



Long Island Rail Road
Going your way

BID SHEETS

THE LONG ISLAND RAIL ROAD
OFFICE OF THE CONTROLLER
BULLETIN No. 2658

TO ALL CLERICAL EMPLOYEES:

We are accepting resumes for the APPOINTED position of Supervisor - Ticket Refunds. Please forward resumes to Michael Reilly, Controller, Mail Code 1421 F&A by Friday, September 24th, 2021.

Position: Supervisor - Ticket Refunds
Location: Jamaica, NY
Tour of Duty: 8:00 am - 4:00 pm
Rest Days: Saturday and Sunday
Rate of Pay: \$44.42 hourly

MAJOR RESPONSIBILITIES:

- Oversee refund process to provide prompt and accurate refunds to customers within the Company's Ticket Refund Policy
- Communicate in a courteous and professional manner with customers
- Protect Company assets relating to ticket refunds
- Coordinate and process refund applications from various sources such as the ticket offices, U.S. mail, Mail & Ride, Automated Ticket Sales and Public Affairs
- Provide timely and accurate reports related to ticket refunds
- Be proficient in refunding all types of tickets by method of payment, i.e. cash, credit, debit
- Train staff in the refund process
- Review refund batches prepared by Refund Clerks
- Interact extensively with various departments, including IT, Sales & Promotions, Automated Ticket Sales, Special Services, Ticket Receiver and Public Affairs
- Oversee refund files forwarded to storage
- Assist in the testing, implementation and training of the new LIRR refund system
- Prepare monthly reports for management
- Support the Mobile Ticketing group with Etix refunds in unique situations
- Maintain Refund Policy and Procedure Manual
- Assist with various ADL 6009 related duties

REQUIREMENTS:

- Thorough knowledge of the LIRR Passenger Tariff and Ticket Refund System
- Supervisory experience
- Demonstrate effective verbal and written communication skills
- Competent in the use of computers, minimum 25 wpm
- Lifting of boxes weighing approximately 25 pounds will be necessary

Samantha Yip for Mike Reilly

M. Reilly
Controller

Posted: September 15, 2021

**Long Island Rail Road
Office of the Director – Employee Services**

Bulletin No. 2021-01

To all employees covered by regulations governing clerical forces on the Long island Rail Road.

NOTE: In accordance with the TCU agreement, please include seniority date, current position, and date last awarded current position on all bids. FAX: 718-558-6824 – Send original to address below:

Bids for the following position in the Office Services Department will be accepted by the Officer named below until the close of business on **Friday, September 24, 2021.**

Position:	Mail Attendant Driver
Location:	Jamaica, New York
Tour of Duty:	6:00 AM- 2:00 PM
Rest Days:	Saturday and Sunday
Rate of Pay:	\$36.026 per hour
Duties:	Must be qualified to operate all types of gasoline driven vehicles. Should be familiar with and drive between all Rail Road properties to effect the proper and timely pick-up and delivery of mail, printed matter, supplies and other materials to ticket offices and various field offices. Must make minor repairs (i.e., change flat tires) as necessary to complete daily assignment. Must be able to understand and follow GPS, road maps, and/or written directions to travel between locations. Must carry photo identification at all times. Other related duties as assigned.
Requirements:	Must possess a valid driver's license subject to DMV verification, also approved safety shoes – in accordance with TCU agreement – to be furnished by the employee. Required lifting up to 70 lbs.
Contact:	Daniel Driscoll Director – Employee Services Human Resources Department Jamaica, NY – Mail Code 1157
Posted:	September 15, 2021

Safety Sensitive Position

**Long Island Rail Road
Office of the Director – Employee Services**

Bulletin No. 2021-04

To all employees covered by regulations governing clerical forces on the Long Island Rail Road.

NOTE: In accordance with the TCU agreement, please include seniority date, current position, and date last awarded current position on all bids. FAX: 718-558-6824 – Send original to address below:

Bids for the following position in the Office Services Department will be accepted by the Officer named below until the close of business on **Friday, September 24, 2021.**

Position:	Mail Attendant Extra (<i>Temporary</i>)
Location:	Jamaica, New York
Tour of Duty:	7:00am – 3:00pm
Rest Days:	Saturday and Sunday
Rate of Pay:	\$32.486 per hour
Duties:	Duties will include, but not limited to, pick up U.S. Mail from Post Office, sort, distribute, and collect U.S. and interoffice mail, parcels, stationary supplies and printed matter and deliver same via hand truck to all departments within the Jamaica area. Daily use and handling of LIRR postal machines their function, operation and control. Must record and keep accurate records pertaining to all certified and registered mail. Will lend support to the Hillside Mail Room as directed. Other duties as assigned.
Requirements:	Must possess a valid driver's license subject to DMV verification, also approved safety shoes – in accordance with TCU agreement – to be furnished by the employee. Required lifting up to 70 lbs.
Contact:	Daniel Driscoll Director – Employee Services Human Resources Department Jamaica, NY – Mail Code 1157
Posted:	September 15, 2021

Safety Sensitive Position

LONG ISLAND RAILROAD

Bulletin 5-2021

We are accepting resumes for the position of Customer Service Representative. Please forward resumes to Gabrielle Aulicino, Manager Customer Service Department, mail Code 3140 by Friday, September 24, 2021 at 5:00 PM.

POSITION: CSR - 101

Customer Service Representative

LOCATION: Customer Service Center
(HSF)

RATE OF PAY: 36.2075

TOUR OF DUTY: 11:00 AM – 7:00 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 September 15, 2021

LONG ISLAND RAILROAD

Bulletin 4-2021

We are accepting resumes for the position of Customer Service Representative. Please forward resumes to Gabrielle Aulicino, Manager Customer Service Department, mail Code 3140 by Friday, September 24, 2021 at 5:00 PM.

POSITION: CSR - 106
Customer Service Representative

LOCATION: Customer Service Center
(HSF)

RATE OF PAY: 36.2075

TOUR OF DUTY:
Sat / Sun / Wed 2:00 PM – 10:00 PM
Thur / Fri 12 PM – 8 PM

RELIEF DAYS: Monday / Tuesday

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 September 15, 2021

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

DATE: September 15, 2021

BULLETIN NO. SD-15-2021

This bulletin will close **at 5:00 PM on Friday, September 24, 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 (A200) Assigned – A. Bacchus
Location:		Woodside
Tour of Duty:		6:00am – 2:00pm
Rate of Pay:		\$43.896
Rest Days:		Saturday/Sunday

Position No. 2	Permanent	Agent (A252)
Location:		Jamaica Theater
Tour of Duty:		10:00pm – 6:00am
Rate of Pay:		\$47.708
Rest Days:		Sunday/Monday

Position No. 3	Permanent	Agent (A603) – <i>Assigned A. Blanco</i>
Location:		Huntington
Tour of Duty:		12:00pm – 8:00pm
Rate of Pay:		\$43.896
Rest Days:		Tuesday/Wednesday

Position No. 4	Permanent	Agent (A988)
Location:		Penn Station/Bethpage Facility
Tour of Duty:		Monday/Tuesday – Penn Station → 2:00pm – 10:00pm Friday – Bethpage Facility → 6:00am – 2:00pm Saturday/Sunday – Penn Station → 6:00am – 2:00pm
Rate of Pay:		Monday/Tuesday – Penn Station → \$50.010 Friday – Bethpage Facility → \$47.708 Saturday/Sunday – Penn Station → \$50.010
Rest Days:		Wednesday/Thursday

