



Long Island Rail Road
Going your way

BID SHEETS

LONG ISLAND RAIL ROAD

Bulletin 3-2021

We are accepting resumes for the **Permanent** position of CSC Computer Administrator. Please forward resumes to Gabrielle Aulicino, Manager Customer Service Department at gaulici@lirr.org by Friday, June 11, 2021 at 5:00 PM.

POSITION: CSC Computer Administrator –(Appointed)

LOCATION: Customer Service Center (HSF)

RATE OF PAY: 49.197

TOUR OF DUTY: 7:30 AM – 3:30 PM

RELIEF DAYS: Saturday and Sunday

JOB SUMMARY:

Responsible for the administration and maintenance of the Customer Service Center (CSC) support information systems and the accurate information displayed on the Schedules & Fares (S&F) web page and the IVR 24/7.

WORK PERFORMED:

Listing of some specific duties and responsibilities:

- Import and manipulate General Order's from Service Planning. Import and fix anomalies. Check accuracy of op codes. Generate published and unpublished routes. Test and filter train routes for accuracy.
- When necessary manually add Track Work programs to Schedule & Fares Database. This includes adding bus times and special messaging (whether train, branch or train at stop).
- Responsible to manually add/delete trains for special programs, holidays, etc (that is not incorporated in a General Order).
- Test Routes for accuracy compared to advertised schedules.
- Maintain and monitor accurate parameter settings regarding all LIRR connection stations and VIA travel.
- Responsible to create and maintain Marketing Banner information displayed on the S&F web page.
- Responsible to communicate with other departments to gather scheduling information and make sure the information is accurately disseminated to the Call Center Manager and all Customer Service Representatives.
- Responsible to update and ensure accuracy of the S&F web page including station information, ticket office hours, waiting room hours, TVM location, towns and landmarks.
- Responsible to create and send GTFS Files.
- During emergency and unplanned service disruptions responsible to update S&F and IVR and to communicate with other internal departments to gather pertinent information.
- During emergencies may act in a supervisory role providing back up for management.
- Develop computer-based reports from all CSC systems present and future and other call center reports as required. Evaluate performance of all CSC systems and monitor performance, ensure clerical staff and computer systems benefit the customer, and support department goals.
- Work closely with other departments to determine, test, and develop the best systems needed to serve our customers.
- Serve as the CSC's technical liaison to IT, vendors and consultants for systems maintenance and upgrades and potential downtime.
- Responsible to perform various telemarketing functions such as soliciting information by phone for surveys, mailing campaigns, etc.
- During emergencies may provide assistance to the call center-which includes answering incoming calls or texts, make outgoing calls. Provide information to customers on rules & regulations, rates, schedules, service status, station/facility information, trip planning, fare purchase options, and permit or other application/policy procedures for all MTA Agencies.

Qualifications:

- Must have knowledge of computer applications and operations with the ability to coordinate activities concerning on-line systems
- Proficiency in the use of the timetable and familiarity with train routings.

- Demonstrate the ability to read and understand track, holiday, and special event programs.
- Must have the ability to facilitate a multi-dimensional process effectively and possess strong multi-tasking skills.
- Must be a proficient keyboard operator, demonstrating a high level of accuracy.
- Must be able to demonstrate strong, effective communication skills.

In addition to meeting the minimum requirements of the position, the selection process may include, but is not limited to, a pre-screening assessment (i.e. physical, written and/ or practical evaluation) and interview. Candidates forfeit further consideration in the process if they fail to participate in any step of the process when scheduled. Make up dates/times will not be given.

Posted June 2, 2021

REVISED

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

June 2, 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 3076	Assistant Warehouse Person Morris Park/Richmond Hill Permanent (J. Macedonia)	NO BIDS RECEIVED	
P&L 3077	Assistant Warehouse Person Temporary (C. Jahkhah)	WITHDRAWN	
P&L 3078	Warehouse Person Temporary (S. Brisco)	Joseph Hausle	6/9/21

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

POSTED: 9:00 AM
June 2, 2021

RE-ADVERTISED

THE LONG ISLAND RAIL ROAD DEPUTY CHIEF STORES OFFICER – STORES OPERATION & MATERIALS BULLETIN NO. P&L – 3079

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, June 11, 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, 3074 & 3076)
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
June 2, 2021

WITHDRAWN

THE LONG ISLAND RAIL ROAD DEPUTY CHIEF STORES OFFICER – STORES OPERATION & MATERIALS BULLETIN NO. P&L –3080

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, June 11, 2021**. Bids can be faxed to Ext. 3279 or sent via interoffice mail to MC: 3131.

