



Long Island Rail Road
Going your way

BID SHEETS

LONG ISLAND RAILROAD

Bulletin 2-2021

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, May 14, 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 May 5, 2021

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

DATE: May 5, 2021

BULLETIN NO. SD-06-2021

This bulletin will close **at 5:00 PM on Friday, May 14, 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 (A988)
Location:	Penn Station – SPV. Agent/Bethpage Facility	
Tour of Duty:	Mon/Tues – Penn Station – 2:00pm – 10:00pm Friday – Bethpage Facility – 6:00am – 2:00pm Sat/Sun – Penn Station – 6:00am – 2:00pm	
Rate of Pay:	Monday/Tuesday – Penn Station – \$47.951 Friday – Bethpage Facility – \$45.743 Saturday/Sunday – Penn Station – \$47.951	
Rest Days:	Wednesday/Thursday	

Position No. 2	Permanent	Agent (A702)
Location:	Bethpage Facility	
Tour of Duty:	10:30am – 6:30pm	
Rate of Pay:	\$45.743	
Rest Days:	Saturday/Sunday	

AWARD TO AGENT'S BULLETIN SD-03-2021

	<u>JOB #</u>	<u>NAME</u>	<u>AWARD DATE</u>
POSITION NO. 1	Permanent A103	F. Castellanos	5/5/21
POSITION NO. 2	Permanent A506	R. Licker	5/5/21

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

DATE: May 5, 2021

BULLETIN NO. SD- 09-2021

This bulletin will close **at 5:00 PM on Friday, May 14, 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	Ticket Clerk (C132)
Location:		Atlantic Terminal - Clerk
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.

Position No. 2	Permanent	Ticket Clerk (C125)
Location:		Penn Station – Train Hall Info Clerk
Tour of Duty:		6:00am – 2:00pm
Rate of Pay:		\$38.890
Rest Days:		Monday/Tuesday
Primary Duties:		Same as Position No. 1

Position No. 3	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

Position No. 4	Permanent	Ticket Clerk (C146)
Location:		Jamaica Clerk
Tour of Duty:		2:00pm – 10:00pm
Rate of Pay:		\$36.463
Rest Days:		Monday/Tuesday
Primary Duties:		Same as Position No. 1

Position No. 5	Temporary	Ambassador
Location:		Various
Tour of Duty:		Various
Rate of Pay:		\$32.483
Rest Days:		Various

Primary Duties: Applicant could 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 week, however, this schedule is subject to change. Must possess the ability to exercise good judgment and perform all other related duties as assigned and work as directed.

Position No. 6	Temporary	Ambassador
Location:		Various
Tour of Duty:		Various
Rate of Pay:		\$32.483
Rest Days:		Various
Primary Duties:		Same as Position No. 5

Position No. 7	Permanent	Ambassador
Location:		Various
Tour of Duty:		Various
Rate of Pay:		\$32.483
Rest Days:		Various
Primary Duties:		Same as Position No. 5

Position No. 8	Permanent	Ambassador
Location:		Various
Tour of Duty:		Various
Rate of Pay:		\$32.483
Rest Days:		Various
Primary Duties:		Same as Position No. 5

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. 5

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. 5

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. 5

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. 5

Position No. 13	Temporary	Station Appearance Maintainer (HMC103)
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Location:	Hillside Complex
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Tour of Duty:	6:30am – 2:30pm
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Rate of Pay:	\$30.220
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Rest Days:	Saturday/Sunday
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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.

Position No. 14	Temporary	Station Appearance Maintainer (JAM102)
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Location:	Jamaica
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Tour of Duty:	6:00am – 2:00pm
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Rate of Pay:	\$30.220
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Rest Days:	Saturday/Sunday
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Primary Duties:	Same as Position No. 13
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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:		Same as Position No. 13

Position No. 16	Temporary	Station Appearance Maintainer (RSC4)
Location:		Atlantic Terminal SAM/Chief
Tour of Duty:		Sunday/Monday – SAM – 9:30pm – 5:30am Thursday/Friday – Chief – 6:00am – 2:00pm Saturday – SAM – 2:00pm – 10:00pm
Rate of Pay:		\$34.517
Rest Days:		Tuesday/Wednesday

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.

Position No. 17	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. 13

Position No. 18	Temporary	Station Appearance Maintainer (JAM116)
Location:		Jamaica
Tour of Duty:		4:00pm – 12:00am
Rate of Pay:		\$30.220
Rest Days:		Saturday/Sunday
Primary Duties:		Same as Position No. 13

Position No. 19	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.

