



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

**BID SHEETS**

THE LONG ISLAND RAIL ROAD  
MAINTENANCE OF EQUIPMENT DEPARTMENT  
March 20, 2024

NOTICE: ALL EMPLOYEES IN THE CONSOLIDATED SYSTEM SENIORITY ROSTER OF CLERICAL FORCES

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**AWARD BULLETIN NO. 1796**

POSITION AWARDED TO THE FOLLOWING:

Job No. 40 No Qualified Bids Received  
Job No. 30 No Qualified Bids Received  
Job No. 32 No Qualified Bids Received  
Job No. 41 No Qualified Bids Received  
Job No. 28 No Qualified Bids Received  
Job No. 34 No Qualified Bids Received  
Job No. 8 No Qualified Bids Received

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**BULLETIN NO. 1797**

APPLICATIONS FOR THE FOLLOWING POSITION WILL BE ACCEPTED BY THE OFFICER NAMED BELOW UNTIL 5:00 PM – MARCH 29, 2024

**JOB NO. 36**

POSITION PERMANENT CLERK – CENTRAL MANPOWER  
LOCATION HILLSIDE MAINTENANCE COMPLEX  
TOUR OF DUTY 6:30 AM to 2:30 PM  
RELIEF DAYS SATURDAY & SUNDAY  
RATE OF PAY \$41.316 PER HOUR  
QUALIFICATIONS MAINTAIN ALL RECORDS AND REPORTS RELATED TO MECHANICAL DEPARTMENT.  
HANDLE TIME CARDS, SICK FORMS, PERSONAL DAY FORMS, MAINTAIN FILES AND  
OTHER RELATED DUTIES. MUST BE A QUALIFIED AND RAPID TYPIST. CANDIDATES MUST  
HAVE SUCCESSFULLY COMPLETED TRAINING PROGRAM.

**JOB NO. 40**

POSITION PERMANENT CLERK – CENTRAL MANPOWER  
LOCATION HILLSIDE MAINTENANCE COMPLEX  
TOUR OF DUTY 8:30 AM to 4:30 PM  
RELIEF DAYS MONDAY & TUESDAY  
RATE OF PAY SAME AS JOB NO. 36  
QUALIFICATIONS SAME AS JOB NO. 36

**JOB NO. 30**

POSITION PERMANENT CLERK – CENTRAL MANPOWER  
LOCATION HILLSIDE MAINTENANCE COMPLEX  
TOUR OF DUTY 2:30 PM to 10:30 PM  
RELIEF DAYS FRIDAY & SATURDAY  
RATE OF PAY SAME AS JOB NO. 36  
QUALIFICATIONS SAME AS JOB NO. 36

**JOB NO. 32**

POSITION PERMANENT CLERK – CENTRAL MANPOWER  
LOCATION HILLSIDE MAINTENANCE COMPLEX  
TOUR OF DUTY 2:30 PM to 10:30 PM  
RELIEF DAYS SUNDAY & MONDAY  
RATE OF PAY SAME AS JOB NO. 36  
QUALIFICATIONS SAME AS JOB NO. 36

**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. 36  
QUALIFICATIONS SAME AS JOB NO. 36

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. 36
QUALIFICATIONS	SAME AS JOB NO. 36

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. 36
QUALIFICATIONS	SAME AS JOB NO. 36

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. 36
QUALIFICATIONS	SAME AS JOB NO. 36

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

# THE LONG ISLAND RAIL ROAD

## ENGINEERING DEPARTMENT

### BULLETIN NO. 534

### REPOST

Resumes for the following Appointed Position in the Office of the Chief Engineer will be received by Lauren Saldivias – Manager – Engineering Payroll & Operational Support, emailed to: [lsaldiv@lirr.org](mailto:lsaldiv@lirr.org) until 5:00 PM on March 29, 2024.

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

**LOCATION:** Engineering  
Various Locations

**RATE OF PAY:** \$39.889

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

**RELIEF DAYS:** Saturday and Sunday

**PRIMARY DUTIES:**

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

Edward McGoldrick  
Chief Engineer

**POSTED:** March 20, 2024

**LONG ISLAND RAILROAD**

MANAGEMENT-TRANSPORTATION CREW MANAGEMENT SERVICES

**Bulletin Awards - Non-Ops**

**Bulletin ID:** USBUL2-88      **Sequence:** 76

**Description:** USHER BULLETIN 2/88

Open: 03/06/2024 00:01      Close: 03/15/2024 17:00      Effective: 03/20/2024 00:01      Posted: 03/06/2024 00:01

Asgn	Position	Perm or Temp	Terminal	Emp Num	Employee Name	Rank	From		
UX0009	USHERS	Permanent	LIRR-Extra List	28173	CIAVOLELLA, RM	20	RUH3	US	JAM

