

# Memorandum



## Long Island Rail Road

**Date:** June 04, 2012

**To:** All Engineering Department Employees

**From:** K. J. Tomlinson, Chief Engineer

A handwritten signature in black ink, appearing to read "K. J. Tomlinson", written over the "From:" line.

**Re:** Work Assignments/Daily Expectations

I would like to take this opportunity to introduce myself to each of you and say that I am looking forward to working together as we continue the vital role we have in providing our customers with a safe, reliable and efficient transportation system.

To help ensure that we are providing the best service possible, I have listed below some of the basic requirements and expectations of all Engineering Department employees. Please take the time to review these expectations and be guided accordingly.

### Start of Tour

- All employees are to be in their headquarters ready for work at the start of their tour. This means safety shoes are on, safety equipment and tools are with them. (Example, if your tour starts at 8:00 am, you arrive at HQ with sufficient time to be ready to work at 8:00 am).
- Within 30 minutes of start time, all employees are to have been given their assignments from their Supervisor, have trucks loaded with the material for the day and be in route to their work destination.
- Any paperwork, labor sheets or information needed to be given to the office shall be sent no later than 30 minutes after tour begins.

### Work Day

- Employees must be at an authorized work location for the entire day. Supervision must be notified of any exceptions.
- Job briefings are to be conducted in accordance with RWP and briefing card must be completed and available at the worksite.
- All work must be conducted in a manner in which safety is not compromised. This includes wearing personal protective equipment (PPE), ensuring tools and equipment are kept in proper working order, and using the proper tools for the task being performed.

- In accordance with NYS law, vehicles shall not be left idling at the HQ or job site unless the vehicle is being used on track or required to perform a function (i.e., Boom Truck, Crane, Grappler, etc.).
- Lunch periods are to be kept to 30 minutes as governed by the respective Collective Bargaining Agreements. Lunch must be taken at the job site. If necessary, one employee shall be designated and permitted to use the company vehicle for the purpose of picking up lunch for the gang.
- If an assignment that was given is completed early or for some reason cannot be performed, the Supervisor and/or Foreman shall be immediately notified and requested to provide additional work for the remainder of the day.
- If a gang is waiting for track time and/or equipment, the /infrastructure and/or surrounding area shall be walked and inspected. Any defects, i.e., broken boards, burnt out bulbs, track surface, etc. shall be repaired or replaced (if qualified to do so) until work assignment of the day begins. This includes any general housekeeping/cleanup that may be required in area.
- At the end of each work day, the job site **must** be left clean and orderly by removing any used/replaced material as well as any trash or material that was present at the site prior to the task at hand.

#### End of Tour

- Sufficient travel time should be allotted to ensure that all trucks arrive back at the yard no earlier than 20 minutes prior to the end of the tour.
- No employee is permitted to leave their headquarters prior to the end of their tour.
- Report back to your office/supervisor the result of your day's assignment, such as production, accomplishments and needs for the following day's work activities.

#### General

- All Engineering Department employees will treat all fellow employees, customers, and the general public (regardless of race or gender) with respect, dignity and courtesy at all times.
- While on duty, you must devote yourself exclusively to the LIRR's service. You must not engage in non-railroad business activities or personal enterprises while on duty.
- Conduct yourself in manner that will reflect positively on the LIRR at all times. The following is prohibited while on duty, on company property or acting as a company representative:
  - The possession and/or drinking of Alcoholic beverages or use of other restricted or illegal substances.
  - Gambling
  - Fighting
  - Harassment (verbal, physical, or sexual)
  - Illegal, dishonest or unauthorized activities.

- Immediately report all dangerous, hazardous or defective conditions which you observe to your supervisor. If qualified, correct the situation and report the status of the work performed to your immediate supervisor.
- You must not absent yourself from duty without notifying your immediate supervisor, or the Control Desk. All Engineering Department employees are required to notify their supervisor or Control Desk at least one hour prior to the start of the tour of duty, when they will be off on account of illness, bereavement, accident, etc.
- All Engineering employees must carry and display their pass while on company property. You are prohibited from transferring passes to others or allowing another employee to utilize your pass.
- With the exception of LIRR issued cell phones, the use of cell phones (including direct connect Nextel type service), is prohibited unless authorized by your Supervisor or Manager. The use of personal radios of any type, CD/DVD players, tape and electronic music playing equipment or any other similar devices, which may distract or impair an employee's attention, is prohibited while you are performing service except during authorized breaks or meal periods. Using headphones or hands free devices with such devices is prohibited at all times.

Again, thank you for your daily efforts and in demonstrating the professionalism and dedication this department has to offer.

cc: J. Collins, S. DaLeo, G. Greenberg, W. Hogan, D. Varley