## The Official Newsletter of NJ Merged Branch 38, NALC



# THE SENTINEL

September 2023

## Disaster Relief Foundation



**President** 

by Mike O'Neill

Our prayers go out to the victims and families of the recent fires in Hawaii and the recent huricanes in Florida and the southeast. The images of the devistation and loss coming across our television screens are heart wrenching. The lives lost can never be replaced, and the damage to businesses and homes will take years and much financial help to rebuild.

It is even more painful when we realize that many of our fellow sister and brother carriers are affected by these and similar natural disasters. Imagine the feeling of desperation you would experience if you suffered similar loss in your life. Where do I start? How will I get through this? Where can I turn to for help?

Historically, NALC members would reach out to see how they can help their fellow members who have been victims of natural disasters. Often, getting food, supplies, and clothing to letter carrier victims of natural disasters was very difficult, if not impossible. Under the leadership of former NALC President Rolando, and in accordance with the will of the

membership, in 2018 NALC created the NALC Disaster Relief Foundaion. The foundation's mission is to help aliviate the suffering of members affected by natural disasters.

The foundation provides finacial support through grants. Any NALC member who has faced hardship as a result of a natural disaster is able to apply for assistance. Several Branch 38 members who were victims of huricanes and floods during the past few years have received finanical assistance through the foundation. Applications for grants can be found on the NALC web site, nalc.org.

The foundation is not funded by membership dues money. Financial support of the foundation is provided by NALC, branch fund raising and contributions, corporate sponsors, and contributions from individual members. Contributions from Branches and members are acknowledged in the Postal Record each year.

Thanks to the generousity of our membership, Branch 38 has contributed \$10,000 to the foundation in each of the past few years. As the fires, huricanes, tournadoes, and other natural disasters continue to ravage our country, the foundation is constantly in need of financial support. I encourage and respectfully request all of our members to make a contribution to the Disaster Relief Foundation, in accordance with your personal financial situation. Contributions can be made through the NALC web site by credit or debit card, and checks can be mailed to the address provided on the site. At the end of the day, helping each other in times of need is what unionism is all about. Any contribution you can make regardless of the amount will be greatly appreciated.

### **NEW JERSEY MERGED BRANCH 38**

National Association of Letter Carriers 374 Morris Avenue Springfield, NJ 07081

Phone e-mail FAX

973-564-7244 NALC38@VERIZON.NET 973-564-7673

### **Branch Officers**

Michael J.O'Neill President

Dan Szucs Executive Vice President

Joseph S. Rutkoski III Treasurer

Mark McGrady
Christine A. Strasser
Pete Bednarz
Roy Jancio
Director of City Delivery
Corresponding Secretary
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Dominic Walton Sergeant-At-Arms
Ron Villegas Director of Retirees

### **BRANCH 38 TRUSTEES**

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### PART TIME AREA REPRESENTATIVES

Clint Colie Michael Hedglin
Joe Otero Armando Pedreira
Dominic Walton Joseph Zammito

#### **NATIONAL BUSINESS AGENT**

Bruce Didriksen 212-868-0284

#### **BRANCH 38 ATTORNEY**

Donald Millman, Esq. 973-669-9776

### **MUTUAL BENEFIT REPRESENTATIVE**

Roy Jancio 973-564-7244 (Ext.24)

### DATES TO REMEMBER

### **BRANCH MEETINGS**

October 4, 2023 November 1, 2023 December 6, 2023

### **SPECIAL EVENTS**

Charlie Connell Golf Outing October 9, 2023

Retiree Breakfast - North October 22, 2023

Retirement Training October 29, 2023

MDA Beefsteak Dinner November 11, 2023

Holiday Party December 16, 2023

### NJ Merged Branch 38 Web Site

http://www.Branch38nalc.com/

## CCA Dental/Vision Insurance



### <u>Executive</u> Vice President

### by Dan Szucs

What is the Federal Employees Dental and Vision Insurance Program (FEDVIP)? The Federal Employees Dental and Vision Insurance Program (FEDVIP) is a voluntary, enrollee-pay-all dental and vision program available to federal employees and NOW CCA's. Premiums for FEDVIP are paid by you, the employee with no agency contributions. It's sponsored by the U.S. Office of Personnel Management (OPM) and offers eligible participants a choice between 12 dental and 5 vision carriers.

