



Long Island Rail Road
Going your way

BID SHEETS

JOB NO. 41

POSITION PERMANENT	CLERK – CENTRAL MANPOWER
LOCATION	HILLSIDE MAINTENANCE COMPLEX
TOUR OF DUTY	4:30 PM to 12:30 AM
RELIEF DAYS	MONDAY & TUESDAY
RATE OF PAY	SAME AS JOB NO. 23
QUALIFICATIONS	SAME AS JOB NO. 23

JOB NO. 28

POSITION PERMANENT	CLERK – CENTRAL MANPOWER
LOCATION	HILLSIDE MAINTENANCE COMPLEX
TOUR OF DUTY	10:30 PM to 6:30 AM
RELIEF DAYS	SUNDAY & MONDAY
RATE OF PAY	SAME AS JOB NO. 23
QUALIFICATIONS	SAME AS JOB NO. 23

JOB NO. 34

POSITION PERMANENT	CLERK – CENTRAL MANPOWER
LOCATION	HILLSIDE MAINTENANCE COMPLEX
TOUR OF DUTY	10:30 PM to 6:30 AM
RELIEF DAYS	SUNDAY & MONDAY
RATE OF PAY	SAME AS JOB NO. 23
QUALIFICATIONS	SAME AS JOB NO. 23

JOB NO. 8

POSITION PERMANENT	CLERK RELIEF – CENTRAL MANPOWER
LOCATION	HILLSIDE MAINTENANCE COMPLEX
TOUR OF DUTY	Sun-Mon 6:30 a.m. to 2:30 p.m. Tue-Wed-Thu 2:30 p.m. to 10:30 p.m.
RELIEF DAYS	FRIDAY & SATURDAY
RATE OF PAY	SAME AS JOB NO. 23
QUALIFICATIONS	SAME AS JOB NO. 23

K. WIEBER
OFFICE OF M/E MANPOWER, HMC 3011

**THE LONG ISLAND RAILROAD
OFFICE OF THE CHIEF STATIONS OFFICER
STATIONS DEPARTMENT**

DATE: January 17, 2024

BULLETIN NO.: SD-2-2024

This bulletin will close at 5:00 PM on Friday, January 26, 2024

It will be open to employees included in the consolidated system seniority roster for AGENT 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 **Stations Department – Crew Office, 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are close to the closing date/time of the bid be sure to call crew directly to get a verification that the bid has been withdrawn.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 do not receive a response after 48 hours, please call the crew dispatcher's office to inquire.

Position No.	1	Temporary	(A505) Supervising Agent
Location:			Atlantic Terminal
Tour of Duty:			6:00AM – 2:00PM
Rate of Pay:			\$52.670
Rest Days:			Wednesday / Thursday

Position No.	2	Permanent	(A603) Agent
Location:			Huntington
Tour of Duty:			12:00PM – 8:00PM
Rate of Pay:			\$46.231
Rest Days:			Tuesday / Wednesday

**THE LONG ISLAND RAILROAD
OFFICE OF THE CHIEF STATIONS OFFICER
STATIONS DEPARTMENT**

Position No.	3	Permanent	(A901) Supervising Agent / Agent – <i>Assigned D. Moran</i>
Location:	Atlantic Terminal / Jamaica Theater		
Tour of Duty:	Wed / Thu – Atlantic Terminal – Supvg Agent - 6:00AM – 2:00PM Fri – Jamaica Theater – Agent – 2:00PM – 10:00PM Sat / Sun – Atlantic Terminal – Supvg Agent – 2: 00PM – 10:00PM		
Rate of Pay:	Wed / Thu / Sat / Sun - \$52.670 Fri - \$50.245		
Rest Days:	Monday / Tuesday		

**THE LONG ISLAND RAILROAD
OFFICE OF THE CHIEF STATIONS OFFICER
STATIONS DEPARTMENT**

Notice of Awards to Bulletin SD-1-2024

Position Number	Type	Job Number	Name	Award Date
1	PERMANENT	A603-ASSIGNED D.MORAN	RE-ADVERTISE	1/17/2024
2	PERMANENT	A702	F.BORRERO	1/17/2024
3	PERMANENT	A901-ASSIGNED B.ROONEY	RE-ADVERTISE	1/17/2024

**THE LONG ISLAND RAILROAD
OFFICE OF THE CHIEF STATIONS OFFICER
STATIONS DEPARTMENT**

DATE: January 17, 2024

BULLETIN NO.: SD-2-2024

This bulletin will close at 5:00 PM on Friday, January 26, 2024

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 **Stations Department – Crew Office, 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 do not receive a response after 48 hours, please call the crew dispatcher's office to inquire.