Position No. 20	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. 19

Position No. 21	Temporary	Station Appearance Maintainer (SSM8)
Location:	Valley Stream/Long Beach/Extra List	
Tour of Duty:	4/1 – 11/30 → Valley Stream/Long Beach – 7:30am – 3:30pm 12/1 – 3/31 → Extra List - Various	
Rate of Pay:	4/1 – 11/30 → Valley Stream/Long Beach – \$31.560 12/1 – 3/31 → \$31.285 (depending on job)	
Rest Days:	Friday/Saturday	

Primary Duties for Extra list and 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.

Position No. 22	Permanent	Station Appearance Maintainer (V491)
Location:	Valley Stream	
Tour of Duty:	3:00pm – 11:00pm	
Rate of Pay:	\$31.147	
Rest Days:	Saturday/Sunday	
Primary Duties:	Same as Position No. 19	

Position No. 23	Permanent	Station Appearance Maintainer (SSM1)
Location:	Babylon Yard/Extra List	
Tour of Duty:	4/1 – 11/30 → Babylon Yard – 7:30am – 3:30pm 12/1 – 3/31 → Extra List - Various	
Rate of Pay:	4/1 – 11/30 → \$34.792 12/1 – 3/31 → \$31.285 (depending on job)	
Rest Days:	Sunday/Monday	

Primary Duties: Primary Duties for Chief and Extra List: 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.

Station Appearance Maintainer (H532)

Babylon Yard/Divide/KO Yard

4/1 – 11/30 → – 7:30am – 3:30pm
12/1 – 3/31 → – 6:00am – 2:00pm

\$31.285

Saturday/Sunday

Primary Duties: Primary Duties for Heavy Duty: 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.

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Position No. 25 Permanent Station Appearance Maintainer (HMC118)

Location: Hillside Complex - Chief

Tour of Duty: 7:30am – 3:30pm

Rate of Pay: \$34.517

Rest Days: Monday/Tuesday

Primary Duties: 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. 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.

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AWARDS TO BULLETIN SD-08-2021

	<u>JOB #</u>	<u>NAME</u>	<u>AWARD DATE</u>
POSITION NO. 1	Temporary C132	Withdrawn	
POSITION NO. 2	Temporary C310	L. Batres-Toc	5/5/21
POSITION NO. 3	Temporary C602	P. Giuliano	5/5/21
POSITION NO. 4	Permanent C126	J. Hart	5/5/21
POSITION NO. 5	Permanent C136	Re-Advertised	
POSITION NO. 6	Permanent C924	E. Estrada	5/5/21
POSITION NO. 7	Temporary AMB	Re-Advertised	
POSITION NO. 8	Temporary AMB	Re-Advertised	
POSITION NO. 9	Permanent AMB	Re-Advertised	
POSITION NO. 10	Permanent AMB	Re-Advertised	
POSITION NO. 11	Permanent AMB	Re-Advertised	
POSITION NO. 12	Permanent AMB	Re-Advertised	
POSITION NO. 13	Permanent AMB	Re-Advertised	
POSITION NO. 14	Permanent AMB	Re-Advertised	
POSITION NO. 15	Temporary HMC101	Re-Advertised	
POSITION NO. 16	Temporary JAM108	R. Santaella	5/5/21
POSITION NO. 17	Temporary JAM112	Withdrawn	
POSITION NO. 18	Temporary JAM122	Re-Advertised	
POSITION NO. 19	Temporary JAM128	J. Larkin	5/5/21
POSITION NO. 20	Temporary RSC1	B. Seaslow (A)	5/5/21
POSITION NO. 21	Temporary SWT-18	T. Morrow (A)	
POSITION NO. 22	Temporary V479	Re-Advertised	
POSITION NO. 23	Temporary V489	Re-Advertised	
POSITION NO. 24	Temporary V901	P. Grant	5/5/21
POSITION NO. 25	Temporary V902	Withdrawn	

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

Bulletin ID: USBUL2-19 **Sequence:** 20

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	Emp Num	Employee Name	Rank From
BKU2	USHERS	Temporary	ATLANTIC AVE	Readvertis		
UX0005	USHERS	Temporary	LIRR-Extra List	Readvertis		
UX0009	USHERS	Temporary	LIRR-Extra List	51715	GUMBS, PT	31

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: USBUL2-20

Bulletin Seq: 20

Bulletin Description: USHER BULLETIN 2/20

Open: 05/05/2021 00:01

Close: 05/14/2021 17:00

Effective: 05/19/2021 00:01

Posted: 05/05/2021 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.