What is The U.S. Office of Personnel Management (OPM)? The U.S. Office of Personnel Management (OPM) serves as the chief human resources agency and personnel policy manager for the Federal Government.

**BENEFEDS** administers the enrollment and premium payment processes on behalf of the FEDVIP carriers. The Federal Employees Dental and Vision Insurance Program (FEDVIP) offers eligible participants a range of plans from 12 dental and 5 vision carriers. This gives you a choice and the flexibility to select the right coverage for you and your family.

FEDVIP dental plans provide comprehensive dental coverage, including preventive services covered at 100% when you use an in-network provider. There are no deductibles when using in-net-

in-network provider. There are no deductibles when using in-network dentists. Also, there is no waiting period for major services such as crowns, bridges, dentures, and implants. Under most of the plans, there is no 12-month waiting period or age limit for orthodontic coverage.

FEDVIP vision plans provide comprehensive vision coverage,

including routine eye exams and vision correction without a referral. Plans also include low vision exams, eyeglass frames and lenses, and contact lenses at many optometrist offices or optical retail stores. Also, there are lens options such as shatter-resistant polycarbonate, scratch-resistance solutions, anti-reflective solutions, UV coatings, tinted and progressive lenses, and discounts on laser eye surgery.

Enrollment is open now through September 24, 2023. After this date, you will only be able to enroll during the annual open season period or within 60 days of a qualifying life event. To enroll, got to www.benefeds.com or call 1-888-337-3337, the TTY number is 1-877-889-5680.

Once you have logged onto the BENEFEDS website, look for the drop down for FEDVIP Plan Compare Tool. Use the plan compare tool to research plans and premiums based on where you live. View up to three dental or vision plans side by side for easy comparison to determine what is the right plan for you and your family.

If you have any questions, please contact your shop steward, area representative or call the Branch office so we can assist you with this process. You are all working very hard to ensure the USPS stays competitive and working towards a career as a Letter Carrier for the United States Postal Service. We thank you for all your hard work and dedication.

## Sign Up for the Letter Carrier Political Fund Now!!!

Help Protect:
Your Job
Your Benefits
The Postal Service

Go to: http://nalc.org/

By making a contribution to the Letter Carrier Political fund, you are doing so voluntarily with the understanding that your contribution is not a condition of membership in the National Association of Letter Carriers or of employment by the Postal Service, nor is it part of union dues. You have a right to refuse to contribute without any reprisal. The Letter Carrier Political Fund will use the money it receives to contribute to candidates for federal office and undertake other political spending as permitted by law. Your selection shall remain in full force and effect until cancelled. Contributions to the Letter Carrier Political Fund are not deductible for federal income tax purposes. Federal law prohibits the Letter Carrier Political Fund from soliciting contributions from individuals who are not NALC members, executive and administrative staff or their families. Any contribution received from such an individual will be refunded to that contributor. Federal law requires us to use our best efforts to collect and report the name, mailing address, occupation and name of employer of individuals whose contributions exceed \$200 in a calendar year.

## Leave for Our Military & Vets



Treasure

### by Joe Rutkoski

Most carriers are familiar with paid leave related to annual, sick and bereavement leave. However, these are not the only paid leave available. Military members and our veterans are also entitled to two other types of paid leave; Military leave and Wounded Warriors leave. This article will focus on these two types of paid leave.

#### **Military Leave:**

Career letter carriers may receive military leave to serve their country in the armed forces. Military leave is paid leave in which letter carriers can still earn a paycheck from the Postal Service while they are fulfilling certain obligations to the military. Paid military leave is authorized absence from postal duties for hours the employee would have worked during his or her regular schedule, without loss of pay, time or performance rating, granted to eligible employees. The rules and regulations governing military leave are found in ELM, Section 517, which states in part: 517.11 Postal Service Support and paid military leave cannot exceed 80 hours annually. Letter carriers should note that the allowance for military leave, unlike other leave categories in the Postal Service, is based on the fiscal year and not the leave year. USPS fiscal years begin on Oct. 1 and end on Sept. 30 each year. Keep this distinction in mind when considering your military leave allowances.