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

**Bulletin ID:** USBUL2-89

**Bulletin Seq:** 77

**Bulletin Description:** USHER BULLETIN 2/88

Open: 03/20/2024 00:01

Close: 03/29/2024 17:00

Effective: 04/03/2024 00:01

Posted: 03/17/2024 00:01

Asgn	Position	Perm Or Temp	Terminal
RUH3	USHERS	Permanent	JAMAICA

Location JAMAICA & ATLANTIC AVENUE

Report Time VARIOUS

Rest Days WEDNESDAY & THURSDAY

Rate Of Pay \$41.763 HOURLY

FRI JAU2 (6AM)

SAT/SUN JAU3 (7AM)

MON/TUES BKU1 (630AM)

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

MUST COMPLETE LIRR/TCU USHER TRAINING PROGRAM.

\* Ushers are expected to be courteous at all times.

\* In some instances, they must be able to work with minimal direction.

\* Must work well with the public

\* Applicants will be subject to a 2-part exam that has been developed by the General Stationmaster.

Part 1- Live announcements and actual use and understanding of computer systems.

Part 2- Written exam - Passing grade on exam is 75%

\* During the course of the 3 week training program, the applicant will complete a review of all station stops.

\* All applicants should have a full knowledge of station stops and corresponding branches upon starting the Ushers program.

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

**LONG ISLAND RAILROAD**

MANAGEMENT-TRANSPORTATION CREW MANAGEMENT SERVICES

**Bulletin Awards - Non-Ops**

**Bulletin ID:** TELBUL3-26      **Sequence:** 26

**Description:** TELEGRAPHERS BULLETIN 3-26

Open: 03/06/2024 00:01      Close: 03/15/2024 17:00      Effective: 03/20/2024 00:01      Posted: 03/03/2024 00:01

Asgn	Position	Perm or Temp	Terminal	Emp Num	Employee Name	Rank	From		
WL3	BLOCK OPERATOR	Temporary	LEAD	59142	SMITH, JL	161	GCM22	TR	GCM
PX5005	PSCC CONSOLE	Permanent	LIRR-Extra List	53041	LUPIS JR, V		TR3	TR	JCCT

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

**Bulletin ID:** TELBUL3-27

**Bulletin Seq:** 27

**Bulletin Description:** TELEGRAPHERS BULLETIN 3-27

Open: 03/20/2024 00:01

Close: 03/29/2024 17:00

Effective: 04/03/2024 00:01

Posted: 03/17/2024 00:01

Asgn	Position	Perm Or Temp	Terminal
GCM22	TRAIN DIRECTOR	Temporary	GRAND CENTRAL MADISON
	Location GRAND CENTRAL MADISON		
	Report Time 201PM		
	Rest Days MONDAY & TUESDAY		
	Rate Of Pay \$55.157 DIFF \$2.04		

TR3	TRAIN DIRECTOR	Permanent	JCC TOWER
	Location JCC TOWER		
	Report Time VARIOUS		
	Rest Days FRIDAY & SATURDAY		
	Rate Of Pay VARIOUS		
	SUNDAY: JTD13 JCC-6AM; \$58.878 HOURLY; \$2.335 DIFFERENTIAL		
	MONDAY & TUESDAY: JTD24 JCC-2PM; \$58.878 HOURLY; \$2.335 DIFFERENTIAL		
	WEDNESDAY: JTD32 JCC-10PM; \$58.878 HOURLY; \$2.335 DIFFERENTIAL		
	THURSDAY: JCCV3 JCC-1001PM \$52.164 HOURLY; \$2.015 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:** CREW9-55      **Sequence:** 55

**Description:** C/D BULLETIN 9-55

Open: 03/06/2024 00:01      Close: 03/15/2024 17:00      Effective: 03/20/2024 00:01      Posted: 03/03/2024 00:01

Asgn	Position	Perm or Temp	Terminal	Emp Num	Employee Name	Rank From
DT4101	CREW DISP. TRNEE	Permanent	LIRR-Extra List	57241	CAMPBELL, D	

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

**Bulletin ID:** CREW9-56

**Bulletin Seq:** 56

**Bulletin Description:** C/D BULLETIN 9-56

Open: 03/20/2024 00:01

Close: 03/29/2024 17:00

Effective: 04/03/2024 00:01

Posted: 03/03/2024 00:01

Asgn	Position	Perm Or Temp	Terminal
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CD1B	CREW DISPATCHER	Temporary	JAMAICA
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Location TRANSPORTATION CREW MANAGEMENT, JAMAICA

Report Time 759AM

Rest Days FRIDAY & SATURDAY

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 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.