Bulletin Description: USHER BULLETIN 2/20

Open: 05/05/2021 00:01

Close: 05/14/2021 17:00

Effective: 05/19/2021 00:01

Posted: 05/05/2021 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.

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

Bulletin ID: TELBUL2-52 **Sequence:** 56

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	Emp Num	Employee Name	Rank	From			
TR20	TRAIN DIRECTOR	Permanent	BABYLON	56550	RIVIELLO, E	136	TR1			
JCCMT2	BLOCK OPERATOR	Temporary	JCC TOWER	Readvertis						
JCHN11	TRAIN DIRECTOR	Permanent	JCC TOWER	51979	FITZSIMMONS, MT	63	HN21			
JCHN12	TRAIN DIRECTOR	Permanent	JCC TOWER	28821	GRIMALDI, RJ	33	BJ1			
JCHN21	TRAIN DIRECTOR	Permanent	JCC TOWER	Readvertis						
JCHN22	TRAIN DIRECTOR	Permanent	JCC TOWER	51770	SMILLIE, JM	56	HN22	TR	DIV	
JCHN31	TRAIN DIRECTOR	Permanent	JCC TOWER	29600	PAGANO, MT	37	TR19			
JCHNA1	ASST. TRAIN DIRECTOR	Permanent	JCC TOWER	55166	PEPPLER-LONG, SL	108	HNA1	AT	DIV	
JCHNA2	ASST. TRAIN DIRECTOR	Permanent	JCC TOWER	51324	MANIACI, FV	50	HNA2	AT	DIV	
JCHNA3	ASST. TRAIN DIRECTOR	Permanent	JCC TOWER	54347	BRENNAN, JD	96	HNA3	AT	DIV	
TR10	TRAIN DIRECTOR	Permanent	JCC TOWER	54058	MONROE, K	112	TR10			
TR27	TRAIN DIRECTOR	Permanent	JCC TOWER	57676	MORA, J	148	BO1050	BO	LIRR	
TR9	BLOCK OPERATOR	Permanent	JCC TOWER	59142	SMITH, JL	181	TX1004	BO	LIRR	

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

LONG ISLAND RAILROAD
MANAGEMENT-TRANSPORTATION CREW MANAGEMENT SERVICES

Bulletin ID: TELBUL2-53

Bulletin Seq: 57

Bulletin Description: TELEGRAPHERS BULLETIN 2-53

Open: 05/05/2021 00:01

Close: 05/14/2021 17:00

Effective: 05/19/2021 00:01

Posted: 05/04/2021 00:01

Asgn	Position	Perm Or Temp	Terminal
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BO1050	BLOCK OPERATOR	Permanent	LIRR-Extra List
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Location TELEGRAPHER EXTRA LIST

Report Time VARIOUS

Rest Days SATURDAY & SUNDAY

Rate Of Pay \$39.471 HOURLY* (MINIMUM)

* DIFFERENTIAL NOT INCLUDED IN ABOVE RATE OF PAY.

JCCMT2	BLOCK OPERATOR	Temporary	JCC TOWER
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Location JCC TOWER

Report Time 201PM

Rest Days MONDAY & TUESDAY

Rate Of Pay \$39.471 HOURLY
\$1.666 DIFFERENTIAL

BJ1	TRAIN DIRECTOR	Permanent	BABYLON
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Location BABYLON TOWER

Report Time 6AM

Rest Days SUNDAY & MONDAY

Rate Of Pay \$48.282 HOURLY
\$2.050 DIFFERENTIAL

JCHN21	TRAIN DIRECTOR	Permanent	JCC TOWER
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Location JCC TOWER

Report Time 201PM

Rest Days TUESDAY & WEDNESDAY

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: TELBUL2-53**Bulletin Seq:** 57**Bulletin Description:** TELEGRAPHERS BULLETIN 2-53

