



MEMO To The Branch 2184 Leadership Council, March 7, 2023

Walt McGregory
Jackie McGregory
Darryl Clay
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Jim Powell
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Kris Shaw
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Scott Russell
Karen Russell
Tod Lilla
Ryan Zyngier
Bryon Hendricks
Jillian Hudgins
Symone Coleman
Yvonne Jackson
Karl Tamburro
Damon Green
Shaun Fowlkes
Marwan Ghotemi
Chanel Harrison
Lillian Bogosian
Rachel Stachulski
Scherrie Lacey
Scott Watts
Valerie Watkins
Elizabeth Bays
Kristie Nelson
Diego Forshaw
Keith Benedict
Victor Siemiesz
William Douglas
Jeffrey Webb
Nakia Whitfield
Katrina Jones
Ananias Epps
Ramon Robinson
Denise Viola
Paul Bordine
Mike Tredway
Danita Hill

This month's Leadership Council memo will begin as usual with an update concerning Branch 2184 administrative matters. Our next regular membership meeting will take place on Wednesday, April 5 at 7:30 p.m. The meeting will be conducted via WebEx, continuing the format currently established. To participate, please call the Branch 2184 office at (313) 295-1640 or contact EVP Jackie McGregory at ravier7498@gmail.com. Please provide your name and the email address you want to use for the WebEx link to log in. The link will be sent at least two days prior to the meeting. The Branch website (NALC2184.org) also has a telephone number and access code if you want to participate in the meeting telephonically.

April steward meetings are scheduled for Tuesday, April 11 and Monday, April 17, both at 7:00 p.m. Both meetings will also take place online via WebEx, again utilizing the format currently established. An executive board meeting is scheduled for Monday, April 24 at 7:30 p.m.

Convention delegates that are planning to attend the Michigan State Association of Letter Carriers convention at the Motor City Casino in Detroit on May 1 and 2 will be receiving additional information from Branch President Walt McGregory about the convention as well as about their responsibilities as delegates. Please read this information carefully after it is received.

The convention itinerary will many scheduled activities, including a TIAREAP update and Article 8 training, as well as an important legislative presentation. As always, there will be nominations and elections of MISALC officers for the next two-year term of office. Additionally, NALC National Director of Safety and Health Manny Peralta is scheduled to attend the convention and will address the delegates. Manny's informative and charismatic presentations are always entertaining and are a "must see" for NALC activists.

Branch 2184 convention delegates should be aware that the forthcoming MISALC convention is the final union convention for our currently elected delegates. Delegates for the 2024 through 2026 NALC conventions will be nominated following Branch 2184 officer and steward nominations for the 2024 through 2026 term of office. This will take place at the October 4, 2023 membership meeting. Forthcoming National conventions are scheduled in Boston in August 2024 and in Los Angeles in August 2026. The location and dates of the 2025 MISALC convention will be determined by a vote at this year's State convention.

At the regular membership meeting on March 1, the membership voted to spend up to \$7500 for the Branch retiree celebration that will take place on Sunday, March 19. Additionally, Branch President Walt McGregory has received notification from NALC headquarters that National Vice-President James Henry would be attending our retiree celebration.

Branch 2184 continues to place a strong emphasis on and commitment to training for our stewards, officers, and Branch activists. On March 14 through

17, four of our own will be attending the School of Stewards I training conducted by the National Business Agent's office at the Branch 4374 (South Macomb Letter Carriers) union office. They are Branch 2184 Vice-President Darryl Clay, Recording Secretary Mel MacDonald, Taylor steward Victor Siemiesz, and Trenton steward Jeffrey Webb. Also, on March 26 through 29 two of our own will be attending regional arbitration training conducted the National Business Agent's office at the Branch 39 (Indianapolis) union office in Indiana. They are Taylor steward Keith Benedict and Allen Park formal Step A designee Kris Shaw.

At the Branch membership meeting on March 1, the membership voted to uphold the Branch Bylaws committees' recommendations regarding proposed changes. On March 2, Branch President Walt McGregory electronically submitted the current Bylaws and the changes approved by the membership to the National Committee of Laws at NALC headquarters. Following their approval, the changes will become effective immediately.

Branch 2184 continues to make plans for this year's NALC Food Drive, taking place on Saturday, May 13. The Branch is fully committed to resuming our participation in the Food Drive at the same level as we did prior to the Covid pandemic. Branch station coordinators and stewards should continue to pay close attention Food Drive-related announcements and activities as this information becomes available.

