

LETTER CARRIER PERFECT

A GUIDE FOR LETTER CARRIERS



CT MERGED BRANCH 20
PAUL DANIELS
PRESIDENT

Wit & Wisdom



*"Any fool can criticize,
condemn, and complain
-- and most fools do."*

- Benjamin Franklin -

PAUL DANIELS | President



Letter Carrier Perfect

A Fair Day's Work for A Fair Day's Pay

The demands put on Letter Carriers to perform their duties in an efficient, professional manner, while adapting to a rapidly changing work environment have presented unique challenges to Letter Carriers. This booklet has been developed to help you cope with those challenges.

The material contained in this booklet is intended to ensure that you are aware of your job related rights and responsibilities in order that we may provide our customers with the best possible service, protect and enforce our right to be treated fairly with dignity and respect, and to give, "A fair day's work, for a fair day's pay".

Should you have any questions on the material contained in this booklet please contact your local CT Merged Branch 20 Steward.

Sincerely and fraternally,

A handwritten signature in black ink that reads "Paul". The signature is stylized with a large, circular initial 'P' and a cursive 'aul'.

Paul Daniels, President
NALC Branch 20

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OFFICE FUNCTIONS

Ring In (National Agreement – Article 41.3.k)

Supervisors shall not require, nor permit employees to work off the clock.

Inspecting Vehicle (M-41, Section 832)

Perform an Expanded Vehicle Safety Check inspecting vehicle for deficiencies, body damage, inoperable items and mail or equipment which may have been left by previous driver.

Reporting Defects (M-41, Section 842)

Drivers must report all mechanical defects and major body damage on Form 4565, Vehicle Repair Tag.

Carrier Route Book (M-41, Section 251; 252)

Check form 1564A, Route Instructions, to find the location of collection boxes, relay points, park and loop locations, route schedule, lines of travel and the authorized lunch locations.

Using Stools (National Agreement, Article 41.3)

The carrier may use stool while casing mail and performing other office duties, provided the use of such stools does not interfere with or effect efficiency and standard job performance.

Unable to Complete Duties (Form 3996)

When you think that you'll be unable to case all mail distributed to the route, perform other required duties, and leave on schedule or when you will be unable to complete delivery of mail you should complete Form 3996 with an estimate of the time needed to complete your assignment. The amount of time requested is just an estimate, and the actual time may vary.

Show the reason in detail (item J) for requesting assistance. Late leaving, circulars, walking/driving conditions, etc., are a few reasons. The phrase "heavy mail" is not a suitable explanation.

The employer will advise a carrier who has properly submitted a Carrier Auxiliary Control Form 3996 of the disposition of the request promptly after review of the circumstances.

If you don't get a clear answer when you present your completed 3996 to your supervisor, request to see your steward immediately and have him/her get a direct answer or file a grievance.

DUVRS (Step 4, M-00498)

Delivery Unit Volume Recording System provides the supervisor with an estimate

of a letter carrier's normal daily work-load. DUVRS evaluations should not be the basis for a discussion concerning the letter carrier's efficiency held pursuant to Article 16, Section 2, since the efficiency of a letter carrier can more appropriately be determined by a mail count pursuant to 141.2, M-39 Handbook.

Fourth Bundle (Arbitrator Snow, 6/9/97)

Carriers on park and loop routes in a DPS environment are not required to carry a fourth bundle of mail.

Sequenced Mailing (M-41, Section 322.23)

Complete coverage on motorized curb delivery route shall be taken as a third bundle. Mailings of less than complete coverage that are not in sequenced order, (i.e., do not follow one after the other, or are not for one continuous section of the route) will be collated.

Third Bundle (M-01861)

Each presequenced addressed mailing for a particular route that meets the criteria of a third bundle is identified with a label/indicia containing the ECRWSS endorsement. This label/indicia remains the determining factor of whether a presequenced addressed mailing on a particular route meets the criteria required to assign a

city letter carrier on a park and loop or foot route to carry it as a third bundle within weight restrictions.