AWARD TO AGENT’S BULLETIN SD-14-2021

	<u>JOB #</u>	<u>NAME</u>	<u>AWARD DATE</u>
POSITION NO. 1	Permanent A101	R. Licker	9/15/21
POSITION NO. 2	Permanent A200	Re-Advertised	
POSITION NO.3	Permanent A603	A. Blanco (A)	9/15/21

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

DATE: September 15, 2021

BULLETIN NO. SD- 15-2021

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

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

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

Position No. 1	Temporary	Ticket Clerk (C151)
Location:		Penn Station - TSM
Tour of Duty:		6:00am – 2:00pm
Rate of Pay:		\$38.334
Rest Days:		Saturday/Sunday

Primary Duties: Must have a full understanding of the sales and accounting of tickets and related duties. Must possess the ability to service, define error codes and correct malfunctions in the 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 hoppers as part of daily routine. Must have a valid NYS Driver's license. Must be qualified in the sale and accounting of tickets or ticket vending machines. Must possess the ability to exercise good judgment and perform all assigned and related duties. Qualification of all TVM duties required. Incumbent must be customer oriented and be capable of effectively and courteously relating to customers.

Position No. 2 Permanent Ticket Clerk (C124)

Location: Penn Station - Info

Tour of Duty: 2:00pm – 10:00pm

Rate of Pay: \$35.346

Rest Days: Monday/Tuesday

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

Position No. 3 Permanent Ticket Clerk (C960) – *Assigned K. Carter*

Location: Woodside/Patchogue/Hicksville

Tour of Duty: Woodside – Woodside → 6:00am - 2:00pm
Thursday – Patchogue → 5:00am – 1:00pm
Friday – Hicksville → 1:00pm – 9:00pm
Saturday/Sunday – Woodside → 8:00am – 4:00pm

Rate of Pay: Woodside – Woodside → \$35.481
Thursday – Patchogue → \$36.088
Friday – Hicksville → \$37.523
Saturday/Sunday – Woodside → \$35.481

Rest Days: Monday/Tuesday

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. 4	Temporary	Ambassador
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Location:	Various
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Tour of Duty:	Various
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Rate of Pay:	\$33.878
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Rest Days:	Various
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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. 5	Permanent	Ambassador
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Location:	Various
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Tour of Duty:	Various
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Rate of Pay:	\$33.878
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Rest Days:	Various
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Primary Duties:	Same as Position No. 4
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Position No. 6	Temporary	Station Appearance Maintainer (ARCH900) — <i>Assigned D. Patterson</i>
Location:	Freeport/Arch Street Facility/Northport	
Tour of Duty:	Monday – Freeport → 5:00am – 1:00pm Thursday/Friday – Arch St. Facility → 6:00am – 2:00pm Saturday/Sunday – Northport → 6:00am – 2:00pm	
Rate of Pay:	Monday – Freeport → \$31.518 Thursday/Friday – \$31.518 Saturday/Sunday – Northport → \$32.486	
Rest Days:	Tuesday/Wednesday	

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. 7	Temporary	Station Appearance Maintainer (H553)
Location:		Port Wash/Valley YD/Divide HD SAM
Tour of Duty:		6:00am – 2:00pm
Rate of Pay:		\$32.629
Rest Days:		Monday/Tuesday

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. 8	Temporary	Station Appearance Maintainer (H562)
Location:		JAM/ATL/NOST
Tour of Duty:		8:00am – 4:00pm
Rate of Pay:		\$32.772
Rest Days:		Saturday/Sunday
Primary Duties:		Same as Position No. 8

Position No. 9	Temporary	Station Appearance Maintainer (SWT-18)
Location:		Valley Stream/Long Beach
Tour of Duty:		7:30am – 3:30pm
Rate of Pay:		\$32.915
Rest Days:		Friday/Saturday

Primary Duties for Spray Wash: Operate singly and/or part of a team to clean and maintain the appearance of the Long Island Railroad properties, stations, office buildings and other appurtenances associated with company property. Routine work includes but is not limited to the operation of mechanical cleaning equipment, cleaning stations, platforms, public restrooms, sidewalks, waiting rooms, ticket offices, graffiti removal, snow (includes curb cutouts and sidewalks) and ice removal, spread ice-melting chemicals, lifting of heavy items when needed (garbage, furniture, salt bags). Heavy box lifting, use rakes, use shovels, use high speed floor polishing equipment, use compressors and spray washers. Must perform work in accordance with written and oral instructions that specify the priority and frequency of daily duties at each location. Responsible to perform duties as directed. All duties must be performed in an efficient and courteous manner.

Responsible to complete daily station cleaning reports and to provide reports to supervisors as directed. Operate company vehicles and drive between Long Island Railroad properties. Must make minor repairs (e.g., change flat tires) as necessary to completion of daily assignment. Must hold a valid New York State Driver's License. Must be able to understand and follow road maps and/or written descriptions to travel between locations. Required to communicate with supervisors and display LIRR photo access card to provide positive employee identification. Will be responsible for providing a safe, clean environment for customers and employees and required to perform station appearance maintainer duties as directed by Foremen, Terminal Managers and/or Branch Line Managers. Always required to wear personal protective equipment when needed with a minimum of safety shoes and full-length pants to be worn.

Position No. 10	Temporary	Station Appearance Maintainer (V459)
Location:		Valley Stream
Tour of Duty:		6:00am – 2:00pm
Rate of Pay:		\$32.486
Rest Days:		Tuesday/Wednesday
Primary Duties:		Same as Position No. 7

Position No. 11	Temporary	Station Appearance Maintainer (V464)
Location:		Ronkonkoma Yard
Tour of Duty:		6:00am – 2:00pm
Rate of Pay:		\$32.486
Rest Days:		Monday/Tuesday
Primary Duties:		Same as Position No. 7

Position No. 12	Temporary	Station Appearance Maintainer (V903) <i>C. Gil Assigned</i>
Location:		Ronkonkoma Yard/Garden City
Tour of Duty:		Sun/Mon/Tues – Ronkonkoma Yard → 6:00am – 2:00pm Friday/Saturday – Garden City → 6:00am – 2:00pm
Rate of Pay:		\$32.486
Rest Days:		Wednesday/Thursday
Primary Duties:		Same as Position No. 7

Position No. 13 Permanent Station Appearance Maintainer (JAM122)

Location: Jamaica

Tour of Duty: 4:00pm – 12:00am

Rate of Pay: \$31.518

Rest Days: Tuesday/Wednesday

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	Permanent	Station Appearance Maintainer (RSC1)
Location:		Jamaica SAM/Chief
Tour of Duty:		Wednesday/Thursday/Friday – SAM – 4:00pm – 12:00am Saturday/Sunday – Chief – 4:00pm – 12:00am
Rate of Pay:		Wednesday/Thursday/Friday SAM → \$31.518 Saturday/Sunday – Chief → \$36.000
Rest Days:		Monday/Tuesday

Primary Duties: Must be able to supervise, coordinate and instruct Station Appearance Maintainers and Laborers in the performance of their duties. Must be completely familiar with the work rules of employees being supervised.