The National Business Agent's office has informed us that all letter carriers identified by the union and/or the Postal Service as having not been placed in the new Step "P" as they should have last November have now been placed in the correct step, which should be seen with checks dated March 17. Retroactive pay should follow within two or three pay periods. In Branch 2184, individual letter carriers in Dearborn, Dearborn Heights, Grosse Ile, Northville, Taylor (2), Trenton, Westland/Wayne/Canton (3), and Ypsilanti were identified as affected. Stewards, please notify the Branch 2184 office immediately if the correction has not occurred and/or retroactive pay not subsequently received.

On February 22 negotiations opened between the NALC and the USPS for a new collective bargaining agreement to succeed the current one which expires at midnight, May 20. It remains to be seen whether the three-month negotiating period will result in an agreement being reached at or before the time the current contract expires, although recent history indicates that this will likely not be the case.

If agreement is not reached by May 20, the National parties can choose to extend negotiations for an additional period, or they can declare an impasse and enter a fact-finding process and potentially, interest arbitration. Regardless of the path followed, if there is not a negotiated settlement of May 20, the terms of the current contract will be extended and would remain in place until there either an interest arbitration award or the parties reach a proposed agreement that is subsequently ratified by the active (non-retired) membership in a ballot referendum. An interest arbitration award would not be subject to ratification and its terms would become binding on both the NALC and the Postal Service.

At the time this Leadership Memo is being composed, former United States President Jimmy Carter, who is the oldest living President in our nation's history, has entered hospice care. After his passing, it is likely that the USPS will participate in a National Day of Observance, as has been the case following the deaths of several former United States Presidents. Each time a National Day of Observance occurs, there is inevitably a flood of misinformation that spreads throughout the ranks of USPS employees, especially involving those whose nonscheduled day coincides with a Day of Observance.

To be as proactive as possible, ALL Branch 2184 stewards and Branch officers should take the time to read and review the May 4, 2000 NALC/USPS Memorandum of Understanding; Re: Clarification of Regulations for National Day of Observance, which accompanies this Leadership Council Memo and can also be found in the JCAM on pages 10-20 and 10-21.

Agreement, Employee and Labor Relations Manual (ELM) Exhibit 514.4(d) will be amended to conform to this Agreement.

The parties further agree that this Memorandum does not affect the administrative discretion set forth in ELM Part 514.22, nor is it intended to encourage any additional leave usage.

Grievance Number H7C-NA-C 61 is withdrawn.

(The preceding Memorandum of Understanding, Paid Leave and LWOP, applies to City Carrier Assistant Employees.)

**MEMORANDUM OF UNDERSTANDING
BETWEEN THE
UNITED STATES POSTAL SERVICE
AND THE
NATIONAL ASSOCIATION OF LETTER CARRIERS,
AFL-CIO**

Re: Clarification of Regulations for National Day of Observance

The parties agree that the following procedures will apply to affected employees if the Postmaster General or designee determines that the Postal Service will participate in a National Day of Observation (e.g., National Day of Mourning), subsequent to the declaration of a National Day of Observance having been made by Executive Order of the President of the United States.

1. Full-time employees whose basic work week includes the National Day of Observance as a scheduled work day but who are not directed to report for work, will be granted administrative leave for that day.
2. Full-time employees whose basic work week includes the National Day of Observance as a scheduled work day, and who perform service, will be granted a day of administrative leave at a future date, not to exceed eight hours.
3. Full-time employees whose basic work week includes the National Day of Observance as a non-scheduled day and are not directed to report for work, will be granted a day of administrative leave at a future date.
4. If the National Day of Observance is a full-time employee's non-scheduled day and the employee is scheduled to work, the employee will receive overtime pay, plus up to eight hours of future administrative leave for the number of hours worked.
5. The same provisions apply to part-time regular employees as apply to full-time employees. The total hours of administrative leave should only equal the scheduled hours for the National Day of Observance, which may be less than eight hours. However, part-time regular employees whose basic work week includes the National Day of Observance as a non-scheduled work day and who are not directed to report for work on the National Day of Observance will be granted a day of administrative leave at a future date equal to the average number of daily paid hours in their schedule for the service week previous to the service week in which the National Day of Observance occurs, which may be less than eight hours.
6. Part-time flexible employees should be scheduled based on operational needs. Part-time flexible employees who work will be granted a day of administrative leave at a later date. The day of administrative leave will be based on the number of hours actually worked on the National Day of Observance, not to exceed eight hours. Part-time flexible employees who are not directed to work on the National Day of Observance will be granted administrative leave at a future date equal to the average number of daily paid hours during the service

week previous to the service week in which the National Day of Observance occurs, not to exceed eight hours.