Open: 05/05/2021 00:01

Close: 05/14/2021 17:00

Effective: 05/19/2021 00:01

Posted: 05/04/2021 00:01

Asgn	Position	Perm Or Temp	Terminal
TR1	TRAIN DIRECTOR	Permanent	JCC TOWER
	Location JCC TOWER		
	Report Time 1045PM		
	Rest Days TUESDAY & WEDNESDAY		
	Rate Of Pay \$53.603 HOURLY \$2.335 DIFFERENTIAL		
	THURSDAY-JTD32 JCC-1045PM:		
	FRIDAY-MONDAY-JTD31 JCC 1045PM		
TR19	TRAIN DIRECTOR	Permanent	BABYLON
	Location BABYLON TOWER		
	Report Time VARIOUS		
	Rest Days THURSDAY - FRIDAY		
	Rate Of Pay *VARIOUS		
	SAT & SUN BJ12 *\$48.282 HOURLY		
	MON & TUE BJ22 *\$48.282 HOURLY		
	WEDNESDAY BJ32 *\$46.052 HOURLY		

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: 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	Permanent	LIRR-Extra List	Readvertis			

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

LONG ISLAND RAILROAD
MANAGEMENT-TRANSPORTATION CREW MANAGEMENT SERVICES

Bulletin ID: CREW8-96

Bulletin Seq: 96

Bulletin Description: C/D BULLETIN 8-96

Open: 05/05/2021 00:01

Close: 05/14/2021 17:00

Effective: 05/19/2021 00:01

Posted: 05/04/2021 00:01

Asgn	Position	Perm Or Temp	Terminal
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CX4003	CREW DISPATCHER	Permanent	LIRR-Extra List
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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.

THE LONG ISLAND RAIL ROAD

ENGINEERING DEPARTMENT

BULLETIN NO. 514

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 until 5:00 PM on Friday, May 14, 2021.

POSITION: Payroll Information Clerk (Appointed)
(TEMPORARY)

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: May 5, 2021

THE LONG ISLAND RAILROAD
OFFICE OF THE CHIEF ENGINEER

BULLETIN NO. 515

Bids for the following position in the Office of the Chief Engineer will be received by Stephanie Nutzul, Manager –Resource, Development & Operational Support (email to smnutzu@lirr.org) until 5:00 PM on Friday, May 14, 2021. **Qualified bidders must include seniority date, date last awarded a position, and the position held at time of bid also please include a daytime phone number.**

POSITION: Clerk-Typist (Temporary)

LOCATION: Office of the Chief Engineer
(Various)

RATE OF PAY: \$33.995

TOUR OF DUTY: 7:30 AM – 3:30 PM

REST DAYS: Saturday and Sunday

PRIMARY DUTIES: 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. Must be a qualified typist (45 WPM), experienced on Microsoft Word and have a thorough knowledge of grammar, punctuation, spelling and letter composition, to perform typing assignments consisting of letters, memos, forms, lists and reports. Must be familiar with the handling of expense requests/requisitions. Ability to run reports from various LIRR database. Also, must have a working knowledge of Excel and Access.

Glenn Greenberg, P.E.
Chief Engineer

POSTED: May 5, 2021

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

May 5, 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 3072	Assistant Warehouse Person Morris Park/Richmond Hill Permanent (J. Macedonia)	NO BIDS RECEIVED	
P&L 3073	Assistant Warehouse Person Permanent (J. Casali)	Felicia Perez	5/5/21

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

POSTED: 9:00 AM
May 5, 2021

RE-ADVERTISED

THE LONG ISLAND RAIL ROAD DEPUTY CHIEF STORES OFFICER – STORES OPERATION & MATERIALS BULLETIN NO. P&L – 3074

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, May 14, 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 & 3072)
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
May 5, 2021

THE LONG ISLAND RAIL ROAD
DEPUTY CHIEF STORES OFFICER – STORES OPERATION & MATERIALS
BULLETIN NO. P&L –3075

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, May 14, 2021**. Bids can be faxed to Ext. 3279 or sent via interoffice mail to MC: 3131.

POSITION: Assistant Warehouse Person - (C. Jahkhah) – Temporary
LOCATION: Hillside
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
May 5, 2021



STATIONS DEPARTMENT

NOTICE NO. 2021-20

Date: April 22, 2021
 To: All Stations Department Employees
 From: James Compton, Chief Stations Officer
 Subject: COVID-19 UPDATE- Return to Work and Travel Guidance

Effective April 19, 2021 this notice sets forth the Return to Work and Travel Quarantine policy as it relates to the COVID-19 pandemic. This notice applies to represented and non-represented employees unless otherwise noted. The information in this notice supersedes all other notices sent out regarding returning to work after being out for COVID related illness/exposure and quarantine restrictions due to out of state travel.