POSITION: Assistant Warehouse Person - (C. Jahkhah) – Temporary
RE-ADVERTISED (P&L – 3075 & 3077)
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
June 2, 2021

THE LONG ISLAND RAIL ROAD
DEPUTY CHIEF STORES OFFICER – STORES OPERATION & MATERIALS
BULLETIN NO. P&L – 3081

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, June 11, 2021**. Bids can be faxed to Ext. 3279 or sent via interoffice mail to MC: 3131.

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

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

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

Perform all other related duties as assigned.

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

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

POSTED: 9:00 AM
June 2, 2021

THE LONG ISLAND RAIL ROAD
DEPUTY CHIEF STORES OFFICER – STORES OPERATION & MATERIALS
BULLETIN NO. P&L – 3082

TO ALL EMPLOYEES INCLUDED IN CONSOLIDATED SYSTEM SENORITY ROSTER 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, June 11, 2021**. Bids can be faxed to Ext. 3279 or sent via interoffice mail to MC: 3131.

POSITION:	Assistant Warehouse Person (J. Hausle) – Temporary
LOCATION:	Various
TOUR OF DUTY:	Various
REST DAYS:	Various
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.

REQUIREMENT: 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
June 2, 2021

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

DATE: June 2, 2021

BULLETIN NO. SD-08-2021

This bulletin will close **at 5:00 PM on Friday, June 11, 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 (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-07-2021

<u>JOB #</u>	<u>NAME</u>	<u>AWARD DATE</u>
POSITION NO. 1	Permanent A101	J. Pacini
		6/2/21
POSITION NO. 2	Permanent A506	Re-Advertised

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

DATE: June 2, 2021

BULLETIN NO. SD- 11-2021

This bulletin will close **at 5:00 PM on Friday, June 11, 2021.** It will be open to employees included in the consolidated system seniority roster for clerical forces. All bids must be received prior to the close of this bulletin. CT-88 receipts will only be honored if signed by the designated representatives working in the Stations Department by sending the CT-88 interoffice, Fax, and email. The following information must be included in all bids: Seniority date, the date last awarded a position, and current position.

All bids can be sent to **Rosina Morales, Jamaica Mail Code 1106** via interoffice mail or you can scan or take a picture of your CT-88 and email to: LIRRStationsDeptBids@lirr.org or you can fax your CT-88 to the crew office at 718-558-7429

For all emails: **Be sure to put your Name in the subject line and the word BID. EX: JOHN SMITH-BID**

All bid withdrawals can either be done by calling crew or emailing the same email address before the bulletin closes. If you are close to the closing date/time of the bid be sure to call crew directly to get a verification that the bid has been withdrawn.

All emailed bids and withdrawal requests will receive an email response within 48 hours of your original email, if you don't receive a response after 48 hours please call the crew dispatcher's office to inquire.

Position No. 1	Temporary	Ticket Clerk (C802)
Location:		Freeport
Tour of Duty:		6:00am – 2:00pm
Rate of Pay:		\$35.978
Rest Days:		Saturday/Sunday

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	Temporary	Ticket Clerk (TS-2)
Location:		Patchogue/ Woodside/ Penn Station
Tour of Duty:		Monday – Patchogue → 6:00am – 2:00pm Tuesday/Saturday/Sunday –Woodside → 6:00am – 2:00pm Friday – Penn Station →10:00am – 6:00pm
Rate of Pay:		Monday – Patchogue → \$34.602 Tuesday/Saturday/Sunday –Woodside → \$34.020 Friday – Penn Station → \$36.463
Rest Days:		Wednesday/Thursday
Primary Duties:		Same as Position No. 1

Position No. 3	Permanent	Ticket Clerk (C136)
Location:		Atlantic Ave.
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 (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

