 HOURLY; \$1.666 DIFFERENTIAL |              |           |

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

**Bulletin ID:** TELBUL2-52

**Bulletin Seq:** 56

**Bulletin Description:** TELEGRAPHERS BULLETIN 2-52

Open: 04/21/2021 00:01

Close: 04/30/2021 17:00

Effective: 05/05/2021 00:01

Posted: 04/19/2021 00:01

| Asgn | Position                        | Perm Or Temp | Terminal  |
|------|---------------------------------|--------------|-----------|
| TR27 | TRAIN DIRECTOR                  | Permanent    | JCC TOWER |
|      | Location JCC TOWER              |              |           |
|      | Report Time VARIOUS             |              |           |
|      | Rest Days THURSDAY & FRIDAY     |              |           |
|      | Rate Of Pay \$52.563 HOURLY     |              |           |
|      | \$2.151 DIFFERENTIAL            |              |           |
|      | SATURDAY & SUNDAY: JCHN12-601AM |              |           |
|      | MONDAY & TUESDAY: JCHN22-201PM  |              |           |
|      | WEDNESDAY: JCHN31-1001PM        |              |           |

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.

04/20/20 9:43

**LONG ISLAND RAILROAD**  
**MANAGEMENT-TRANSPORTATION CREW MANAGEMENT SERVICES**  
**Bulletin Awards - Non-Ops**

**Bulletin ID:** CREW8-94      **Sequence:** 94

**Description:** C/D BULLETIN 8-94

Open: 04/07/2021 00:01      Close: 04/16/2021 17:00      Effective: 04/21/2021 00:01      Posted: 04/06/2021 00:01

| Asgn   | Position        | Perm or Temp | Terminal        | Emp Num    | Employee Name | Rank From |
|--------|-----------------|--------------|-----------------|------------|---------------|-----------|
| CX4003 | CREW DISPATCHER | Temporary    | LIRR-Extra List | Readvertis |               |           |

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

04/20/20 10:20

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

**Bulletin ID:** CREW8-95

**Bulletin Seq:** 95

**Bulletin Description:** C/D BULLETIN 8-95

Open: 04/21/2021 00:01

Close: 04/30/2021 17:00

Effective: 05/05/2021 00:01

Posted: 04/20/2021 00:01

| Asgn   | Position        | Perm Or Temp | Terminal        |
|--------|-----------------|--------------|-----------------|
| CX4003 | CREW DISPATCHER | Permanent    | 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.

04/20/20 10:30

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

DATE: April 21, 2021

BULLETIN NO. SD-04-2021

This bulletin will close **at 5:00 PM on Friday, April 30, 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 | Permanent                             | Agent (A103) |
| Location:      | Penn Station – TSM                    |              |
| Tour of Duty:  | 6:00am – 2:00pm                       |              |
| Rate of Pay:   | \$45.743                              |              |
| Rest Days:     | Saturday/Sunday                       |              |
| Position No. 2 | Permanent                             | Agent (A506) |
| Location:      | Atlantic Terminal – Supervising Agent |              |
| Tour of Duty:  | 2:00pm – 10:00pm                      |              |
| Rate of Pay:   | \$47.951                              |              |
| Rest Days:     | Saturday/Sunday                       |              |

**AWARD TO AGENT'S BULLETIN SD-03-2021**

|                | <b><u>JOB #</u></b> | <b><u>NAME</u></b> | <b><u>AWARD DATE</u></b> |
|----------------|---------------------|--------------------|--------------------------|
| POSITION NO. 1 | Permanent A120      | T. Quach           | 4/21/21                  |
| POSITION NO. 2 | Permanent A121      | G. Ferdinand       | 4/21/21                  |

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

DATE: April 21, 2021

BULLETIN NO. SD- 08-2021

This bulletin will close **at 5:00 PM on Friday, April 30, 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.

|                |           |                     |
|----------------|-----------|---------------------|
| Position No. 1 | Temporary | Ticket Clerk (C132) |
| Location:      |           | Atlantic Terminal   |
| Tour of Duty:  |           | 6:00am – 2:00pm     |
| Rate of Pay:   |           | \$35.209            |
| Rest Days:     |           | Thursday/Friday     |

Primary Duties: Must be qualified in the sale and accounting of tickets and related duties as outlined in the Instructions to Agents and Ticket Clerk Manual. Must possess the ability to exercise good judgment and efficiently perform assigned duties.