Continue to follow all current department policies when you are going to be absent from work for any reason, this includes documentation requirements which are included in the collective bargaining agreement.
Call the OHS hotline if you have any COVID-19 concerns: 646-252-1010.

Return to work after COVID-19 Exposure/Screening:

SITUATION	EMPLOYEE NOT FULLY VACCINATED and NOT POST INFECTION
Positive Test WITH Symptoms	Employee must self-isolate at home, cannot work for 10 calendar days from onset of symptoms. Must be without a fever for 72 hours without use of fever medication, before returning to work.
Positive Test NO Symptoms (asymptomatic)	Employee must self-isolate at home for 10 calendar days from the test date.
Positive Test - symptoms develop later	Employee must self-isolate for 10 calendar days AFTER the onset of symptoms. Must be without a fever for 72 hours without use of fever medication, before returning to work.
Close contact with confirmed infected person, symptoms develop later	Employee must self-isolate for 10 calendar days AFTER the onset of symptoms. Must be without a fever for 72 hours without use of fever medication, before returning to work.
Close contact with confirmed infected person and NO symptoms	If employee is able to telework and their manager allows it, they should do so for a minimum of 10 calendar days from the date of contact. If employee is unable to telework, they should self-isolate at home for 5 calendar days from the date of contact, on day 5 get a diagnostic test done (unless otherwise directed by OHS). If the test is negative and the employee is an essential employee (most of Stations employees are essential) you are to return to work and follow the safety protocols as given by OHS.
Employee Sent Home with a Fever	Employees sent home by MTA with a fever have up to 3 days to get tested and provide results to OHS. Visit My MTA Portal for testing information and to schedule an appointment. Employees should self-isolate, call their healthcare provider for an evaluation and provide the results to the hotline.

If any employee has a quarantine order for the purpose of qualifying for NYS COVID-19 paid sick leave the order must be followed as written, the employee cannot use the test out process as listed above.

If you are exposed to someone who is infected and have been **fully vaccinated** (greater or equal to 2 weeks following the 2nd dose of vaccine OR 2 weeks following the one dose vaccination) AND you have been asymptomatic since the exposure event you do NOT have to quarantine.

If you are exposed to someone who is infected and you are **“post” infection** (you tested positive for COVID-19 with a diagnostic RT-PCR, rapid molecular or rapid antigen test within the past 3 months and recovered) AND you have been asymptomatic since the exposure event you do NOT have to quarantine.

All employees who have been exposed to COVID -19 whether you are vaccinated or have been infected within the past 3 months, should always monitor themselves for symptoms for 14 days after the exposure event.

Return to Work after Travel/Use of Leave:

All individuals coming into NYS (regardless of state of residency) for more than 24 hours from either a non-contiguous state or US Territory or another country must fill out the NYS Traveler's Health Form found at <https://forms.ny.gov.s3/Welcome-to-New-York-State-Traveler-Health-Form> upon arrival in NY.

You must use your own time to quarantine due to traveling.

Asymptomatic domestic travelers arriving in NYS from other US states are not required to test or quarantine. NYS does recommend they get tested 3-5 days after arriving in NYS and should consider 10 days of self-isolation. Employees should follow all safety protocols and monitor their health after traveling.

If traveling to other countries, please see page 4 of the attached detailed document from the MTA for return to work information.


Attachment: Memo from Patrick Warren dated April 19, 2021

* * *

Stay Well. Stay Safe.

Memorandum



Date April 19, 2021
To All Employees
From Patrick T. Warren, Chief Safety Officer 
Re April 2021 Revision: MTA All Agency Return to Duty Process & Travel Guidance due to COVID-19 Precautions

Effective immediately, this memo sets forth the Return to Work and Travel policy applicable to all agencies' represented and non-represented employees, unless otherwise noted herein. This memo is an update to the March 15, 2021 guidance reflecting updated guidance from the NYS DOH, including the April 10, 2021 "Updated Interim Guidance for Quarantine Restrictions on Travelers Arriving in New York State Following Out of State Travel."

In all cases of absence from work, employees must contact their supervisor and follow established absence reporting procedures. If an employee is represented, they must also submit any prescribed documentation required under their Collective Bargaining Agreement (CBA).

For updated guidance on the leaves available to employees in connection with COVID-19 scenarios, please refer to the March 3, 2021 Memorandum from Paul Fama, Chief People Officer.

Please note, this guidance is subject to change, as the COVID-19 pandemic continues to rapidly evolve.