Position No. 5	Permanent	Ticket Clerk (C703)
Location:		Westbury
Tour of Duty:		6:00am – 2:00pm
Rate of Pay:		\$34.465
Rest Days:		Saturday/Sunday
Primary Duties:		Same as Position No. 1

Position No. 6	Permanent	Ticket Clerk (C994)
Location:		Hillside TSM/Bethpage Facility TSM
Tour of Duty:		Wednesday/Thursday → Hillside TSM – 7:30am – 3:30pm Friday → Hillside TSM – 9:00am – 5:00pm Saturday/Sunday → Bethpage Fac. TSM - 6:00am – 2:00pm
Rate of Pay:		\$36.618
Rest Days:		Monday/Tuesday

Primary Duties: Must have a full understanding of the sales and accounting of tickets and related duties. Must possess the ability to service, define error codes and correct malfunctions in the Ticket Vending Machines (TVM). Process large amounts of currency and coins, prepare bank deposits, maintain accurate spare parts inventory, defective parts log and the TVM ticket stock book. Must be familiar with the TVM Malfunction and Maintenance reports. The applicant should be mechanically inclined and be able to lift coin magazines, cassettes, bill and coin vaults. Must be able to operate coin filler, currency counter/sorter, coin sorter and be familiar with obtaining a “state report” from the TVM utilizing a computer notebook. Verify TVM cash removals and prepare deposits from these removals. Must be able to verify the contents of change modules removed from the TVMs and refill these modules for replenishment of the machines. Prepare deposit for change orders and verify change orders when received. Must be able to reconcile all cash removals, deposits, and coin refills processed against reports generated daily and cashier’s safe. Will assist the Agent with the transfer of parts for repair between location and service contractor for TSMs. Record, verify, and forward any claims to Automated Ticket Sales area for processing. Must be able to lift full coin hopppers as part of daily routine. Must have a valid NYS Driver’s license. Must be qualified in the sale and accounting of tickets or ticket vending machines. Must possess the ability to exercise good judgment and perform all assigned and related duties. Qualification of all TVM duties required. Incumbent must be customer oriented and be capable of effectively and courteously relating to customers.

Position No. 7	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. 8	Permanent	Ambassador
Location:		Various
Tour of Duty:		Various
Rate of Pay:		\$32.483
Rest Days:		Various
Primary Duties:		Same as Position No. 7

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
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
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
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

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

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

Position No. 15 Temporary Station Appearance Maintainer (ATL102)

Location: Atlantic Terminal

Tour of Duty: 6:00am – 2:00pm

Rate of Pay: \$30.220

Rest Days: Wednesday/Thursday

Primary Duties: 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. 16	Temporary	Station Appearance Maintainer (H502)
Location:	Jamaica/ATL/Nostrand	
Tour of Duty:	4/1 – 11/30 → 10:00pm – 6:00am 12/1 – 3/31 → 4:00pm – 12:00 am	
Rate of Pay:	4/1 – 11/30 → \$31.560 12/1 – 3/31 → \$31.423	
Rest Days:	Saturday/Sunday	

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.

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. 17	Temporary	Station Appearance Maintainer (JAM102)
Location:		Jamaica
Tour of Duty:		6:00am – 2:00pm
Rate of Pay:		\$30.220
Rest Days:		Saturday/Sunday
Primary Duties:		Same as Position No. 15

Position No. 18	Temporary	Station Appearance Maintainer (JAM132)
Location:		Jamaica
Tour of Duty:		6:00am – 2:00pm
Rate of Pay:		\$30.220
Rest Days:		Saturday/Sunday
Primary Duties:		Same as Position No. 15

Position No. 19	Temporary	Station Appearance Maintainer (SL-01)
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Location:	Long Beach
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Tour of Duty:	11:30am – 7:30pm
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Rate of Pay:	\$30.220
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Rest Days:	Tuesday/Wednesday
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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. 20	Temporary	Station Appearance Maintainer (SL-02)
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Location:	Woodside/Long Beach/Freeport
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Tour of Duty:	Monday – Woodside → 8:00am – 4:00pm Tuesday/Wednesday – Long Beach → 11:30am – 7:30pm Saturday/Sunday – Freeport → 1:00pm – 9:00pm
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Rate of Pay:	\$30.220
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Rest Days:	Thursday/Friday
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Primary Duties:	Same as Position No. 19
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Position No. 21	Temporary	Station Appearance Maintainer (V464)
Location:		Ronkonkoma Yard
Tour of Duty:		6:00am – 2:00pm
Rate of Pay:		\$31.148
Rest Days:		Monday/Tuesday
Primary Duties:		Same as Position No. 19

