



# MEMO

To the Branch 2184 Leadership Council, June 30, 2020

Mark Judd  
Walt McGregory  
Joe Golonka  
Jackie McGregory  
Cathy Tondreau  
Jim Powell  
Scott Watts  
Michele Szafran  
Gloria Warthen  
Felicia Davis  
Leonard Zawisa  
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Mark Owen  
Bryon Hendricks  
Melvin MacDonald  
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Yvonne Jackson  
Denise Viola  
Lillian Bogosian  
Chris Biegalski  
Phil Ashford  
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Dave Reise  
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Joshua Nagy  
Shavon Alexander  
Elizabeth Bays  
Valerie Watkins  
Jennifer Rake  
Tamara Bosman  
Diego Forshaw  
Kristie Nelson  
Keith Benedict  
Scott Horn  
Tracy Mitchell  
Nakia Whitfield  
Katrina Jones  
Ananias Epps  
John Hite  
Ramon Robinson  
Tyler Haverstick  
Paul Bordine  
Mike Tredway  
Danita Smith

As with recent Branch 2184 Leadership Council Memos, this one will begin with an update regarding ongoing Branch matters. First, there has been no change in the current Branch procedures for conducting our monthly Steward and Executive Board meetings. These meetings will continue to be conducted telephonically until further notice. Steward meeting agenda items will continue to be posted on the Branch website prior to each month's meetings. No other Branch events are currently scheduled for the summer months, and a decision about the regular membership meeting scheduled for September 2 will be made later this summer after a review and evaluation of the situation at that time.

Decisions have been made to cancel two annual events in September and October. The Michigan AFL-CIO has cancelled the annual Labor Day March in Detroit, which was to have taken place on September 7. Some forms of replacement activities are being considered by the State AFL-CIO organization. Also, NALC Region 6 National Business Agent Troy Clark has announced that this year's annual Kentucky/Indiana/Michigan Regional Educational Seminar, informally known as the "K.I.M. Training" that was scheduled for October 10-12 at the Eagle Crest Marriott in Ypsilanti has also been cancelled. It is unknown at this time if next year's K.I.M. training event will be held here in Michigan or if it will be at a location in Indiana, which is next in the three State rotation for hosting the training.

Active letter carriers are quite aware of the dramatic shift in the mail stream so far this year, with decline in overall letter and flat volume even as a very large increase in parcel volume has occurred. Recent figures released by the Postal Service showed an 86% increase in parcels from January through May over the same period last year. In fact, parcel volume for the month of May exceeded that for December for the Christmas period last year. Projections are that the parcel volume will remain at or near its present levels for the remainder of the calendar year. Of note, the Postal Service revenue boost from the additional parcel volume has not been nearly enough to offset the loss of revenue from other classes of mail, and the USPS remains in a very precarious financial situation. The road ahead will not be smooth.

Also, regarding the handling and delivery of parcels, Branch 2184 stewards should be closely monitoring this to ensure that no parcels are being delivered by letter carriers while on code 733, or any other LDC 23 code. The ONLY LDC codes (Labor Distribution Codes) that should be used by letter carriers are LDC 21 and LDC 22. Any instructions issued by management to use 733 or similar LDC 23 code should immediately be challenged and the grievance procedure utilized if management persists with this.

Management in some offices in our Branch as well as elsewhere has been responding to the increase in parcel volume by improperly advising and even instructing letter carriers to meet non-existent parcel delivery time standards such as "one minute per parcel" or "x number of parcels per hour. To reiterate, there is NO existing numerical work or time "standard" that applies to any aspect of letter carrier delivery duties. Everything that any letter carrier does while delivering mail and parcels "takes whatever it takes" – no more and no less. If management persists with this, use the grievance procedure to shut it down.

This year's "Penalty Overtime Exclusion" period has been announced. It will begin on Saturday, November 28, 2020 (pay period 25-20, week 2) and will end on December 25, 2020 (pay period 01-21, week 1). As in the past, later this year we will review Article 8 overtime provisions and contractual work hour limitations that are affected during this four-week period.