I. Return to Work After COVID Exposure/Screening

A. Exposure Protocols for Employees that are Not Fully Vaccinated or Not Post Infection:

Please note, a negative test is not required in order to return to work under any of the MTA's protocols.

- (1) Positive COVID test, experiencing symptoms:** The employee must self-isolate at home and not come to work for at least 10 calendar days from the onset of symptoms. The employee should not come to work unless they have been without a fever for 72 hours (without the use of fever reducing medicine).
- (2) Positive COVID test, asymptomatic:** The employee must self-isolate at home and not come to work for at least 10 calendar days from the date of the test.
- (3) Positive COVID test and asymptomatic at the time, but develops symptoms later:** If an employee initially is asymptomatic and then develops symptoms, they should self-

isolate at home for 10 days after the onset of symptoms. The employee should not come to work unless they have been without a fever for 72 hours (without the use of fever reducing medicine).

- (4) **Close contact¹ with a confirmed infected person and now experiencing symptoms:** Employee may return to work upon completing at least 10 days of isolation from the onset of symptoms. Employee should not come to work unless they have been without a fever for 72 hours (without the use of fever reducing medicine).
- (5) **Close contact¹ with a confirmed infected person and remain asymptomatic:** Employees who are able to perform their regular work duties from home should do so for a minimum of 10 days from the date of contact. Employees whose work duties do not allow them to work productively from home should self-isolate at home for 5 calendar days from the date of contact and have a diagnostic test (RT-PCR, unless otherwise directed by OHS) for COVID-19 on day 5. Please visit the [MY MTA portal](#) to get the latest testing information and schedule an appointment. For essential employees, if the test is negative and the employee has no symptoms, the employee's supervisor can direct the employee to return to the workplace immediately after receiving the negative result, and the following protocols must be observed for at least 7 calendar days following the employee's return to work:
- The employee must self-monitor their temperature every 12 hours and report a temperature greater than or equal to 100.0 degrees Fahrenheit and/or other symptoms consistent with COVID under the supervision of Occupational Health Services ("OHS").²
 - The employee must wear a face mask at all times, comply with social distancing policies, and the workplace will be regularly cleaned and disinfected.
 - While not at work, the employee should self-monitor for fever and other COVID symptoms.

Please note that if an employee obtains a quarantine order for the purpose of qualifying for NYS COVID-19 Paid Sick Leave, the employee must quarantine for the period of time provided for by that order and not follow the test-out process set forth in this paragraph (5).³

- (6) **Employee Sent Home With Fever:** Employees sent home by MTA when a fever (of 100.0 or more) is detected at a screening should be advised that they have up to 3 days to get tested and provide results with a rapid test, unless another test is directed by OHS. Please visit the [MY MTA portal](#) to get the latest testing information and schedule an appointment. Employees should self-isolate and call their healthcare provider for evaluation and report results to the hotline.

¹ Close contact refers to being within 6 feet of an infected person for at least 10 minutes during the period starting from 48 hours before onset of symptoms or the date of a positive test (whichever is earlier) until that time the person was isolated.

² Employees should call the MTA COVID Hotline and choose option 1 to report temperature or symptoms.

³ In limited cases, an employee who has received a quarantine order may be deemed critical for the MTA's operations or safety by OHS and the employee's department. Unless a return to work is prevented by the quarantine order, such employee may be directed to return to work after an exposure to a confirmed or suspected case of COVID-19 if they are asymptomatic and in accordance with the test out process in this paragraph (5).

B. Fully Vaccinated or Post Infection Employees

Employees in these groups do not need to quarantine after an exposure event:

- (1) Fully vaccinated: Both criteria must be satisfied:
 - a. Fully vaccinated (i.e., greater or equal to 2 weeks following receipt of the second dose in a 2-dose series, or greater or equal to 2 weeks following receipt of one dose of a single dose vaccine); AND
 - b. Have remained asymptomatic since the exposure event.
- (2) Post infection: Both criteria must be satisfied:
 - a. Tested positive for COVID-19 with a diagnostic RT-PCR, rapid molecular or rapid antigen test within the past 3 months and recovered; AND
 - b. Have remained asymptomatic since the exposure event.

Employees who meet the criteria above to be considered fully vaccinated or post infection should still watch for symptoms of COVID-19 for 14 calendar days following an exposure. Employees are responsible for updating the MTA Vaccine Portal with their vaccination information and for reporting positive tests to the MTA COVID Hotline. MTA will confirm post-infection status with the MTA COVID Hotline, and will confirm post-vaccination status using the MTA Vaccine Portal. If they experience symptoms, they should get a diagnostic RT-PCR test unless another test is directed by OHS and follow reporting procedures if positive.