Casing Standards (Step 4, M-00386)

Management may not charge or impose discipline upon a carrier merely for failing to meet the 18 and 8 casing standards.

Report Undelivered Mail (Form 1571)

Fill out and submit this form when your supervisor tells you to curtail mail. Also, upon return from your route, file a 1571 for any mail which was not delivered. Request a copy for your records. Never make the decision to curtail mail on your own, that responsibility rest with your supervisor.

Accountable Mail (M-41, Section 262)

Use Form 3849, Notice of Attempted Delivery for each registered, certified and number insured parcels. Enter the name or address in the office at the time articles are issued. Complete Form 3849 as you make delivery. Place 3849 in proper separation in case as a marker. Put registered articles in pocket of satchel. ***Do not place registers in carrier case with other mail or in relays.***

Check Cases (M-41, Section 121.24)

Check cases, vehicle and equipment to make certain that no mail has been left behind or fallen into or behind cases, under shelves, etc.

Personal Needs (M-41, Section 922.51g.)

An allowance of five minutes is permitted for personal needs, such as obtaining hat and coat, visiting locker room to obtain rain gear from locker, etc.

Supplies (National Agreement Article 41, 3.E.)

When the employer requires the use of certain supply items for the proper performance of a carrier's functions, such items will be supplied by the employer.

Obligation to Employees (M-39, Sec. 115.3)

The manager has the responsibility to resolve problems before they become grievances.

Mutual Respect (M-39, Sec. 115.4)

The National Agreement sets out basic rules and rights governing management and employees in their dealings with each other, but it is the frontline 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.

Joint Statement on Violence and Behavior in the Workplace

There is no excuse for, and there will be no tolerance of, violence or any threats of violence by anyone at any level of the Postal Service; and that there is no excuse for and there will be no tolerance of harassment, intimidation, threats or bullying by anyone.

The need for the USPS to serve the public efficiently and productively and the need for all employees to be committed to giving a fair day's work for a fair day's pay, does not justify actions that are abusive or intolerant.

“Making the numbers” is not an excuse for the abuse of anyone. Those who do not treat others with dignity and respect will not be rewarded or promoted. Those whose unacceptable behavior continues will be removed from their positions.

STREET DUTIES

Loading Carrier Vehicles (M-39, Sec. 125.1)

The carrier should take all mail for delivery to the vehicle at the same time using a hamper or other assigned conveyance. After clocking onto street time carriers should proceed directly to their vehicle and load the mail in an orderly fashion.

Lines of Travel (M-39, Section 125.3)

Carriers are required to follow their authorized lines of travel at all times except in emergencies. You should obtain permission from your supervisor prior to deviating from your line of travel.

Curbside Delivery (Step 4 M-00994)

The USPS policy provides that employees performing curbside delivery, from right hand drive vehicles, shall follow these procedures: (1) On level streets or roads, place the vehicle in neutral (N), placing the foot firmly on the brake pedal while collecting mail or placing mail in the mail box; (2) On hills, place the vehicle in park (P), placing the foot firmly on the brake pedal while collecting mail or placing mail in the mail box.

Report Deficiencies - Form 3521 (M-41, Section 345)

Use Form 3521 to report irregularities with mailboxes, house numbers and other items which affect the prompt and proper delivery of mail to private residences and apartment houses, giving the name of the customer or owner and/or manager.

Flat Mail in Satchel (Step 4, M-00504)

Flat mail is normally withdrawn from satchel.

(M-41, Section 321.3)

Peel off the letters and circulars for the first house from bundle carried in the hand, and the flat mail from bundle standing on end in satchel.

Fingering Mail (National Agreement, Article 41.3.1.)

Carriers shall not finger mail when driving, or when waking up or down steps or curbs, when crossing streets, or any time it would create a safety hazard to the carrier or public.

Walking Pace (Pre-arb, M-00304)

There is no set pace at which a carrier must walk and no street standard for walking.

Walking Pace (Step 4, M-00379)

The Union's request that the number of paces per minute be used as an observation and not as a specific criterion or standard of performance by the grievant is sustained.