### Employees may use military leave intermittently and may carry over unused military leave from one fiscal year to the next.

The amount of military leave employees may carry over may not exceed 15 days. To receive paid military leave, the leave must be substantiated by a copy of the employee's military orders or other documentation endorsed by the appropriate military authority. Paid military leave is provided for specific types of duty and certain military activities are not eligible. For the specific list of duties covered and more information related to military leave, read the NALC Veterans Guide, which can be found on the NALC website at nalc.org/veterans-guide.

#### **Wounded Warriors Leave:**

Management is required to approve leave requests by disabled veterans to undergo medical examination or treatment related to their service-connected disabilities. Unfortunately, letter carriers may not accrue enough paid leave, especially when they are first hired, to cover these absences. Prior to 2016, this meant that many veterans with service-connected disabilities had to take unpaid leave to attend medical appointments. With the passage of the Wounded Warriors Federal Leave Act of 2015, certain veterans who chose to commence or resume a civilian career with the Postal Service following their military service became eligible to have credited and use up to 104 hours of Wounded Warriors leave to undergo medical treatment for a service-connected disability rated at 30 percent or more. Each January, all employees who are disabled veterans with a 30 percent or more combined disability rating receive 104 hours of Wounded Warriors leave to use during that leave year.

Upon being hired, employees who meet the eligibility requirements will be credited with 104 hours of Wounded Warriors leave. This leave may be used for the remainder of that leave year. At the end of each leave year, any unused Wounded Warriors leave is not rolled over to the next year, nor will it be paid out if the employee leaves.

To verify that Wounded Warriors leave requested by an employee is appropriately used for the treatment of a service-connected disability, the requesting employee must provide proof from the health care provider that the employee used the leave to receive treatment for a covered disability. This can be done by using PS Form 5980. Copies of the Postal Service Management Instruction EL-510-2019-2 (M-01901 in NALC's Materials Reference System) setting forth the policy guidelines and standard procedures for administering Wounded Warriors leave and PS Form 5980 are available on the "Contract Administration" and "City Delivery" pages of the NALC website. Employees eligible for WWL also may be eligible for protection under the Family and Medical Leave Act.

For more detailed information on Wounded Warriors leave and paid military leave, read the NALC Veterans Guide. The NALC Veterans Guide is available in electronic format on the NALC website atnalc.org/veterans.

### The Branch 38 Facebook Page "NJ Merged Branch 38"

All Branch 38 members are invited to join our closed Facebook page to stay in touch and keep up to date on NALC news and Branch events and activities.

## Discipline Based on GPS



<u>Director</u>
<u>of</u>
<u>City</u>
<u>Delivery</u>

### by Mark McGrady

The best day at work for any letter carrier involves minimal contact with management. We know our job, we do our job, and would like to be left alone to do it. Unfortunately, part of management's job is to supervise and observe letter carriers both in the office and on the street. Section 16 of the M-41 reads, "Carriers may expect to be supervised at all times while in performance of their daily duties." Section 134.12 of the M-39 provides, "Accompanying carriers on the street is considered an essential responsibility of management and one of the manager's most important duties. Managers should act promptly to correct improper conditions. A positive attitude must be maintained by the manager at all times."

The M-39 Section 134.21 and 134.22 states the correct approach management must follow to conduct street supervision. 134.21 The manager must maintain an objective attitude in conducting street supervision and discharge this duty in an open and above board manner.

**134.22** The manager is not to spy or use other covert techniques. Any employee infractions are to be handled in accordance with the section in the current National Agreement that deal with these problems.

We get it. Management has the right and the obligation to observe us on the street and to correct any deficiencies in a positive manner. I must give credit to the supervisors who do their job correctly and professionally. Unfortunately, there is a new breed of managers who want to observe you, but are using technology as their tool of choice, not the correct way of physically observing you in person.

The technology is not new. It has been around for about ten years and is called Delivery Management System (DMS). The DMS works in conjunction with the Mobile Delivery Device (MDD), which carriers commonly know as their scanner. The scanner has Global Positioning System (GPS) capability.