Because of ongoing staffing issues in some Branch 2184-represented offices, mandatory overtime is often assigned to Non-ODL career letter carriers. The rules and procedures for assigning mandatory overtime work to Non-ODL carriers (both on assignment and off assignment) are found in Article 8.5.C and 8.5.D and they are discussed in detail in the JCAM. One of these rules, which applies to both ODL and well as Non-ODL career carriers, involves work on nonscheduled days that immediately proceed or follow scheduled annual leave, including "incidental" leave. We have received reports that some carriers in a few Branch 2184-represented offices have been required to work nonscheduled days that are in conjunction with scheduled leave.

In at least one instance, a Non-ODL carrier was required to work both days of a "long weekend" immediately prior to a week of scheduled annual leave. From the JCAM, page 8-12: "Normally, employees, including employees on the Overtime Desired List, who have scheduled annual leave, including incidental leave, immediately preceding and/or following non-scheduled days will not be required to work on the non-scheduled days. Employees on the ODL, if they desire, may advise their supervisor in writing of their availability to work on a non-scheduled day that is in conjunction with approved annual leave." This language comes from two applicable National level (Step 4) decisions, M-00492 and M-01367 in the NALC Materials Reference System (MRS).

An additional note regarding the above discussion. These provisions do NOT apply to holiday scheduling situations, which are governed only by the provisions of Article 11 of the Contract and our Branch's locally negotiated "pecking order" and related procedures for formulating holiday schedules. Instead, the provisions discussed in the preceding two paragraphs are applicable only to mandatory overtime work on nonscheduled days that is assigned under the provisions of Article 8, section 5.D – not as part of a holiday schedule.

A question arose in one of our stations where management claimed to be unsure of the procedure for changing the leave category for the first three calendar days of full or partial disability following a job-related traumatic injury to Continuation of Pay (COP) in situations where the injured employee's full or partial disability from work has exceeded 14 days. Because of a Republican attack on USPS employees that was slipped into Postal Reform legislation in late 2006, USPS employees but not other Federal employees have a three-calendar day "waiting period" before COP paid by the employing agency begins, where the employee can use sick or annual leave, or leave without pay. However, if disability from work exceeds 14 days, the first three days can be changed to COP at the request of the employee.

The procedure for doing so is really quite simple and merely involves changing the TACS code on the applicable days from USPS paid leave (Code 055 or 056) or LWOP (Code 059 or 060) to Code 071 – Continuation of Pay, and restoring the paid leave hours to the employee's balances. No pay adjustment is necessary unless the injured employee chose to cover all or part of the three-day waiting period with LWOP. In that case, an adjustment is necessary to pay the employee at their regular pay rate for the number of hours that have been changed to COP.



## Memo

**To: All Branch 2184 Stewards**

**From: Mark Judd, Walt McGregory, and Joe Golonka**

**Date: 06/30/2020**

**Re: Attached NALC Heat Injury Report**

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With the current and forecast excessively hot weather during the next few months, it is imperative that NALC Union representatives closely monitor and report instances of heat related illness incurred by letter carriers while in the performance of work-related duties. Several years ago, NALC National Director of Safety and Health Manny Peralta and his staff developed the attached "Initial Heat Injury Report" to assist the NALC with documenting instances of letter carrier heat related illness as well as responding to management's actions (or inactions) when this occurs.

Please make every effort to 1) be aware of any instances heat-related illness that occur among the letter carriers in your station, and 2) if/when such instances do occur, that the attached form is completed. After the form is completed, please get it the Branch 2184 office ASAP (fax, email, dropping it off in the white box outside the building). A Branch officer as well as Branch injury comp specialists Michele Szafran and Joe Golonka will review the information and we will follow up to ensure that proper procedures have been followed, including but not limited to timely medical care and the completion of OWCP Form CA-1. The Branch will then send the Initial Heat Injury Report as well as any related and pertinent information to Manny Peralta's office.

Please contact the Branch office if you have any questions about this or related issues concerning heat illness affecting our members. Thank you for all you do.