PD1C	PAYROLL DISPATCHER	Permanent	JAMAICA
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Location TRANSPORTATION CREW MANAGEMENT, JAMAICA

Report Time 759AM

Rest Days SUNDAY & MONDAY

Rate Of Pay \$48.121 HOURLY  
\$1.747 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.



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

<b>Position No.</b>	3	Temporary	(A701) Agent
<b>Location:</b>	Mineola		
<b>Tour of Duty:</b>	5:35 AM – 1:35 PM		
<b>Rate of Pay:</b>	\$47.210		
<b>Rest Days:</b>	Saturday / Sunday		
<b>Position No.</b>	4	Permanent	(A901) Spvg Agent /Agent (Assigned B. Rooney)
<b>Location:</b>	Atlantic Terminal / Jamaica Theater		
<b>Tour of Duty:</b>	Wed/Thu -Atlantic Terminal – Spvg Agent – 6:00AM - 2:00PM Fri – Jamaica Theater – Agent – 2:00PM -10:00PM Sat/Sun – Atlantic Terminal – 2:00PM -10:00PM		
<b>Rate of Pay:</b>	Wed/Thu/Sat/Sun \$52.670 Fri \$50.245		
<b>Rest Days:</b>	Monday/Tuesday		
<b>Position No.</b>	5	Permanent	(A102) Agent
<b>Location:</b>	Hillside TSM		
<b>Tour of Duty:</b>	7:30 AM – 3:30 PM		
<b>Rate of Pay:</b>	\$50.245		
<b>Rest Days:</b>	Wednesday / Thursday		

**Notice of Awards to Bulletin SD-5-2024**

<b>Position Number</b>	<b>Type</b>	<b>Job Number</b>	<b>Name</b>	<b>Award Date</b>
1	Temporary	A101	RE-ADVERTISED	
2	Temporary	A303	D. Moran	3/20/2024
3	Permanent	A900	RE-ADVERTISED	
4	Permanent	A901	RE-ADVERTISED	
5	Permanent	AG911	A. Khalil	3/20/2024

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

**DATE: March 20, 2024**

**BULLETIN NO.: SD-6-2024**

**This bulletin will close at 5:00 PM on Friday, March 29, 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**

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<b>Position No.</b>	1	Temporary	(JAM112) Station Appearance Maintainer
<b>Location:</b>	Jamaica		
<b>Tour of Duty:</b>	Mon/Tue/Fri – 4:00 PM – 12:00 AM Sat/Sun – 1:30 PM – 9:30 PM		
<b>Rate of Pay:</b>	\$33.194		
<b>Rest Days:</b>	Wednesday/Thursday		

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

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<b>Position No.</b>	2	Temporary	(SSM8A) Station Appearance Maintainer
<b>Location:</b>			<b>December 1 - March 31</b> Extra List <b>April 1 – November 30</b> Long Beach / Valley Yard
<b>Tour of Duty:</b>			<b>December 1 – March 31</b> Various <b>April 1 – November 30</b> 7:30AM – 3:30PM
<b>Rate of Pay:</b>			<b>December 1- March 31</b> \$34.364 <b>April 1 – November 30</b> \$34.666
<b>Rest Days:</b>			Friday/Saturday

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<b>Position No.</b>	3	Temporary	(L307) Station Appearance Maintainer
<b>Location:</b>			Babylon Station
<b>Tour of Duty:</b>			5:00 AM – 1:00 PM
<b>Rate of Pay:</b>			\$33.194
<b>Rest Days:</b>			Saturday/Sunday

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<b>Position No.</b>	4	Permanent	(H552) HD SAM / HD Chief Station Appearance Maintainer (Assigned B. Hardy)
<b>Location:</b>			Port Washington / Valley YD / Divide
<b>Tour of Duty:</b>			Sun / Mon / Tue – HD SAM – 6:00AM - 2:00PM Fri / Sat – HD Chief SAM – 6:00AM - 2:00PM
<b>Rate of Pay:</b>			Sun/ Mon / Tue - \$34.364 Fri / Sat - \$37.914
<b>Rest Days:</b>			Wednesday / Thursday

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

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<b>Position No.</b>	9	Permanent	(VF102) Station Appearance Maintainer
<b>Location:</b>			Queens Village
<b>Tour of Duty:</b>			6:30 AM – 2:30 PM
<b>Rate of Pay:</b>			\$34.214
<b>Rest Days:</b>			Saturday/Sunday

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

**STATION APPEARANCE MAINTAINER (SAM) POSTINGS**

**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**  
**OFFICE OF THE CHIEF STATIONS OFFICER**  
**STATIONS DEPARTMENT**