The MDD with the GPS capability is a computer-generated program that tracks carriers' movements and stationary events on a computer screen. A stationary event is an event in which the MDD has been in one location for an unusual period of time. Management monitors carriers through this program to see if there is a stationary event. If a stationary event occurs management should either go and check on the carrier or question the carrier as to why the MDD was not moving and was stationary.

Sadly, management is using this program to discipline carriers for their stationary event without going to the street to observe them. There are numerous reasons the MDD could be stationary. They include breaks, lunch, or delivering mail in a mail room or at a cluster box. There could also be a dead spot on your route where there is no reception because of the walls and ceilings in tall buildings, or the MDD was simply not working.

Management's new practice of using technology to initiate discipline is wrong and against the negotiated contract, handbooks, and manuals. Management is allowed to conduct street observations. Their job is to manage letter carriers in the office and on the street. The observations should not be conducted in a covert manner. This means they should approach you personally, openly, and professionally. They should discuss your observation with you, with a recommendation or to correct a safety violation. They should not hide behind a tree, car, or a computer system to trap a letter carrier in a stationary event.

If management questions you about a stationary event, let them know why the MDD wasn't moving, or simply answer that you don't remember. No one can be expected to recall every minute of every day. If you believe this questioning could lead to discipline request your shop steward immediately. Remember that, unless you were observed in person or admit to wrongdoing, no letter of discipline will stand.

### **Download The NALC Member App**

The app contains links to workplace resources, including the National Agreement, the JCAM, the MRS, CCA resources and more. It also includes legislative tools, such as a bill tracker, an individualized list of your Congressional Representatives and PAC information. One of the coolest features is an Interactive Non-Scheduled Days calendar. Available for iPhone and Android smartphones. The app is available at the Apple App Store or the Google Play Store. Search for "NALC Member App." Go to NALC.org for more information.

### Retiree Breakfast

On Sunday, October 22, 2023, at 9:00 AM, NJ Merged Branch 38 will be holding our annual Retiree Breakfast. The Breakfast will be held at the Chandelier Restaurant located at 340 Franklin Avenue, Belleville, NJ 07109. To reserve a spot, and to get directions, call Director of Retirees, Ron Villegas at 973-564-7244 (Ext. 21). All Branch 38 retirees are welcome to attend. There is no charge to retired members and guests.

Invited guest speakers include NALC President Brian Renfroe, NBA Bruce Didriksen, and NJSALC President Rich O'Connell. All NJ Merged Branch 38 officers and staff will be in attendance as well. This is an excellent opportunity for retirees to come together to exchange old stories, renew old friendships, and hear the latest news from Washington affecting letter carriers and retirees.

All of New Jersey's Congressional Representatives have also been invited and, based on years past, some will be sure to attend. This is a critical time in our nation's history, and for the Postal Service as well. The Retiree Breakfast will be an excellent opportunity to hear first hand from our friends in Washington, find out where our country is headed, what they are doing to protect the interests of letter carriers and retirees, and what we need to do to get involved. Please join us.

### Retirement Seminar

Sunday, October 29, 2023 10:00 AM - 1:00 PM

WOODBRIDGE ELKS LODGE #2116 665 RAHWAY AVENUE **WOODBRIDGE, NJ 07095** 

NJ Merged Branch 38 will be holding a retirement seminar for those considering their option to retire during the next few years. Information relative to CSRS and FERS retirement plans will be addressed.

We will be covering topics such as how to calculate your annuity and carrying health and life insurance into retirement. We will discuss what information you will need to complete the application for retirement, and what you need to do to prepare for retirement.

You will have a chance to ask questions and meet with some of the Branch 38 officers. Spouses are also welcome.

Please let us know if you plan to attend by contacting Ron Villegas at 973-564-7244 (Ext. 21) or your Area Rep no later than October 20, so that we will be sure to have an adequate supply of training material and space available.