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|                 |           |                        |
|-----------------|-----------|------------------------|
| Position No. 2  | Temporary | Ticket Clerk (C310)    |
| Location:       |           | Valley Stream          |
| Tour of Duty:   |           | 6:00am – 2:00pm        |
| Rate of Pay:    |           | \$35.255               |
| Rest Days:      |           | Saturday/Sunday        |
| Primary Duties: |           | Same as Position No. 1 |

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|                 |           |                        |
|-----------------|-----------|------------------------|
| Position No. 3  | Temporary | Ticket Clerk (C602)    |
| Location:       |           | Huntington             |
| Tour of Duty:   |           | 6:00am – 2:00pm        |
| Rate of Pay:    |           | \$34.602               |
| Rest Days:      |           | Saturday/Sunday        |
| Primary Duties: |           | Same as Position No. 1 |

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|                |           |                                  |
|----------------|-----------|----------------------------------|
| Position No. 4 | Permanent | Ticket Clerk (C126)              |
| Location:      |           | Penn Station – Train Hall - Info |
| Tour of Duty:  |           | 2:00pm – 10:00pm                 |
| Rate of Pay:   |           | \$33.890                         |
| Rest Days:     |           | Friday/Saturday                  |

Primary Duties: Must be able to read train schedules and give prompt and accurate train information and use latest technology as it relates to fares, track assignments, schedules, tickets types and tour packages. Will be required to answer customer questions related to locations in and around the station. Will be required to monitor the waiting room checking that all occupants are valid ticket holders, checking customer tickets prior to entering waiting room, and maintaining the timetable racks throughout the station. Must be able to keep station posters and special instructions current, take in timetables deliveries, discard expired timetables and maintain an organized timetable room. Must possess the ability to exercise good judgment and efficiently perform all assigned duties. Will be required to work as directed.

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|                 |           |                        |
|-----------------|-----------|------------------------|
| Position No. 5  | Permanent | Ticket Clerk (C136)    |
| Location:       |           | Atlantic Terminal      |
| Tour of Duty:   |           | 2:30pm – 10:30pm       |
| Rate of Pay:    |           | \$35.209               |
| Rest Days:      |           | Thursday/Friday        |
| Primary Duties: |           | Same as Position No. 1 |

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|                 |           |  |
|-----------------|-----------|--|
| Position No. 6  | Permanent | Ticket Clerk (C924)  |
| Location:       |           | Jamaica  |
| Tour of Duty:   |           | Monday/Tuesday/Wednesday – 2:00pm – 10:00pm<br>Saturday/Sunday – 6:00am – 2:00pm |
| Rate of Pay:    |           | \$36.463   |
| Primary Duties: |           | Same as Position No. 1   |

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

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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: |           | Same as Position No. 7 |

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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: |           | Same as Position No. 7 |

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|                 |           |                        |
|-----------------|-----------|------------------------|
| 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. 7 |

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|                 |           |                        |
|-----------------|-----------|------------------------|
| 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. 7 |

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|                 |           |                        |
|-----------------|-----------|------------------------|
| Position No. 13 | Permanent | Ambassador             |
| Location:       |           | Various                |
| Tour of Duty:   |           | Various                |
| Rate of Pay:    |           | \$32.483               |
| Rest Days:      |           | Various                |
| Primary Duties: |           | Same as Position No. 7 |