Position No. 22	Temporary	Station Appearance Maintainer (V903)
Location:		Ronkonkoma Yard/Garden City
Tour of Duty:		Sun/Mon/Tue → Ronkonkoma YD - 6:00am – 2:00pm Friday/Saturday → Garden City - 6:00am – 2:00pm
Rate of Pay:		\$31.148
Rest Days:		Wednesday/Thursday
Primary Duties:		Same as Position No. 19

Position No. 23	Temporary	Station Appearance Maintainer (VT-401)
Location:		Woodside
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. 24	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 (Depends on Job)	
Rate of Pay:	4/1 – 11/30 → Valley Stream/Long Beach – \$31.560 12/1 – 3/31 → Extra List – \$31.285 (Depends on Job Taken)	
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. 25	Permanent	Station Appearance Maintainer (HMC131)
Location:	Hillside Complex	
Tour of Duty:	2:30pm – 10:30pm	
Rate of Pay:	\$30.220	
Rest Days:	Saturday/Sunday	
Primary Duties:	Same as Position No. 15	

Position No. 26	Permanent	Station Appearance Maintainer (JAM104)
Location:		Jamaica SAM/Labor
Tour of Duty:		Monday/Tuesday/Wednesday – 8:00am – 4:00pm Saturday/Saturday – 6:00am – 2:00pm
Rate of Pay:		\$30.220
Rest Days:		Thursday/Friday

Primary Duties: Operate singly and/or part of a team 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, 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.

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). clean and maintain the appearance of the Long Island Railroad properties, stations, office buildings and other appurtenances associated with company property. 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 if needed. 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. 27	Permanent	Station Appearance Maintainer (SSM1)
Location:		Babylon Yard/Extra List
Tour of Duty:		4/1 – 11/30 → Babylon YD – 7:30am – 3:30pm 12/1 – 3/31 → Extra List – Various (Depends on Job Taken)
Rate of Pay:		4/1 – 11/30 → Babylon YD – \$34.792 12/1 – 3/31 → Extra List – \$31.285 (Depends on Job Taken)
Rest Days:		Sunday/Monday

Primary Duties for Chief Spray Wash: 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.

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.

AWARDS TO BULLETIN SD-10-2021

	<u>JOB #</u>	<u>NAME</u>	<u>AWARD DATE</u>
POSITION NO. 1	Temporary TS-2	Withdrawn	
POSITION NO. 2	Permanent C102	S. Stark	6/2/21
POSITION NO. 3	Permanent C125	J. Belizario	6/2/21
POSITION NO. 4	Permanent C136	Re-Advertised	6/2/21
POSITION NO. 5	Permanent C411	C. J. Pepe	
POSITION NO. 6	Permanent C704	C. Farley	6/2/21
POSITION NO. 7	Permanent C927	A. Bacchus	6/2/21
POSITION NO. 8	Temporary AMB	K. Ashmeade-Ray	6/2/21
POSITION NO. 9	Temporary 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	Permanent AMB	Re-Advertised	
POSITION NO. 16	Temporary HMC123	Withdrawn	
POSITION NO. 17	Permanent JAM104	Re-Advertised	
POSITION NO. 18	Temporary ATL102	Re-Advertised	
POSITION NO. 19	Temporary H502	Re-Advertised	
POSITION NO. 20	Temporary JAM102	Re-Advertised	
POSITION NO. 21	Temporary JAM132	Re-Advertised	
POSITION NO. 22	Temporary SL-01	Re-Advertised	
POSITION NO. 23	Temporary SL-02	Re-Advertised	
POSITION NO. 24	Temporary SV-01	J. Kiss	6/2/21
POSITION NO. 25	Temporary SWT-17	J. Keefe	6/2/21
POSITION NO. 26	Temporary V488	T. Portesy	6/2/21
POSITION NO. 27	Permanent HC571	J. Urban	6/2/21
POSITION NO. 28	Permanent HMC112	M. Amarone	6/2/21