### Charlie Connell Columbus Day Golf Outing

**MONDAY, OCTOBER 9, 2023** 

**BUNKER HILL GOLF COURSE - GRIGGSTOWN, NJ** 

FEE - \$110 per Golfer - Price Includes: Golf, Cart, Dinner, Beer, Soda, Hot Dogs & Prizes

To reserve a spot for your foursome, or to make a donation, call:

Mike O'Neill (973-564-7244 Ext. 18)

Christine Strasser (973-564-7244 Ext. 20)

Send a check with your golfers' names to: **NJ Merged Branch 38** 374 Morris Ave. **Att: Chris Strasser** Springfield, NJ 07081

All Proceeds Go To MDA

### <u>MDA</u> FUND RAISERS

### NY Jets Ticket Raffle

Two Club Seats & Parking Eagles at Jets - Oct. 15, 2023 \$20.00 Per Chance **Contact Joe Otero** 973-564-7244 (Ext.11)

### Beefsteak Dinner Tricky Tray for MDA

**November 11, 2023** Lyndhurst, NJ American Legion Hall **Contact Armando Pedreira** 973-564-7244 (Ext.19)

## Attendance Related Discipline



### <u>Corresponding</u> <u>Secretary</u>

### by Christine Strasser

Letter carriers express frustration when they are disciplined for using leave that they have earned. They feel that it is their leave, and they should be able to use it without retribution when they are unable to work. There are, however, regulations contained in the Employee & Labor Relations Manual regarding leave usage.

#### 511.41 Definition

Unscheduled absences are any absences from work that are not requested and approved in advance.

#### 511.43 Employee Responsibilities

Employees are expected to maintain their assigned schedule and must make every effort to avoid unscheduled absences. In addition, employees must provide acceptable evidence for absences when required.

#### 665.41 Requirement of Regular Attendance

Employees are required to be regular in attendance. Failure to be regular in attendance may result in disciplinary action, including removal from the Postal Service.

How can an employee avoid being disciplined and still utilize their leave when necessary? First, request leave in advance whenever possible. Leave requested and approved in advance cannot be held against you. Be sure to retain a copy of the Form 3971 indicating the type of leave requested and the fact that it was approved by management.

Next, avoid being charged Absent Without Official Leave (AWOL). There are times when unscheduled absences are unavoidable. In those cases, be sure to notify management as far in advance as possible by calling the Shared Services number 1-877-477-3273 and select option 4. Upon your return to work, complete Form 3971 requesting the type of leave you chose and retain a copy with management's approval indicated on the form. If management does not approve the request, contact your union representative immediately for assistance. Instances of AWOL are very

difficult to defend in cases of discipline, so avoid them at all costs.

Being approved for unscheduled absences only requires management to compensate the employee. If an employee has numerous unscheduled absences, management may discipline the employee for being irregular in attendance. There is no set number of unscheduled absences which constitutes a "failure to be regular in attendance." Most managers will use a rotating three-month time frame and cite numerous unscheduled absences to discipline employees.

When issuing discipline, management bears the burden of proof. Simply stated, if you are disciplined for "failure to be regular in attendance" or "unsatisfactory attendance" management must prove you acted as charged and must satisfy all the principles of "just cause." To control unscheduled absences, management has additional responsibilities as provided in the ELM. Their responsibilities are as follows:

#### 511.42 Management Responsibilities

To control unscheduled absences, postal officials:

- a. Inform employees of leave regulations.
- b. Discuss attendance records with individual employees when warranted.
- c. Maintain and review PS Form 3972, Absence Analysis, and PS Form 3971.

If management has not informed the employee of the sick leave regulations, discussed attendance records, and maintained and documented the employee's PS Form 3972, and issues a letter of discipline, that employee must be sure to notify the union representative immediately and share that information. It will help us be successful with the grievance.

Another important tool for avoiding discipline for attendance is the Family Medical Leave Act (FMLA). FMLA guarantees eligible letter carriers up to twelve weeks of leave each postal leave year for various reasons.

The FMLA guarantees time off, whether paid or unpaid. The type of leave taken depends on the reasons for the leave, an employee's earnings, and the usual postal leave regulations. There are eligibility criteria, medial certification guidelines and other detailed rules governing letter carrier rights to FMLA leave. Contact your union representative for assistance in obtaining coverage under FMLA. It is important to utilize this right because management cannot take any adverse administrative or disciplinary action based upon absences covered by FMLA.

It is impossible to expect that employees will never have unscheduled absences. People get sick and have emergencies in their lives. When your life requires you to take unscheduled absences, be sure to utilize the information above and contact your union representative if you have any questions or need assistance.

