



Long Island Rail Road
Going your way

BID SHEETS

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 **until 5:00 PM on September 13, 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 into the LIRR's Corporate Time & Attendance Management System (CTAMS) based on labor distribution sheets generated by Engineering department field employees and supervision. Such data includes employee arrival time, departure time, hours worked, leave used, maintenance and project accounting and labor distribution codes, as well as all other required information. Review labor distribution forms for completion, accuracy, and required approvals. Correspond with field supervision when required. When not inputting data, Payroll Information Clerks will perform duties including reviewing SAFER Reports and inputting them into the Efficiency Testing System (ETS), reviewing employee sick notes, archiving email submissions, and performing other clerical tasks as required.

At minimum, candidate must have intermediate computer skills, including a working knowledge of Microsoft Windows, Outlook, Excel, and Word; Payroll Information Clerks will also use Adobe Professional.

Edward McGoldrick
Chief Engineer

POSTED:

September 4, 2024

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

September 4, 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>
3510	Warehouse Person Babylon Storeroom-Permanent (T. D'Angelis)	Jeffrey Derenches	9/11/24
3511	Warehouse Person Permanent (F. Morfesi)	Matthew Lombardi	9/4/24
3512	Stores Truck Driver Permanent (J. Zepeda)	NO BIDS RECEIVED	
3513	Warehouse Person-SF-V/V Permanent (J.Scire)	NO BIDS RECEIVED	
3514	Assistant Warehouse Person Permanent (B. Harrison)	NO BIDS RECEIVED	

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

POSTED: 9:00 AM
September 4, 2024

**THE LONG ISLAND RAIL ROAD
ASSISTANT DEPUTY CHIEF STORES OFFICER
MTA MATERIAL MANAGEMENT & DISTRIBUTION
BULLETIN NO. 3515**

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

Resumes 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, September 13, 2024**. Resumes can be faxed to Ext. 3279 or sent via interoffice mail to MC: 3131.

POSITION: Stockman Exception 4 – (J. Fanesi) – Permanent
LOCATION: Hillside Support Facility
TOUR OF DUTY: 7:30 AM – 3:30 PM
REST DAYS: Saturday & Sunday
RATE OF PAY: \$43.252 per hour

DUTIES: Must be proficient in WMS, Maximo, LIMS (PLS) & Core Peoplesoft 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. Must have complete working knowledge of the Long Island Rail Road accounting 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. Must be familiar with all Stores Safety Policies. Must have basic knowledge of TCU rules and agreements.

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
September 4, 2024

**THE LONG ISLAND RAIL ROAD
ASSISTANT DEPUTY CHIEF STORES OFFICER
MTA MATERIAL MANAGEMENT & DISTRIBUTION
BULLETIN NO. 3516**

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, September 13, 2024**. Bids can be faxed to Ext. 3279 or sent via interoffice mail to MC: 3131

POSITION: Warehouse Person - (J. Derenches) – Permanent
LOCATION: Hillside – Shop Floor
TOUR OF DUTY: 11:30 pm – 7:30 am
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
September 4, 2024

**THE LONG ISLAND RAIL ROAD
ASSISTANT DEPUTY CHIEF STORES OFFICER
MTA MATERIAL MANAGEMENT & DISTRIBUTION
BULLETIN NO. 3517**

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, September 13, 2024**. Bids can be faxed to Ext. 3279 or sent via interoffice mail to MC: 3131.

POSITION: Assistant Warehouse Person – (M. Lombardi) – 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
September 4, 2024

RE-ADVERTISED

**THE LONG ISLAND RAIL ROAD
ASSISTANT DEPUTY CHIEF STORES OFFICER
MTA MATERIAL MANAGEMENT & DISTRIBUTION
BULLETIN NO. 3518**

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, September 13, 2024**. Bids can be faxed to Ext. 3279 or sent via interoffice mail to MC: 3131.

POSITION: Stores Truck Driver – (J. Zepeda) – Permanent
RE-ADVERTISED (3499, 3506 & 3512)

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 “B” 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
September 4, 2024

RE-ADVERTISED

**THE LONG ISLAND RAIL ROAD
ASSISTANT DEPUTY CHIEF STORES OFFICER
MTA MATERIAL MANAGEMENT & DISTRIBUTION
BULLETIN NO. 3519**

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, September 13, 2024**. Bids can be faxed to Ext. 3279 or sent via interoffice mail to MC: 3131.

POSITION: Warehouse Person - (J. Scire) – Permanent
RE-ADVERTISED (3478, 3487, 3493, 3500, 3507 & 3513)

LOCATION: Hillside Warehouse 15 Shop Floor

TOUR OF DUTY: Various

REST DAYS: Various

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
September 4, 2024

RE-ADVERTISED

**THE LONG ISLAND RAIL ROAD
ASSISTANT DEPUTY CHIEF STORES OFFICER
MTA MATERIAL MANAGEMENT & DISTRIBUTION
BULLETIN NO. 3520**

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, September 13, 2024**. Bids can be faxed to Ext. 3279 or sent via interoffice mail to MC: 3131.

POSITION: Assistant Warehouse Person (B. Harrison) – Permanent
RE-ADVERTISED (3508 & 3514)

LOCATION: Hillside

TOUR OF DUTY: 3:30 pm – 11:30 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
September 4, 2024

**THE LONG ISLAND RAIL ROAD
ASSISTANT DEPUTY CHIEF STORES OFFICER
MTA MATERIAL MANAGEMENT & DISTRIBUTION
BULLETIN NO. 3521**

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, September 13, 2024**. Bids can be faxed to Ext. 3279 or sent via interoffice mail to MC: 3131.