**JAM112, JAM122**

Operate singly and/or part of a team to clean and maintain the appearance of the Long Island Railroad properties, stations, office buildings and other appurtenances associated with company property. Routine work includes but is not limited to the operation of mechanical cleaning equipment, cleaning stations, platforms, public restrooms, sidewalks, waiting rooms, ticket offices, graffiti removal, snow (includes curb cutouts and sidewalks) and ice removal, spread ice-melting chemicals, lifting of heavy items if needed (garbage, furniture, salt bags). Must perform work in accordance with written and oral instructions that specify the priority and frequency of daily duties at each location. Responsible to perform duties as directed. All duties must be performed in an efficient and courteous manner. Required to receive deliveries and to move furniture from one location to another within the complex. Will be required to set up as requested: Conference rooms, cafeteria, classrooms, etc. This will include the moving of chairs, tables, partitions and temporary walls for scheduled staff meetings or different departments. Station Cleaner/Laborer must be available as directed for emergency and safety related problems and to maintain bathrooms and heavily used areas.

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

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**SSM8A**

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

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

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

**L307, VF102**

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

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

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**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.

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

**HC501**

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

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

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

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**L317**

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

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

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

**GCM669, GCM671**

Operate singly and/or part of a team to clean and maintain the appearance of the Long Island Railroad properties, stations, office buildings and other appurtenances associated with company property. Routine work includes but is not limited to the operation of mechanical cleaning equipment, cleaning stations, platforms, public restrooms, sidewalks, waiting rooms, ticket offices, graffiti removal, snow (includes curb cutouts and sidewalks) and ice removal, spread ice-melting chemicals, lifting of heavy items if needed (garbage, furniture, salt bags). Must perform work in accordance with written and oral instructions that specify the priority and frequency of daily duties at each location. Responsible to perform duties as directed. All duties must be performed in an efficient and courteous manner. Required to receive deliveries and to move furniture from one location to another within the complex. Will be required to set up as requested: Conference rooms, cafeteria, classrooms, etc. This will include the moving of chairs, tables, partitions and temporary walls for scheduled staff meetings or different departments. Station Cleaner/Laborer must be available as directed for emergency and safety related problems and to maintain bathrooms and heavily used areas.

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

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

**Notice of Awards to Bulletin SD-5-2024**

<b>Position Number</b>	<b>Type</b>	<b>Job Number</b>	<b>Name</b>	<b>Award Date</b>
1	PERMANENT	C998	C. PINNEY	3/20/24
2	TEMPORARY	JAM112	RE-ADVERTISED	
3	TEMPORARY	SSM8A	RE-ADVERTISED	
4	TEMPORARY	H532	K. GETAVESKY	3/20/24
5	PERMANENT	H552	B. HARDY (A)	3/20/24
6	PERMANENT	JAM122	JAMES SEXTON (A)	3/20/24
7	PERMANENT	RSC1	RE-ADVERTISED	
8	PERMANENT	HMC112	S. BESS	3/20/24

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

Date March 20, 2024

**TO ALL CLERICAL EMPLOYEES:**

We will be accepting resumes for the **PERMANENT APPOINTED** position of Secretary to the Director of Terminal Operations – Manhattan. Interested applicants must forward their resumes to Steve Terracciano at [sterrac@lirr.org](mailto:sterrac@lirr.org) by **5:00 PM on Friday, March 29, 2024**. The email subject line must indicate “Submission for Secretary to the Director of Terminal Operations – Manhattan”.

Position:	Permanent	Secretary - Exception 4 (P402)
Location:	Penn Station ( <i>may also work in Grand Central Madison, Bayshore, Hillside, and Bethpage Facility</i> )	
Tour of Duty:	8:00 AM – 4:00 PM	
Rate of Pay:	\$41.462	
Relief Days:	Saturday/Sunday	

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Primary Duties:

- Direct interface with LIRR Senior Staff regarding confidential matters, scheduling meetings, and meeting agendas.
  - Perform all administrative duties including typing, filing, maintaining appointments (calendars, phones, etc.).
  - Follow-up of time sensitive issues requiring action in the absence of the Director of Terminal Operations - Manhattan.
  - Oversee and perform required department input relative to procurements.
  - Handle confidential corporate and departmental information.
  - Maintain safety related records, including station and facility audits.
  - Assist with other projects as assigned.
  - Incumbent must be knowledgeable in Microsoft Word, Excel and Access, PowerPoint, Outlook and PeopleSoft and must be able to produce graphics such as graphs and charts in the required software format.
  - Incumbent will have significant customer contact at Penn Station and some responsibility for resolving customer service issues.
  - Must type 45 wpm (pre-screener given)
-