PRIMARY DUTIES WILL BE LISTED AFTER THE JOB POSTINGS

Position No.	1	Temporary	(C702) TSM Clerk
Location:			Bethpage Facility
Tour of Duty:			10:30AM – 6:30PM
Rate of Pay:			\$40.222
Rest Days:			Saturday / Sunday

Position No.	2	Temporary	(C840) Ticket Clerk
Location:			Mineola
Tour of Duty:			9:00AM – 5:00PM
Rate of Pay:			\$38.287
Rest Days:			Saturday / Sunday

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STATIONS DEPARTMENT**

Position No.	7	Temporary	(JAM110) Station Appearance Maintainer
Location:	Jamaica		
Tour of Duty:	8:00AM – 4:00PM		
Rate of Pay:	\$33.194		
Rest Days:	Saturday / Sunday		

Position No.	8	Permanent	(ARCH900) Station Appearance Maint – <i>Assigned J. Williams</i>
Location:	Freeport / Arch St Facility / Northport		
Tour of Duty:	Mon – Freeport – 5:00AM – 1:00PM Thu / Fri – Arch St Facility – 6:00AM – 2:00PM Sat / Sun- Northport – 6:00AM – 2:00PM		
Rate of Pay:	Mon / Thu / Fri - \$33.194 Sat / Sun - \$34.214		
Rest Days:	Tuesday / Wednesday		

Position No.	9	Permanent	(H552) Heavy Duty SAM / Heavy Duty Chief – <i>Assigned D. Medeam</i>
Location:	Port Wash / Valley YD / Divide		
Tour of Duty:	Mon / Tue / Sun – HD SAM - 6:00AM – 2:00PM Fri / Sat – HD Chief – 6:00AM – 2:00PM		
Rate of Pay:	Mon / Tue / Sun - \$34.364 Fri / Sat - \$37.914		
Rest Days:	Wednesday / Thursday		

Position No.	10	Permanent	(HMC130) Station Appearance Maintainer
Location:	Hillside Maintenance Complex		
Tour of Duty:	2:30PM – 10:30PM		
Rate of Pay:	\$33.194		
Rest Days:	Saturday / Sunday		

**THE LONG ISLAND RAILROAD
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STATIONS DEPARTMENT**

TICKET CLERK POSTINGS

C804, CG630, CG631

Must be qualified in the sale and accounting of tickets and related duties as outlined in the Instructions to Agents and Ticket Clerk Manual. Passing a pre-screening assessment (i.e. physical, written and/or practical evaluation) will be required. Must have a valid NYS Driver's license. Must possess the ability to exercise good judgment and efficiently perform assigned duties. Will be required to work as directed.

C702

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. Passing a pre-screening assessment (i.e. physical, written and/or practical evaluation) will be required. 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. Will be required to work as directed.

**THE LONG ISLAND RAILROAD
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STATION APPEARANCE MAINTAINER (SAM) POSTINGS

L309P, ARCH900, V915

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.

THE LONG ISLAND RAILROAD
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STATIONS DEPARTMENT

H552

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.

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.

**THE LONG ISLAND RAILROAD
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STATIONS DEPARTMENT**

ATL109, JAM110, JAM119, HMC111, HMC13

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.

RSC1

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.

**THE LONG ISLAND RAILROAD
OFFICE OF THE CHIEF STATIONS OFFICER
STATIONS DEPARTMENT**

SSM5A

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.

**THE LONG ISLAND RAILROAD
OFFICE OF THE CHIEF STATIONS OFFICER
STATIONS DEPARTMENT**

Notice of Awards to Bulletin SD-1-2024

Position Number	Type	Job Number	Name	Award Date
1	TEMPORARY	WOODSIDE EXTRA	D.HOOKES	PENDING
2	PERMANENT	C115	R.FORCER	1/17/2024
3	TEMPORARY	GCM669	R.CHARLES	1/17/2024
4	TEMPORARY	HMC113	WITHDRAWN	WITHDRAWN
5	TEMPORARY	VF102	D.CLEMENTE	1/17/2024
6	PERMANENT	ARCH900-ASSIGNED J.WILLIAMS	RE-ADVERTISE	1/17/2024
7	PERMANENT	H552	D.MADEAM -ASSIGNED	1/17/2024
8	PERMANENT	JAM113	A.GRABOW	1/17/2024
9	PERMANENT	L904-ASSIGNED A.CERTA	J.BRUNO	1/17/2024
10	PERMANENT	RSC1	SAVION MORRIS-ASSIGNED	1/24/2024
11	PERMANENT	SSM24A	S.MISCIOSCIA	1/17/2024
12	PERMANENT	V461	A.BAUM	1/17/2024
13	PERMANENT	V477	CHRISTOPHER SMITH	1/17/2024

**THE LONG ISLAND RAIL ROAD
Assistant Deputy Chief Stores Officer
MTA Material Management & Distribution**

January 17, 2024

**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>
3425	Stockman Exception 4 Permanent	Christian Jahkhah	1/17/24
3428	Stores Truck Driver Temporary (J. Cruz-Pacheco)	NO BIDS RECEIVED	
3429	Assistant Warehouse Person Permanent (J. Faulkner)	Brian Harrison	1/24/24
3430	Warehouse Person Permanent (D. Powell)	Andrea Thompson	1/17/24
3431	Stores Truck Driver Bethpage-Permanent	Paul LaMariana	1/17/24
3432	Warehouse Person Permanent	Dean Powell	1/24/24
3433	Warehouse Person Permanent	Andrea Cintron	1/24/24

Eric Florio
Assistant Deputy Chief Stores Officer
MTA Material Management & Distribution

POSTED: 9:00 AM
January 17, 2024

**THE LONG ISLAND RAIL ROAD
ASSISTANT DEPUTY CHIEF STORES OFFICER
MTA MATERIAL MANAGEMENT & DISTRIBUTION
BULLETIN NO. 3434**

TO ALL EMPLOYEES INCLUDED IN CONSOLIDATED SYSTEM SENORITY OF CLERICAL FORCES:

Bids for the following position in the organization of Material Management & Distribution will be accepted by the Officer named below until the close of business on **Friday, January 26, 2024**. Bids can be faxed to Ext. 3279 or sent via interoffice mail to MC: 3131.

