

# MEMO

To the Branch 2184 Leadership Council, April 28, 2020



Mark Judd  
Walt McGregory  
Joe Golonka  
Jackie McGregory  
Cathy Tondreau  
Jim Powell  
Scott Watts  
Michele Szafran  
Gloria Warthen  
Felicia Davis  
Leonard Zawisa  
Kris Shaw  
Mark Owen  
Bryon Hendricks  
Melvin MacDonald  
Darryl Clay  
Symone Coleman  
Yvonne Jackson  
Denise Viola  
Lillian Bogosian  
Chris Biegalski  
Phil Ashford  
Scherrie Lacey  
Dave Reise  
Erik Venzke  
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

During the past few months Branch 2184 and our members have been dealing with challenges that are certainly unprecedented in the more than 95-year history of our Branch. However, out of crisis often comes innovation, and here in Branch 2184 this has also been an opportunity to test and implement changes in long-established ways of conducting our business on behalf our members. Most notably have been changes in manner of conducting our internal meetings, specifically our steward and executive board meetings. Teleconferences have now been shown to be a viable alternative to onsite meetings, when this is necessary. Additionally, our Branch website has been upgraded with front page COVID-19 information, and our Steward Resources on the Branch website now includes a steward meeting link with all documents pertinent to current and still evolving issues. Thank you to webmaster Jim Hales for his excellent and timely work with the Branch website.

Stewards and Branch officers are strongly encouraged to continue to access and monitor all available sources of authentic and pertinent information such as the NALC National website, the NALC App, the Branch website, and the *Postal Record*. Because of the perilous financial and political situation currently impacting the Postal Service, all Branch 2184 officers and stewards should also be taking an active leadership role with legislative matters. Until further notice, all steward and executive board meetings will continue to be conducted via teleconference. Decisions regarding future Branch membership meetings and other Branch events will be made by Branch President Mark Judd after a review of the decisions by government entities as well as other relevant information and projections that becomes available going forward.

After a discussion during the telephonic Branch 2184 Executive Board meeting on Monday, April 27, the Board members unanimously agreed to cancel this year's Branch picnic for members and their families, which had been scheduled for Sunday, June 28. It was determined that we could not safely conduct the picnic this year, and it is anticipated that we will resume our annual picnic beginning in 2021.

Effective April 21, 2020, USPS policy requires that where local and state governments have ordered or directed people to wear face masks, Postal Service employees should comply. Michigan currently has a requirement that face masks must be worn in public facilities or settings. Additionally, any USPS employee who is unable to achieve social distancing in the workplace should also wear a face covering. This policy will remain in effect until further notice.

Three additional National Memorandums of Understanding have been agreed to by the NALC and the USPS. The first (M-01917) is a further extension of the previously agreed upon 30-day time limit extension for grievance appeals to Step B and to arbitration. The time limits extension now runs through May 20, 2020. The second (M-01918), is a one-time modification of Article 8, section 5.A, where those that did not sign an Overtime Desired List (either the regular or Work Assignment list) during the two-week sign up period at the end of March will be able to place their names on either list for the current second quarter of the 2020 calendar year. The intent is to allow more letter carriers to be on the Overtime lists for the balance of the current the quarter in order to compensate

for employee absences due to the COVID-19 pandemic. The third National MOU (M-01919), provides that beginning on February 29, 2020, COVID-19 related absences will not be considered when reviewing the attendance record of employees requesting reassignment under the Memorandum of Understanding, Re: Transfers, Section D, which is also incorporated into Article 12, section 6 of the Collective Bargaining Agreement.

We've received a few calls that indicate a misunderstanding regarding the application and use of the two types of additional leave (Emergency Sick Leave and Family Medical Leave Act expansion) as provided for under the provisions of the Families First Coronavirus Response Act (FFCRA). A similar misunderstanding exists with some regarding the additional paid leave available to CCAs (M-01911) for specific reasons related to the COVID-19 pandemic. It appears that some of our members were expecting to see additional leave credited to their earned and accumulated leave balances as shown on pay stubs. That is neither the intent or the application of these additional types of leave. Instead, this leave will be applied and paid through the use of specific TACS codes that were created for this purpose. Also, the additional leave is only available when one or more of the qualifying COVID-19 related criteria have been met. It is otherwise not available as "extra leave."