CC: Michele Szafran

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# National Association of Letter Carriers



## Initial Heat Injury Report

Date of Injury: \_\_\_\_/\_\_\_\_/\_\_\_\_

Employee Name: \_\_\_\_\_

Contact#: \_\_\_\_-\_\_\_\_-\_\_\_\_  
(cell preferred)

Email address: \_\_\_\_\_

Work Location: \_\_\_\_\_ State: \_\_\_\_\_  
Installation and Station

Branch President: \_\_\_\_\_ Branch: \_\_\_\_\_

Contact#: \_\_\_\_-\_\_\_\_-\_\_\_\_  
(cell preferred)

Email address: \_\_\_\_\_

Events leading to injury:

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**Please send a copy of this form to NALC Director of Safety and Health at NALC Headquarters or to [peralta@nalc.org](mailto:peralta@nalc.org)**

# postal|bulletin

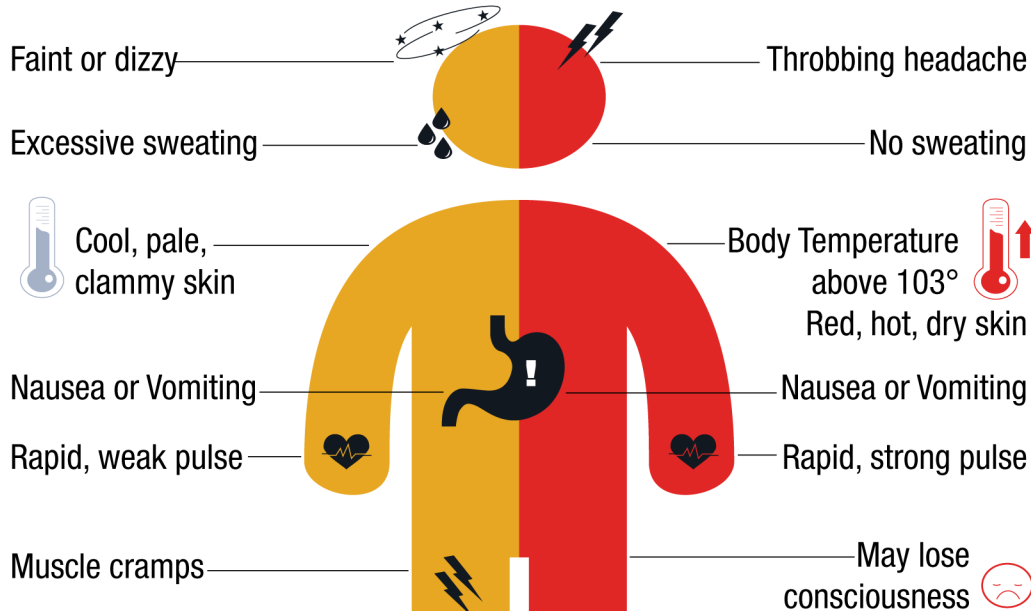
PUBLISHED SINCE MARCH 4, 1880

## Prevent Heat Illnesses. Know the signs and act.

### HEAT EXHAUSTION

OR

### HEAT STROKE



- Call 9-1-1.
- Get to a cool, air-conditioned area.
- Drink water if able to.
- Take a cool shower or use a cold compress.

- Call 9-1-1.
- Take immediate action to help cool down the person until medical assistance arrives.



**Seek Immediate Medical Assistance for Heat-Related Illnesses.  
Call 9-1-1.**

See page 3.

# Hatch Act Social Media Quick Guide

Please note that this Quick Guide is not comprehensive. For complete guidance, see [Hatch Act Guidance on Social Media](#).

## **FOR ALL FEDERAL EMPLOYEES**

Social Media Action	May Not Do Anytime	May Not Do on Duty or at Work	May Do Anytime
1. Like, share, or retweet a post that solicits political contributions, including invitations to fundraising events	X		
2. Post or tweet a message that solicits political contributions or invites people to a fundraising event	X		
3. Use an alias on social media to solicit a political contribution for a political party, candidate in a partisan race, or partisan political group	X		
4. Use a social media account designated for official purposes to post or share messages directed at the success or failure of a political party, candidate in a partisan race, or partisan political group	X		
5. Engage in political activity on a personal social media account if you use such an account for official purposes or post in your official capacity	X		
6. Send to subordinates, or a subset of friends that includes subordinates, any message that is directed at the success or failure of a political party, candidate in a partisan race, or partisan political group	X		
7. Use your official title or position when posting messages directed at the success or failure of a political party, candidate in a partisan race, or partisan political group	X		
8. Post, like, share, or retweet a message in support of or opposition to a political party, candidate in a partisan race, or partisan political group		X	
9. Like, follow, or friend the social media account of a political party, candidate in a partisan race, or partisan political group		X	
10. Use an alias on social media to engage in any activity that is directed at the success or failure of a political party, candidate in a partisan race, or partisan political group		X	
11. Accept invitations to, or mark yourself as “attending,” a fundraising event on social media		X	
12. Include your official title or position and where you work in your social media profile, even if you also include your political affiliation or otherwise use your account to engage in political activity			X
13. Continue to follow, be friends with, or like the official social media accounts of government officials after they become candidates for reelection			X