POSITION: Stores Truck Driver – (J. Hafeed) – 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
September 4, 2024

THE LONG ISLAND RAIL ROAD
MAINTENANCE OF EQUIPMENT DEPARTMENT

September 4, 2024

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

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AWARD BULLETIN NO. 1806

POSITION AWARDED TO THE FOLLOWING:

- Job No. 40 No Qualified Bids Received
- Job No. 32 No Qualified Bids Received
- Job No. 41 No Qualified Bids Received
- Job No. 27 No Qualified Bids Received
- Job No. 28 No Qualified Bids Received
- Job No. 34 No Qualified Bids Received
- Job No. 42 No Qualified Bids Received
- Job No. 8 No Qualified Bids Received
- Group A No Qualified Bids Received

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BULLETIN NO. 1808

APPLICATIONS FOR THE FOLLOWING POSITION WILL BE ACCEPTED BY THE OFFICER NAMED BELOW UNTIL 5:00 PM – SEPTEMBER 13, 2024

Please note: email option for bid sheet submission – MofEBidSheets@lirr.org (LIRR MofE Bid Sheets)

- 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 \$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. 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. 40
 QUALIFICATIONS SAME AS JOB NO. 40

- 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. 40
 QUALIFICATIONS SAME AS JOB NO. 40

- JOB NO. 27
 POSITION PERMANENT CLERK – CENTRAL MANPOWER
 LOCATION HILLSIDE MAINTENANCE COMPLEX
 TOUR OF DUTY 10:30 PM to 6:30 AM
 RELIEF DAYS FRIDAY & SATURDAY
 RATE OF PAY SAME AS JOB NO. 40
 QUALIFICATIONS SAME AS JOB NO. 40

JOB NO. 35

POSITION PERMANENT	CLERK – CENTRAL MANPOWER
LOCATION	HILLSIDE MAINTENANCE COMPLEX
TOUR OF DUTY	10:30 PM to 6:30 AM
RELIEF DAYS	FRIDAY & SATURDAY
RATE OF PAY	SAME AS JOB NO. 40
QUALIFICATIONS	SAME AS JOB NO. 40

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. 40
QUALIFICATIONS	SAME AS JOB NO. 40

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. 40
QUALIFICATIONS	SAME AS JOB NO. 40

JOB NO. 42

POSITION PERMANENT	CLERK – CENTRAL MANPOWER
LOCATION	HILLSIDE MAINTENANCE COMPLEX
TOUR OF DUTY	12:30 AM to 8:30 AM
RELIEF DAYS	MONDAY & TUESDAY
RATE OF PAY	SAME AS JOB NO. 40
QUALIFICATIONS	SAME AS JOB NO. 40

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. 40
QUALIFICATIONS	SAME AS JOB NO. 40

GROUP A

POSITION TEMPORARY	CLERK – CENTRAL MANPOWER TRAINEE(S)
LOCATION	M OF E CENTRAL MANPOWER OFFICE
TOUR OF DUTY	VARIOUS
RELIEF DAYS	VARIOUS
RATE OF PAY	\$31.337 PER HOUR \$41.316 per hour, after successful completion of training.
QUALIFICATIONS	To train in covering all phases of Central Manpower clerical duties. Trainee must have the ability to think and reason in a pressure-filled atmosphere, must have phone etiquette, must be a qualified typist, must be reliable and responsible, and must work any and all holidays. Trainee will be required to have a complete understanding of Maintenance of Equipment Department Policies and Union Agreements of the seven crafts governed by M of E Department. Trainee assigned will be required to properly handle all off-duty occurrences (notifying proper location/supervision), prepare daily off-duty report, maintain the force book, maintain sick log, maintain absence control records, prepare attendance discipline report, preparation of sick and personal leave day forms, prepare/maintain availability report, prepare/maintain accident/incident reports and AR-20s, prepare weekly payroll records using KRONOS and IDMS/LMAT computerized payroll systems, troubleshoot and edit all possible payroll problems, adjust vacation and/or personal day overuses, become knowledgeable with various computer programs (dataease, windows, lotus, etc.), dispatching the wreck crew.

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1. Training position will be bulletined and awarded based on seniority, fitness and the ability of the applicants.
2. Employee awarded training position will post on all three shifts for a period not to exceed eight weeks. Trainee will be required to become fully qualified during the eight-week period. As part of determining the qualifications, the trainee will be required to work 'alone' during the eighth week. If the Department determines that an employee has qualified in less than the specified period, the employee will be deemed qualified at that time. Employee awarded a training position, who fails to qualify within eight weeks, or when it becomes evident that he/she will not qualify, will be removed from training position and shall return to his/her former position, unless it has been abolished or filled by a senior employee in the exercise of seniority. The eight-week training period may be extended at Carrier's discretion.
3. During training, trainee is prohibited from bidding other positions. Trainee will not work on holidays during the training period unless specifically required to do so by the Carrier.
4. A trainee's regular job will be bulletined as a temporary job. If no Central Manpower vacancy exists when a trainee becomes qualified, the employee will revert to his/her former position, if the position has not been abolished or filled by a senior employee in the exercise of seniority.
5. When a Central Manpower vacancy is advertised (except the position of Head Clerk – Manpower Systems), only bids from applicants qualified through the training program, or from employees who have previously owned a Central Manpower position in the Maintenance of Equipment Department, will be entertained. If no qualified bids are received, the junior qualified employee, subject to recall, will be assigned to the vacant position. If there are no qualified applicants, the Central Manpower trainee position will be advertised. Once qualified, the employee will be assigned to the existing vacancy.
6. For 18 months following the qualification of the trainee, the employee will be required to accept temporary vacancies refused by regularly assigned Central Manpower Staff.
7. A qualified employee awarded a position who has not covered a position within six months of the training program will be provided a five-day refresher course, if required.
8. During the training period, Trainees will be compensated at the rate identified in Appendix A-1, for Clerk-Central Manpower Trainee. After the Trainee has successfully completed the training program, their rate of pay will be increased retroactive to their initial day in the training program to the Clerk – Central Manpower rate of pay. Rule 62(b) 1 and 2, Rates of Pay will apply where applicable.

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

LONG ISLAND RAILROAD

MANAGEMENT-TRANSPORTATION CREW MANAGEMENT SERVICES

Bulletin ID: TELBUL3-41

Bulletin Seq: 41

Bulletin Description: TELEGRAPHERS BULLETIN 3-41

Open: 09/04/2024 00:01

Close: 09/13/2024 17:00

Effective: 09/18/2024 00:01

Posted: 09/02/2024 00:01

Asgn	Position	Perm Or Temp	Terminal
BO1051	BLOCK OPERATOR	Permanent	LIRR-Extra List
	Location TELEGRAPHER EXTRA LIST		
	Report Time VARIOUS		
	Rest Days SATURDAY & SUNDAY		
	Rate Of Pay \$43.355 HOURLY & \$1.666 DIFFERENTIAL		
JCCMT2	BLOCK OPERATOR	Permanent	JCC TOWER
	Location JCC TOWER		
	Report Time 201PM		
	Rest Days MONDAY & TUESDAY		
	Rate Of Pay \$43.355 HOURLY \$1.666 DIFFERENTIAL		
JCCMT3	BLOCK OPERATOR	Permanent	JCC TOWER
	Location JCC TOWER		
	Report Time 1001PM		
	Rest Days WEDNESDAY & THURSDAY		
	Rate Of Pay \$43.355 HOURLY \$1.666 DIFFERENTIAL		
JCHN22	TRAIN DIRECTOR	Permanent	JCC TOWER
	Location JCC TOWER		
	Report Time 201PM		
	Rest Days MONDAY & TUESDAY		
	Rate Of Pay \$57.736 HOURLY \$2.151 SHIFT DIFFERENTIAL		