## You Deserve Dignity and Respsect



Full-Time
Area Rep
& HBP Rep

### by Pete Bednarz

We should all be able to come to work, earn a living, feed our families, and be treated with the dignity and respect we deserve. Many letter carriers state that they love their jobs, however, they dread dealing with management, specifically during the morning office duties. While there are plenty of decent supervisors and Postmasters, there are far too many who rule by intimidation, harassment, and bullying tactics. Over the years, management in some offices has created a toxic work environment that has gotten worse instead of better. In the past and in some instances, the USPS has relocated the abusive manager to another office to resolve the issue. History has shown that this is not effective. That manager usually goes back to his/her old ways of bullying letter carriers. The USPS must establish a zero-tolerance policy regarding abusive managers. If it's proven and established that a manager is abusive, then that manager needs to be fired. Period. This will surely send a much needed message to all other 204Bs, supervisors and Postmasters that their abusive actions will not be tolerated any longer.

Carriers must know the difference between harassment and supervision. We often get complaints from carriers that management is harassing them because they are following them on the street. Another complaint is that the supervisor is harassing me because he/she disapproved a 3996 for overtime. We must recognize that management is allowed to supervise. That is their job. However, that supervisor can't yell, demean, threaten, or disrespect any employee at any time.

Letter carriers respond differently when they deal with abusive managers. Some carriers are very passive, and they accept the disrespectful actions of their manager as a norm. These carriers sometimes have trouble sleeping. They hate coming to work, and their stress affects their overall health. Then there are some carriers who will lose their cool, start yelling and cursing at the supervisor, and then walk out of the building. These carriers will most likely get the blame for the argument. They will get a PDI the next morning. Management will most likely not pay them, claiming they abandoned their position.

The letter carriers, shop stewards and Area Representatives must take action to stop these abusive managers. Yelling, arguing, or walking out of the building will not correct the issue. We must be smart and file grievances against any supervisor that disrespects any carrier on the work room floor. The only way a shop steward will be successful filing a grievance is to have support from the carriers in that installation. As letter carriers, we have strength in numbers. That identified abusive supervisor will not have a chance if we stick together and watch out for each other. You can no longer look the other way when you see a supervisor yelling at or mistreating another carrier. If you do, then you are part of the problem, because there is no doubt that it will happen to you at some point in your career.

I have been to many station meetings and heard the same complaint. "Why is the Union not going after the horrible supervisor in our office?" The answer is always that we have no witness statements from the carriers in the office about what happened. Let's face it. Your local Union is only as strong, effective, and powerful as the members who work in your station. You can best exercise that power by being involved and active whenever you witness an abusive supervisor attacking one of your co-workers. Use your eyes, ears, and memory to document everything that you witnessed. Talk to other carriers that saw or heard what happened. Get together and write a statement about the incident. Give those witness statements to your shop steward. The Union will file grievances every single time it's warranted. Management must follow the guidelines and rules just like we do. The M39 Section 115 specifically states:

#### 115.4 Maintain Mutual Respect Atmosphere

The National Agreement sets out the basic rules and rights governing management and employees in their dealings with each other, but it is the front-line manager who controls management's attempt to maintain an atmosphere between employer and employee which assures mutual respect for each other's rights and responsibilities.

Let's all commit to coming to work in a safe, stress-free environment. Enough is enough. No more complaining about a supervisor without doing something about it. If your office has an abusive supervisor, follow the guidelines, write statements, and contact your shop steward or Union Representative to file grievances against their actions. Together, we can make a difference on the workroom floor.

### Dignity & Respect Handbook

The NALC Dignity & Respect Handbook is available at the NALC website, nalc.org on the Members Only Page, or you may contact the Branch 38 office for a hard copy. The handbook is a valuable and useful guide available to all NALC members.

## Management Myths



Recording Secretary

### by Roy Jancio

Management has unilaterally announced a one-hour office time and/or a twenty-minute load time initiative. Branch 38 would like to assure you that neither of management's initiatives are supported by USPS manuals. Fixed office time is based on demonstrated ability from a carrier's last route inspection. Carriers' base office times can be found in the Route Base Information Report. These times are averages and differ every day. As always, it takes what it takes. I would like to give you all the facts and advise you on how to perform your office duties and load your truck properly and safely.