A question arose regarding a situation where a PTF carrier in one of our stations was assigned to fill a temporary T-6 vacancy. The issue involved the assignment of the PTF when the regular carrier on the route that the PTF was assigned to on the T-6 string was called in on their NS day. For this situation to be properly addressed, we must begin by remembering that a temporary T-6 vacancy is NOT filled via the opt/hold down process discussed in Article 41, section 2.B of the Contract as well in our Branch 2184 Local Memorandum of Understanding (LMOU), Item 21, sections 3 and 4. Temporary T-6 vacancies are instead filled through temporary higher-level assignments (essentially, temporary in-craft promotions), per the provisions of Article 25, section 4 of the Contract.

**As such, the opt/hold down rules in Article 41 and in our LMOU are NOT applicable in this situation.** Although any career level carrier (part time flexible or full time regular) can fill a temporary T-6 vacancy and receive the higher level T-6 pay (an additional 2.1%), and he/she is entitled to remain on the T-6 assignment for as long as it is temporarily vacant, they otherwise can be moved to another assignment if/when the regular carrier on the route they were assigned to works his/her NS day. Additionally, if they are moved to another assignment in this situation, they are still entitled to receive the additional 2.1% T-6 level pay for the day. Finally, and related to this subject, because temporary T-6 vacancies are not filled through Article 41 opts/hold downs, the "duration clause" in Article 41, Section 2.B.5 also does not apply, and the carrier can voluntarily terminate the temporary higher-level assignment at any time.

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

**RE: Temporary Time Limit Extension on Step B and Arbitration Appeals**

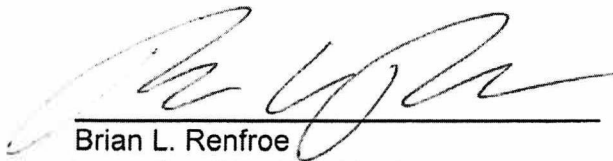
Due to the impact of the Coronavirus (COVID-19) pandemic, the parties agree that time limits for appealing grievances to Step B of the grievance-arbitration procedure, and appeals to arbitration, will be extended for a period of 30 days beyond those time periods specified in the National Agreement. This additional 30 day period is effective on April 20, 2020, the expiration date of the original time limit extension.

The parties at the local level are encouraged to discuss the potential need for time limit extensions for appeals to Informal and Formal Step A, based on local business conditions and either party's ability to timely process grievances.

The parties will revisit this issue immediately prior to May 20, 2020, to determine if an additional extension is appropriate.



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David E. Mills  
A/Manager  
Labor Relations Policies and Programs  
United States Postal Service



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Brian L. Renfro  
Executive Vice President  
National Association of Letter Carriers,  
AFL-CIO

Date: 4/15/2020

Date: 4-15-2020

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

**Re: Signing Overtime Lists – COVID-19**

Due to the potential effects of the COVID-19 pandemic on staffing levels, the parties agree to the following regarding any full-time employee who did not, for whatever reason, sign the overtime lists during the two week period for doing so as outlined in Article 8.5.A of the National Agreement.

The installation head and branch president or their designees may mutually elect to develop a sign-up process that allows full-time employees who previously did not, or could not, place their names on either the overtime desired list or work assignment list for the second quarter of the 2020 calendar year.

Processes agreed upon under the terms of this agreement do not terminate local procedures agreed upon pursuant to the terms of the December 4, 2013, March 31, 2014, April 1, 2015, May 20, 2016, or 2016-2019 NALC-USPS National Agreement, Memoranda of Understanding *Re: Signing Overtime Lists*. On the expiration of this agreement, such previously agreed upon local procedures will commence, will remain in effect, and may only be modified by mutual agreement of the local parties or through the local implementation process.