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

Bulletin ID: TELBUL3-41

Bulletin Seq: 41

Bulletin Description: TELEGRAPHERS BULLETIN 3-41

Open: 09/04/2024 00:01

Close: 09/13/2024 17:00

Effective: 09/18/2024 00:01

Posted: 09/02/2024 00:01

Asgn	Position	Perm Or Temp	Terminal
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TR29	TRAIN DIRECTOR	Permanent	WEST SIDE YARD
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Location WEST SIDE YARD

Report Time VARIOUS

Rest Days THURSDAY & FRIDAY

Rate Of Pay VARIOUS

SATURDAY & SUNDAY: WS11-WSY 7AM; \$53.034 HOURLY; \$2.050 DIFFERENTIAL

MONDAY & TUESDAY: WS21-WSY 3PM; \$53.034 HOURLY; \$2.050 DIFFERENTIAL

WEDNESDAY: WS31-WSY 11PM; \$50.585 HOURLY; \$1.952 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: TELBUL3-40 **Sequence:** 39

Description: TELEGRAPHERS BULLETIN 3-40

Open: 08/21/2024 00:01 **Close:** 08/27/2024 17:00 **Effective:** 09/04/2024 00:01 **Posted:** 08/21/2024 00:01

Asgn	Position	Perm or Temp	Terminal	Emp Num	Employee Name	Rank	From
JCCMT2	BLOCK OPERATOR	Permanent	JCC TOWER	Readvertise		194	JCCMT3 BO JCCT
JCCQN3	TRAIN DIRECTOR	Permanent	JCC TOWER	60076	CARERE, ZC	72	JCHN22 TR JCCT
JCHN21	TRAIN DIRECTOR	Permanent	JCC TOWER	54347	BRENNAN, JD	162	TR29 TR WSY
JCHNA2	ASST. TRAIN DIRECTOR	Permanent	JCC TOWER	59297	LIPARI, RL	208	TX1004 BO LIRR
BO1056	BLOCK OPERATOR	Permanent	LIRR-Extra List	60304	HUSSAIN, MH	188	BO1051 BO LIRR
WS31	TRAIN DIRECTOR	Permanent	WEST SIDE YARD	60069	FOSTER, OF		

LONG ISLAND RAILROAD

MANAGEMENT-TRANSPORTATION CREW MANAGEMENT SERVICES

Bulletin ID: CREW9-67

Bulletin Seq: 67

Bulletin Description: C/D BULLETIN 9-67

Open: 09/04/2024 00:01

Close: 09/13/2024 17:00

Effective: 09/18/2024 00:01

Posted: 09/01/2024 00:01

Asgn	Position	Perm Or Temp	Terminal
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DT4103	CREW DISP. TRNEE	Temporary	LIRR-Extra List
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Location TRANSPORTATION CREW MANAGEMENT, JAMAICA

Report Time VARIOUS

Rest Days VARIOUS

Rate Of Pay *\$33.245/\$40.530 HOURLY

TEMPORARY

FAXED BIDS WILL NOT BE ACCEPTED

APPLICANTS MAY BE SUBJECTED TO AN APTITUDE EXAM THAT HAS BEEN DEVELOPED BY THE HUMAN RESOURCES DEPARTMENT.

DURING THE COURSE OF THE TRAINING PROGRAM, 3 - 4 WRITTEN EXAMS WILL BE ADMINISTERED TO THE TRAINEE.

RATE OF PAY INCREASES TO \$40.530 AFTER TRAINEE HAS SUCCESSFULLY COMPLETED 3 MONTHS OF THE TRAINING PROGRAM. RATE INCREASE WILL BE RETROACTIVE TO THE INITIAL DAY IN THE TRAINING PROGRAM.

AS INFORMATION, 100% QUALIFIED CREW DISPATCHER RATE IS \$48.121

APPLICANTS FOR THIS POSITION MUST COMPLETE THE CREW DISPATCHER TRAINING PROGRAM "APPENDIX G-1" OF THE TCU CONTRACT.

TRAINEE SHALL BE BOUND BY THE PROVISIONS OF THIS AGREEMENT FOR A PERIOD OF 24 MONTHS FROM THE DAY TRAINING BEGINS UNLESS MUTUALLY AGREED TO BY THE CARRIER AND THE ORGANIZATION.

TRAINEES ASSIGNED HERETO WILL BE REQUIRED TO TRAIN ON ALL CREW DISPATCHING AND PAYROLL DISPATCHING ASSIGNMENTS IN ORDER TO BECOME CONVERSANT IN THE USE OF VARIOUS TIMETABLES, CREW BOOKS AND PAYROLL MANUALS, ETC. AND OBTAIN A THOROUGH KNOWLEDGE OF THE REGULATIONS GOVERNING EMPLOYEES UNDER THE JURISDICTION OF THE CREW MANAGEMENT SERVICES OFFICE.

*DIFFERENTIAL NOT INCLUDED IN ABOVE RATES OF PAY.

CD2D	CREW DISPATCHER	Permanent	JAMAICA
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Location TRANSPORTATION CREW MANAGEMENT, JAMAICA

Report Time 340P

Rest Days MONDAY & TUESDAY

Rate Of Pay \$48.121 HOURLY

APPLICANTS FOR THIS POSITION MUST HAVE COMPLETED THE CREW DISPATCHER TRAINING PROGRAM AS PER TCU CONTRACT. MUST HAVE THOROUGH KNOWLEDGE OF THE REGULATIONS GOVERNING THE WORKING CONDITIONS OF EMPLOYEES REPRESENTED BY THE UTU, BLE, TCU AND UTU Y/M. MUST BE A COMPETENT TYPIST AND WORK AS DIRECTED WITHIN THE OFFICE OF THE MANAGER-TRANSPORTATION CREW MANAGEMENT SERVICES.