Lawn Crossing (Step 4, M-00275)

It is management's position that letter carriers are expected to take available short cuts if the customers do not object and there are no particular hazards to the carrier. Notwithstanding, blanket instructions to all carriers to cross all lawns would not be considered proper.

Chemically Treated Lawns (Step 4, M-00160)

The position of the USPS is that where a lawn has been chemically treated and a sign has been posted to that effect, the letter carrier would not be required to cross that lawn during the period the potential hazard remained in effect.

Parcel Security (Step 4, M-01239)

Letter carriers should not leave non-accountable parcel mail at the delivery address when the patron is not at home or unavailable to receive the parcel. A Form 3849 should be completed and left in the mail receptacle.

Parcel Delivery (M-41, Section 322.3)

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 the following procedures must

be adhered to:

- a. Parcels must not be left in an unprotected location unless the mailer endorses the package, "Carrier- Leave if No Response" or the addressee has given written directions for an alternate delivery location. Parcels must not be left where adverse weather can affect them.

- b. Mailers who participate in the carrier release program understand that there are areas where the Postal Service will not leave packages without protection from inclement weather. If there is not a suitable location to leave a carrier release parcel Form 3849 must be left.

Lunches (M-00545, Step 4)

Carriers are permitted to pursue personal activities within applicable postal regulations during their authorized lunch period as long as there is no additional expense to the Postal Service; the assigned vehicle is parked at the authorized park point and mail is properly secured.

Six hours of work without break - (M-00093)

Except in emergency situations or where service conditions preclude compliance, no employee

may be required to work more than six (6) consecutive hours without a meal or rest period of at least thirty minutes.

Breaks (M-00424, Step 4)

The intent of the negotiated breaks for carriers allows that carriers may take their breaks on the line of travel to or from their designated delivery area and that one or both of the street breaks may be taken in the office as long as such is on street time and duly recorded in the carrier route book.

Break Location (M-39 Section 242.341)

Breaks must be separate from the lunch period. Record the approximate location of the break(s) in the carrier's route book.

Office Breaks (C-08555)

The Postal Service must ensure that all employees stop working during an office break.

Comfort Stops (M00242, Step 4)

Reasonable comfort stops will not be deducted from the carrier's actual time.

SAFETY

Work Safely (ELM 811.4)

It is the responsibility of management to provide safe and healthful working conditions in all postal owned and postal leased installations, educate all employees in safe work practices and ensure that all employees work safely.

Hazardous Conditions (Handbook, EL-801)

Carriers are not required to risk personal injury from icy steps, broken or rotten steps or porches, protruding nails or sharp edges on mail boxes, or other hazardous conditions. Carriers must report such conditions on Form 1767.

Report Unsafe Conditions (Form 1767)

Any employee may do any of the following:

- a. File a report of the condition on Form 1767 with the immediate supervisor;
- b. If the employee desires anonymity, file 1767 directly with the installation's safety personnel;
- c. Report alleged unsafe conditions to a steward, if one is available, who may then discuss the condition with the employee's supervisor.

The immediate supervisor will promptly (within the tour of duty):

1. Investigate the alleged conditions.
2. Either initiate immediate corrective actions or make appropriate recommendations.
3. Record those actions or recommendations on Form 1767.
4. Forward the original 1767 and one copy to the next appropriate level of management.
5. Give the employee a copy signed by the supervisor as a receipt.
6. Immediately forward the third copy to the Safety Office.

It is the supervisor's responsibility to monitor the status of the report at all times until the hazard is abated.

Accident Reporting (Handbook, EL-801)

Promptly report all personal injuries, no matter how trivial. Accident reports must be completed by management and processed within the time period listed on Form 1769, Accident Report.

Injured While Working (Basic Forms)

CA-1 For Traumatic Injuries

CA-2 For Occupational Diseases/Illness

CA-2A Recurrence of Disability

CA-16 Request for Examination/Treatment

CA-17 Duty Status Report

Choice of Physician – If you are injured on the job, you have a right to initial free choice of treating physician.