POSITION: Stockman – Permanent
LOCATION: Hillside
TOUR OF DUTY: 7:30 am – 3:30 pm
REST DAYS: Saturday & Sunday
RATE OF PAY: \$42.067 per hour

DUTIES: Must be proficient in WMS and MAXIMO operations and perform all appropriate input. Must have a complete working knowledge of all Stores activities, including knowledge of the entire Long Island Rail Road procurement system, including, but not limited to the following:

Payroll (CTAMS), and must coordinate overtime through user departments. Monthly Stock Status reports, MP-151, SK-35, MW-12, Material Consumption report. Brass report, Wheel and Axle report, Bin Location report. Must have complete working knowledge of the Long Island Rail Road accounting system and its relation to the Stores Department. Will be required to set up complete inventory system and be able to maintain same. Must have a working knowledge of Stores Department shipping and receiving systems as it relates to the user's activities. Perform all other related duties as assigned.

Must have leadership qualities as the span of control encompasses the direction, motivation, supervision and control of two or more employees. Must be able to conduct oneself in a business-like fashion in all oral and written communications.

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.

Eric Florio
Assistant Deputy Chief Stores Officer
MTA Material Management & Distribution

POSTED: 9:00 AM
January 17, 2024

**THE LONG ISLAND RAIL ROAD
ASSISTANT DEPUTY CHIEF STORES OFFICER
MTA MATERIAL MANAGEMENT & DISTRIBUTION
BULLETIN NO. 3435**

TO ALL EMPLOYEES INCLUDED IN CONSOLIDATED SYSTEM SENORITY OF CLERICAL FORCES:

Bids for the following position in the organization of Material Management & Distribution will be accepted by the Officer named below until the close of business on **Friday, January 26, 2024**. Bids can be faxed to Ext. 3279 or sent via interoffice mail to MC: 3131.

POSITION: Warehouse Person – (C. Jahkhah) – Permanent
LOCATION: Hillside
TOUR OF DUTY: 7:30 AM – 3:30 PM
REST DAYS: Saturday & Sunday
RATE OF PAY: \$38.813 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.

Eric Florio
Assistant Deputy Chief Stores Officer
MTA Material Management & Distribution

POSTED: 9:00 AM
January 17, 2024

RE-ADVERTISED

**THE LONG ISLAND RAIL ROAD
ASSISTANT DEPUTY CHIEF STORES OFFICER
MTA MATERIAL MANAGEMENT & DISTRIBUTION
BULLETIN NO. 3436**

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

Bids for the following position in the organization of Material Management & Distribution will be accepted by the Officer named below until the close of business on **Friday, January 26, 2024**. Bids can be faxed to Ext. 3279 or sent via interoffice mail to MC: 3131.

POSITION: Stores Truck Driver – (J. Cruz-Pacheco) – Temporary
RE-ADVERTISED (3406, 3408, 3413, 3418, 3419, 3422, 3423, 3426 & 3428)

LOCATION: Hillside

TOUR OF DUTY: 7:30 AM – 3:30 PM

REST DAYS: Saturday & Sunday

RATE OF PAY: \$37.906 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 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.

Eric Florio
Assistant Deputy Chief Stores Officer
MTA Material Management & Distribution

POSTED: 9:00AM
January 17, 2024

**THE LONG ISLAND RAIL ROAD
ASSISTANT DEPUTY CHIEF STORES OFFICER
MTA MATERIAL MANAGEMENT & DISTRIBUTION
BULLETIN NO. 3437**

TO ALL EMPLOYEES INCLUDED IN CONSOLIDATED SYSTEM SENORITY OF CLERICAL FORCES:

Bids for the following position in the organization of Material Management & Distribution will be accepted by the Officer named below until the close of business on **Friday, January 26, 2024**. Bids can be faxed to Ext. 3279 or sent via interoffice mail to MC: 3131.

POSITION: Warehouse Person – (B. Harrison) – Permanent
LOCATION: Hillside – Shop Floor
TOUR OF DUTY: 3:30 PM – 11:30 PM
REST DAYS: Saturday & Sunday
RATE OF PAY: \$38.813 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.