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

Bulletin Description: C/D BULLETIN 9-67

Open: 09/04/2024 00:01

Close: 09/13/2024 17:00

Effective: 09/18/2024 00:01

Posted: 09/01/2024 00:01

Asgn	Position	Perm Or Temp	Terminal
CX4004	CREW DISPATCHER	Permanent	LIRR-Extra List
Location	MANAGER-TRANS. CREW MANAGEMENT JAMAICA		
Report Time	VARIOUS		
Rest Days	VARIOUS		
Rate Of Pay	\$48.121 HOURLY & \$1.896 DIFFERENTIAL		
	<p>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 BYT 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.</p>		

CX4005	CREW DISPATCHER	Permanent	LIRR-Extra List
Location	TRANSPORTATION CREW MANAGEMENT, JAMAICA (5C1)		
Report Time	VARIOUS		
Rest Days	VARIOUS		
Rate Of Pay	\$48.121 HOURLY & \$1.896 DIFFERENTIAL		
	<p>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 BYT 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.</p>		

CX4006	CREW DISPATCHER	Permanent	LIRR-Extra List
Location	TRANSPORTATION CREW MANAGEMENT, JAMAICA (5C1)		
Report Time	VARIOUS		
Rest Days	VARIOUS		
Rate Of Pay	\$48.121 HOURLY & \$1.896 DIFFERENTIAL		
	<p>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 BYT 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.</p>		

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: CREW9-66 **Sequence:** 66

Description: C/D BULLETIN 9-66

Open: 08/21/2024 00:01 **Close:** 08/30/2024 17:00 **Effective:** 09/04/2024 00:01 **Posted:** 08/19/2024 00:01

Asgn	Position	Perm or Temp	Terminal	Emp Num	Employee Name	Rank From
REL6	CREW DISPATCHER	Permanent	JAMAICA	51512	MUSSO, M	11 CD2D CD JAM
CX4004	CREW DISPATCHER	Permanent	LIRR-Extra List	Readvertise		
CX4005	CREW DISPATCHER	Permanent	LIRR-Extra List	Readvertise		
CX4006	CREW DISPATCHER	Permanent	LIRR-Extra List	Readvertise		
DT4102	CREW DISP. TRNEE	Temporary	LIRR-Extra List	51909	LOPEZ, A	

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

Bulletin ID: USBUL2-96 **Sequence:** 96

Description: USHER BULLETIN 2/96

Open: 08/21/2024 00:01 **Close:** 08/30/2024 17:00 **Effective:** 09/04/2024 00:01 **Posted:** 08/19/2024 00:01

Asgn	Position	Perm or Temp	Terminal	Emp Num	Employee Name	Rank From
RUH1	USHERS	Permanent	JAMAICA	56816	HOOKES, D	

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

DATE: September 4, 2024

BULLETIN NO.: SD-17-2024

This bulletin will close at 5:00 PM on Friday, September 13, 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	(A702) Agent
Location:			Bethpage Facility
Tour of Duty:			10:30 AM – 6:30 PM
Rate of Pay:			\$50.245
Rest Days:			Saturday / Sunday

Position No.	2	Temporary	(AG610) Agent
Location:			Grand Central Madison TSM
Tour of Duty:			2:00 PM – 10:00 PM
Rate of Pay:			\$50.245
Rest Days:			Saturday / Sunday

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

Position No.	3	Permanent	(A900) Agent <i>(Assigned T. Logan)</i>
Location:	Jamaica Theatre		
Tour of Duty:	Sun/Mon – 10:00 PM – 6:00 AM Thu/Fri – 6:00 AM – 2:00 PM Sat – 2:00 PM – 10:00 PM		
Rate of Pay:	\$50.245		
Rest Days:	Tuesday / Wednesday		

Position No.	4	Permanent	(A901) Agent <i>(Assigned L. Hutchinson)</i>
Location:	Atlantic Terminal / Jamaica Theatre		
Tour of Duty:	Wed/Thu – Atlantic Terminal – Supv Agent – 6:00 AM – 2:00 PM Fri – Jamaica Theatre – Agent – 2:00 PM – 10:00 PM Sat/Sun – Atlantic Terminal – Supv Agent – 2:00 PM – 10:00 PM		
Rate of Pay:	Wed/Thu/Sat/Sun - \$52.670 Fri - \$50.245		
Rest Days:	Monday / Tuesday		

Notice of Awards to Bulletin SD-16-2024

Position Number	Type	Job Number	Name	Award Date
1	Temporary	A251	F. Borrero	09/04/2024
2	Temporary	A252	D. Chandler	09/04/2024
3	Permanent	A900	RE-ADVERTISED	
4	Permanent	A901	RE-ADVERTISED	

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

DATE: September 4, 2024

BULLETIN NO.: SD-17-2024

This bulletin will close at 5:00 PM on Friday, September 13, 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	(CG631) Ticket Clerk TR
Location:			Grand Central Madison
Tour of Duty:			2:00 PM – 10:00 PM
Rate of Pay:			\$40.052
Rest Days:			Saturday / Sunday

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

Position No.	2	Temporary	(CG620) TSM Clerk
Location:			Grand Central Madison
Tour of Duty:			2:00 PM – 10:00 PM
Rate of Pay:			\$40.373
Rest Days:			Saturday / Sunday

Position No.	3	Permanent	(C910) Ticket Clerk
Location:			Penn Station
Tour of Duty:			Mon/Thu/Sun 2:00 PM – 10:00 PM Tue/WED 2:15 PM – 10:15 PM
Rate of Pay:			\$40.052
Rest Days:			Friday / Saturday

Position No.	4	Permanent	(C307) Ticket Clerk
Location:			Hempstead
Tour of Duty:			6:00 AM – 2:00 PM
Rate of Pay:			\$38.438
Rest Days:			Saturday / Sunday

Position No.	5	Temporary	(ATL102) Station Appearance Maintainer
Location:			Atlantic Ave
Tour of Duty:			6:00 AM – 2:00 PM
Rate of Pay:			\$33.194
Rest Days:			Wednesday / Thursday

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

Position No.	6	Temporary	(L304) Station Appearance Maintainer
Location:	Freeport		
Tour of Duty:	5:00 AM – 1:00 PM		
Rate of Pay:	\$33.194		
Rest Days:	Sunday / Monday		

Position No.	7	Temporary	(JAC1) Station Appearance Maintainer
Location:	Jamaica		
Tour of Duty:	4:00 PM – 12:00 AM		
Rate of Pay:	\$37.914		
Rest Days:	Saturday / Sunday		

Position No.	8	Permanent	(VF204) Station Appearance Maintainer
Location:	New Bethpage Facility		
Tour of Duty:	6:00 AM – 2:00 PM		
Rate of Pay:	\$34.214		
Rest Days:	Saturday / Sunday		