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

Bulletin ID: USBUL2-21 **Sequence:** 20

Description: USHER BULLETIN 2/21

Open: 05/19/2021 00:01 Close: 05/28/2021 17:00 Effective: 06/02/2021 00:01 Posted: 05/18/2021 00:01

Asgn	Position	Perm or Temp	Terminal	Emp Num	Employee Name	Rank From
UX0005	USHERS	Permanent	LIRR-Extra List	Withdrawn		

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

LONG ISLAND RAILROAD
MANAGEMENT-TRANSPORTATION CREW MANAGEMENT SERVICES

Bulletin ID: USBUL2-22

Bulletin Seq: 20

Bulletin Description: USHER BULLETIN 2/22

Open: 06/02/2021 00:01

Close: 06/11/2021 17:00

Effective: 06/16/2021 00:01

Posted: 06/02/2021 00:01

Asgn	Position	Perm Or Temp	Terminal
RUH6	USHERS	Permanent	NEW YORK

Location JAMAICA & NEW YORK

Report Time VARIOUS

Rest Days TUESDAY & WEDNESDAY

Rate Of Pay *\$38.021 HOURLY

THURS/FRI BM1 (730AM)

SAT NYU2X (7AM)

SUN/MON JAU6 (3PM)

*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 2/22

Open: 06/02/2021 00:01

Close: 06/11/2021 17:00

Effective: 06/16/2021 00:01

Posted: 06/02/2021 00:01

Asgn	Position	Perm Or Temp	Terminal
UX0008	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.

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

Bulletin ID: TELBUL2-54 **Sequence:** 58

Description: TELEGRAPHERS BULLETIN 2-54

Open: 05/19/2021 00:01 Close: 05/28/2021 17:00 Effective: 06/02/2021 00:01 Posted: 05/18/2021 00:01

Asgn	Position	Perm or Temp	Terminal	Emp Num	Employee Name	Rank From			
TR14	TRAIN DIRECTOR	Permanent	BABYLON	58424	BACON, R	158	BO1053	BO	LIRR
TR20	TRAIN DIRECTOR	Permanent	BABYLON	58607	DOWD, J	168	BO1050	BO	LIRR
JCCMT2	BLOCK OPERATOR	Temporary	JCC TOWER	Readvertis			TX1004	BO	LIRR
JCHNA3	ASST. TRAIN DIRECTOR	Permanent	JCC TOWER	54347	BRENNAN, JD	96	TR27	TR	JCCT
BO1051	BLOCK OPERATOR	Permanent	LIRR-Extra List	59053	BANGAROO, K	177	BO1055	BO	LIRR
BO1059	BLOCK OPERATOR	Permanent	LIRR-Extra List	59147	CLOUGHEN, B	179	TX1003	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.