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|                 |           |                        |
|-----------------|-----------|------------------------|
| Position No. 14 | Permanent | Ambassador             |
| Location:       |           | Various                |
| Tour of Duty:   |           | Various                |
| Rate of Pay:    |           | \$32.483               |
| Rest Days:      |           | Various                |
| Primary Duties: |           | Same as Position No. 7 |

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|                 |           |  |
|-----------------|-----------|--|
| Position No. 15 | Temporary | Station Appearance Maintainer (HMC101) |
| Location:       |           | Hillside Complex                       |
| Tour of Duty:   |           | 7:30am – 3:30pm                        |
| Rate of Pay:    |           | \$30.220                               |
| Rest Days:      |           | Saturday/Sunday                        |

Primary Duties: 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 but is not limited to the operation of mechanical cleaning equipment, cleaning stations, platforms, public restrooms, sidewalks, waiting rooms, ticket offices, graffiti removal, snow (includes curb cutouts and sidewalks) and ice removal, spread ice-melting chemicals, lifting of heavy items if needed (garbage, furniture, salt bags). 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. 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 Cleaner/Laborer must be available as directed for emergency and safety related problems and to maintain bathrooms and heavily used areas.

Responsible to complete daily station cleaning reports and to provide reports to supervisors as directed. Operate company vehicles and 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. Required to communicate with supervisors and display LIRR photo access card to provide positive employee identification. Always required to wear personal protective equipment when needed with a minimum of safety shoes and full-length pants to be worn. Will be responsible for providing a safe, clean environment for customers and employees and required to perform station appearance maintainer/laborer duties as directed by the Foremen, Terminal Managers and/or Branch Line Managers.

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|                 |           |  |
|-----------------|-----------|--|
| Position No. 16 | Temporary | Station Appearance Maintainer (JAM108) |
| Location:       |           | Jamaica                                |
| Tour of Duty:   |           | 6:00am – 2:00pm                        |
| Rate of Pay:    |           | \$30.221                               |
| Rest Days:      |           | Saturday/Sunday                        |
| Primary Duties: |           | Same as Position No. 14                |

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|                 |           |   |
|-----------------|-----------|---|
| Position No. 17 | Temporary | Station Appearance Maintainer (JAM112)  |
| Location:       |           | Jamaica   |
| Tour of Duty:   |           | Monday/Tuesday/Friday – 4:00pm – 12:00am<br>Saturday/Sunday – 1:30pm – 9:30pm |
| Rate of Pay:    |           | \$30.221  |
| Rest Days:      |           | Wednesday/Thursday  |
| Primary Duties: |           | Same as Position No. 14   |

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|                 |           |  |
|-----------------|-----------|--|
| Position No. 18 | Temporary | Station Appearance Maintainer (JAM122) |
| Location:       |           | Jamaica                                |
| Tour of Duty:   |           | 4:00pm – 12:00am                       |
| Rate of Pay:    |           | \$30.220                               |
| Rest Days:      |           | Tuesday/Wednesday                      |
| Primary Duties: |           | Same as Position No. 14                |

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|                 |           |  |
|-----------------|-----------|--|
| Position No. 19 | Temporary | Station Appearance Maintainer (JAM128) |
| Location:       |           | Jamaica                                |
| Tour of Duty:   |           | 4:00pm – 12:00am                       |
| Rate of Pay:    |           | \$30.221                               |
| Rest Days:      |           | Saturday/Sunday                        |
| Primary Duties: |           | Same as Position No. 14                |

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|                 |           |  |
|-----------------|-----------|--|
| Position No. 20 | Temporary | Station Appearance Maintainer (RSC1)   |
| Location:       |           | Jamaica Chief/SAM  |
| Tour of Duty:   |           | Wed/Thurs/Fri - SAM - 4:00pm – 12:00am<br>Sat/Sun – Chief – 4:00pm – 12:00am |
| Rate of Pay:    |           | Wed/Thurs/Fri - SAM - \$30.220<br>Sat/Sun – Chief – \$34.517                 |
| Rest Days:      |           | Monday/Tuesday   |

Primary Duties: 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.