Position No.	9	Permanent	(V920) Station Appearance Maintainer <i>(Assigned O Bryan)</i>
Location:	Queens Village / Cold Spring Harbor		
Tour of Duty:	Mon / Tue / Sat / Sun – Queens Village – 3:30 PM – 11:30 PM Friday – Cold Spring Harbor – 6:00 AM – 2:00 PM		
Rate of Pay:	\$34.214		
Rest Days:	Wednesday / Thursday		

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

Position No. 10 Permanent (ARCH900) Station Appearance Maintainer (*Assigned Q. Cyrus*)

Location: Freeport / Arch St Facility / Northport

Tour of Duty: Monday – Freeport – 5:00 AM – 1:00 PM
Thursday / Friday – Arch St Facility – 6:00 AM – 2:00 PM
Saturday / Sunday – Northport – 6:00 AM – 2:00 PM

Rate of Pay: Monday / Thursday / Friday – \$33.194
Saturday / Sunday - \$34.214

Rest Days: Tuesday / Wednesday

Position No. 11 Permanent (RSC1) Station Appearance Maintainer / Chief (*Assigned E. Otunta*)

Location: Jamaica

Tour of Duty: 4:00 PM – 12:00 AM

Rate of Pay: Wednesday / Thursday / Friday – SAM - \$33.194
Saturday / Sunday - Chief - \$37.914

Rest Days: Monday / Tuesday

Position No. 12 Permanent (RSC4) Station Appearance Maintainer / Chief (*Assigned A. Palmieri*)

Location: Atlantic Avenue

Tour of Duty: Sunday / Monday – 9:30 PM – 5:30 AM
Thursday / Friday – 6:00 AM – 2:00 PM
Saturday – 2:00 PM – 10:00 PM

Rate of Pay: Sun / Mon / Sat – SAM - \$33.194
Thursday / Friday - Chief - \$37.914

Rest Days: Tuesday / Wednesday

Position No. 13 Permanent (L309P) Station Appearance Maintainer

Location: Hicksville

Tour of Duty: 2:00 PM – 10:00 PM

Rate of Pay: \$33.194

Rest Days: Monday / Tuesday

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

Position No.	14	Permanent	(ATL105) Station Appearance Maintainer
Location:			Atlantic Avenue
Tour of Duty:			2:00 PM – 10:00 PM
Rate of Pay:			\$33.194
Rest Days:			Wednesday / Thursday

Position No.	15	Permanent	(v484) Station Appearance Maintainer
Location:			Northport
Tour of Duty:			3:00 PM – 11:00 PM
Rate of Pay:			\$34.214
Rest Days:			Saturday / Sunday

Position No.	16	Permanent	(JAM104) Station Appearance Maintainer / Laborer
Location:			Jamaica
Tour of Duty:			8:00 AM – 4:00 PM
Rate of Pay:			\$33.194
Rest Days:			Thursday / Friday

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

TICKET CLERK POSTINGS

CG631, C910, C307

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.

Cashier and/or TSM Clerk (TSM= Ticket Selling Machine)

CG620

Primary Duties: Must have a full understanding of the sales and accounting of tickets and related duties. Must possess the ability to service, define error codes and correct malfunctions in the Ticket Vending Machines (TVM). Process large amounts of currency and coins, prepare bank deposits, maintain accurate spare parts inventory, defective parts log and the TVM ticket stock book. Must be familiar with the TVM Malfunction and Maintenance reports. The applicant should be mechanically inclined and be able to lift coin magazines, cassettes, bill and coin vaults. Must be able to operate coin filler, currency counter/sorter, coin sorter and be familiar with obtaining a "state report" from the TVM utilizing a computer notebook. Verify TVM cash removals and prepare deposits from these removals. Must be able to verify the contents of change modules removed from the TVMs and refill these modules for replenishment of the machines. Prepare deposit for change orders and verify change orders when received. Must be able to reconcile all cash removals, deposits, and coin refills processed against reports generated daily and cashier's safe. Will assist the Agent with the transfer of parts for repair between location and service contractor for TSMs. Record, verify, and forward any claims to Automated Ticket Sales area for processing. Must be able to lift full coin hoppers as part of daily routine. 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
OFFICE OF THE CHIEF STATIONS OFFICER
STATIONS DEPARTMENT
STATION APPEARANCE MAINTAINER (SAM) POSTINGS

ATL102, ATL105

Primary Duties for HMC, Jamaica, and Atlantic Terminal: 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.

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

ARCH900, V920, L304, L309P, VF204, V484

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.

JAM104

Primary Duties: Operate singly and/or part of a team to receive deliveries and to move furniture from one location to another within the complex. Will be required to set up as requested: conference rooms, cafeteria, etc. This will include the moving of chairs, tables, partitions and temporary walls for scheduled staff meetings or different departments. Station Cleaner/Laborer must be available as directed for emergency and safety related problems and to maintain bathrooms and heavily used areas.

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

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

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

JAC1, RSC1, RSC4

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

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

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


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

Notice of Awards to Bulletin SD-16-2024

Position Number	Type	Job Number	Name	Award Date
1	Temporary	C964	WITHDRAWN	
2	Temporary	C802	WITHDRAWN	
3	Temporary	C104	C. Shy	Pending
4	Temporary	C134	N. Pryor	09/04/2024
5	Permanent	C114	M. Pimental	09/04/2024
6	Permanent	C814	A. Johnson	09/04/2024
7	Permanent	C703	J. Bleck	09/04/2024
8	Temporary	VH-478	S. Hernandez	09/04/2024
9	Temporary	GCM678	C. Worrell	09/04/2024
10	Temporary	SL-02	WITHDRAWN	
11	Temporary	WSC1	WITHDRAWN	
12	Temporary	VD100	WITHDRAWN	
13	Permanent	V920	O. Bryan (A)	09/04/2024
14	Permanent	ARCH900	Q. Cyrus (A)	09/04/2024
15	Permanent	RSC1	E. Otunta (A)	09/04/2024
16	Permanent	RSC4	A. Palmieri (A)	09/04/2024
17	Permanent	SSM7	C. Sakowski	09/04/2024
18	Permanent	L309P	RE-ADVERTISED	
19	Permanent	RSC3	J. Padgett	09/04/2024
20	Permanent	GCM673	J. Hafeed	09/04/2024
21	Permanent	L404	P. Vella	Pending
22	Permanent	H572	J. Ciappa	09/04/2024



NOTICE NO. 2024-38E

DATE: August 19, 2024
TO: All Stations Department Employees
FROM: Theresa Dorsey, Chief Stations Officer 
SUBJECT: Cool Weather Dress Code

With the return of cooler weather, all Stations Department employees are required to comply with the dress code effective **Tuesday, September 3, 2024**. As front-line employees, your appearance projects the image of the Long Island Rail Road to customers even before they enter a train. A neat and uniformed employee greeting the customer in a friendly manner, while providing efficient service, will always be remembered in a positive way. In addition, shirts must always be tucked into pants, jeans and torn clothing is prohibited.