06/01/20 10:47

LONG ISLAND RAILROAD
MANAGEMENT-TRANSPORTATION CREW MANAGEMENT SERVICES

Bulletin ID: TELBUL2-55

Bulletin Seq: 59

Bulletin Description: TELEGRAPHERS BULLETIN 2-55

Open: 06/02/2021 00:01

Close: 06/11/2021 17:00

Effective: 06/16/2021 00:01

Posted: 06/01/2021 00:01

Asgn	Position	Perm Or Temp	Terminal
BO1050	BLOCK OPERATOR	Permanent	LIRR-Extra List
	Location TELEGRAPHER EXTRA LIST		
	Report Time VARIOUS		
	Rest Days SATURDAY & SUNDAY		
	Rate Of Pay \$39.471 HOURLY* (MINIMUM)		
	* DIFFERENTIAL NOT INCLUDED IN ABOVE RATE OF PAY.		
BO1053	BLOCK OPERATOR	Permanent	LIRR-Extra List
	Location TELEGRAPHER EXTRA LIST		
	Report Time VARIOUS		
	Rest Days SATURDAY & SUNDAY		
	Rate Of Pay \$39.471 HOURLY* (MINIMUM)		
	* DIFFERENTIAL NOT INCLUDED IN ABOVE RATE OF PAY.		
JCCMT2	BLOCK OPERATOR	Temporary	JCC TOWER
	Location JCC TOWER		
	Report Time 201PM		
	Rest Days MONDAY & TUESDAY		
	Rate Of Pay \$39.471 HOURLY \$1.666 DIFFERENTIAL		
JCHN31	TRAIN DIRECTOR	Permanent	JCC TOWER
	Location JCC TOWER		
	Report Time 1001PM		
	Rest Days WEDNESDAY & THURSDAY		
	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: TELBUL2-55**Bulletin Seq:** 59**Bulletin Description:** TELEGRAPHERS BULLETIN 2-55

Open: 06/02/2021 00:01

Close: 06/11/2021 17:00

Effective: 06/16/2021 00:01

Posted: 06/01/2021 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		
V1	TRAIN DIRECTOR	Permanent	VALLEY TOWER
	Location VALLEY TOWER		
	Report Time 601AM		
	Rest Days SATURDAY & SUNDAY		
	Rate Of Pay \$49.001 HOURLY \$2.081 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.

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

Bulletin ID: CREW8-97 **Sequence:** 97

Description: C/D BULLETIN 8-997

Open: 05/19/2021 00:01 Close: 05/28/2021 17:00 Effective: 06/02/2021 00:01 Posted: 05/18/2021 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.

06/01/20 9:58

LONG ISLAND RAILROAD
MANAGEMENT-TRANSPORTATION CREW MANAGEMENT SERVICES

Bulletin ID: CREW8-98

Bulletin Seq: 97

Bulletin Description: C/D BULLETIN 8-998

Open: 06/02/2021 00:01

Close: 06/11/2021 17:00

Effective: 06/16/2021 00:01

Posted: 06/02/2021 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.



Long Island Rail Road

**STATIONS DEPARTMENT
NOTICE NO. 2021-23**



Date: May 19, 2021
To: All Stations Department Employees
From: James Compton, Chief Stations Officer
Subject: Cancer Screening Leave

New York State has updated their requirements for cancer screening as well as will offer paid leave for bone marrow and organ donation for all Long Island Rail Road employees. Below is our policy regarding cancer screening.

Cancer Screening:

The Long Island Rail Road will compensate employees up to four hours annual pay for cancer screening of any type. Employees must request this time seven days in advance by notifying your manager to arrange coverage as needed for the four hours you are vacant. To receive this benefit, the appointment must be documented from a physician and the form must be submitted to the Crew Office within 72 hours of the appointment stating the following:

- Employee Name
- Date of visit
- Time of visit
- Visit was for cancer screening

Represented employees requesting time beyond the four hours will be unpaid in accordance with their collective bargaining agreement.

Attachment: Memo from Mary L. Centauro, Senior Director- HR dated September 3, 2019

If you have any questions, please contact your manager.

Memorandum



Long Island Rail Road

Date: September 3, 2019
To: All Employees
From: Mary L. Centauro, Senior Director-Human Resources *MLC*
Re: Cancer Screening Leave and Leave for Bone Marrow or Organ Donation

Consistent with MTA Policy and in accordance with New York State Law, the Long Island Rail Road will provide paid leave time to each employee to receive cancer screening and for bone marrow or organ donation as noted below.

Cancer Screening:

Cancer screening is an examination for cancer of any kind, including, but not limited to, physical exams, laboratory tests, imaging procedures, and genetic testing. Once each calendar year, full-time employees are entitled to a maximum of four hours of paid leave, including travel time, to receive cancer screenings from a medical professional. Such time will not be charged against any other leave time an employee might have accrued. This benefit is to be used in a calendar year and cannot be banked or carried over into a new year.

For represented employees, any time taken beyond four hours will be without pay based on the collective bargaining agreements, which do not permit vacation/personal days to be taken in hourly increments. Non-represented employees (and represented employees with management benefits as stipulated in their collective bargaining agreements) may charge time taken beyond the four-hours against accrued leave balances.

An employee undergoing a screening on his/her own time outside of his/her regular work schedule is not entitled to any type of compensation by the LIRR.