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 but is not limited to the operation of mechanical cleaning equipment, cleaning stations, platforms, public restrooms, sidewalks, waiting rooms, ticket offices, graffiti removal, snow (includes curb cutouts and sidewalks) and ice removal, spread ice-melting chemicals, lifting of heavy items when needed (garbage, furniture, salt bags). Heavy box lifting, use rakes, use shovels, use high speed floor polishing equipment, use compressors and spray washers. 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. Operate company vehicles and 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. Required to communicate with supervisors and display LIRR photo access card to provide positive employee identification. Will be responsible for providing a safe, clean environment for customers and employees and required to perform station appearance maintainer/laborer duties as directed by the Foremen, Terminal Managers and/or Branch Line Managers. Always required to wear personal protective equipment when needed with a minimum of safety shoes and full-length pants to be worn.

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|                 |           |  |
|-----------------|-----------|--|
| Position No. 21 | Temporary | Station Appearance Maintainer (SWT-18)   |
| Location:       |           | Valley Stream YD/Long Beach - Spray Wash |
| Tour of Duty:   |           | 7:30am – 3:30pm                          |
| Rate of Pay:    |           | \$31.560                                 |
| Rest Days:      |           | Friday/Saturday                          |

Primary Duties: Primary Duties for Spray Wash: 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 but is not limited to the operation of mechanical cleaning equipment, cleaning stations, platforms, public restrooms, sidewalks, waiting rooms, ticket offices, graffiti removal, snow (includes curb cutouts and sidewalks) and ice removal, spread ice-melting chemicals, lifting of heavy items when needed (garbage, furniture, salt bags). Heavy box lifting, use rakes, use shovels, use high speed floor polishing equipment, use compressors and spray washers. 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. Operate company vehicles and 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. Required to communicate with supervisors and display LIRR photo access card to provide positive employee identification. Will be responsible for providing a safe, clean environment for customers and employees and required to perform station appearance maintainer duties as directed by Foremen, Terminal Managers and/or Branch Line Managers. Always required to wear personal protective equipment when needed with a minimum of safety shoes and full-length pants to be worn.

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|                 |           |                                      |
|-----------------|-----------|--------------------------------------|
| Position No. 22 | Temporary | Station Appearance Maintainer (V479) |
| Location:       |           | Ronkonkoma Yard                      |
| Tour of Duty:   |           | 4:30pm – 12:30am                     |
| Rate of Pay:    |           | \$31.148                             |
| Rest Days:      |           | Saturday/Sunday                      |

Primary Duties: 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 but is not limited to the operation of mechanical cleaning equipment, cleaning stations, platforms, public restrooms, sidewalks, waiting rooms, ticket offices, graffiti removal, snow (includes curb cutouts and sidewalks) and ice removal, spread ice-melting chemicals, lifting of heavy items if needed (garbage, furniture, salt bags). 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. Operate company vehicles and 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. Required to communicate with supervisors and display LIRR photo access card to provide positive employee identification. Required to wear personal protective equipment when needed with a minimum of safety shoes and full-length pants to be worn. Will be responsible for providing a safe, clean environment for customers and employees and required to perform station appearance maintainer duties as directed by the Foremen, Terminal Managers and/or Branch Line Managers.