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

The only hats that are allowed to be worn indoors are the Customer Service Ambassador uniform hats that are worn by that craft. No other hats are to be worn indoors.

Ticket Agents / Ticket Clerks

All ticket office employees will be required to wear their full uniform including tie and neck scarf.

Ticket sellers may remove their jackets while selling and LIRR uniform sweaters may be worn at any time. As always, your blue agent or ticket clerk name tag must be worn or prominently displayed at the ticket window so that customers can see it. If you lose or misplace your name tag, contact your manager so that a replacement can be ordered. LIRR polo shirts are only permitted while working bus programs, or other special events approved by your manager.

TSM Agents / Clerks / Cashiers

TSM agents, clerks and cashiers are required to wear collared shirts, uniform pants and safety shoes: **jeans and leggings are not permitted**. TSM employees working as ticket agents, clerks or ushers must wear LIRR issued uniforms as detailed above.

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

Foremen and SAMs are required to wear railroad issued uniforms. **Jeans and leggings are not permitted**. The only shirts/sweatshirts that are allowed to be worn outside of the uniform must be navy blue and always have the LIRR logo visible; foremen and leaders need to approve. **NOTE: Proper Personal Protective Equipment (PPE) is required while on duty.**

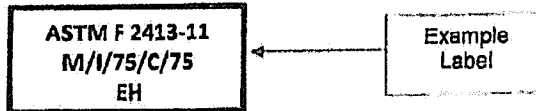
Customer Service Ambassadors

All ambassadors are required to wear their full uniform including name badge, vest and/or blazer, and tie or neck scarf. LIRR issued overcoat (weather permitting) is also required. The red ambassador sweaters are optional. If you need any uniform items, please contact your manager. The only hat that can be worn is a uniform hat that was ordered from the uniform company.

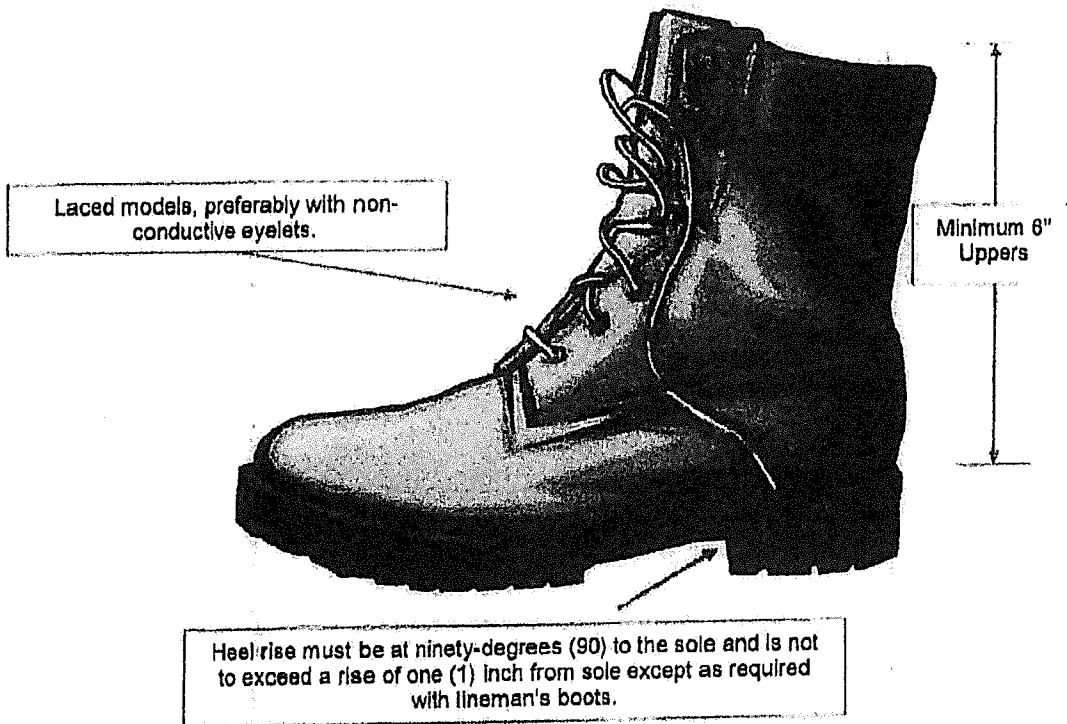
Should you have any questions about the dress code or footwear, please contact your manager.

LIRR Specific Requirements for Safety Footwear

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

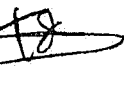


Safety Shoe Labeling Requirements	
Label Identification	Description
ASTM F 2413-11	Identifies that the footwear is protective footwear that complies with the 2011 ASTM standard. Note: ASTM F 2413-05 is allowable for older shoes, if in good condition.
M or F/I/75/ C/75	M=Male F=Female I=Impact resistance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





NOTICE NO. 2024-39

Date: August 22, 2024
To: All Stations Department Employees
From: Theresa Dorsey, Chief Stations Officer 
Subject: Instructions on Correct Crew Dispatching Procedures

After discussions between The Long Island Rail Road (LIRR) and the Transportation Communications International Union (TCU) it is agreed we will be returning to the Crew Dispatching procedures documented in Appendix F-7 of the Clerical agreement and Appendix Z of the Agents agreement.

This applies to all Agents, Ticket Clerks and SAMs.

Effective September 4, 2024, Crew will no longer be calling employees for picks or assignments. It is the employee's responsibility to check the recorded line at 718-558-3206 for available jobs and assignments.

Key elements of this process are as follows:

- 1) Employees will be required to call into the Stations Crew Office recorded line at 718-558-3206 for available assignments for the following day. Crew Dispatchers will be required to post all available assignments by 9:00 am.
- 2) Employees will call the Station Crew Office at 718-558-7374 / 8304 / 7467 or 929-386-1125 / 1126 as soon as the jobs are posted and they have determined which jobs they want to work but no later than 11:00 am each day. Employees will advise the Crew Dispatcher of the job numbers in order of preference. Request for a relief day should be part of their selection. The earlier you call Crew the better.
- 3) Employees will call the Stations Department Crew Office recorded line at 718-558-3206 after 2:00 pm for their assignment for the following day. The Carrier will honor assignments by seniority and qualification.