Operate singly and/or part of a team to clean and maintain the appearance of the Long Island Railroad properties, stations, office buildings and other appurtenances associated with company property. Routine work includes but is not limited to the operation of mechanical cleaning equipment, cleaning stations, platforms, public restrooms, sidewalks, waiting rooms, ticket offices, graffiti removal, snow (includes curb cutouts and sidewalks) and ice removal, spread ice-melting chemicals, lifting of heavy items when needed (garbage, furniture, salt bags). Heavy box lifting, use rakes, use shovels, use high speed floor polishing equipment, use compressors and spray washers. Must perform work in accordance with written and oral instructions that specify the priority and frequency of daily duties at each location. Responsible to perform duties as directed. All duties must be performed in an efficient and courteous manner.

Responsible to complete daily station cleaning reports and to provide reports to supervisors as directed. Operate company vehicles and drive between Long Island Railroad properties. Must make minor repairs (e.g., change flat tires) as necessary to completion of daily assignment. Must hold a valid New York State Driver's License. Must be able to understand and follow road maps and/or written descriptions to travel between locations. Required to communicate with supervisors and display LIRR photo access card to provide positive employee identification. Will be responsible for providing a safe, clean environment for customers and employees and required to perform station appearance maintainer/laborer duties as directed by the Foremen, Terminal Managers and/or Branch Line Managers. Always required to wear personal protective equipment when needed with a minimum of safety shoes and full-length pants to be worn.

Position No. 15	Permanent	Station Appearance Maintainer (V490)
Location:		Valley Stream
Tour of Duty:		3:00pm – 11:00pm
Rate of Pay:		\$32.486
Rest Days:		Saturday/Sunday
Primary Duties:		Same as Position No. 7

Position No. 16	Permanent	Station Appearance Maintainer (V901)
Location:		Valley Stream/Garden City
Tour of Duty:		Tuesday/Friday/Saturday – Valley Stream → 6:00am – 2:00pm Wednesday/Thursday – Garden City → 6:00am – 2:00pm
Rate of Pay:		\$32.486
Rest Days:		Sunday/Monday
Primary Duties:		Same as Position No. 7

Position No. 17	Permanent	Station Appearance Maintainer (V902)
Location:		Morris Park/Valley Stream
Tour of Duty:		Monday/Tuesday – Morris Park → 6:15am – 2:15pm Wednesday – Valley Stream → 6:00am – 2:00pm Saturday/Sunday – Morris Park → 6:00am – 2:00pm
Rate of Pay:		\$32.486
Rest Days:		Thursday/Friday
Primary Duties:		Same as Position No. 7

Position No. 18	Permanent	Station Appearance Maintainer (VD100)
Location:		VD Yard/West Side Yard
Tour of Duty:		Monday/Wednesday/Friday – VD Yard → 6:30am – 2:30pm Tuesday/Thursday – West Side Yard → 6:30am – 2:30pm
Rate of Pay:		\$31.518
Rest Days:		Saturday/Sunday
Primary Duties:		Same as Position No. 7

AWARDS TO BULLETIN SD-14-2021

	<u>JOB #</u>	<u>NAME</u>	<u>AWARD DATE</u>
POSITION NO. 1	Temporary C102	D. Hutchinson	9/15/21
POSITION NO. 2	Temporary C980	C. Howard-Lowe	9/15/21
POSITION NO. 3	Permanent C830	P. Giuliano	9/15/21
POSITION NO. 4	Permanent C960	K. Carter (A)	9/15/21
POSITION NO. 5	Permanent AMB	Re-Advertised	
POSITION NO. 6	Temporary ARCH900	Re-Advertised	
POSITION NO. 7	Temporary HC571	Withdrawn	
POSITION NO. 8	Temporary JAM119	D. Brown	9/15/21
POSITION NO. 9	Temporary LT318	A. Lal	Pending
POSITION NO. 10	Temporary V490	Withdrawn	
POSITION NO. 11	Temporary V903	Re-Advertised	
POSITION NO. 12	Temporary VD100	Withdrawn	
POSITION NO. 13	Temporary VT510	A. Carino	9/15/21
POSITION NO. 14	Temporary VT511	R. Evola	9/15/21
POSITION NO. 15	Permanent HC501	T. Varley	9/15/21
POSITION NO. 16	Permanent JAM102	Withdrawn	
POSITION NO. 17	Permanent JAM122	Re-Advertised	
POSITION NO. 18	Permanent L321	M. Pimental	9/15/21
POSITION NO. 19	Permanent RSC1	Re-Advertised	
POSITION NO. 20	Permanent SSM8	S. Parbhudial	9/15/21
POSITION NO. 21	Permanent V474	P. Grant	9/15/21
POSITION NO. 22	Permanent V902	Re-Advertised	

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

September 15, 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 3105	Assistant Warehouse Person Morris Park/Richmond Hill Permanent (J. Macedonia)	NO BIDS RECEIVED	
P&L 3106	Warehouse Person RH/MP-Various/Various Temporary (D. Mendez)	WITHDRAWN	
P&L 3107	Assistant Warehouse Person Various/Various Permanent (J. Hausle)	NO BIDS RECEIVED	
P&L 3108	Assistant Warehouse Person Temporary (T. Kennelly)	NO BIDS RECEIVED	
P&L 3109	Warehouse Person Temporary (V. Lendel) 11:30 am – 7:30 pm	Kaleena Alves	9/22/21

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

POSTED: 9:00 AM
September 15, 2021

RE-ADVERTISED

THE LONG ISLAND RAIL ROAD DEPUTY CHIEF STORES OFFICER – STORES OPERATION & MATERIALS BULLETIN NO. P&L – 3110

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, September 24, 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, 3079, 3083, 3086, 3090, 3094, 3099 & 3105)
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: \$34.413 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
September 15, 2021

RE-ADVERTISED

THE LONG ISLAND RAIL ROAD DEPUTY CHIEF STORES OFFICER – STORES OPERATION & MATERIALS BULLETIN NO. P&L – 3111

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, September 24, 2021**. Bids can be faxed to Ext. 3279 or sent via interoffice mail to MC: 3131.

POSITION: Assistant Warehouse Person (J. Hausle) – Permanent
RE-ADVERTISED (P&L – 3092, 3096, 3102 & 3107)
LOCATION: Various
TOUR OF DUTY: Various
REST DAYS: Various
RATE OF PAY: \$34.413 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
September 15, 2021

RE-ADVERTISED

THE LONG ISLAND RAIL ROAD DEPUTY CHIEF STORES OFFICER – STORES OPERATION & MATERIALS BULLETIN NO. P&L – 3112

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, September 24, 2021**. Bids can be faxed to Ext. 3279 or sent via interoffice mail to MC: 3131

POSITION: Assistant Warehouse Person (T. Kennelly) – Temporary
RE-ADVERTISED (P&L – 3097, 3103 & 3108)
LOCATION: Hillside
TOUR OF DUTY: 7:30 AM – 3:30 PM
REST DAYS: Saturday & Sunday
RATE OF PAY: \$34.413 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
September 15, 2021

**THE LONG ISLAND RAIL ROAD
DEPUTY CHIEF STORES OFFICER – STORES OPERATION & MATERIALS
BULLETIN NO. P&L – 3113**

TO ALL EMPLOYEES INCLUDED IN CONSOLIDATED SYSTEM SENIORITY 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, September 24, 2021**. Bids can be faxed to Ext. 3279 or sent via interoffice mail to MC: 3131.