Eric Florio
Assistant Deputy Chief Stores Officer
MTA Material Management & Distribution

POSTED: 9:00 AM
January 17, 2024

**THE LONG ISLAND RAIL ROAD
ASSISTANT DEPUTY CHIEF STORES OFFICER
MTA MATERIAL MANAGEMENT & DISTRIBUTION
BULLETIN NO. 3438**

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

Bids for the following position in the organization of Material Management & Distribution will be accepted by the Officer named below until the close of business on **Friday, January 26, 2024**. Bids can be faxed to Ext. 3279 or sent via interoffice mail to MC: 3131.

POSITION: Stores Truck Driver – (P. LaMariana) – Permanent
LOCATION: Hillside
TOUR OF DUTY: 7:30 AM – 3:30 PM
REST DAYS: Saturday & Sunday
RATE OF PAY: \$37.906 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 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.

Eric Florio
Assistant Deputy Chief Stores Officer
MTA Material Management & Distribution

POSTED: 9:00AM
January 17, 2024

**THE LONG ISLAND RAIL ROAD
ASSISTANT DEPUTY CHIEF STORES OFFICER
MTA MATERIAL MANAGEMENT & DISTRIBUTION
BULLETIN NO. 3439**

TO ALL EMPLOYEES INCLUDED IN CONSOLIDATED SYSTEM SENORITY OF CLERICAL FORCES:

Bids for the following position in the organization of Material Management & Distribution will be accepted by the Officer named below until the close of business on **Friday, January 26, 2024**. Bids can be faxed to Ext. 3279 or sent via interoffice mail to MC: 3131.

POSITION: Assistant Warehouse Person - (D. Powell) – Permanent
LOCATION: Hillside
TOUR OF DUTY: 7:30 am – 3:30 pm
REST DAYS: Saturday & Sunday
RATE OF PAY: \$36.243 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.

Eric Florio
Assistant Deputy Chief Stores Officer
MTA Material Management & Distribution

POSTED: 9:00 AM
January 17, 2024

**THE LONG ISLAND RAIL ROAD
ASSISTANT DEPUTY CHIEF STORES OFFICER
MTA MATERIAL MANAGEMENT & DISTRIBUTION
BULLETIN NO. 3442**

TO ALL EMPLOYEES INCLUDED IN CONSOLIDATED SYSTEM SENORITY OF CLERICAL FORCES:

Bids for the following position in the organization of Material Management & Distribution will be accepted by the Officer named below until the close of business on **Friday, January 26, 2024**. Bids can be faxed to Ext. 3279 or sent via interoffice mail to MC: 3131.

POSITION: Assistant Warehouse Person - (A. Cintron) – Permanent
LOCATION: Hillside
TOUR OF DUTY: 7:30 am – 3:30 pm
REST DAYS: Saturday & Sunday
RATE OF PAY: \$36.243 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.

Eric Florio
Assistant Deputy Chief Stores Officer
MTA Material Management & Distribution

POSTED: 9:00 AM
January 17, 2024

LONG ISLAND RAILROAD

MANAGEMENT-TRANSPORTATION CREW MANAGEMENT SERVICES

Bulletin Awards - Non-Ops

Bulletin ID: USBUL2-84 **Sequence:** 76

Description: USHER BULLETIN 2/84

Open: 01/03/2024 00:01 Close: 01/12/2024 17:00 Effective: 01/17/2024 00:01 Posted: 01/03/2024 00:01

Asgn	Position	Perm or Temp	Terminal	Emp Num	Employee Name	Rank	From		
UX0001	USHERS	Permanent	LIRR-Extra List	56386	PEPE, CJ	19	JAU1	US	JAM

LONG ISLAND RAILROAD
MANAGEMENT-TRANSPORTATION CREW MANAGEMENT SERVICES

Bulletin ID: USBUL2-85

Bulletin Seq: 76

Bulletin Description: USHER BULLETIN 2/85

Open: 01/17/2024 00:01

Close: 01/26/2024 17:00

Effective: 01/31/2024 00:01

Posted: 01/17/2024 00:01

Asgn	Position	Perm Or Temp	Terminal
JAU1	USHERS	Permanent	JAMAICA

Location JAMAICA

Report Time 12:01AM

Rest Days SATURDAY & SUNDAY

Rate Of Pay \$41.763 HOURLY

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: TELBUL3-22 **Sequence:** 22

Description: TELEGRAPHERS BULLETIN 3-22

Open: 01/03/2024 00:01 Close: 01/12/2024 17:00 Effective: 01/17/2024 00:01 Posted: 01/02/2024 00:01

Asgn	Position	Perm or Temp	Terminal	Emp Num	Employee Name	Rank	From		
TR16	BLOCK OPERATOR	Permanent	BROOK	60096	HYATT, DH	206	TX1001	BO	LIRR
GCM21	TRAIN DIRECTOR	Temporary	GRAND CENTRAL MADISON	Withdrawn					
WL2	BLOCK OPERATOR	Permanent	LEAD	60076	CARERE, ZC	201	TX1002	BO	LIRR
BO1051	BLOCK OPERATOR	Temporary	LIRR-Extra List	Readvertised					
BO1052	BLOCK OPERATOR	Temporary	LIRR-Extra List	Readvertised					