Additional Information:

- 1) Assignments will continue to be distributed to employee company email addresses.
- 2) Any employees who fail to call for their assignment by 11:00 am, or who don't make enough selections will be assigned by the Crew Dispatcher.
- 3) The boards will display the vacancies and the employees assigned.
- 4) Personal days must be requested or cancelled by the opening of the boards. Employees returning from sickness will be required to notify the Stations Crew Dispatcher no later than 11:00 am.
- 5) Overtime will be handled in the same manner other vacancies are handled. Exceptions are:
 - i) Employees who want to work their relief days or other overtime must call in to the Crew Dispatcher with their picks by 11:00 am.
 - ii) Overtime will be assigned in accordance with the above procedures. The only time the Crew Dispatcher will call you is when there is a late call off and a vacancy needs to be filled or you are on a "can be moved" job.


The date of implementation for returning to the dispatching procedure will be
September 4, 2024.



NOTICE NO. 2024-40

Date: August 27, 2024

To: All Transportation Communications Union (TCU) Employees, **including Block Operators**

From: Theresa Dorsey, Chief Stations Officer 

Subject: **Snow Removal Sign-up – Deadline September 13, 2024**

All employees that do not own a job in the Station Appearance Maintainer (SAM) craft interested in signing up for snow removal must send the attached form to the crew office no later than **September 13, 2024**, by email **LIRSTATIONSDEPTFORMS@lirr.org** or inter-office mail, mail code 2907.

Note that no action is required by employees actively working in the Station Appearance Maintainer (SAM) craft or the SAM Traveling Foremen craft. You will automatically be enrolled in the class during your regular shift.

EMPLOYEES MUST ATTEND BOTH RWIC AND RTK FOR AN 8-HOUR CLASS

- Employees performing snow duty require RWIC training (annually) per the FRA due to work conducted under adverse conditions within the 4-foot safe distance of moving trains. These employees **must also attend** Right to Know (RTK) training because of work on a crew that utilizes chemicals such as gasoline and snow melt chemicals. The State of New York requires Right-To-Know training annually.
- Snow removal season typically runs from December 1st through March 31st. **Please note that any employee signing up will be subject to random FRA mandated drug and alcohol testing.**

Employees not working in the SAM craft must be medically qualified and attend an 8-hour training course of both Roadway Worker in Charge (RWIC) and Right to Know (RTK).

To become medically qualified, a physical abilities screening (PAS) for the SAM position as well as a drug test will need to be done. You will be contacted by MaryAnn Portesy if either is required so that you can schedule an appointment with LIRR Medical. Do not contact LIRR Medical prior to being contacted by MaryAnn Portesy. **The medical screening must be done on your own time.**

ATTENTION BLOCK OPERATORS

If you are interested in signing up to perform snow removal, you must contact MaryAnn Portesy to be included in a class. If you've had a medical screening last year, you **do not** need another one. If you have never had a medical screening at the LIRR, please see the instructions above on obtaining one.

Deadline is **September 13, 2024**.

Please feel free to contact MaryAnn Portesy with any questions pertaining to this by phone, 347-494-6071 or by email, mportes@lirr.org



The completed form must be returned by email to LIRRSTATIONSDEPTFORMS@lirr.org OR Mail Code 2907

Due date: September 13, 2024

Employee Name: _____ LIRR ID: _____

Department: _____ Craft: _____ Shift: _____

Contact Number: _____

PLEASE READ BEFORE SIGNING

Initial each box to acknowledge.

I understand that signing up for overtime on the SAMs boards will require me to attend an 8-hour class of both Roadway Worker in Charge (RWIC) AND Right to Know (RTK).

I understand that I must be medically cleared by completing a physical and drug test with LIRR Medical **on my own time**. I will be notified if either is needed prior to contacting Medical.

I understand that I will be subject to random drug and alcohol testing for the season.


Employee Signature: _____ Date: _____



NOTICE NO. 2024-41

Date: August 28, 2024

To: All Station's Department Employees

From: Theresa Dorsey, Chief Stations Officer 

Subject: Changes to Weekend Train Service into Grand Central Madison Terminal

Effective September 3, 2024, a new train service plan will be in effect for LIRR. This service plan is called GO#302.

With the implementation of GO#302 there are no "revenue" trains arriving at GCM in time for a 6am tour on Saturdays, Sundays and holidays that follow the weekend schedule.

Service Planning has added an employee stop to equipment train #3783 which will depart Jamaica at 5:39am and arrive at GCM at 5:59am.

If you are traveling via LIRR to GCM you must take this train from Jamaica to arrive at GCM in time for your tour to begin.

To board this train, go to the west end head car and ask the conductor to open the door for you, they will not be opening the doors on the platform since this is not a revenue train. That means it is not going to have passengers getting on it. It is only stopping at Jamaica for the employees to get on.

If you have a key and know how to use it on the train, you can key yourself on. Do not attempt to key yourself on if you have never been shown how to properly use the key.

Please refer to your manager or leader for any questions.



NOTICE NO. 2024-42E

Date: September 1, 2024
To: All Stations' Department Employees
From: Theresa Dorsey, Chief Stations Officer *T. Dorsey*
Re: **Call Off Procedure Reminder**

Listed below are call off procedures for various situations. Proper notifications are to be made to the crew dispatcher's office and supervisors. Any questions, please speak with a Branch or Terminal Leader.

Absent Without Leave-AWOL (Straight time and overtime assignments)

If contact between a crew dispatcher and the employee is made within 30 minutes after the start of the assigned tour and the employee cannot report to the assigned location within 60 minutes after the start of the tour the employee will be considered AWOL. If there is no communication between crew and the employee within 30 minutes after the start of the assigned tour the employee will be considered AWOL.

Supervisors: Notification must be made to the crew dispatcher's office if someone is not present for their tour as soon as possible.

Late Starts/ Early Quits

If an employee is aware that they will arrive late for their assigned shift, they must contact the crew dispatcher's office as soon as possible, but no later than 30 minutes after their scheduled start time. They must provide the dispatcher with an estimated time they will arrive at work. The employee must punch in when they arrive. If an employee cannot report to their work location within 60 minutes of the scheduled start time, they will be considered AWOL.