POSITION:	Stores Truck Driver – (K. Alves) –Temporary
LOCATION:	Hillside
TOUR OF DUTY:	7:30 AM – 3:30 PM
REST DAYS:	Saturday & Sunday
RATE OF PAY:	\$35.9925 per hour

DUTIES: Must be qualified to operate all types of gasoline driven vehicles including trucks with lifts and booms, automobiles and all material handling equipment. Must be physically able to assist in the loading and unloading of all types of material and equipment that the needs of service require. Must hold a New York State Class “B” CDL license with HAZMAT endorsement with no air brake restrictions. Must be familiar with emergency truck maintenance and inspection procedures as instigated by New York State and the Company. Will be required to operate two-way radio equipment and be familiar with the New York City and State roads, highways and expressways as they relate to the Long island Rail Road’s property. **New applicants must secure a New York State Class “A” CDL license with HAZMAT endorsement with no air brake restrictions within three months of award of position. Training will be provided by the Carrier.**

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: 9:00AM
September 15, 2021

THE LONG ISLAND RAIL ROAD
DEPUTY CHIEF STORES OFFICER – STORES OPERATION & MATERIALS
BULLETIN NO. P&L – 3114

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, September 24, 2021**. Bids can be faxed to Ext. 3279 or sent via interoffice mail to MC: 3131.

POSITION: Warehouse Person (C. Howard-Lowe) – Temporary
LOCATION: Hillside
TOUR OF DUTY: 7:30 AM – 3:30 PM
REST DAYS: Saturday & Sunday
RATE OF PAY: \$36.853 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
September 15, 2021

LONG ISLAND RAILROAD
MANAGEMENT-TRANSPORTATION CREW MANAGEMENT SERVICES

Bulletin Awards - Non-Ops

Bulletin ID: USBUL2-28 **Sequence:** 26

Description: USHER BULLETIN 2/28

Open: 09/01/2021 00:01 Close: 09/10/2021 17:00 Effective: 09/15/2021 00:01 Posted: 09/01/2021 00:01

Asgn	Position	Perm or Temp	Terminal	Emp Num	Employee Name	Rank From
BKU2	USHERS	Permanent	ATLANTIC AVE	59040	J Lynch	
UX0008	USHERS	Permanent	LIRR-Extra List	51675	P Sciaulino	
UX0012	USHERS	Permanent	LIRR-Extra List	Readvertis		
UX0013	USHERS	Permanent	LIRR-Extra List	Readvertis		
RUH6	USHERS	Permanent	NEW YORK	Readvertis		

Bulletin Description: USHER BULLETIN 2/29

Open: 09/15/2021 00:01

Close: 09/24/2021 17:00

Effective: 09/29/2021 00:01

Posted: 09/15/2021 00:01

Asgn	Position	Perm Or Temp	Terminal
UX0012	USHERS	Permanent	LIRR-Extra List

Location VARIOUS

Report Time VARIOUS

Rest Days VARIOUS

Rate Of Pay \$39.511 HOURLY & \$1.650 DIFFERENTIAL BASE RATE
MUST COplete 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.

Bulletin Description: USHER BULLETIN 2/29

Open: 09/15/2021 00:01

Close: 09/24/2021 17:00

Effective: 09/29/2021 00:01

Posted: 09/15/2021 00:01

Asgn	Position	Perm Or Temp	Terminal
UX0013	USHERS	Permanent	LIRR-Extra List

Location VARIOUS

Report Time VARIOUS

Rest Days VARIOUS

Rate Of Pay \$39.511 HOURLY & \$1.650 DIFFERENTIAL BASE RATE
MUST COplete 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

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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 ID: USBUL2-29

Bulletin Seq: 26

Bulletin Description: USHER BULLETIN 2/29

Open: 09/15/2021 00:01

Close: 09/24/2021 17:00

Effective: 09/29/2021 00:01

Posted: 09/15/2021 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 \$39.564 HOURLY & \$1.650 DIFFERENTIAL

THURS/FRI: BM1 (7AM)

SAT: NYU2X (7AM)

SUN/MON: JAU6 (3PM)

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: TELBUL2-65 **Sequence:** 65

Description: TELEGRAPHERS BULLETIN 2-65

Open: 09/01/2021 00:01 Close: 09/10/2021 17:00 Effective: 09/15/2021 00:01 Posted: 09/01/2021 00:01

Asgn	Position	Perm or Temp	Terminal	Emp Num	Employee Name	Rank	From
FT3	BLOCK OPERATOR	Permanent	BROOK	Readvertis			
JCCMT2	BLOCK OPERATOR	Temporary	JCC TOWER	Readvertis			
JCHNA3	ASST. TRAIN DIRECTOR	Permanent	JCC TOWER	59147	CLOUGHEN, B	179 TX1006	BO LIRR
BO1056	BLOCK OPERATOR	Temporary	LIRR-Extra List	Readvertis			
BO1058	BLOCK OPERATOR	Temporary	LIRR-Extra List	Readvertis			
BO1059	BLOCK OPERATOR	Temporary	LIRR-Extra List	Readvertis			
PSCTR4	BLOCK OPERATOR	Temporary	PENN STATION CENTRAL	59144	FIERRO, A	BO1057	BO LIRR

LONG ISLAND RAILROAD
MANAGEMENT-TRANSPORTATION CREW MANAGEMENT SERVICES

Bulletin ID: TELBUL2-66

Bulletin Seq: 66

Bulletin Description: TELEGRAPHERS BULLETIN 2-65

Open: 09/15/2021 00:01

Close: 09/24/2021 17:00

Effective: 09/29/2021 00:01

Posted: 09/15/2021 00:01

Asgn	Position	Perm Or Temp	Terminal
BO1056	BLOCK OPERATOR	Temporary	LIRR-Extra List
	Location TELEGRAPHER EXTRA LIST		
	Report Time VARIOUS		
	Rest Days WEDNESDAY & THURSDAY		
	Rate Of Pay \$41.166 HOURLY & \$1.666 DIFFERENTIAL		
BO1057	BLOCK OPERATOR	Temporary	LIRR-Extra List
	Location TELEGRAPHER EXTRA LIST		
	Report Time VARIOUS		
	Rest Days THURSDAY & FRIDAY		
	Rate Of Pay \$41.166 HOURLY & \$1.666 DIFFERENTIAL		
BO1058	BLOCK OPERATOR	Temporary	LIRR-Extra List
	Location TELEGRAPHER EXTRA LIST		
	Report Time VARIOUS		
	Rest Days THURSDAY & FRIDAY		
	Rate Of Pay \$41.166 HOURLY & \$1.666 DIFFERENTIAL		
BO1059	BLOCK OPERATOR	Temporary	LIRR-Extra List
	Location TELEGRAPHER EXTRA LIST		
	Report Time VARIOUS		
	Rest Days FRIDAY & SATURDAY		
	Rate Of Pay \$41.166 HOURLY & \$1.666 DIFFERENTIAL		
FT3	BLOCK OPERATOR	Permanent	BROOK
	Location BROOK TOWER		
	Report Time 1001PM		
	Rest Days WEDNESDAY & THURSDAY		
	Rate Of Pay \$41.166 HOURLY \$1.666 DIFFERENTIAL		