Emergency Treatment – Supervisors may accompany you to the doctors **only** for emergency treatment.

Drive Safely (ELM 814.2)

Drive defensively and professionally; extend courtesy in all situations; and obey all state, local and postal regulations when driving a vehicle owned, leased or contracted for by the Postal Service.

Observe Laws (M-41, Section 812.2)

Observe all traffic regulations prescribed by law. Rules applying to the public also apply to operators of postal vehicles.

Seat/Shoulder Belts- LLV (M-00968)

The lap belt, shoulder belt and shoulder harness policy for the Long Life Vehicle is as follows: The driver must wear the lap belt and shoulder belt at all times the vehicle is in motion. Exception: In instances when the shoulder belt prevents the driver from reaching to provide a delivery or

collection from curbside mailboxes, only then the shoulder belt may be unfastened. The lap belt must remain fastened at all times the vehicle is in motion. All passengers must be seated and wear a lap belt and shoulder harness at all time the vehicle is in motion. Only authorizes passengers may be carried in the vehicle.

Truck Doors (M-00547)

When traveling to and from the route, when moving between park and relay points and when entering or crossing intersecting roadways, all vehicles doors must be closed. When operating a vehicle on delivery routes and traveling in intervals of 500 feet (1/10 mile) or less at speeds not exceeding 15 mph between delivery stops, the door on the driver's side may be left open.

Sorting While Driving (M-41, Section 812.4)

Do not finger mail while driving or hold mail in your hand while the vehicle is in motion. Sorting or reading addresses while the vehicle is in motion is forbidden and cannot be allowed under any circumstances.

Parking (Handbook EL-814)

Whenever you park your vehicle; place the gear selector in park, turn off the engine, remove the key and set the parking brake. If the vehicle will be out of your sight, lock it. When parking a

vehicle uphill, turn the front wheels away from the curb. When parking downhill, turn them into the curb. When parking on level ground turn the front wheels toward the right.

Motor Vehicle Accidents (Handbook, EL-814)

If you are involved in an accident:

1. Stop at the scene.
2. Aid and assist any injury person.
3. Have someone call 911 if necessary.
4. Safeguard the scene against any further accidents.
5. Safeguard the mail.
6. Try to identify witnesses.
7. Promptly notify your supervisor.
8. Follow the instructions in your Accident Report Kit, item 087-H, and any local accident reporting instructions.

Animal Interference (Handbook, EL-801)

Carriers should be cautioned to use extra care in making deliveries when dogs and other animals are loose on the route. They should always carry animal repellent, but should use it only when an attack is imminent. Where animals interfere with delivery of mail or when a carrier perceives that an animal presents a threat, a report should be promptly made to a supervisor. Carriers are not required to make a delivery if they feel threatened by an animal.

Loading and Unloading Vehicle (EL-801)

Special care must be taken when loading and unloading vehicles. Remember that increasing the distance between the spine and the load by holding the load at arms length will increase the force or work needed to lift or carry the load, possibly causing strain. Twisting the body to reach mail or other articles from a rear seat or back of the vehicle as shown is prohibited.



UNION MEMBERSHIP

You have the right and the responsibility to join the NALC. Some of the many benefits include:

- ◆ No cost \$5,000 Accidental Death Coverage.
- ◆ Right to choose the leaders to represent and protect you.
- ◆ Right to vote on the Local and National Agreements.
- ◆ Support of Union members in times of need.
- ◆ Right to belong to NALC Health Benefit Plan.
- ◆ Right to participate in the Doherty Scholarship Program.
- ◆ Right to purchase NALC MBA financial products.
- ◆ National Publication-Postal Record.
- ◆ Right to participate in Branch meetings.
- ◆ Right to attend State and National NALC Conventions.
- ◆ Help with workman compensation issues.

Jack London



THE SCAB

“After God had finished the rattlesnake, the toad, and the vampire, he had some awful stuff left with which He made a scab.

A scab is a two-legged animal with a corkscrew soul, a waterlogged brain, and a combination backbone made of jelly and glue. Where others have hearts he carries a tumor of rotten principles.