II. Return to Work After Travel/Use of Leave

The guidance in this section applies to all agencies' non-represented employees and represented employees, including all "essential employees", with the exception of MTA Police and MTA C&D personnel, who may be required to follow different procedures based on operational necessity.

All individuals regardless of state of residency coming into New York State (NYS), for more than 24 hours, from either a non-contiguous state or US territory, or another country, must fill out the NYS Traveler's Health Form found at <https://forms.ny.gov/s3/Welcome-to-New-York-State-Traveler-Health-Form> upon arrival in New York. Please be advised that New York state and local health departments can issue significant penalties for individuals that do not fill out this form.

As a general matter, employees are not permitted to use Administrative Leave or the New York State COVID-19 Paid Sick Leave to cover travel-related quarantines for non-business travel. Using Administrative Leave for non-MTA business travel related **exceptional** circumstances will be considered on a case-by-case basis, at the discretion of the Agency HR Lead.

A. Travel to New York from Another U.S. State or U.S. Territory

Asymptomatic domestic travelers arriving in New York State from other U.S. states and/or territories are not required to test or quarantine (regardless of vaccination status or status as recently recovered from COVID-19). While asymptomatic domestic travelers are not required to quarantine based on NYS guidance, please be aware that for asymptomatic domestic travelers who are not fully vaccinated or have not recovered from laboratory confirmed COVID-19 within the previous 3 months, NYS still recommends that they get tested 3-5 days after arrival in NYS and should consider 10 days of self-isolation (or 7 days if tested). Accordingly, employees should continue to observe all safety protocols and self-monitor their health. Employees are encouraged to take advantage of testing offered by MTA.

If at any time an employee experiences symptoms consistent with COVID-19, they should immediately get tested, stay home from work, and report results to the COVID-19 hotline.

B. International Travel to New York Other Than Canada Land Crossings

General info: Current CDC guidance requires air passengers traveling to the U.S. from another country to show documentation of having recovered from COVID-19 within the previous 3 months or a negative test result from no more than 3 days prior to the day of travel to the airline before boarding the flight. At this time, documentation of vaccination status or antibody test results will not be accepted as proof of COVID status prior to boarding, per CDC guidance.

MTA Policy:

Asymptomatic employees who are either (1) fully vaccinated or (2) recovered from laboratory confirmed COVID-19 in the last 3 months are not required to self-isolate after international travel and may report to work. Please be aware that, while not required, NYS still recommends that all asymptomatic international travelers (including those who are vaccinated or recently recovered) get tested 3-5 days after travel.

Employees who are not (1) fully vaccinated or (2) recovered from laboratory confirmed COVID-19 in the last 3 months are required to self-isolate after international travel that is not work-related, and must not report to work for either 10 calendar days or upon receipt of a negative test result for a diagnostic RT-PCR test (unless another test is directed by OHS), taken 3-5 days after arrival in the United States. Employees traveling for non-MTA reasons must use leave balances to cover their self-isolation period, unless they are able to telework and their supervisor approves.⁴

Employees that are required to self-isolate after non-work related international travel under this policy (that is, those that are **not** fully vaccinated or **not** recovered from laboratory confirmed COVID-19 in the last 3 months) are responsible for requesting sufficient time off from work to cover not only the time they are at the international destination but a sufficient time after their return to allow for testing and/or self-isolation away from work if unable to telework.

⁴ Employees who engage in international travel for MTA business reasons and are required to self-isolate under this policy will be provided with leave.

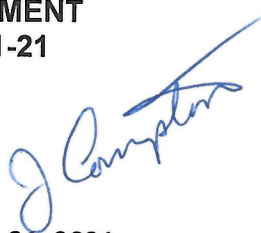
Travelers from Canada, crossing at land borders subject to the agreement between the governments of the U.S. and Canada, are permitted to travel in accordance with the federal agreement and need not quarantine solely due to such federally authorized travel.

If at any time an employee experiences symptoms consistent with COVID-19, they should immediately get tested, stay home from work, and report results to the COVID-19 hotline.