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

Bulletin ID: TELBUL2-66

Bulletin Seq: 66

Bulletin Description: TELEGRAPHERS BULLETIN 2-65

Open: 09/15/2021 00:01

Close: 09/24/2021 17:00

Effective: 09/29/2021 00:01

Posted: 09/15/2021 00:01

Asgn	Position	Perm Or Temp	Terminal
JCCMT2	BLOCK OPERATOR	Temporary	JCC TOWER
Location	JCC TOWER		
Report Time	201PM		
Rest Days	MONDAY & TUESDAY		
Rate Of Pay	\$41.166 HOURLY \$1.666 DIFFERENTIAL		

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

09/14/20 11:07

Bulletin ID: TELBUL2-66**Bulletin Seq:** 66**Bulletin Description:** TELEGRAPHERS BULLETIN 2-66

Open: 09/15/2021 00:01

Close: 09/24/2021 17:00

Effective: 09/29/2021 00:01

Posted: 09/15/2021 00:01

Asgn	Position	Perm Or Temp	Terminal
MT3013	MVB TRAINEE	Temporary	LIRR-Extra List
	Location Movement Bureau		
	Report Time VARIOUS		
	Rest Days VARIOUS		
	Rate Of Pay \$41.166 HOURLY* (MINIMUM)		

Please note this position is in accordance with the TCU agreement signed on February 16, 2018

Training position open to Block Operators by which the carrier shall develop a training program to prepare and qualify Block Operators for Group 3. Such training shall be awarded by Block Operator seniority. Employees will be trained by carrier while maintaining their Block Operator positions. After the training is complete those Block Operators shall return to their previous positions, or at their selection may be placed on the Block Operator Extra List. They shall secure seniority on the Group 3 roster from the date they successfully completed Group 3 training. The Superintendent- Train Movement will determine, based on fitness and ability, those employees who have successfully completed Group 3 training. Group 3 qualified Block Operators will receive an increase in wages of \$1.25 per hour in addition to their normal rate of pay, provided they maintain Group 3 qualifications and remain on the Group 3 seniority list. Upon completion of training program, Group 3 qualified Block Operators must bid an open Group 3 position in the Movement Bureau. Please refer to agreement/verbiage in agreement for further information.

MT3014	MVB TRAINEE	Temporary	LIRR-Extra List
	Location Movement Bureau		
	Report Time VARIOUS		
	Rest Days VARIOUS		
	Rate Of Pay \$41.166 HOURLY* (MINIMUM)		

Please note this position is in accordance with the TCU agreement signed on February 16, 2018

Training position open to Block Operators by which the carrier shall develop a training program to prepare and qualify Block Operators for Group 3. Such training shall be awarded by Block Operator seniority. Employees will be trained by carrier while maintaining their Block Operator positions. After the training is complete those Block Operators shall return to their previous positions, or at their selection may be placed on the Block Operator Extra List. They shall secure seniority on the Group 3 roster from the date they successfully completed Group 3 training. The Superintendent- Train Movement will determine, based on fitness and ability, those employees who have successfully completed Group 3 training. Group 3 qualified Block Operators will receive an increase in wages of \$1.25 per hour in addition to their normal rate of pay, provided they maintain Group 3 qualifications and remain on the Group 3 seniority list. Upon completion of training program, Group 3 qualified Block Operators must bid an open Group 3 position in the Movement Bureau. Please refer to agreement/verbiage in agreement for further information.

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: CREW9-05 **Sequence:** 5

Description: C/D BULLETIN 9-05

Open: 09/01/2021 00:01 Close: 09/10/2021 17:00 Effective: 09/15/2021 00:01 Posted: 08/01/2021 00:01

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

LONG ISLAND RAILROAD
MANAGEMENT-TRANSPORTATION CREW MANAGEMENT SERVICES

Bulletin ID: CREW9-06

Bulletin Seq: 6

Bulletin Description: C/D BULLETIN 9-06

Open: 09/15/2021 00:01

Close: 09/24/2021 17:00

Effective: 09/29/2021 00:01

Posted: 09/14/2021 00:01

Asgn	Position	Perm Or Temp	Terminal
CD1F	CREW DISPATCHER	Temporary	JAMAICA
Location	TRANSPORTATION CREW MANAGEMENT, JAMAICA		
Report Time	759AM		
Rest Days	MONDAY & TUESDAY		
Rate Of Pay	\$45.691 HOURLY & \$1.896 DIFFERENTIAL		
APPLICANTS FOR THIS POSTITION 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.			

CX4003	CREW DISPATCHER	Permanent	LIRR-Extra List
Location	TRANSPORTATION CREW MANAGEMENT, JAMAICA (5C1)		
Report Time	VARIOUS		
Rest Days	VARIOUS		
Rate Of Pay	\$45.691 HOULRY & \$1.896 DIFFERENTIAL		
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.			

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



Long Island Rail Road

STATIONS DEPARTMENT
NOTICE NO. 2021-35

TO: All Ticket Agents, Ticket Clerks, Station Appearance Maintainers (SAMs) & Customer Service Ambassadors (CSAs)

DATE: August 16, 2021

FROM: James Compton, Chief Stations Officer

[Handwritten signature]

For J. Compton

SUBJECT: 2022 Vacation Selections

Attached is the 2022 Vacation Request Form that you must use to make your vacation selections. Please use the following procedure to complete the form:

A. Complete Heading:

1. LEGIBLY write your name, employee number, position, and TCU seniority date.
2. Vacation allowance is based on years of LIRR service which is not necessarily your TCU seniority date. Indicate your LIRR service date, which should be used to determine your 2022 vacation allowance.
3. Using the following table, determine your 2022 vacation allowance and indicate the number of weeks or days. **Please note, for employees entitled to at least 2 weeks that DID NOT work at least 100 days in the prior year, they WILL NOT be entitled to the full allotment listed below.**

YEARS OF QUALIFYING SERVICE

VACATION ALLOWANCE

15 Years and over
10 Years, but less than 15 Years
5 Years, but less than 10 Years
1 Year, but less than 5 Years
Less than 1 Year

5 Weeks
4 Weeks
3 Weeks
2 Weeks
Up to 10 days (one day per month granted for each month you worked more than 15 days)

4. Under the existing TCU Agreement, if you have three years of service, you are entitled to one extra vacation day in lieu of your birthday holiday. Indicate whether you are entitled to the birthday vacation day.
5. If you are entitled to 5 weeks' vacation: Agents, Ticket Clerks, & SAMs (CSAs excluded) are eligible to reserve one-week vacation to be used as individual days which should be indicated on your selection form. If you schedule 5 weeks on the request form, you will not be entitled to reserve a week in days.