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|                 |           |                                      |
|-----------------|-----------|--------------------------------------|
| Position No. 23 | Temporary | Station Appearance Maintainer (V489) |
| Location:       |           | Woodside                             |
| Tour of Duty:   |           | 5:00am – 1:00pm                      |
| Rate of Pay:    |           | \$31.148                             |
| Rest Days:      |           | Saturday/Sunday                      |
| Primary Duties: |           | Same as Position No. 21              |

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|                 |           |  |
|-----------------|-----------|--|
| Position No. 24 | Temporary | Station Appearance Maintainer (V901)   |
| Location:       |           | Valley Stream/Garden City  |
| Tour of Duty:   |           | Tues/Fri/Sat – Valley Stream – 6:00am – 2:00pm<br>Wed/Thurs/ - Garden City – 6:00am – 2:00pm |
| Rate of Pay:    |           | \$31.148   |
| Rest Days:      |           | Sunday/Monday  |
| Primary Duties: |           | Same as Position No. 21  |

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|                 |           |  |
|-----------------|-----------|--|
| Position No. 25 | Temporary | Station Appearance Maintainer (V902)   |
| Location:       |           | Morris Park/Valley Stream  |
| Tour of Duty:   |           | Monday/Tuesday – Morris Park – 6:15am – 2:15pm<br>Wednesday – Valley Stream – 6:00am – 2:00pm<br>Saturday/Sunday – Morris Park – 6:00am – 2:00pm |
| Rate of Pay:    |           | \$31.148   |
| Rest Days:      |           | Thursday/Friday  |
| Primary Duties: |           | Same as Position No. 21  |

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AWARDS TO BULLETIN SD-07-2021

|                 | <u>JOB #</u>     | <u>NAME</u>      | <u>AWARD DATE</u> |
|-----------------|------------------|------------------|-------------------|
| POSITION NO. 1  | Temporary C721   | B. Rooney        | 4/21/21           |
| POSITION NO. 2  | Temporary C720   | T. Gargiulio     | 4/21/21           |
| POSITION NO. 3  | Temporary C411   | D. Brienza       | 4/21/21           |
| POSITION NO. 4  | Permanent C927   | A. Johnson       | 4/21/21           |
| POSITION NO. 5  | Permanent C926   | S. Ross          | 4/21/21           |
| POSITION NO. 6  | Permanent C923   | J. Carter        | 4/21/21           |
| POSITION NO. 7  | Permanent C907   | B. Moise         | 4/21/21           |
| POSITION NO. 8  | Permanent C170   | M. Barrett-James | 4/21/21           |
| POSITION NO. 9  | Permanent C171   | A Khalil         | 4/21/21           |
| POSITION NO. 10 | Temporary AMB    | Re-Advertised    |                   |
| POSITION NO. 11 | Temporary AMB    | Re-Advertised    |                   |
| POSITION NO. 12 | Temporary AMB    | Withdrawn        |                   |
| POSITION NO. 13 | Permanent AMB    | Re-Advertised    |                   |
| POSITION NO. 14 | Permanent AMB    | Re-Advertised    |                   |
| POSITION NO. 15 | Permanent AMB    | Re-Advertised    |                   |
| POSITION NO. 16 | Permanent AMB    | Re-Advertised    |                   |
| POSITION NO. 17 | Temporary HMC123 | D. Mason         | 4/21/21           |
| POSITION NO. 18 | Temporary JAM119 | C. Montanaro     | 4/21/21           |
| POSITION NO. 19 | Temporary SWT-18 | Re-Advertised    |                   |
| POSITION NO. 20 | Temporary SSM6   | K. Boykin        | 4/21/21           |
| POSITION NO. 21 | Temporary L321   | A. Cintron       | 4/21/21           |
| POSITION NO. 22 | Temporary SSM3   | T. Varley        | 4/28/21           |
| POSITION NO. 23 | Temporary RSC1   | Re-Advertised    |                   |
| POSITION NO. 24 | Temporary V902   | Re-Advertised    |                   |
| POSITION NO. 25 | Temporary LT-318 | A. Leo           | 4/21/21           |