LONG ISLAND RAILROAD
MANAGEMENT-TRANSPORTATION CREW MANAGEMENT SERVICES

Bulletin ID: TELBUL3-23

Bulletin Seq: 23

Bulletin Description: TELEGRAPHERS BULLETIN 3-23

Open: 01/17/2024 00:01

Close: 01/26/2024 17:00

Effective: 01/31/2024 00:01

Posted: 01/16/2024 00:01

Asgn	Position	Perm Or Temp	Terminal
BO1051	BLOCK OPERATOR	Temporary	LIRR-Extra List
	Location TELEGRAPHER EXTRA LIST		
	Report Time VARIOUS		
	Rest Days SATURDAY & SUNDAY		
	Rate Of Pay \$43.355 HOURLY & \$1.666 DIFFERENTIAL		
BO1052	BLOCK OPERATOR	Temporary	LIRR-Extra List
	Location TELEGRAPHER EXTRA LIST		
	Report Time VARIOUS		
	Rest Days SATURDAY & SUNDAY		
	Rate Of Pay \$43.355 HOURLY & \$1.666 DIFFERENTIAL		
BO1058	BLOCK OPERATOR	Permanent	LIRR-Extra List
	Location TELEGRAPHER EXTRA LIST		
	Report Time VARIOUS		
	Rest Days THURSDAY & FRIDAY		
	Rate Of Pay \$43.355 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.

LONG ISLAND RAILROAD

MANAGEMENT-TRANSPORTATION CREW MANAGEMENT SERVICES

Bulletin Awards - Non-Ops

Bulletin ID: CREW9-51 **Sequence:** 51

Description: C/D BULLETIN 9-51

Open: 01/03/2024 00:01 Close: 01/12/2024 17:00 Effective: 01/17/2024 00:01 Posted: 01/02/2024 00:01

Asgn	Position	Perm or Temp	Terminal	Emp Num	Employee Name	Rank From
CX4006	CREW DISPATCHER	Temporary	LIRR-Extra List		Readvertised	

LONG ISLAND RAILROAD
MANAGEMENT-TRANSPORTATION CREW MANAGEMENT SERVICES

Bulletin ID: CREW9-52

Bulletin Seq: 52

Bulletin Description: C/D BULLETIN 9-52

Open: 01/17/2024 00:01

Close: 01/26/2024 17:00

Effective: 01/31/2024 00:01

Posted: 01/16/2024 00:01

Asgn	Position	Perm Or Temp	Terminal
CX4006	CREW DISPATCHER	Temporary	LIRR-Extra List

Location TRANSPORTATION CREW MANAGEMENT, JAMAICA (5C1)

Report Time VARIOUS

Rest Days VARIOUS

Rate Of Pay \$48.121 HOURLY & \$1.896 DIFFERENTIAL

APPLICANTS FOR THIS POSITION MUST HAVE COMPLETED THE CREW DISPATCHER TRAINING PROGRAM AS PER TCU CONTRACT. MUST HAVE A 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 receipts is honored only if signed by employees working in the transportation crew management services office.



STATIONS DEPARTMENT NOTICE NO. 2024-01

Date: January 2, 2024
To: Ticket Agents and Ticket Clerks
From: Theresa Dorsey, Chief Stations Officer *T. Dorsey*
Subject: **2023 Stations Department Notices Index**

Attached is a listing of the Stations Department notices issued from January through December 2023.

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

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

* * *

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



2023 STATIONS DEPARTMENT NOTICES INDEX

NOTICE NO.	Date of Notice	SUBJECT
2023-01	1/3/2023	Stations Department Monthly Focus Items Listing
2023-02	1/4/2023	2023 Personal Expense Mileage Rate - .65.5 ¢
2023-03	1/5/2023	Holiday – MLK Jr. Day, Monday, January 16, 2023
2023-04	1/10/2023	Stations Department Procedures for Reporting a Power Outage
2023-05	1/12/2023	GCM – Holiday- MLK Jr. Day, Monday, January 16, 2023
2023-06	1/12/2023	2022 Stations Department Notices Index
2023-07	1/17/2023	Recording Attendance at Kronos Clocks
2023-08	2/8/2023	Holiday – President’s Day, Monday, February 20, 2023
2023-09	1/23/2023	Revision to Notice No. 2022-60 – GCM Direct Shuttle Service (soft launch)
2023-10	1/25/2023	Step-Up to Cover Supervisor Ticket Stock Position
2023-11	1/26/2023	Revised Westbound GCM Direct Shuttle Service (soft launch)
Rev 2023-08	2/9/2023	Revised-Holiday-Presidents Day, Monday, February 20, 2023
2023-12	2/10/2023	New COVID Exposure, Symptoms, or Positive Test Guidance
2023-13		Void
2023-14	2/16/2023	Grand Central Madison and Service Changes Effective 2/27/23
2023-15	2/16/2023	Grand Central Combo Ticket – Effective 2/27/23 at TVMs, TOMs & Train Time
2nd Rev 2023-08	2/16/2023	2 nd Revision-Holiday-President’s Day, Monday, February 20, 2023
Rev 2023-15	2/17/2023	Revised – GCM Combo Ticket Informaion
2023-16	2/23/2023	Customers Searching for Lost Items/Property
2023-17	3/7/2023	Getting to UBS Arena and Belmont
2023-18	3/7/2023	Daylight Savings Time Begins