STATIONS DEPARTMENT NOTICE NO. 2021-21



Date: April 30, 2021
TO: All Stations Department Employees
FROM: James Compton, Chief Stations Officer
SUBJECT: HOLIDAY – Memorial Day, Monday, May 31, 2021



On Monday, May 31, 2021, the following will be in effect:

TICKET AGENTS - The following positions WILL work:

A103 Penn TVM	A251 Jam Theater	A702 Bethpage TVM	A961 Broadway
A106 Hillside TVM	A303 Long Beach	A703 Hicksville	A972 Ronkonkoma
A110 Penn Spvrs.	A311 Bethpage TVM	A709 Ronkonkoma	A984 Bethpage TVM
A120 MTH	A505 Atlantic	A710 Ronkonkoma	A988 Penn Supervisor
A121 MTH	A506 Atlantic	A806 Babylon	
A200 Woodside	A602 Huntington	A808 Patchogue	
A250 Jam Theater	A603 Huntington	A900 Jam Theater	

TICKET CLERKS - The following positions WILL work:

C102 Penn	C127 Penn info	C313 Long Beach	C821 Hillside TVM
C103 MTH	C132 Atlantic	C411 Port Wash	C901 Penn
C104 Penn	C136 Atlantic	C412 Port Wash	C910 Penn
C108 Penn	C139 Jamaica	C602 Huntington	C911 Penn
C114 Penn	C140 Jamaica	C702 Bethpage TVM	C912 MTH info
C115 MTH	C145 Jamaica	C704 Hicksville	C913 Penn
C116 MTH	C151 Penn TVM	C706 Hicksville	C917 Penn info
C118 Penn	C170 STIMS/Info	C802 Freeport	C922 Jamaica
C121 Penn Info	C171 STIMS/INFO	C813 Babylon	C923 Jamaica
C126 MTH info	C201 Woodside	C814 Babylon	C953 Bethpage TVM

STATION APPEARANCE MAINTAINERS - The following positions WILL work:

ATL102	JAM112	L319 Hempstead	VT480 Ronkonkoma Yd (PM)
ATL103	JAM118	L320 Port Washington	VT482 Ronkonkoma Yd (PM)
ATL105	JAM119	L321 Lynbrook	V483 Port Wash (Oyster Bay)
ATL106	JAM120	L322 Ronkonkoma Yard	V484 Northport (PM)
ATL107	JAM124	RSC3 Atlantic	V485 Northport (PM)
ATL109	JAM130	RSC4	V486 Garden City Facility
ATL110	JAM131	V453 Port Wash (PM)	V488 KO Yard (MTK Van)
HC551 Port Wash (QRT)	JAM132	V454 Port Wash (PM)	V489 Woodside
HC552 Port Wash (QRT)	L301 Mass Pk	V455 Garden City	VT400 Woodside (PM)
HC571 Northport (QLT)	L302 Mineola	V456 Garden City (PM)	VT401 Woodside (PM)
H572 Northport (QLT)	L303 Lindenhurst	V457 Garden City PM	V490 Valley St Yard (PM)
HC501	L304 Freeport	V459 Valley Stream Yard	V491 Valley St Yard (PM)
HC502	L305 Wantagh	V460 Babylon Yd (PM)	V902 Morris Park
HC503	L307 Babylon	V461 Babylon Yard (PM)	V903 KO Yard
HMC101	L308 Bab. Yd. (PM)	V462 Babylon Yard	V904 KO Yard
HMC106	L309 Hicksville	V466 Northport	VT500 Garden City Fac
HMC109	L309P Hicksville	V471 Garden City	VT501 Garden City Fac
HMC112	L311 Huntington	V474 Valley Stream Yard	WSY101
HMC124	L312 Ronkonkoma	V477 Long Beach	WSY900
HMC125	L313 Farmingdale	VT478 Long Beach	
JAM102	L315 Bayside	V479 Ronkonkoma Yd. (PM)	
JAM108	LT318 Great Neck	V480 Ronkonkoma Yd. (PM)	

AMBASSADORS – The following positions WILL work:

AMB06 Jamaica	AMB11 Atlantic
AMB91 Jamaica	AMB92 Atlantic

MESSENGER SERVICE: WILL NOT operate.

OFFICES CLOSED: General Offices, Lost and Found, Medical Facility, Mail and Ride

TICKET OFFICE HOURS: HOLIDAY hours as shown on the Ticket Sales Hours Card.

TICKET SALES: Senior Citizens/People with Disabilities/Medicare card tickets and Off-Peak tickets will be valid on all trains.

TRAIN SERVICE: Will operate on a HOLIDAY schedule.