Should an employee and the crew dispatcher's office make contact, regardless of who initiated the call, within 30 minutes after the start of the assigned tour and the employee reports to the assigned location within 60 minutes after the start of the tour, the employee will be considered late and be marked as a late start.

If the employee fails to contact the crew dispatcher's office within 30 minutes of their scheduled start time regarding their lateness the employee will be considered AWOL.

If an employee needs to leave their work location early, they must contact their direct supervisor and then the crew dispatcher's office to indicate that they are leaving and provide the reason. If the employee fails to notify the crew dispatcher's office and their direct supervisor that they are leaving early, the employee will be considered AWOL.

**Calling Off Sick (D/S):**

Each employee is directly responsible for notifying the crew dispatcher's office when they will not be able to report for duty. If they fail to give the required one-hour notice prior to the start of their tour, they will be marked as Absence Unauthorized. They will not be compensated for sick leave benefits and additional points will be assessed.

When returning for duty, employees are required to contact the crew dispatcher's office before 11:00 AM the prior day. If they know when they will be returning to duty at the time of the initial call-off, they should inform the crew dispatcher at that time. If calling off sick after 11:00 AM, they may return themselves for the following day if they indicate to the crew dispatcher in that initial calling-off sick phone call of their intention to return to duty the following day. Failure to notify the crew dispatcher's office of when they are returning to work will result in remaining in a "sick status" until they properly call themselves back to work.

If an employee must leave their work location due to a non-work-related illness, contact must be made to their direct supervisor (Branch/Terminal Leader, Agent, or Foreman) then the crew dispatcher's office and then they can punch out. They will be put off sick for the remainder of the day. During the initial call-off, they must indicate to the crew dispatcher of their intention to work the following day, or they will remain in a sick status until they properly "OK" themselves back to work.

To avoid points, a fully filled out SLA-28 form is required to be sent to the crew dispatcher's office within 3 days of returning to work.

An SLA-28 form is required for all absences over 3 days and for the third or subsequent 2-day occurrence in a calendar year. Failure to return a valid SLA-28 form within 3 days of returning to work will result in points for the sick occurrence, and additional points for not returning the required SLA-28.

Calling off FMLA (Family Medical Leave Act):

Employees may have multiple open FMLA cases. Please indicate to the crew dispatcher when calling off which FMLA case is being used. **The onus is on the employee to notify the crew dispatcher that they are calling off under FMLA. Be sure there is an approval letter before requesting time off.** Any questions on the FMLA case can be directed to fmla@lirr.org. The department does not have access to FMLA case information.

Own health condition, FMLA-Sick (FS): If an employee has FMLA for their own personal illness, they **MUST** indicate to the crew dispatcher that they are calling off FMLA – Sick. They will remain in that status until they call the crew dispatcher by 11:00 AM the day prior to returning to duty.

- If the employee does not indicate that they are using **FMLA Sick**, they will be marked sick (DS) and will be assessed points without a valid SLA-28.
- If the employee calls off FMLA and does not have an approved FMLA case, they will be marked as sick.
- Just as when employees call off sick, they must call off FMLA at least 1-hour prior to the start of their tour of duty.



Care of child/spouse/parent FMLA (FL): If an employee is approved for FMLA for the care of a family member, they **MUST** indicate to the crew dispatcher that they are calling off FMLA. FMLA for the care of a family member is **UNPAID** unless the employee requests to use vacation time. If requesting to use vacation time, it must be indicated during the call which scheduled week to deduct the day(s) from. It is the employee's responsibility to keep the crew dispatcher informed daily of their inability to report to work as scheduled. **The onus is on the employee to notify the crew dispatcher that they are calling off under FMLA.** If an employee calls off FMLA and does not have an approved FMLA case, they will be marked absence known which carries absence control points.

Cancer Screening:

Employees are entitled to up to 4-hours cancer screening leave if the appointment is scheduled during their regular tour. Employees must request this time seven days in advance by notifying their Leader to arrange coverage as needed for the four hours they will be using the leave benefit. To receive this benefit, the appointment must be documented from a physician and the form must be submitted to the Crew Office within 72 hours. **This benefit does not roll over and is not paid out if unused.**

Calling off an overtime assignment:

Each employee is responsible for notifying the crew dispatcher's office when they will not be able to report for an overtime tour they have accepted. Contact must be made **one-hour PRIOR to the start of the overtime tour** and a reason for refusing the overtime assignment must be given. Failure to provide proper notice will result in being marked absence unauthorized which carries absence control points. If an employee is scheduled for other tours that same day, it must be indicated which tours they are not covering.

Calling off for an On-the-Job Injury (OJI)

All employees must contact the crew dispatcher's office as soon as is possible to notify them of the injury (after the employee has advised their supervisor). **Returning from injury:** Employees may return on or before the fourth missed full tour with doctor's clearance and page 1 of the SLA-28 form. The call to return to work the following day must be made to the crew dispatcher's office by 11:00 AM and the clearance paperwork must be submitted. If you are unable to return by the fourth tour, you must report to Medical before returning to work. Medical can be reached at 347-494-6270.

Vacation

Employees must contact the crew dispatcher's office before 11:00 AM one day prior to the start of their vacation and one day prior to their return of duty. **Crew dispatchers will no longer be initializing the calls to verify vacations.**

Personal Day Requests:

All requests for personal days must be called into the crew dispatcher's office at least 24 hours prior to the requested time off. Requests are subject to availability. Requests for personal days will be accepted by the crew dispatcher no more than 30 days prior to the day requested. If an emergency personal day is needed the request will be temporarily granted and entered as an absence known which is unpaid and carries absence control points. Documentation regarding the emergency must be submitted as soon as possible for the personal day to be input into the payroll system.



Bereavement

Employees must notify the crew dispatcher's office when it is necessary to take off for bereavement purposes. Employees must provide the proper documentation as required according to the applicable union agreement. Failure to provide the proper documentation will result in nonpayment of bereavement days and points will be assessed as per the absence control policy. Review your union agreement for eligibility.

Jury Duty

Immediately upon notification that an employee is required to report for jury duty, they must contact the crew dispatcher's office for instructions. There are many different types of jury duty service and therefore employees are to speak with one of the crew dispatchers for clarification. Court documentation must be submitted as required according to the applicable union agreement. Failure to provide the proper documentation will result in nonpayment of jury duty days and points will be assessed. **Note: Employees are NOT entitled to jury duty compensation in the first year of employment.**

PLEASE NOTE: All employees must submit required documentation upon returning to work to LIRRSTATIONSDEPTFORMS@lirr.org. You will receive a reply to confirm receipt.

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.

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.