The parties further agree that once a local process is developed pursuant to the terms of this memorandum, it may only be modified by mutual agreement of the local parties, however it will automatically be terminated upon the expiration of this agreement.

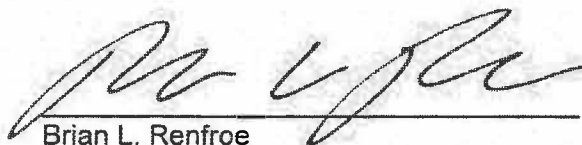
The parties will revisit this issue immediately prior to this MOU's expiration to determine if extension is appropriate.

This MOU will expire May 27, 2020.



David E. Mills  
A/Manager  
Labor Relations Policies and Programs  
United States Postal Service

Date: 4/17/2020



Brian L. Renfro  
Executive Vice President  
National Association of Letter Carriers,  
AFL-CIO

Date: 4/17/2020

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

**RE: Exception to MOU Re: *Transfers* – COVID-19 Related Absences**

The Memorandum of Understanding (MOU) *Re: Transfers*, Section D, states, in pertinent part, "Managers will give full consideration to the work, attendance, and safety records of all employees who are considered for reassignment."

Due to the COVID-19 pandemic, the parties agree that beginning on February 29, 2020, COVID-19 related absences will not be considered when reviewing the attendance record of employees requesting reassignment under the *Transfers* MOU.



Douglas A. Tulino  
Vice President  
Labor Relations  
United States Postal Service



Fredric V. Rolando  
President  
National Association of Letter Carriers,  
AFL-CIO

Date: 4-20-2020

Date: 4-20-20

# **Mandatory Stand-Up Talk**

**April 21, 2020**

## **Face covering and mask update**

**Cloth face coverings or masks are mandatory in support of local or state face covering directives or orders. In addition, face coverings and masks are mandatory in all facilities where social distancing cannot be maintained.**

Throughout the ongoing Coronavirus Disease 2019 (COVID-19) outbreak, the Postal Service has continued to fulfill its critical mission to bind the nation together. Postal Service employees are working hard across the country to ensure we are there for our customers every day, serving as a lifeline for millions of people.

Your safety and wellness are of primary importance to the Postal Service. We continue to strongly recommend the use of face coverings per the Centers for Disease Control and Prevention (CDC) guidance. Many states are now mandating that face coverings are required in public settings.

As a result, we will modify our policy with face coverings to require all employees to wear face coverings in the following situations, until the COVID-19 pandemic is no longer an issue:

- When there is a local or state face covering order or directive in place; or
- When an employee who does not deal directly with the public cannot achieve or maintain social distancing in the workplace.

You may request a face covering or surgical mask from your supervisor. Employees also may bring their own personal cloth face coverings to work for use while on duty. An employee who cannot wear a face covering for health reasons should immediately contact his or her supervisor.

You should not rely solely on the use of cloth face coverings to prevent the spread of COVID-19. You should also adhere to social distancing guidelines (6 feet) whenever possible while on delivery routes, at retail counters, and within the postal workplace: in plants, on docks and in lunch and break rooms.

In addition to social distancing, please remember to follow these CDC recommended prevention methods:

- Avoid close contact with people who are sick.
- Avoid touching eyes, nose and mouth with unwashed hands.
- Stay home when you are sick.
- Cover coughs and sneezes with tissue, then throw tissue in trash.
- Clean and disinfect frequently touched objects and surfaces.
- Wash hands often with soap and water for at least 20 seconds.
- Use a 60-percent or higher alcohol-based hand sanitizer.

The Postal Service provides an essential service to our nation. Customers are expressing their gratitude to us in every community we serve.