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

**March 20, 2024**

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

**NOTICE OF AWARDS**

<b><u>BULLETIN #</u></b>	<b><u>POSITION</u></b>	<b><u>EMPLOYEE</u></b>	<b><u>EFFECTIVE DATE</u></b>
3450	Stores Truck Driver Permanent (J. Cruz-Pacheco)	Joshua Hafeed	3/20/24
3451	Stores Truck Driver Permanent (P. LaMariana)	NO BIDS RECEIVED	
3452	Assistant Warehouse Person WH 15 SF – Temporary Sun & Mon Relief (C. Shy)	Brian Lall	3/20/24
3453	Warehouse Person Babylon Storeroom Temporary (E. Kilfoil)	Daniel Darienzo	3/27/24

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

POSTED: 9:00 AM  
March 20, 2024



## **RE-ADVERTISED**

**THE LONG ISLAND RAIL ROAD  
ASSISTANT DEPUTY CHIEF STORES OFFICER  
MTA MATERIAL MANAGEMENT & DISTRIBUTION  
BULLETIN NO. 3454**

**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, March 29, 2024**. Bids can be faxed to Ext. 3279 or sent via interoffice mail to MC: 3131.

**POSITION:** Stores Truck Driver – (P. LaMariana) – Permanent  
**RE-ADVERTISED (3438, 3446, 3448 & 3451)**

**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  
March 20, 2024

**THE LONG ISLAND RAIL ROAD  
ASSISTANT DEPUTY CHIEF STORES OFFICER  
MTA MATERIAL MANAGEMENT & DISTRIBUTION  
BULLETIN NO. 3455**

**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, March 29, 2024**. Bids can be faxed to Ext. 3279 or sent via interoffice mail to MC: 3131.

**POSITION:** Stockman - (D. Darienzo) – Temporary  
**LOCATION:** Morris Park  
**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  
March 20, 2024

**THE LONG ISLAND RAIL ROAD  
ASSISTANT DEPUTY CHIEF STORES OFFICER  
MTA MATERIAL MANAGEMENT & DISTRIBUTION  
BULLETIN NO. 3456**

**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, March 29, 2024**. Bids can be faxed to Ext. 3279 or sent via interoffice mail to MC: 3131.

**POSITION:** Warehouse Person – (P. Flowers) – Permanent  
**LOCATION:** Hillside  
**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  
March 20, 2024



**REVISED 3/15/24**  
**NOTICE NO. 2024-12**

Date: February 29, 2024  
 To: All Station Operations Employees  
 From: Theresa Dorsey, Chief Stations Officer *T. Dorsey*  
 Subject: **HOLIDAY- Good Friday – Friday, March 29, 2024**

**TICKET AGENTS** - The following positions **WILL** work:

Job #	Location
A102	HSF TVM
A103	PENN TVM
A106	HSF TVM
A110	PENN
A111	PENN
A120	PTH
A121	PTH
A200	WOODSIDE
A252	JAMAICA THEATRE
A301	VALLEY STREAM
A311	BETH TVM

Job #	Location
A403	BROADWAY
A505	ATLANTIC
A506	ATLANTIC
A603	HUNTINGTON
A700	BETH TVM
A701	MINEOLA
A702	BETH TVM
A708	RONKONKOMA
A710	RONKONKOMA
A805	MASSAPEQUA PARK
A806	BABYLON

Job #	Location
A900	JAMAICA THEATRE
A901	JAMAICA THEATRE
A941	HICKSVILLE
A971	HUNTINGTON
A972	RONKONKOMA
A982	BETH TVM
A985	RONKONKOMA
AG610	GCMTVM
AG615	GCM
AG616	GCM
AT-712	RONKONKOMA



**TICKET CLERKS** - The following positions **WILL** work:

Job #	Location
C101	PENN
C102	PENN
C103	PENN
C104	PENN
C108	PENN
C109	PENN
C114	PENN
C115	PTH
C116	PTH
C119	PENN
C121	PENN
C124	PENN
C134	ATLANTIC
C139	JAM CHIEF
C140	JAM CHIEF
C141	JAMAICA
C143	JAMAICA
C145	JAMAICA
C146	JAMAICA
C151	PENN TVM

Job #	Location
C175	PTH
C176	PTH
C201	WOODSIDE
C333	BETH CASH
C406	GREAT NECK
C411	PORT WASH
C412	PORT WASH
C602	HUNTINGTON
C700	BETH TVM
C702	BETH TVM
C704	HICKSVILLE
C706	HICKSVILLE
C802	FREEPORT
C813	BABYLON
C821	HSF TVM
C822	HSF TVM
C823	HSF CASHIER
C904	PENN
C906	ATLANTIC
C907	ATLANTIC