Please follow the list of instructions for using single vacation days (excluding CSAs):

- A. To be eligible, employee must be entitled to five (5) weeks' vacation at the beginning of the calendar year.
- B. If the eligible employee decides to use a week in days and makes any or all individual vacation day selections with his or her weeklong vacation selections, seniority will prevail in those selections. Employees not desiring to pre-pick any days with their week vacation picks will be permitted to select them on a first come first served basis. They cannot be requested more than thirty (30) days prior and must be requested at least twenty-four (24) hours before the desired date. Abusive use of cancelling or changing single vacation days once scheduled will deem you ineligible to continue that practice.
- C. Current rules covering relief day work before and after vacation only apply when a full five (5) day week is taken.
- D. No more than three (3) eligible employees per craft will be given single vacation days on any one day.
- E. Single vacation days must be scheduled by November 30. If an employee has remaining unscheduled single vacation days, the Carrier will schedule them at its discretion during the remainder of the calendar year.
- F. No single vacation days will be granted on holidays. No single vacation days will be granted on days immediately preceding or immediately after Thanksgiving, Christmas, or New Year's Day.

B. Entering Vacation Choices:

- 1. There are two vacation request forms: One for your weeklong vacation picks, and one for your pre-picked single vacation days. Be sure to utilize the correct request form.
- 2. Vacation weeks are numbered, and each week begins with Monday. In addition, the legal holidays observed by the Carrier are listed and highlighted on the calendar. Your vacation will begin on the first workday following your second relief day of the week you are scheduled for.
- 3. Picking your weeks and picking your days (if you are entitled to individual days):
 - a. Choose up to 15 combinations of vacation week selections and enter each selection going across in the area provided. Your first choice of combinations should be on the top line, your second choice of combinations on the second line, etc. Your vacation choices will be reviewed in order. Your first available choice will be awarded. If none of your choices are available your vacation will be assigned, choose a preferred season on the selection form.
 - b. Choose up to 15 single days, indicate the actual day you are choosing NOT the week number. This is only for employees who are entitled to 5 weeks' vacation (excludes CSAs).

Notice No. 2021-35
2022 Vacation Selections

4. If you are entitled to the birthday vacation day, review each of your choices and select a week you would prefer to take that day with. Place the letter A (After your vacation week) or B (Before your vacation week) next to your chosen week number. **WHEN YOU CONFIRM YOUR VACATION WITH CREW THE WEEK BEFORE ITS SCHEDULED, BE SURE TO CONFIRM YOUR "A" OR "B" DAY.**
5. Sign the form(s) and forward it to the Stations Department Crew Office, Jamaica Station, Mail Code 1106, by **Monday, October 11, 2021**. If your form is not submitted by this date, your vacation will be assigned.

If you have any questions, contact Rosina Morales at 347-494-6071.

Three Attachments (2022 Vacation Calendar, Weekly Vacation Request Form, Single Day Request Form)

Stations Department Vacation Calendar 2022

JANUARY							
WK	M	T	W	T	F	S	S
						1	2
1	3	4	5	6	7	8	9
2	10	11	12	13	14	15	16
3	17	18	19	20	21	22	23
4	24	25	26	27	28	29	30
5	31						

FEBRUARY							
WK	M	T	W	T	F	S	S
5		1	2	3	4	5	6
6	7	8	9	10	11	12	13
7	14	15	16	17	18	19	20
8	21	22	23	24	25	26	27
9	28						

MARCH							
WK	M	T	W	T	F	S	S
9		1	2	3	4	5	6
10	7	8	9	10	11	12	13
11	14	15	16	17	18	19	20
12	21	22	23	24	25	26	27
13	28	29	30	31			

APRIL							
WK	M	T	W	T	F	S	S
13					1	2	3
14	4	5	6	7	8	9	10
15	11	12	13	14	15	16	17
16	18	19	20	21	22	23	24
17	25	26	27	28	29	30	

MAY							
WK	M	T	W	T	F	S	S
17							1
18	2	3	4	5	6	7	8
19	9	10	11	12	13	14	15
20	16	17	18	19	20	21	22
21	23	24	25	26	27	28	29
22	30	31					

JUNE							
WK	M	T	W	T	F	S	S
22			1	2	3	4	5
23	6	7	8	9	10	11	12
24	13	14	15	16	17	18	19
25	20	21	22	23	24	25	26
26	27	28	29	30			

Holidays Provided by Agreement

New Year's Day	January 1st
Martin Luther King, Jr. Day	January 17th
Washington's Birthday	February 21st
Good Friday	April 15th
Memorial Day	May 30th
Independence Day	July 4th
Labor Day	September 5th
Columbus Day	October 10th
Election Day	November 8th
Thanksgiving Day	November 24th
Day After Thanksgiving	November 25th
Christmas Day	December 25th

IF YOUR RELIEF DAYS ARE:

YOUR VACATION BEGINS ON:

Sat/Sun	→	Mon of the same week #
Sun/Mon	→	Tues of the same week #
Mon/Tues	→	Wed of the same week #
Tues/Wed	→	Thurs of the same week #
Wed/Thurs	→	Fri of the same week #
Thurs/Fri	→	Sat of the same week #
Fri/Sat	→	Sun of the NEXT week #

REMINDER:

SELECTIONS ARE DUE TO CREW BY 10/11/2021

JULY							
WK	M	T	W	T	F	S	S
26					1	2	3
27	4	5	6	7	8	9	10
28	11	12	13	14	15	16	17
29	18	19	20	21	22	23	24
30	25	26	27	28	29	30	31

AUGUST							
WK	M	T	W	T	F	S	S
31	1	2	3	4	5	6	7
32	8	9	10	11	12	13	14
33	15	16	17	18	19	20	21
34	22	23	24	25	26	27	28
35	29	30	31				

SEPTEMBER							
WK	M	T	W	T	F	S	S
35				1	2	3	4
36	5	6	7	8	9	10	11
37	12	13	14	15	16	17	18
38	19	20	21	22	23	24	25
39	26	27	28	29	30		

OCTOBER							
WK	M	T	W	T	F	S	S
39						1	2
40	3	4	5	6	7	8	9
41	10	11	12	13	14	15	16
42	17	18	19	20	21	22	23
43	24	25	26	27	28	29	30
44	31						

NOVEMBER							
WK	M	T	W	T	F	S	S
44		1	2	3	4	5	6
45	7	8	9	10	11	12	13
46	14	15	16	17	18	19	20
47	21	22	23	24	25	26	27
48	28	29	30				

DECEMBER							
WK	M	T	W	T	F	S	S
48				1	2	3	4
49	5	6	7	8	9	10	11
50	12	13	14	15	16	17	18
51	19	20	21	22	23	24	25
52	26	27	28	29	30	31	



Long Island Rail Road

Stations Department 2022 Vacation Week Request Form

(Please Print Clearly)

PLEASE PRINT

Name
Employee Number

Please check one:

		Station	Customer
	Ticket	Appearance	Service
Agent	Clerk	Maintainer	Ambassador
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

TCU Seniority Date
Date of Service for Vacation Allowance
Number of Weeks Claimed
Birthday Vacation Day Allowance Claimed (Yes/No)
Entitled to 5 weeks vacation electing to take a week of vacation in days (Yes/No)