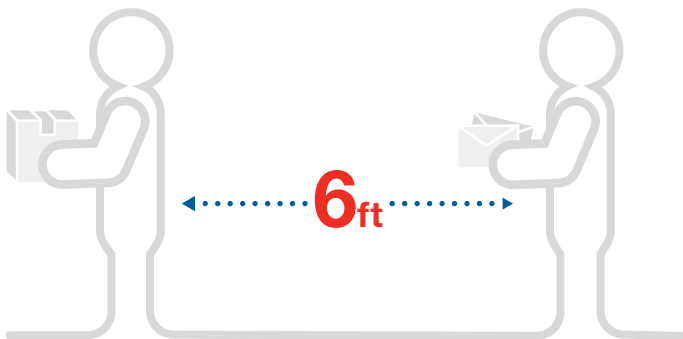
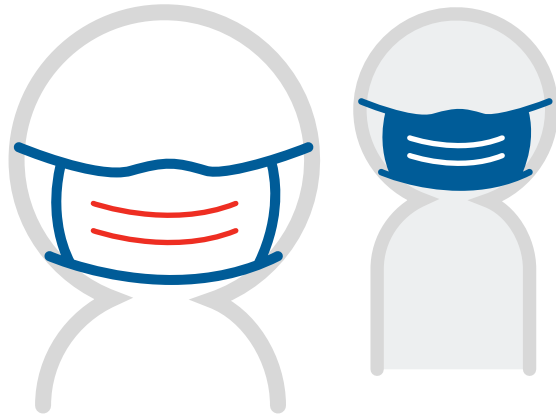
Taking steps to stay healthy and well means we can continue to be a stable, calming presence across the country.

Thank you for everything you are doing for our customers, and for your professionalism every day.

# # #

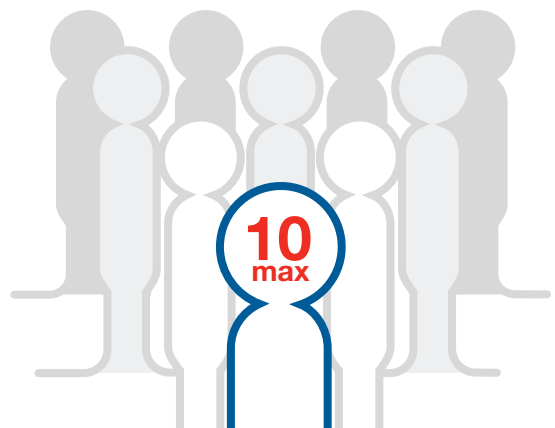
# Please protect yourself and others

**Masks or face coverings recommended inside our lobby**



**Keep a minimum of 6 feet between yourself and others.**

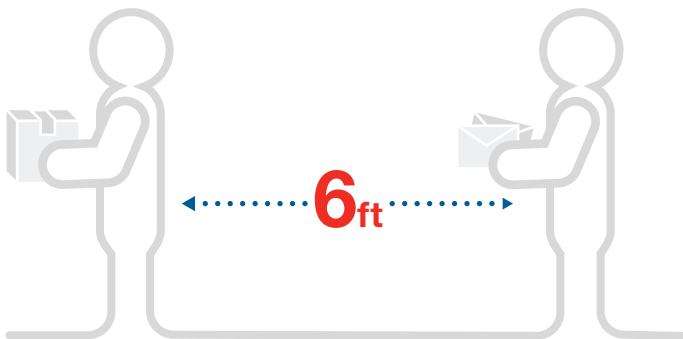
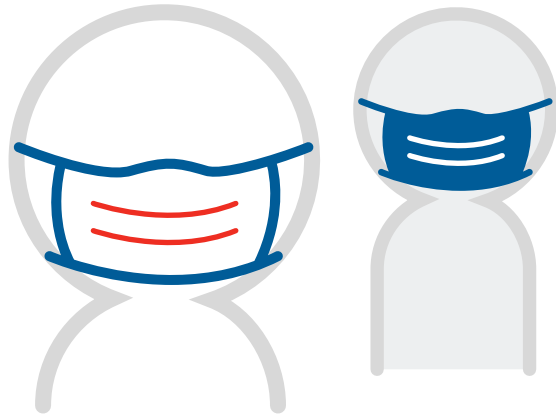
**Limit the Post Office lobby to no more than 10 people at a time.**





# Please protect yourself and others

Masks or face coverings **required** inside our lobby



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Limit the Post Office lobby to **no more than 10 people** at a time.