Job #	Location
C911	PENN
C917	PENN
C918	PTH
C926	JAMAICA
C952	BETH TVM
C964	BABYLON
C997	BETH TVM
CG620	GCM TVM
CG625	GCM
CG627	GCM
CG628	GCM
CG629	GCM
CG630	GCM
CG631	GCM
CG632	GCM
CG634	GCM
CG635	GCM
CG940	GCM
CG942	GCM
CG943	GCM



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

Job #	Location
ATL101	ATLANTIC
ATL102	ATLANTIC
ATL104	ATLANTIC
ATL105	ATLANTIC
ATL108	ATLANTIC
ATL109	ATLANTIC
ATL110	ATLANTIC
GCM663	GCM
GCM665	GCM
GCM667	GCM
GCM668	GCM
GCM669	GCM
GCM671	GCM
GCM672	GCM
GCM986	GCM
GCM991	GCM
H552	PORT WASH
H553	PORT WASH
H573	NORTHPORT
HC571	NORTHPORT
HGM650	GCM
HMC118	HSF
HMC131	HSF
JAC1	JAMAICA

Job #	Location
JAM102	JAMAICA
JAM103	JAMAICA
JAM108	JAMAICA
JAM109	JAMAICA
JAM112	JAMAICA
JAM113	JAMAICA
JAM119	JAMAICA
JAM120	JAMAICA
JAM124	JAMAICA
JAM130	JAMAICA
JAM131	JAMAICA
JAM132	JAMAICA
L302	MINEOLA
L304	FREEMPORT
L307	BABYLON
L308	BABYLON YARD
L309	HICKSVILLE
L309P	HICKSVILLE
L312	RONKONKOMA
L314	RONKONKOMA
L316	WOODSIDE
L903	HUNTINGTON
L904	PORT WASH
L905	GREAT NECK

Job #	Location
L912	RONKONKOMA YD
RSC2	ATLANTIC
RSC3	ATLANTIC
RSC4	ATLANTIC
V450	MORRIS PARK
V452	MORRIS PARK
V453	PORT WASH
V454	PORT WASH
V456	GARDEN CITY
V457	GARDEN CITY
V460	BABYLON YARD
V461	BABYLON YARD
V466	NORTHPORT
V479	RONKONKOMA YD
V480	RONKONKOMA YD
V919	WOODSIDE
VD100	VD YARD
WSC1	WSSY
WSY101	WSY



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

PENN
AMB33
AMB34
<b>AMB38</b>
AMP05
AMBP06

JAMAICA
AMB40
AMB42
AMB44
AMB49
AMBP07
AMBT81

ATLANTIC
AMBP10
AMBP11

GCM
AMB20
AMB21
AMB24
AMB25
AMBP01
AMBP02

**LEAD/FOREMEN/ASS'T FOREMEN:** HSF & WSY WILL NOT work. Atlantic, Jamaica, WILL Work.  
 GCM Foremen & Asst. Foremen Will Work  
 Island Foremen - Refer to weekly Foremen schedule.

**OFFICES CLOSED:** General Offices, Medical, Lost and Found, Mail & Ride.

**MESSENGER SERVICE:** **WILL NOT** operate.

**TICKET SALES:** All ticket sales will be handled as regular weekday sales.

**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.



## NOTICE NO. 2024-14

Date: March 12, 2024  
To: All Stations Department Employees  
From: Theresa Dorsey, Chief Stations Officer *T Dorsey*  
Subject: **Lost & Found Item Tagging**

In efforts to reunite all lost items with their rightful owners it is important to tag each item as it is received. We must also input and remove items from our system to report on our progress and show our efforts.

Using the system properly will ensure that customers' retrieved items have been documented and accurate tracking has been achieved.

### **When returning an item to a customer at your location please follow these steps:**

1. Tag it.
2. Have customer sign the tag to show they are picking the item up.
3. Send our Asset Disposition Clerk the info to log out for recovery via email.
4. Send the filled-out tag to the Lost and Found office for storage. Mail Code: 5020

If you have any questions about this process, call the Lost & Found Office.

By following this procedure, we can better reflect the hard work everyone puts forth to return our customers' lost items.

Asset Disposition Clerk can be reached at the following e-mail address.

- [agheusk@lirr.org](mailto:agheusk@lirr.org)

Lost & Found Office number (**Not to be shared with Public**)

- 212-643-5053





Long Island Rail Road

# STATIONS DEPARTMENT



## NOTICE NO. 2024-15E

Date: March 8, 2024

To: All Stations Department Employees

From: Theresa Dorsey, Chief Stations Officer *T. Dorsey*

Subject: **Update Employee Contact Information on BSC Portal**

Please take this time to review and check that the most current contact information, including emergency contact information, is reflected for you on the BSC Portal. Having the most up-to-date information helps the company send important communications and is crucial in the event of unforeseen circumstances. This information should be updated as soon as there is a change.