7. Transitional employees will only receive pay for actual work hours performed on the National Day of Observance. They will not receive administrative leave.

8. If an employee is on leave or Continuation of Pay on the National Day of Observance, the employee will be granted a day of administrative leave at a future date, not to exceed eight hours.

9. An employee on OWCP, AWOL, suspension or pending removal on the National Day of Observance will not be granted administrative leave. If the employee on AWOL, suspension or pending removal is returned to duty and made whole for the period of AWOL, suspension or removal, the employee may be eligible for administrative leave for the National Day of Observance if the period of suspension or removal for which the employee is considered to have been made whole includes the National Day of Observance. Such determination will be made by counting back consecutive days from the last day of the suspension or removal to determine if the employee had been made whole for the National Day of Observance.

10. Where provisions in this Memorandum of Agreement provide for a day of administrative leave to be taken at a future date, such leave must be granted and used within six months of the National Day of Observance or by the end of the Fiscal Year, whichever is later. However, administrative leave will not be granted to employees who are on extended leave for the entire period between the Day of Observance and six months from that date, or between the Day of Observance and the end of the Fiscal Year, whichever is later.

11. Administrative leave taken at a future date must be taken at one time.

12. Administrative leave to be taken at a future date may, at the employee's option, be substituted for previously scheduled but not used annual leave.

13. Administrative leave to be taken at a future date should be applied for by using the same procedures which govern the request and approval of annual leave consistent with Local Memoranda of Understanding.

Date: May 4, 2000

**MEMORANDUM OF UNDERSTANDING
BETWEEN THE
UNITED STATES POSTAL SERVICE AND
THE JOINT BARGAINING COMMITTEE
(American Postal Workers Union, AFL-CIO, and
National Association of Letter Carriers, AFL-CIO)**

Re: PTF Court Leave

1. Effective September 26, 1987, part-time flexible employees who have completed their probationary period shall be eligible for court leave as defined in Employee and Labor Relations Manual Part 516.1 and Part 516.31.

2. Appropriate provisions of the applicable handbooks and manuals shall be amended to carry out these changes consistent with the principles expressed in paragraphs 3, 4, and 5 below. The handbooks and manuals, including Part 516 of the Employee and Labor Relations Manual, shall be amended pursuant to Article 19, except that the sixty (60) day notice of such changes shall be waived.

3. A part-time flexible employee will be eligible for court leave if the employee would otherwise have been in a work status or annual leave status. If there is a question concern-

BRANCH 2184

MEETING NOTICE

Wednesday, April 5, at 7:30 p.m.

This meeting will be conducted via WebEx. To participate, call the Branch 2184 Office at (313) 295-1640 and provide your name, the office you work at or retired from, and the email address you want to use for the WebEx link to log in. The link will be sent at least two days prior to the meeting.

MEETING AGENDA:

- **Branch Officer Reports**
- **Committee and Activities Reports**
- **Letter Carrier Contractual Information**
- **Legislative Updates**

- 321.6 Deliver all mail carried; then pick up mail for the next part of route from the relay box. If more than one relay is in relay box, take next numbered bundles up to and including the one containing an X. Follow the same delivery procedure.

322 **Motorized Routes (See also Chapter 8)**

322.1 **Letter-Size Mail Delivery**

- 322.11 Letter-size mail for the entire route may be placed in suitable trays or boxes rather than being strapped out. These may be used for working the mail rather than a strap. Place the container of mail in the vehicle's tray so the letter mail faces the driver. When serving house boxes, withdraw sufficient letter mail before dismounting to allow fingering to determine the next delivery stop (see [133.2](#)).
- 322.12 Any sequenced mailing received by a motorized curb delivery route shall be handled as separate bundles, unless the Delivery unit manager authorizes the casing and/or collating of the mailings.

322.2 **Flat Mail**

- 322.21 For other than one bundle system, flat mail should be strapped out, limiting the thickness of bundles to conform to the vehicle tray size and to allow good visibility through the windshield.
- 322.22 Flats may be worked from a loosened strap placed to the right of the letter tray or box.
- 322.23 Any sequenced mailing received by a motorized curb delivery route shall be handled as separate bundles, unless the Delivery unit manager authorizes the casing and/or collating of the mailings.