Fact: All AM offices duties affect your leaving time and your total route time. The first duty carriers perform every morning is to check their vehicle if they have a motorized route. Checking your vehicle is a requirement. In order to check the rear and front lights safely and properly, vehicle safety checks must be done with a partner. Without a partner, it is impossible to check your lights properly. You would have to leave the key in the ignition while not in the vehicle when checking your lights. That is a violation of USPS safety regulations and could lead to discipline. Imagine trying to check your brake lights without a partner.

Fact: SPURs or small parcels are considered flats and you must get credit as a flat for every SPUR you have. SPURs or small parcels are to be cased just as a flat. If a SPUR does not fit in the case the carrier can turn a letter backwards to remind them there is a SPUR for that delivery. Some offices have carriers scan the SPUR out for delivery but want them to do this on street time under the load feature. This instruction would violate the M-39 and the shop steward should be notified. In some offices management has the clerks scan and place SPURs right into their parcel hampers. If this is done the carrier(s) should retrieve the SPURs from the hamper daily and follow the rest of the instructions above. Again, if management says you cannot do this contact your shop steward immediately.

Fact: Unless found in your DPS, accountable items must be identified in the office, on office time. Partially completing PS Form 3849 is part of your office duties as described in the M-39. The new arrow key initiative will add time to the office in the AM and PM. This initiative adds more scans in the office and requires interaction with the supervisor. This office function does vary depending on the office.

Fact: Some extra office time items may include, but not limited to, completing a 3996 and going through the negotiations with your supervisor, stand up talks, morning break, bathroom breaks, wash up time, supervisor interactions, and handling 3rd bundles.

Fact: Load your vehicle on street function. NALC.org addresses many safety concerns when loading and unloading your hampers. These concerns can be found under Safety and Health, in the Ergonomics section. In this section there is a national level agreement which addresses trays and tubs in the bottom of your hampers, so you do not have to bend over as far to pick up parcels from the hampers. M-01477 reads in relevant part:

"This agreement fully and completely resolves the issue of whether there is a bending/lifting hazard or Violation of the National Agreement when city carriers use a 1046-P plastic hamper and, accordingly, will be applied to all disputes on this issue."

As a reminder, hampers should only be loaded to the height of the hamper for safety. This may cause more trips to and from your vehicle, but this will also help prevent unnecessary injury to yourself or others.

PM office duties which include but are not limited to, the 3M Case, returning accountable item(s) (Arrow keys if applicable) and some offices which have a negotiated wash up time must be allowed and followed as well.

The myth that a carrier must be out of the office in one hour and load their truck in twenty minutes daily is just that, a myth. Following all the safety rules and regulations and performing your job in a professional way may take additional time but Branch 38 is worried about you being safe and not management's fictitious numbers. Any questions or concerns should be directed to your shop steward or area representative right away. Safety depends on you.

### THE SENTINEL

NJ Merged Branch 38, NALC 374 Morris Avenue Springfield, NJ 07081 NON-PROFIT U.S. POSTAGE PAID PERMIT #398 TRENTON, NJ

### ADDRESS SERVICE REQUESTED



### **Branch Meeting Information & Directions**

Meetings are held at 7:30 PM on the first Wednesday of each month, except July & August.

The Branch Meetings are held at:

ELKS BPO LODGE #2116 665 RAHWAY AVENUE WOODBRIDGE, NJ 07095 732-634-2116

#### **Directions:**

SOUTH on Garden State Parkway. Take Exit #129 to Route 9 North to Woodbridge Exit (Just after the Forge Restaurant on your right). At the end of the Exit Ramp, turn right onto Main Street (Route 514) and proceed until you reach a monument at City Hall. Bear left onto Rahway Avenue. The Elks is @1/2 mile down the road on your left.

NORTH on Garden State Parkway. Take Exit #127 to Route 9 North and follow directions above.

NJ Turnpike. Take Exit 12 (Carteret). Bear right after toll booth and turn left at light after overpass. Proceed through industrial park to Rahway Avenue and turn left. The Elks is 1 mile ahead on your right.