Attached to this notice are instructions on how to complete this update through the BSC Portal. Please also review all other benefit information for accuracy. The BSC can be reached at (646) 376-0123 from 8:30 AM – 5:00 PM Monday through Friday for assistance logging onto and using the portal.

Changes of contact information should also be sent to your union and the Rail Road Retirement Board so that you don't miss any important communications. Please reach out to your union for instructions on how to submit any changes.

Additionally, we are asking you to provide this information to the department in case a need arises where an emergency contact would need have to be reached. Please complete the attached form and return it to the crew dispatcher office at mail code 1106 or fax 718-558-7429 by **April 1, 2024**.

We appreciate your assistance with this important update.



# Stations Department

## Personal Information

Full Name: \_\_\_\_\_  
*Last* *First* *M.I*

Address: \_\_\_\_\_  
*Street Address* *Apartment/Unit #*

\_\_\_\_\_ *City* *State* *Zip Code*

Home Number: \_\_\_\_\_ Cell Phone number: \_\_\_\_\_

LIRR Employee ID: \_\_\_\_\_ Personal Email: \_\_\_\_\_  
*5-digit ID*

## Emergency Contact Information

Full Name: \_\_\_\_\_  
*Last* *First* *M.I*

Primary Phone: (\_\_\_\_) \_\_\_\_\_ Alternate Phone: (\_\_\_\_) \_\_\_\_\_

Relationship: \_\_\_\_\_

Full Name: \_\_\_\_\_  
*Last* *First* *M.I*

Primary Phone: (\_\_\_\_) \_\_\_\_\_ Alternate Phone: (\_\_\_\_) \_\_\_\_\_

Relationship: \_\_\_\_\_

Log into the BSC Portal at <https://www.mymta.info> from a desktop or laptop  
(This section cannot be accessed through a smart phone or tablet).

- ➔ Navigate to the color-coded menu on the left side
- ➔ Click on the first button labeled “My Personal Information”
- ➔ Here you will be able to update your home address, mailing address, phone numbers, email addresses, and emergency contact.
- ➔ Only items with blue links can be updated here.
- ➔ Click on “My Benefits” to verify your beneficiary is correct






## NOTICE NO. 2024-16

Date: March 11, 2024

To: All Stations Department Employees

From: Theresa Dorsey, Chief Stations Officer 

Re: Instructions for Time Off to Vote in Federal Primary Election, Tuesday, April 2, 2024

The Federal Primary Election will be held on Tuesday, April 2, 2024, for all New York State registered voters. Polls open at 6:00 AM and close at 9:00 PM. Early voting is available beginning on Saturday, March 23, 2024, through Saturday, March 30, 2024.

Employees will be offered **two hours** off to vote **only** if they do not have sufficient time to vote either before or after their crew book tour. This law defines sufficient time as having at least four consecutive hours between the time the polls open and the start of their shift, or four consecutive hours between the time their shift ends and the closing of the polls. To comply with the New York State laws regarding voting while ensuring our service continues at the highest level possible for our customers, we are offering Stations Department employees the option to request paid time off during work hours if they meet this criterion.

If you decide to vote on Tuesday, April 2, 2024, and meet the above-mentioned criterion, you must make this request through **your Terminal or Branch Leader** no later than 5:00 p.m. on Friday, March 29, 2024, using the attached form #SSS-02. You can request to arrive up to two hours after the start of your scheduled tour start time **OR** you can request to leave up to two hours earlier than your scheduled tour end time. Your Terminal or Branch Leader will decide when this time can be taken.

To be eligible for the two-hour accommodation, you must be a **registered voter** in New York and your crew book tour would not allow for sufficient time to vote. All requests for time off will be verified via the New York State Board of Elections website.

**Attachment: Form SSS-02**

\* \* \*

**If you see something, say something.**



Fill out this form to request time off for voting in the Federal Primary Election on April 2, 2024.  
**The due date is reflected on the Stations Department Notice.**

**NAME:** \_\_\_\_\_

**CRAFT:** \_\_\_\_\_

**JOB NUMBER:** \_\_\_\_\_

**JOB LOCATION:** \_\_\_\_\_

**REQUEST (either start or end of tour):** \_\_\_\_\_

**NUMBER OF HOURS REQUESTED OFF (up to 2):** \_\_\_\_\_

*Office Use only:*

**LEADER NAME (print):** \_\_\_\_\_

**ACTUAL TIME OFF APPROVED FOR EMPLOYEE:** \_\_\_\_\_

**LEADER'S SIGNATURE OF APPROVAL:** \_\_\_\_\_

**Instructions to Leaders:**

Put the actual time you are approving the employee to be off for voting on this sheet EX: 6:00 AM – 8:00 AM or 8:00 PM – 10:00 PM.