## **FOR FURTHER RESTRICTED FEDERAL EMPLOYEES ONLY**

Social Media Action	May Not Do Anytime	May Not Do on Duty or at Work	May Do Anytime
1. Share or retweet posts from, or the page of, a political party, candidate in a partisan race, or partisan political group	X		
2. Link to campaign or partisan material of a political party, candidate in a partisan race, or partisan political group	X		
3. Post to or like the social media accounts or messages of a political party, candidate in a partisan race, or partisan political group		X	
4. Engage in political activity on social media that is not done in concert with or on behalf of a political party, candidate in a partisan race, or partisan political group		X	

# **Mandatory Stand-Up Talk**

**July 2, 2020**

## **Proper use of Voyager cards**

Voyager cards are issued to employees who need them to purchase products and services for postal vehicles. Purchases are restricted to only pay for fuel, oil, repairs and towing.

The temporary exception allowing the use of Voyager cards to purchase hand sanitizer has ended, effective July 1.

USPS employees are not allowed to use Voyager cards to buy fuel for a personal vehicle or to purchase items for personal use.

These rules apply to all Postal Service employees. Voyager card use is routinely tracked and audited, and misuse of cards can result in severe penalties, including:

- Wage garnishment for the amount charged on the card
- Termination of employment
- Fines, and even jail time.

Unauthorized use of a Postal Service Voyager Card is a crime.

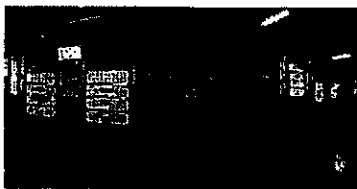


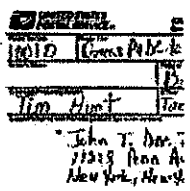
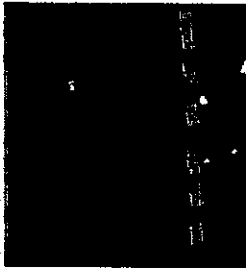
Thank you for you continued integrity and service.

We appreciate your time and your dedication to our customers.

# # #

Standard Work Instructions:	Interacting with a Highway Contract Route Driver (HCR)	Tracking: COVID19SocialDis v2.13
Purpose:	To understand how to interact with HCR drivers when they arrive and depart	
Updated on:	3-26-2020	Version 1.1

Assign Door to enter Dock	Assess the Driver's health	Assess what driver needs loaded/unloaded from truck	Print 5978 Form	Inform Driver he is able to leave
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	Steps	Key Points
	Assign a door for HCR Drivers to access facility	If this is a large facility, assign multiple access point doors for the HCR drivers. Isolate an area large enough for multiple drivers to stand 6 feet apart from each other.
	Assess the health of the driver	If you see symptoms of the driver being sick, ask the driver to wait in the truck. Otherwise, re-iterate they should stay in the isolated area to maintain social distancing.
	Determine what type of assistance is needed with loading/unloading truck	Call for mail handlers to unload or load truck. If driver is unloading or loading truck, please make him or her aware of the 6 feet social distancing requirements.
	Print the 5978A Form	Print the form once the trip is loaded or unloaded and ready to depart. If driver is not in truck, give the form to the driver. Otherwise, keep form with other 5978A forms.
	Inform driver he is ready to depart.	If facility has red/green lights, use them to inform the driver they can depart. If not, designate a postal employee as yardmaster to inform the driver they can depart.