Office Use Only

Week A/B

WEEKLY Vacation Selections

Choice

1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
14							
15							

Example

2	9A	44		
2	20B	51		

1st Choice

2nd Choice

Employee has 3 weeks vacation and is
requesting to have the following weeks
off for 2022

Choice 1

Week 2 - week of 1/10/2022

Week 9A - week of 2/28/2022 - w/birthday at the END

Week 44 - week of 10/31/2022

Choice 2

Week 2 - week of 1/10/2022

Week 20B - week of 5/16/2022 w/birthday at the BEGINNING

Week 51 - week of 12/19/2022

If you run out of choices, which would you prefer:

Winter	
Summer	

Spring	
Fall	

Prepared By

(Signature)

Date Prepared

RETURN TO:

Stations Department Crew

Jamaica Station

Mail Code 1106

NO LATER THAN 10/11/2021

Stations Department 2022 Vacation Week Request Form

(Please Print Clearly)

Name
Employee Number

TCU Seniority Date
Date of Service for Vacation Allowance
Only employees who are entitled to 5 weeks vacation are to fill out this sheet

Office Use Only
<div style="border: 1px solid black; width: 80px; margin: 0 auto; padding: 2px;">DATE</div> <div style="border: 1px solid black; width: 80px; margin: 2px auto; height: 15px;"></div> <div style="border: 1px solid black; width: 80px; margin: 2px auto; height: 15px;"></div> <div style="border: 1px solid black; width: 80px; margin: 2px auto; height: 15px;"></div> <div style="border: 1px solid black; width: 80px; margin: 2px auto; height: 15px;"></div> <div style="border: 1px solid black; width: 80px; margin: 2px auto; height: 15px;"></div>

Please check one:

	Station
	Ticket Appearance
Agent	Clerk Maintainer
<input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>

Single Vacation DAY Selections

Choice			<div style="border: 1px solid black; padding: 2px;"> Example </div> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%; text-align: right; padding-right: 5px;">1st Choice</td> <td style="border: 1px solid black; padding: 2px; text-align: center;">8/3/2022</td> </tr> <tr> <td style="text-align: right; padding-right: 5px;">2nd Choice</td> <td style="border: 1px solid black; padding: 2px; text-align: center;">8/5/2022</td> </tr> </table> <p style="margin-top: 20px;">Enter the date you want to use one of your vacation days. You have 15 choices.</p> <p style="margin-top: 10px;">Please do NOT enter the week number, just the actual date you are requesting.</p> <p style="margin-top: 20px;">No single vacation days will be granted on holidays or days immediately preceding or immediately following Thanksgiving, Christmas or New Year's Day.</p>	1st Choice	8/3/2022	2nd Choice	8/5/2022
1st Choice	8/3/2022						
2nd Choice	8/5/2022						
D A Y S	<div style="border: 1px solid black; height: 100px; position: relative;"> <div style="position: absolute; left: -10px; top: 0; width: 10px; height: 100px; text-align: center; font-size: 0.8em;">1 2 3 4 5 6 7 8 9 10 11 12 13 14 15</div> </div>						

Prepared By (Signature)
Date Prepared

RETURN TO:
 Stations Department Crew
 Jamaica Station
 Mail Code 1106
NO LATER THAN 10/11/2021

**STATIONS DEPARTMENT
NOTICE NO. 2021-37**

DATE: August 31, 2021
TO: All Stations Department Employees
FROM: James Compton, Chief Stations Officer
SUBJECT: Cool Weather Dress Code



With the return of cooler weather, all Stations Department employees are required to comply with the dress code effective **Tuesday, September 7, 2021**. As front-line employees, 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.

As always, proper safety footwear must be worn in accordance with Corporate Policy and Procedure SAFE-009. All employees in safety sensitive positions "...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 shoe laces **must** be replaced with new ones immediately to avoid injury.

Ticket Agents / Ticket Clerks

All ticket office employees will be required to wear their full uniform including tie and neck scarf. Ticket sellers may remove their jackets while selling and LIRR uniform sweaters may be worn at any time. As always, your blue agent or ticket clerk name tag must be worn or prominently displayed at the ticket window so that customers can see it. If you lose or misplace your name tag, contact your manager so that a replacement can be ordered. LIRR polo shirts are permitted while working bus programs, during the summer months (Memorial Day – Labor Day) or other special events approved by your manager.

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, safety shoes are required, and the uniform cargo pants are expected to be worn. TSM employees working as ticket agents, clerks or ushers must wear LIRR issued uniforms as detailed above.

Lead Foreman/ Traveling Foremen / Station Appearance Maintainers (SAMs)

Foremen and SAMs are required to wear railroad issued uniforms. **Jeans and Leggings are not permitted.** Alternative uniform items with the LIRR logo that are purchased (i.e., sweatshirts) are permitted subject to manager approval. The LIRR logo needs to be visible at all times. **NOTE: Proper Personal Protective Equipment (PPE) is required while on duty.**

Customer Service Ambassadors

All ambassadors are required to wear their full uniform including name badge, vest and/or blazer, and tie or neck scarf. LIRR issued overcoat (weather permitting) is also required. The red ambassador sweaters are optional. If you need any uniform items, please contact your manager.

Should you have any questions about the dress code or footwear, please contact your manager.

Attachment

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

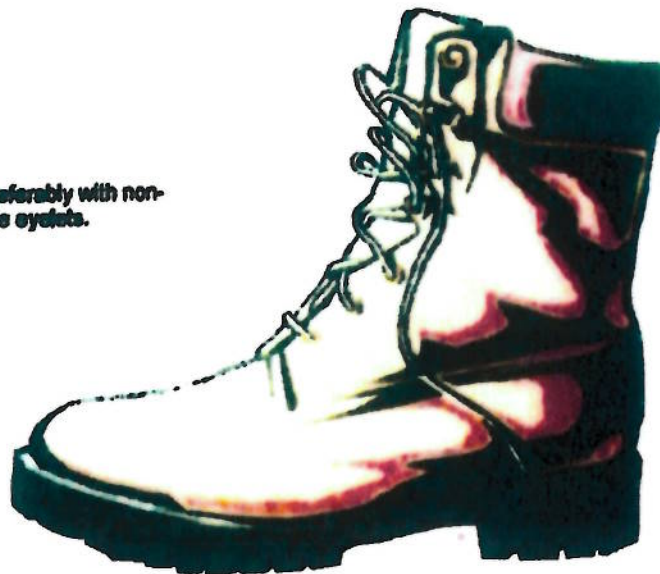
ASTM F 2413-11
M/I/75/C/75
EH

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.



STATIONS DEPARTMENT
NOTICE NO. 2021-38 (REVISED 9.7.21)

DATE: September 2, 2021
TO: All Stations Department Employees
FROM: James Compton, Chief Stations Officer
SUBJECT: **COVID-19 Testing Program for Unvaccinated Employees**

Effective 9/5/2021 this testing program has been put on hold however, you can still be tested if you want to be at any of the MTA testing locations. See attached from MTA Safety and Security team.

Beginning Tuesday, September 7th, MTA employees who are not registered as vaccinated in the MTA COVID-19 Vaccine Portal (<https://new.mta.info/covid-19/>) will be required to participate in a mandatory weekly testing program. This program will be rolled out as a soft launch (pilot) at the LIRR on Wednesday, September 8th. Below are key components of this program.