322.3 **Parcels**

- 322.31 Load parcels directly into the vehicle from hampers or sacks. Normally separate the parcels in delivery sequence. Make a mental note of the first parcel delivery point. When this parcel has been delivered, make mental note of the next, and so on, until all parcels have been delivered. For any parcel that does not fit into the customer's mailbox or parcel locker (when available), an attempt to deliver must be made at the customer's door. If no one is available to receive the parcel, follow the procedures in [322.311](#) and [322.312](#).
- 322.311 **When the Carrier Is Authorized to Leave Parcels**
- a. Uninsured parcels or parcels that do not require a signature may be left in an unprotected location such as a stairway or uncovered porch when the mailer participates in the Carrier Release Program by endorsing the parcel "Carrier — Leave If No Response" or the addressee has given written directions for an alternate delivery location. PS Form 3849, *Delivery Notice/Reminder/Receipt*, with the "It Is Located: _____" block completed, must be left in the mail receptacle notifying the addressee of the mail left in the authorized alternate location.

323.3 Parcels

Many parcels may be carried with the relays. If no one is available to receive a parcel that is too large for the mail receptacle or parcel locker (when available), follow the procedures in [322.311](#) and [322.312](#).

For heavy parcels, the following systems may be used:

- a. Begin the loop at the point of the parcel delivery.
- b. Bypass the stop until the loop is complete, then drive to the delivery point with both the mail and the parcel.
- c. If a parcel is heavy, will not fit into your satchel, or requires a signed receipt, determine if someone is available at the address by ringing the doorbell or knocking on the door at the time of delivery of the rest of the mail. If no answer, follow the procedures in [322.311](#) and [322.312](#). If someone is available to receive the parcel, return with it after completing the loop.

33 Delivery of Special Services Mail

331 General

When delivering special services mail, make every reasonable effort to deliver; ring the bell or knock on the door in order to make hand-to-hand delivery to addressee, except for Waiver of Signature articles. You may tell or show the addressee the name and address of sender and the amount of the charges to be collected if COD, Customs, or postage due. You may not, however, surrender the mail for examination or for any other purpose until all charges have been paid and/or a receipt has been signed if required. For Waiver of Signature articles, carriers will sign the PS Form 3849 to document delivery of the article to the addressee mail receptacle or other secure location. When the article cannot be delivered, you must leave a notice that bears the location of the delivery unit where the article may be called for.

332 Postage Due

- 332.1 Deliver the article after the specified amount due has been paid.
- 332.2 When delivery cannot be made for any reason, complete and leave PS Form 3849. Endorse the article with the reason for non-delivery, such as, *No Response*, enter the date and your initials, and return it to the delivery unit (see [Exhibit 332.2](#)).

Exhibit 832.1

**U.S. POSTAL SERVICE
EXPANDED VEHICLE SAFETY CHECK**

1. Look under body for oil and water leaks.
2. Inspect two front tires for inflation and wear.
3. Check hood latches.
4. Check front for body damage.
5. Check left side for body damage.
6. Check left door lock.
7. Check for rear end leaks.
8. Check all rear tires for inflation and wear.
9. Check rear for body damage.
10. Check rear door lock.
11. Check right side for body damage.
12. Check right door lock.
13. Open door and move into driving position.
14. Start engine. (If in enclosed area, wait until after step 21.)
15. With assistance — adjust pot-lid and left front mirror.
16. With assistance — check headlights, tail lights, brake lights, 4-way flashers, and directional signals, front and rear.
17. Adjust right side rear view mirror.
18. Adjust center rear view mirror.
19. Check steering wheel play.
20. Check accident report kit.
21. Check window locks.
22. Check windshield wipers and washers.
23. Check horn.
24. Check gages (gas gage requires 30 seconds for “warm-up”).
25. Check foot brake (no more than 2 inches free play).
26. Check hand brake.
27. Check seat belt and fasten.

Note: This check list has been programmed to take the driver in a logical sequence around the RHD vehicle with a minimum of lost motion. For LHD vehicles - work from right side to rear to left side beginning at Item 5. Items 15 and 16 - if no assistance readily available, handle personally.

SEE ADDITIONAL INSTRUCTIONS ON REVERSE

Notice 76
Feb. 1975

833 PS Form 4570, Vehicle Time Record

- 833.1 Dispatcher will hand out PS Form 4570 (see [Exhibit 833.1](#)) with the necessary keys at the time of assigning vehicles to drivers.
- 833.2 Document each vehicle use on PS Form 4570.
- 833.3 Make necessary clock rings and enter your name, run or route number, total daily miles, and odometer reading.
- 833.4 PSDS offices may use an alternate system.