AWARDS TO BULLETIN SD-07-2021

|                 |                  |                         |         |
|-----------------|------------------|-------------------------|---------|
| POSITION NO. 26 | Temporary VT-478 | A. Busweiler            | 4/21/21 |
| POSITION NO. 27 | Temporary VT-481 | D. Blumenauer           | 4/21/21 |
| POSITION NO. 28 | Temporary VT-482 | J. Bossone              | 4/21/21 |
| POSITION NO. 29 | Permanent H562   | C. Van-Heest Bisono (A) | 4/21/21 |
| POSITION NO. 30 | Permanent HC581  | D. Caffey               | 4/21/21 |
| POSITION NO. 31 | Permanent H508   | C. Quinn                | 4/21/21 |

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

**April 21, 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 3069                 | Assistant Warehouse Person<br>Morris Park/Richmond Hill<br>Permanent (J. Macedonia) | NO BIDS RECEIVED       |                              |
| P&L 3070                 | Warehouse Person<br>Permanent (E. Mely)   | Joseph Casali          | 4/28/21                      |
| P&L 3071                 | Warehouse Person<br>Permanent (V. Lendel)   | Crystal Howard-Lowe    | 4/21/21                      |

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

POSTED: 9:00 AM  
April 21, 2021

## **RE-ADVERTISED**

### **THE LONG ISLAND RAIL ROAD DEPUTY CHIEF STORES OFFICER – STORES OPERATION & MATERIALS BULLETIN NO. P&L – 3072**

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, April 30, 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, 3051, 3056, 3061, 3066 & 3069)  
**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  
April 21, 2021

**THE LONG ISLAND RAIL ROAD**  
**DEPUTY CHIEF STORES OFFICER – STORES OPERATION & MATERIALS**  
**BULLETIN NO. P&L –3073**

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, April 30, 2021**. Bids can be faxed to Ext. 3279 or sent via interoffice mail to MC: 3131.

|                      |   |
|----------------------|---|
| <b>POSITION:</b>     | <b>Assistant Warehouse Person - (J. Casali) – Permanent</b> |
| <b>LOCATION:</b>     | <b>Hillside</b>   |
| <b>TOUR OF DUTY:</b> | <b>7:30 am – 3:30 pm</b>                                    |
| <b>REST DAYS:</b>    | <b>Saturday &amp; Sunday</b>                                |
| <b>RATE OF PAY:</b>  | <b>\$32.996 per hour</b>                                    |

**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  
April 21, 2021



# THE LONG ISLAND RAIL ROAD

## ENGINEERING DEPARTMENT

### BULLETIN NO. 513

Resumes for the following Appointed Position in the Office of the Chief Engineer will be received by Lauren Saldivias – Assistant Manager – Payroll & Operational Support, emailed to: [lsaldiv@lirr.org](mailto:lsaldiv@lirr.org) **until 5:00 PM on Friday, April 30, 2021.**

**POSITION:** Payroll Information Clerk (Appointed)  
(TEMPORAY)

**LOCATION:** Engineering  
Various Locations

**RATE OF PAY:** \$36.315

**TOUR OF DUTY:** 7:30 a.m. – 3:30 p.m.

**RELIEF DAYS:** Saturday and Sunday

**PRIMARY DUTIES:**

Input data in connection with the Corporate Time & Attendance Management Systems (CTAMS), using labor distribution forms generated by other employees, supervisors, and management officials. Such data includes, but is not limited to, hours worked, leave, maintenance and project accounting and labor distribution, and all other information to be used in this system. When not working on CTAMS the Clerk will perform filing, typing, and other clerical duties as assigned including, but not restricted to, the accurate transcription of Statement of Facts, Trials and Investigations, handling mail and maintaining office files, and reviewing and inputting SAFER Reports into the Efficiency Testing System (ETS). Must also have the ability to run reports from various LIRR databases and have a working knowledge of Excel and Word.