Satisfactory documentation from a medical provider indicating that the employee's absence was for cancer screening must be submitted to the employee's department within 72 hours following the screening. The documentation must also include the date and time of the appointment.

Employees must provide at least seven-days advanced notice of their intent to utilize this paid leave time benefit. The LIRR reserves the right to require the employee to postpone the screening based upon the business needs of the agency.

Bone Marrow or Organ Donation:

On an annual basis, LIRR employees are allowed up to seven (7) days of paid leave to undergo a medical procedure to donate bone marrow and up to thirty (30) days' paid leave to serve as an organ donor.

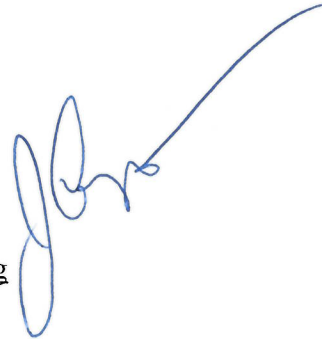
The paid leave benefit is pursuant to the following guidelines:

- Employees shall provide his or her supervisor with not less than 14 days prior written notice of an intention to utilize such leave, except in cases of a medical emergency.
- Employees must provide to the LIRR Medical Facility written verification by a physician for the purpose and length of each leave requested by the employee to donate bone marrow or an organ.
- Leave for bone marrow and organ donation is a separate category of leave that is in addition to any other paid leave allowed by LIRR. Leave for bone marrow and organ donation do not carry over or accrue if not used within a calendar year.

This policy applies to all LIRR employees. For represented employees, in the event of a conflict between this policy and a collective bargaining agreement, the terms of the collective bargaining agreement shall govern.

**STATIONS DEPARTMENT
NOTICE NO. 2021-24**

Date: May 19, 2021
To: All Stations Department Employees
From: James Compton, Chief Stations Officer
Subject: Request to Preregister for Defensive Driving



The LIRR may require any person using an LIRR vehicle to take the Defensive Driving Course at any time. The Stations Department has begun requesting classes dedicated to our department to accommodate all shifts. All employees scheduled must attend. To receive a certificate to use for an insurance deduction, you must bring a check or money order in the amount of \$17 made payable to the National Safety Council, no cash or credit cards. **If you do not require the insurance deduction, there is no payment required.**

Corporate Training periodically sends open enrollment memos through corporate email to preregister for Defensive Driving. As indicated on the memo, requests must be sent to your Training Coordinator, which presently is Rosina Morales for the Stations Department. You can email her your request at **rmorale@lirr.org**. Include your job number, relief days, and any upcoming vacations. Preference will be given to employees that are required to drive in their present job.

Anyone that needs a replacement certificate, or to follow up on the status of the certificate, contact the National Safety Council at 1-(800) 962-3434.

Any questions on all LIRR training, please contact Rosina Morales at 1-(347) 494-6071 or email her at rmorale@lirr.org.

If you have any questions, please contact your manager.



**STATIONS DEPARTMENT
Notice No. 2021-25**

Date: May 24, 2021
To: All Stations Department Employees
From: James Compton, Chief Stations Officer
Subject: **Warm Weather Dress Code – Memorial Day through Labor Day**

Effective May 31, 2021, and with the beginning of the warm weather season, *from Memorial Day through Labor Day*, all Stations Department employees are required to comply with the following dress code. As front-line employees, whether ticket selling or maintaining the appearance of stations, your appearance projects the image of the Long Island Rail Road to customers even before they enter a train. A neat and uniformed employee greeting the customer in a friendly manner, while providing efficient service, will always be remembered in a positive way. In addition, shirts must always be tucked into pants and torn clothing is prohibited.

Proper safety footwear must be worn in accordance with Corporate Policy and Procedure SAFE-009. All employees “...shall be required to wear safety footwear at all times while on duty for protection against injury to the foot / toe / ankle...” and meet “.... the requirements and specifications.” (**Appendix C attached**). In addition, all safety shoes that are worn out with holes or unsecured shoelaces **must** be replaced with new ones immediately to avoid injury.