2023-19	3/10/2023	Ticket Clerk Trainer
Rev 2023-19	3/13/2023	Ticket Clerk Trainer
2023-20	3/13/2023	Update Employee Contact Information of BSC Portal
2023-21	3/28/2023	Holiday-Good Friday, Friday, April 7, 2023
2023-22	3/28/2023	NYCT Commutation Pass Distribution - 2023
Rev 2023-21	3/28/2023	Revised – Holiday-Good Friday, Friday, April 7, 2023
2023-23	4/10/2023	Holidays – Off-Peak Fares and Senior Disabled/Medicare Fares
2023-24	5/10/2023	Warm Weather Dress Code – Memorial Day through Labor Day
2023-25	4/21/2023	New Stations Department Crew Dispatcher Numbers
Rev 2023-25	4/25/2023	New Stations Department Crew Dispatcher Numbers
2023-26	4/21/2023	Enriched LIRR Ticket Clerk Training
2023-27- A-Z	4/26/2023	Reminder to Punch/Swipe In and Out
2023-28	4/26/2023	Your help is needed – Reporting on Cleanliness
2023-29	4/28/2023	Personal Electric Vehicle (PEV)
2023-30	5/10/23	Memorial Day Leave of Absence for Veteran's
2023-31	5/12/2023	Lost & Found Articles – Handling of Cash
2023-32	5/17/2023	Security and Safety for Ticket Office Personnel
2023-33	5/18/2023	Holiday-Memorial Day, Monday, May 29, 2023
Rev 2023-33	5/22/2023	Revised -Holiday – Memorial Day, Monday, May 29, 2023
2023-34	5/24/2023	Instructions for Time Off to Vote in Primary Election June 2023
2023-35	6/1/2023	TOM Card Reader (EMV-SBC3) Upgrade Swipe & Refund Suspension
2023-36	6/6/2023	155 th Belmont Stakes – Saturday, June 10, 2023
2023-37	6/26/2023	Holiday – Juneteenth, Monday, June 19, 2023
2023-38	6/27/2023	Holiday – Independence Day, Tuesday, July 4, 2023

STATIONS DEPARTMENT



2023-39	6/27/2023	Verification of Posted Customer Information
2023-40	7/10/2023	Policy Reminder for School Monthly Purchases in Summer Months
2023-41	7/18/2023	August 2023 Monthly Manufacturing Defect – Color/Tone Difference
2023-42	7/27/2023	Fare Increase – Effective Sunday, August 20, 2023
2023-43	8/1/2023	Snow Removal Sign-Up – Deadline August 31, 2023
2023-44	8/1/2023	Qualification Training for Bobcat Utility Vehicle
2023-45	8/16/2023	2024 Vacation Selections
2023-46	8/7/2023	Submission of Payroll Related Paperwork to the Crew Office
2023-47	8/7/2023	Call Off Procedure Reminder
2023-48	8/7/2023	Ticket Clerk Trainer
2023-49	8/15/2023	Step-Up Traveling Foreman Position – Island/Terminal Territories
2023-50	8/22/2023	Holiday – Labor Day, Monday, September 4, 2023
2023-51	8/30/2023	Cool Weather Dress Code
2023-52	9/1/2023	Security Awareness – All Areas
2023-53	9/7/2023	Step-Up to Cover Supervisor Ticket Stock Position
2023-54	9/13/2023	Requirements for Ticket Clerk and Station Appearance Maintainer Positions
2023-55	9/20/2023	Holiday – Columbus Day, Monday, October 9, 2023
2023-56	9/26/2023	Instructions for Time Off to Vote in the General Election, Tuesday, November 7, 2023
2023-57	10/18/2023	Veteran’s Day, Saturday, November 11, 2023
2023-58	10/19/2023	Eastern Standard Time – Effective, Sunday, November 5, 2023
2023-59	10/25/2023	Holiday – Election Day, Tuesday, November 7, 2023
2023-60	10/30/2023	Uniforms – Annual Re-Issue Period for 2024
2023-61	11/16/2023	Holiday – Thanksgiving Day, Thursday, November 23, 2023
2023-62	11/16/2023	Holiday – The Day After Thanksgiving Day, Friday, November 24, 2023
2023-63	12/5/2023	2024 Vacation Awards
2023-64	12/8/2023	Call Off Procedure Reminder

STATIONS DEPARTMENT



2023-65	12/14/2023	Holiday – Christmas Day, Monday, December 25, 2023
2023-66	12/14/2023	Holiday – New Year’s Day, Monday, January 1, 2024
2023-67	12/28/2023	Update – COVID-19 Information
2023-68	12/29/2023	Reminder of MTA/LIRR Policy for Cell Phone/iPad Usage



NOTICE NO. 2024-02

Date: January 2, 2024
To: Ticket Agents and Ticket Clerks
From: Theresa Dorsey, Chief Stations Officer *T. Dorsey*
Subject: **2024 Personal Expense Mileage Rate – .67¢**

The automobile mileage reimbursement rate is now .67¢ per mile effective January 1, 2024.