Approve the time off while ensuring your operation is covered in the AM and the PM, once approved advise the employee giving at least 48 hours' notice so the employee has enough time to make plans for voting.

Scan this form to so payroll for the employee can be completed correctly.


\*\*\*

If you see something, say something.





## NOTICE NO. 2024-17E

Date: March 13, 2024  
To: All Stations Department Represented Employees  
From: Theresa Dorsey, Chief Stations Officer   
Re: **Reminder - Submission of Forms for Paid Time Off**

Forms are required to be submitted by all employees when time is taken off other than vacation and personal days.

1. **Sick:** All employees are required to submit the SLA-28 form for the time they are out sick. Must submit within 3 days after return to work. Be sure you bring this form with you to the doctor to fill out- all parts of the form must be filled out; the first page can be filled out by the employee and the second page is to be filled out by the doctor. The forms can be found on the Stations Intranet Page - ask any Foreman, Agent, or Leader for help.
2. **Cancer Screening:** A letter from the doctor must be submitted to be paid for the time off. **The letter must have the words "cancer screening" on it along with the time of the appointment.** The appointment must be during your shift to claim the time off. Once the form is received at the crew office your time will be paid.
3. **Bereavement:** The SLA-26 Bereavement form, along with copy of death certificate or letter from funeral home, must be returned to the crew office within 3 days after you return to work. Once the form is received you will be paid for the time out.
4. **Jury Duty:** The court supplies you with documentation when you attend jury duty. The document has all pertinent information on it that is needed for the LIRR's records. Once the document is submitted you will be paid, if you get picked for a long trial or Grand Jury, please contact the crew office who will put you in touch with a supervisor to discuss the documentation.

**Note: Employees are NOT entitled to jury duty compensation in the first year of employment.**

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**PLEASE NOTE:** All employees must submit required documentation upon returning to work to [LIRRSTATIONSDEPTFORMS@lirr.org](mailto:LIRRSTATIONSDEPTFORMS@lirr.org). You will receive a reply to confirm receipt.  
**The hard copy must be mailed to the crew office at JAM 1106**

*Employees will be marked as unpaid (for cancer screening, bereavement & jury duty) until the correct, completed paperwork is received.*

*All incomplete paperwork will be sent back to the employee.*

*The support staff and the crew dispatchers will no longer be calling employees to remind them to submit missing paperwork. It is the responsibility of the employees to submit the paperwork that is required timely for payroll processing to be done correctly.*

*Missing documents could result in unpaid wages and excessive absence control points.*



It is the responsibility of the employee to ensure that their current address, emergency contact information, and contact number are on file with the crew dispatcher's office and updated through the BSC Employee Portal.

If there are any questions regarding any of these procedures, please feel free to contact the Stations Support Administrator at 347-494-6071 or your Branch or Terminal Leader.


Enforcement of the policy timelines highlighted in this notice will begin within the next 30 days.



## NOTICE NO. 2024-18

Date: March 15, 2024

To: All Stations Department Employees

From: Theresa Dorsey, Chief Stations Officer 

Subject: **Crisis Intervention Training Workshop Information**

Earlier this year, the Stations Department launched a Crisis Intervention Training Workshop. The program was developed throughout 2023 to help our employees identify a person experiencing a crisis and provide them with the knowledge and tools they need to practice the three R's: **Respond**, **Recognize**, and **Refer**.

The workshop classes, created with the support of LIRR Corporate Safety, under the guidance of the New York State Department of Mental Health, will be offered at various locations:

- Long Island Stations
- JCC Building – Jamaica
- Penn Station - Moynihan Train Hall
- Atlantic Terminal
- Hillside Support Facility
- Grand Central Madison

These workshop classes will be offered at different times of the day to accommodate employee attendance before or after their work shift.

This interactive workshop runs two-hours long and is led by a Stations Department Leader.

Class schedules will be available in the daily Crew Boards. Employees are encouraged to sign-up for a day/time that suits their schedule as each workshop has a limited number of seats.

Employees are expected to be on-time for the workshop as well as to their scheduled shift; please plan and select classes accordingly.

While attendance at these workshops is not mandatory (but encouraged), two-hours of overtime will be offered for those who attend a class before June 30, 2024. We have received positive feedback from employees who have attended. If you are interested in learning more, feel free to reach out to your supervisor or Station Leader.