Ticket Agents / Ticket Clerks

Ticket office employee dress code is modified so that wearing the uniform tie or scarf is optional. As always, your nametag must be worn or prominently displayed at the ticket window so that customers can see it. If you lose or misplace your nametag, please contact your manager so that a replacement can be ordered.

NOTE: Polo shirts are **ONLY** to be worn when working outside of your normal scheduled tour of duty during bus programs or special events. They are **NOT** to be worn inside the ticket office during ticket selling. **NO jeans. NO hooded sweatshirts.**

TSM Agents / Clerks / Cashiers

TSM agents, clerks and cashiers are required to wear neat, clean clothing, appropriate for the work to be performed. Collared shirts and safety shoes are required. TSM employees working as ticket agents, clerks or ushers must wear LIRR issued uniforms as detailed above.

Foremen / Station Appearance Maintainers (SAM)

Foremen / SAMs are required to wear railroad issued uniform pieces with the following exceptions: Railroad issued short sleeve T-shirts or polo shirts may be worn. Purchased short sleeve T-shirts or polo shirts featuring the Long Island Rail Road logo, not issued by the Railroad, will be permitted with manager or foreman approval. Foremen / SAMs are also representatives of the Long Island Rail Road and should be recognizable as LIRR employees. You should project a neat and clean appearance to our customers. For example, shirts must be tucked into pants and torn clothing or vests should not be worn.

Customer Service Ambassadors: Ambassadors' dress code is modified so that wearing the uniform tie or scarf is optional. Must wear red blazer, vest or sweater. As always, your name badge must be worn. If you lose or misplace your nametag, please contact your manager so that a replacement can be ordered.

If you need any uniform items or have any questions about the dress code, please contact your manager.

Attachments – SAFE-009 Attachment C (Revised 2/2016)

LIRR Specific Requirements for Safety Footwear

Protective footwear must be certified as meeting the requirements of the standard via a stitched-in label, stamping, pre-sensitized label, or a combination of all of these methods of at least one of the pair

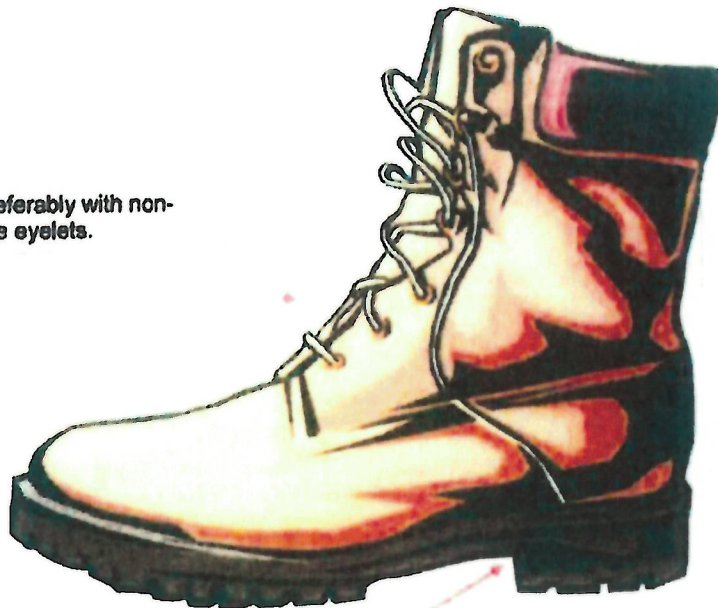
ASTM F 2413-11
M/I/75/C/75
EH

Example
Label

Safety Shoe Labeling Requirements

Label Identification	Description
ASTM F 2413-11	Identifies that the footwear is protective footwear that complies with the 2011 ASTM standard. Note: ASTM F 2413-05 is allowable for older shoes, if in good condition.
M or F/I/75/ C/75	M=Male F=Female I=Impact resistance C=Compression resistance 75=resistant to 75 foot-pound test standards for impact and compression
EH	Identifies footwear with outsole and heel made of electrical insulation properties; shock resistant.

Laced models, preferably with non-conductive eyelets.



Minimum 6" Uppers

Heel rise must be at ninety-degrees (90) to the sole and is not to exceed a rise of one (1) inch from sole except as required with lineman's boots.