For any travel completed before that date, continue to use the 2023 mileage rate of 65.5 cents per business mile driven. Employees who have mileage expenses through December 31, 2023, must submit expenses on reports separate from any expenses incurred beginning January 1, 2024.

If you have any questions, please contact the Mineola office 718-558-8169.



REVISED 1/12/24
NOTICE NO. 2024-03

Date: January 8, 2024

To: All Stations Department Employees

From: Theresa Dorsey, Chief Stations Officer *TD for TD*

Subject: Holiday – MLK Jr. Day, Monday, January 15, 2024

TICKET AGENTS - The following positions WILL work:

Job #	Location
A102	HSF TVM
A103	PENN TVM
A106	HSF TVM
A110	PENN
A120	PTH
A121	PTH
A200	WOODSIDE
A250	JAMAICA THEATRE
A251	JAMAICA THEATRE
A301	VALLEY STREAM
A310	HEMPSTEAD
A311	BETH TVM

Job #	Location
A312	BETH TVM
A505	ATLANTIC
A506	ATLANTIC
A602	HUNTINGTON
A603	HUNTINGTON
A701	MINEOLA
A702	BETH TVM
A703	HICKSVILLE
A709	RONKONKOMA
A710	RONKONKOMA
A805	MASS PK.
A806	BABYLON

Job #	Location
A900	JAMAICA THEATRE
A961	BROADWAY
A971	RONKONKOMA
A972	RONKONKOMA
A982	BETH TVM
A984	BETH TVM
A988	PENN
AG610	GCM TVM
AG615	GCM
AG918	GCM



TICKET CLERKS - The following positions WILL work:

Job #	Location
C102	PENN
C103	PTH
C104	PENN
C106	PENN
C108	PENN
C114	PENN
C115	PENN
C116	PENN
C118	PENN
C121	PENN
C126	PTH
C127	PENN
C132	ATLANTIC
C134	ATLANTIC
C136	ATLANTIC
C139	JAM CHF
C140	JAM CHF

Job #	Location
C143	JAMAICA
C145	JAMAICA
C151	PENN TVM
C160	JAM STIMS
C176	PTH
C201	WOODSIDE
C307	HEMPSTEAD
C310	VALLEY STR
C331	BETH TVM
C406	GREAT NECK
C411	PORT WASH
C412	PORT WASH
C602	HUNTINGTON
C702	BETH TVM
C704	HICKSVILLE
C706	HICKSVILLE
C802	FREEPORT

Job #	Location
C804	MERRICK
C813	BABYLON
C814	BABYLON
C821	HSF TVM
C822	HSF TVM
C823	HSF CASHIER
C840	MINEOLA
C901	PENN
C904	PENN
C910	PENN
C911	PENN
C912	PTH
C913	PENN
C917	PENN
C923	JAMAICA
C924	JAMAICA
C952	BETH TVM

Job #	Location
C953	BETH TVM
C997	BETH CSHR
C998	PTH
CG620	GCM TVM
CG626	GCM
CG627	GCM
CG630	GCM
CG631	GCM
CG632	GCM
CG633	GCM
CG635	GCM
CG940	GCM
CG941	GCM
CG942	GCM
CG943	GCM



STATION APPEARANCE MAINTAINERS - The following positions **WILL** work:

Job #	Location
ARCH900	FREEPORT
ATL102	ATLANTIC
ATL103	ATLANTIC
ATL105	ATLANTIC
ATL106	ATLANTIC
ATL107	ATLANTIC
ATL109	ATLANTIC
ATL110	ATLANTIC
GCM662	GCM
GCM664	GCM
GCM665	GCM
GCM669	GCM
GCM670	GCM
GCM671	GCM
GCM672	GCM
GCM673	GCM
GCM674	GCM
GCM676	GCM
GCM678	GCM
GCM685	GCM
GCM986	GCM
GCM987	GCM
GCM988	GCM
H523	VALLEY YARD
H532	BABYLON YARD
H543	RONKONKOMA YD
H552	PORT WASH
H572	NORTHPORT
H592	NEW BETH FCLTY
HC521	VALLEY YARD
HC531	BABYLON

Job #	Location
HC541	RONKONKOMA YD
HC551	PORT WASH
HC571	NORTHPORT
HMC103	HSF
HMC124	HSF
JAC1	JAMAICA
JAM102	JAMAICA
JAM108	JAMAICA
JAM109	JAMAICA
JAM112	JAMAICA
JAM113	JAMAICA
JAM118	JAMAICA
JAM119	JAMAICA
JAM120	JAMAICA
JAM124	JAMAICA
JAM130	JAMAICA
JAM131	JAMAICA
JAM132	JAMAICA
L302	MINEOLA
L307	BABYLON
L308	BABYLON YD
L309	HICKSVILLE
L311	HUNTINGTON
L312	RONKONKOMA
L317	GREAT NECK
L319	HEMPSTEAD
L320	PORT WASH
L321	LYNBROOK
L322	RONKONKOMA YD
L401	BELLMORE
L403	RVC