Glenn Greenberg, P.E.  
Chief Engineer

**POSTED:** April 21, 2021

# MEMORANDUM



**Long Island Rail Road**

Date: April 14, 2021  
To: All LIRR Employees  
From: Jenine Mehm, Senior Vice President- Administration  
Subject: COVID-19 Vaccination Leave/COVID-19 Vaccination Pay

The purpose of this memo is to clarify the procedure for COVID 19 Vaccination Leave or Pay for LIRR represented and management employees. Legislation enacted by Governor Cuomo makes ALL employees eligible for time off to receive the COVID-19 vaccination. Effective immediately under this law, ALL employees are eligible for up to four hours of paid leave from their job duties or service to receive each dose of the vaccine. This time is excused leave with pay and will NOT be charged against any of the employee's leave balances.

In lieu of the four hours leave, represented employees continue to have the option of scheduling their vaccination(s) on their days off or outside of their scheduled shift/tour of duty. In these cases, the employee will receive two (2) hours straight time pay at their regular rate of pay for each vaccine taken. This is a change from the current practice in some departments where represented employees were being paid for receiving a vaccine during their regular tour of duty. Any employee approved to go during his/her tour of duty will only be eligible for up to four hours of leave.

To receive COVID-19 Vaccination Pay or Leave, employees must submit proof of each vaccination by submitting their CDC vaccination card through the MTA Vaccine Portal or as otherwise directed by their respective department.

In order to consistently deliver reliable service to our customers, all employees requesting COVID-19 Vaccination Leave must provide at least seven (7) calendar days advance notice to their direct manager/supervisor of the intent to use COVID-19 Vaccination Leave and the expected date of the leave. In cases where an employee's selected leave date impacts operations, the department may work with the employee to reschedule the date, if possible.

Thank you to our essential workers who have been on the front lines of this pandemic since day one. This Legislation will ensure that ALL employees can get vaccinated without exhausting personal leave.

cc: P. Eng

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**STATIONS DEPARTMENT**

**NOTICE NO. 2021-19**

Date: April 19, 2021  
To: All Stations Department Employees  
From: James Compton, Chief Stations Officer  
Subject: Change to Time off and Payment for Vaccinations

Notice 2021-06 was sent out in mid – January advising everyone of the parameters of the vaccination process, effective April 14, 2021 there have been some changes to the process of leaving your work location to obtain a vaccination shot as well as the payment for the vaccination, see below:

1. All employees are eligible for up to four hours of paid leave to obtain each dose of the vaccine. This time off is during a straight time tour only.
2. If you need leave time to obtain the vaccination through an appointment you made for yourself, please speak to your manager at least seven business days in advance so they can work out coverage for your duties. They will handle coverage if needed and advise our payroll staff that you will have a discrepancy in your punch for the day.
3. If Dee Hutchinson schedules your vaccination, she will advise your manager of the appointment, please work out a leaving time with your manager. If your appointment is during the first half of your tour you are expected to return to your work location within the four-hour window of the time you left. If the appointment is during the second part of your tour you can go home after you receive your vaccination; please discuss the leaving time with your manager.
4. Within 72 hours of returning to work after receiving the vaccinations you are to upload a copy of your vaccination card to the MTA portal as well as emailing a copy to Dee Hutchinson at [dhutchi@lirr.org](mailto:dhutchi@lirr.org) in order to be paid for the time you left.
5. If you go for the vaccination on your own time you are eligible for a two-hour straight time payment. To obtain this payment please submit a time slip with a copy of the vaccination card. The time slip must be completely filled out, this includes your signature and the correct date of the vaccination, when completed send to Tom Foulkes at 2907 JAM, he will sign and have it processed.
6. All vaccination cards should be uploaded after each vaccination to the MTA Portal. Dee Hutchinson can assist if needed please call her at 718-558-7655.
7. Be sure you punch out when leaving for the vaccination and punch in when returning from receiving it.
8. You either receive time off for the vaccinations OR a two-hour straight time payment; not both.

Attachment: Letter from J.Mehm dated April 14, 2021

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Stay Well. Stay Safe.