- **Locations** – Hillside Support Facility, KO Yard, Babylon Yard, Penn Station (***see attached listing***)
- **Date/Time** – Beginning 9/8/21; Mondays, Wednesdays, Fridays; 3pm to 12:00am (midnight)
- **Participants** - All employees who did not register as vaccinated in the MTA COVID-19 Vaccine Portal, ***whose headquarters and shifts coincide with the above locations and time.***
- **Process:**
 - ***MTA HQ will contact all participants (management and represented) via email instructing them how to register online for this program and provide specific instructions how to gather one's sample and submit their COVID-19 test (see corporate email attached sent on September 2nd outlining this program).***
 - This will be a saliva test (***see attached instructions***). The test kits will be made available at these locations mentioned above for employees to provide their sample. Test kits with samples can be completed prior to work and brought to the location. Kits can be dropped at any location.
 - Participating employees **are required** to submit their sample via test kits on a weekly basis. Test kits may be deposited, during one's tour, in a drop box staffed (temporarily) by the contractor, Mt. Sinai, at the above locations. Employees are to use their smart phones to scan bar codes on their test kit for tracking purposes. Mt. Sinai staff will assist in this process, offering iPads if needed to register or submit one's sample.
 - MTA HQ will follow up with non-compliant participants by phone.
- **Miscellaneous:**
 - Vaccinated employees may participate as well.
 - Test Kits may be submitted, while off duty, at off-site Northwell locations as well.
 - This program will expand to additional locations in the coming weeks.
 - Compliance with this program should not interfere with service or productivity.
 - ***MTA HQ will be providing detailed program instructions to participants.***



Safety & Security

September 5, 2021

Colleagues,

Over the past six weeks MTA has worked to build out a network of 120 testing sites at nearly all of our major employee facilities, and encourages all unvaccinated employees to get tested weekly, at these MTA sites, or other convenient locations. While the testing sites will be operational on Sept. 7, as we've always planned, MTA has decided to defer compliance standards at this time. That means testing, while strongly encouraged, will remain voluntary for the time being.

Of course, we firmly believe that getting vaccinated remains the single most important step everyone can take to protect yourselves, families, friends, and colleagues, in accordance with guidance from health experts at all levels of science and government. If you are not vaccinated, please seek advice and answers to any questions from your personal physician or from the MTA's Occupational Health Services (OHS). If you are vaccinated but haven't uploaded proof of vaccination yet, please do so at new.mta.info/covid-19.

Several factors have played a role in the decision to defer the compliance portion of the vaccine or test program for unvaccinated colleagues. First, in the past week the attention of the organization and our workforce has appropriately been focused on responding to and repairing the extraordinary damage caused by Ida and the RCC-related subway emergency last Sunday. Second, several issues raised by our labor unions require additional review. In addition, the State has updated its policies and extended the start date for its own vaccine-or-test program for non-healthcare State employees until mid-October.

We commit to keeping all of you apprised as we continue to build this program and formalize a date to initiate compliance standards.

Thank you and stay safe.

A blue ink signature of Patrick Warren, written in a cursive style.

Patrick Warren
MTA Chief Safety & Security Officer



STATIONS DEPARTMENT

NOTICE NO. 2021-39

Date: September 8, 2021
To: Stations Department Employees
From: James Compton, Chief Stations Officer *James Compton*
Subject: Mail & Ride Conversion to a Mobile Solution (eTix®)

**Effective with the October 2021's Monthly Ticket,
All Future Mail & Ride Tickets Will Be Delivered as Mobile
Tickets via (eTix®).**

**Joint MetroCard tickets (paper tickets) will no longer be available for
Mail & Ride customers.**

M&R Customers have until Thursday, September 9th, 2021, to convert to Mobile Ticketing. All M&R accounts that have **not** converted by September 9th, 2021, will be set to "Inactive Accounts" (future monthly tickets will not be delivered till action is taken). Once an account is set to inactive it can only be changed by M&R staff to active again.

Besides the distribution of the M&R ticket, the customer's M&R account remains unchanged.

**M&R account holders should be instructed to call 511 or 718-217-5477
between 7:30 AM and 5:00 PM, Monday through Friday (M&R Dept),
for more information or to convert to a Mobile solution within M&R.**

Any questions please refer to any Stations Dept. Manager.

**STATIONS DEPARTMENT
NOTICE NO. 2021-40**

Date: September 13, 2021
To: Stations Department Employees
From: James Compton, Chief Stations Officer
Subject: **Bike Permits NOT Required on Trains Effective September 7th, 2021**

James Compton

Effective Tuesday, September 7th, 2021.

Bike Permits Will No Longer Be Required.

Do NOT sell Bike Permits from Ticket Office Machines.

TOMs will be updated at the next release.

Cycling customers will no longer be required to show a permit when boarding LIRR trains with full-sized bicycles.

This requirement is also being lifted on Metro-North Railroad.


All other restrictions and requirements regarding taking bicycles on the train will remain in effect.

For current information about taking bicycles on the LIRR, visit
<https://new.mta.info/guides/bikes/bike-permit-regulations-lirr>.

Any questions, please refer to any Stations Dept. Manager.

**STATIONS DEPARTMENT
NOTICE NO. 2021-41**

Date: September 13, 2021
To: Stations Department Employees
From: James Compton, Chief Stations Officer
SUBJECT: **2021 Customer Appreciation – Autumn Weekend Program**



The LIRR is continuing an appreciation program for LIRR monthly commuters this fall.

Program Regulations:

- Will allow LIRR monthly ticket holders to travel system wide with up to four (4) companions (adults or children) for 11 weekends this Autumn
- Will be starting on Saturday, September 11, 2021 and ending on Sunday, November 21, 2021
- \$1.00 per companion each way (children under 5 yrs. old ride free).

How & Where to Purchase:

Monthly ticket holders who wish to take advantage of this program need to purchase \$1 Family Fare tickets through:

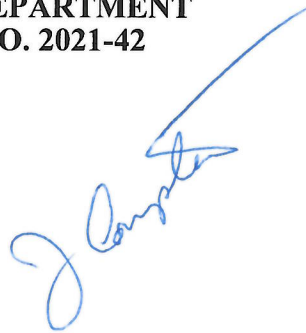
- TVMs
- Ticket Windows
- MTA eTix
- On-board LIRR trains.

If you have any questions, please contact a Stations Department Manager

* * *

**STATIONS DEPARTMENT
NOTICE NO. 2021-42**

Date: September 13, 2021
To: Stations Department Employees
From: James Compton, Chief Stations Officer
SUBJECT: **2021 Friends & Family Wednesdays**



The LIRR is offering a promotional program for LIRR monthly commuters this fall.

Program Regulations:

- Will allow LIRR monthly ticket holders to travel with one family member or friend on Wednesdays.
- Will be starting on Wednesday, September 15, 2021 and ending on Wednesday, October 27, 2021
- \$1.00 each way (children under 5 yrs. old ride free)

How & Where to Purchase:

Monthly ticket holders who wish to take advantage of this program need to purchase \$1 Family Fare tickets through:

- TVMs
- Ticket Windows
- MTA eTix
- On-board LIRR trains

If there are any questions, please contact a Stations Department Manager

* * *