Job #	Location
L903	HICKSVILLE
L904	BAYSIDE
RSC2	ATLANTIC
RSC4	ATLANTIC
V450	MORRIS PARK
V453	PORT WASH
V454	PORT WASH
V456	GARDEN CITY
V457	GARDEN CITY
V459	VALLEY STREAM YD
V460	BABYLON YD
V461	BABYLON YD
V471	GARDEN CITY
V472	GARDEN CITY
V477	LONG BEACH
V479	RONKONKOMA YD
V480	RONKONKOMA YD
V489	WOODSIDE
V490	VALLEY YARD
V491	VALLEY YARD
V492	QUEENS VILLAGE
V913	BABYLON YARD
V914	RONKONKOMA YD
V920	QUEENS VILLAGE
VF203	NEW BETH FCLTY
VF204	NEW BETH FCLTY
WSC1	WSY
WSY101	WSY
WSY900	WSY
V912	MORRIS PARK



AMBASSADORS – The following positions **WILL** work:

PENN
AMBP04
AMBP06
AMB31
AMB32
AMB33
AMB35

JAMAICA
AMBP07
AMBP08
AMB40
AMB42
AMB44

ATLANTIC
AMBP10
AMBP11

GCM
AMB21
AMB24
AMB25
AMB26
AMBP01
AMBP03

LEAD FOREMAN/FOREMAN:

HSF WILL NOT work. Atlantic, Jamaica WILL Work.
 GCM Foremen and Assistant Foremen Will Work
 Island Foremen positions refer to weekend Island Foremen schedule.

OFFICES CLOSED:

General Offices, Medical, Lost and Found, Mail & Ride.

MESSENGER SERVICE:

WILL NOT operate.

TICKET SALES:

Off Peak fares in effect all day.

TICKET OFFICE HOURS:

Open Ticket Offices follow the weekday schedule as shown on the Ticket Sales Hours Card

TRAIN SERVICE:

Will operate on a regular weekday schedule.



STATIONS DEPARTMENT NOTICE NO. 2024-04E

Date: January 12, 2023
To: All Stations Department Employees
From: Theresa Dorsey, Chief Stations Officer *T. Dorsey*
Subject: **Stations Department Procedures for Reporting a Power Outage**

Please see attached procedures/protocol for reporting power outages at our stations and work locations. Any employee can report a power outage to the STOPS Desk Agent and the agent will follow up with the procedures in the attached protocol.

If you call the ESO desk yourself, be sure to advise the STOPS desk agent so they don't make a second call.

Attachment: Stations Department Protocol #2023-016 Procedure for Reporting a Power Outage

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

Procedures for Reporting a Power Outage

PURPOSE

To ensure the proper departments are notified of the outage and notifications are sent both during and after an outage has occurred. Also, to make certain the specifics of the outage, what exactly has no power, are well known to all involved, and that tracking of the reported outage takes place until the issue is fully resolved.

SCOPE

Once a station has been reported as having no power (this can be reported by TVM area/managers due to errors on Status Vis, or reported by an employee working at a station). The first advisement is to call the STOPS Desk Agent, this agent will take on the role of notification, follow up and reporting on the specifics of the outage. STOPS Desk Agent is to call the ESO desk to report the outage and give specifics (718-558-8285, 718-558-8181) STOPS Agents will continue to track the process and send notifications (via group text/email) until all power is reported back in service. All information to be added to the “Power Outage Spreadsheet” in the StationsOpsControl folder.

REQUIREMENTS

STOPS Desk, TVM, terminal, and all island Agents, as well as all Stations Department Employees, will require a brief overview of the new procedure and why it is being put into place. This will ensure all staff is aware of how to handle future power outages of any kind, large or small.

PROCEDURE

- If a power outage is found, please contact the STOPS Desk Agent (desk 718-557-2430, cell 929-400-1572) immediately with all known facts of the outage. (Be specific as possible; platform lights, AVPS signs, elevator, escalator, TVM, ticket office lights, waiting room lights).
- STOPS Desk Agent is to call the ESO desk (718-558-8285, 718-558-8181) immediately to report the outage, then send a group text so all managers are aware.
- If the STOPS Desk Agent is notified of a power outage after hours, weekends or on a holiday, the MOD must be called and notified and either the manager, agent or on duty foreman will be required to visit the reported location and confirm the specifics of the outage with the STOPS Desk Agent.

- TVM staff will report the specifics of power outages via their normal SOP email AND text via group text to all managers. If STOPS Desk Agent has already notified all via the group text no need for TVM staff to notify again.
- A new tab is to be made for each power outage in the STOPS Desk spreadsheet. All information is to be entered until the power outage is rectified. Include when the ESO desk was called and what they are doing for the station.
- Remember if it is getting dark out, we must have ESO send generators for lighting.
- Consider adding manpower with flashlights if needed to assist customers.
- Chief Stations Officer or designee will add a text to the operational group informing all department heads of the outage and how it is being handled.
- Continue follow up group texts until situation has been rectified.