Judas Iscariot was a gentleman compared to a scab. For betraying his master he had the character to hang himself – the scab hasn’t. There is nothing lower than a scab.”

- Jack London -



“All that harms labor is treason to America. If any man tells you he loves America, yet he hates labor, he is a liar. If a man tells you he trusts America, yet fears labor, he is a fool.”

- **Abraham Lincoln** -



The American labor movement has consistently demonstrated its devotion to the public interest. It is, and has been, good for America.

- **John F. Kennedy** -



BENEFITS

Annual Leave Earned (ELM Section 512)

Carriers with less than three years of service earn thirteen days of A.L. per year. Carriers with three years but less than fifteen years earn twenty days per year. Carriers with fifteen years or more earn twenty-six days per year.

Accumulated Leave – The maximum amount of accumulated leave that can be carried over into a new leave year is 440 hours.

Emergency Annual Leave (ELM Section 512.412)

Emergency requests do not require advance approval, but the employee must notify the appropriate postal authorities as soon as possible as to the emergency and the expected duration of the absence.

Annual Leave in December (C-10949 Arbitrator Lange)

The National Agreement does not prohibit the granting of annual leave during December.

Illness (Article 10.5.C National Agreement)

If you become ill while on annual leave, you may change the annual leave to sick leave.

Donation Program (MOU National Agreement)

Career employees may donate annual leave to other career postal employees who qualify for the Leave Donation Program. Employees must work in the same postal district.

Sick Leave Amount Earned (ELM Section 513)

Full-time employees earn 4 hours for each pay period.

Medical Documentation (ELM Section 513.36)

Supervisors may accept the employee's statement for periods of absence of three days or less. Medical documentation is required for absences in excess of three days or when the supervisor deems documentation desirable for the protection of the interest of the USPS. (If you believe the request is arbitrary and unjustified, follow management's instructions and grieve.)

Advanced Sick Leave (ELM, Section 513.5)

Carriers may be granted up to thirty days (240 hours) of advanced sick leave.

Dependent Care (MOU National Agreement)

You may use up to 80 hours of sick leave to give care or otherwise attend to a family member with an illness, injury or other condition which,

if an employee had such condition would justify the use of sick leave by that employee. Family members shall include son, daughter, parent and spouse.

Family Medical Leave Act (FMLA) (ELM Section 515)

FMLA entitles you up to twelve work weeks of absence during a leave year for the reasons covered by the act.

Reasons for FLMA Leave:

- ◆ Birth of child or to care for the child during the first year after birth.
- ◆ Placement of a child with the employee for adoption or foster care.
- ◆ The employee's care is medically necessary for a spouse, son, daughter or parent with a serious health condition.
- ◆ The employee is unable to work due to his/her serious health condition.

Light duty (Article 13 National Agreement)

Carriers who become ill or injured off the job and are not able to perform their regularly assigned duties may be eligible for light duty under Article 13 of the National Agreement.

Light Duty Requests- Light duty must be

requested by submitting a written request to the installation head. The request must be supported by a medical statement from a licensed physician stating the anticipated duration of the convalescence period. Management may only assign you to light duty upon your voluntary request to the installation head.

Bidding on Light Duty (M-00752, Step 4)

While on light duty you can bid for a carrier assignment provided you will be able to assume the position within six months from the time of which the bid is placed.

Overtime on light duty (M-00795, Step 4)

While on light duty you may sign the overtime desired list and work overtime in accordance with your physical limitation.

Life Insurance (ELM Section 530)

Policy Amount - Carriers receive a life insurance policy from the USPS which is based on their annual basic pay and an equivalent amount of accidental death and dismemberment insurance at no cost to the carrier.

Option B – Additional insurance may be elected in an amount equal to one, two, three, four or five times the employees' annual rate of basic pay.

Employee Assistance Program (EAP)

The EAP is a counseling and referral service staffed by trained mental health professionals and designed to help you with your personal, job or family problems. EAP is a formal, non-disciplinary program that is free, voluntary and confidential. EAP can help you with emotional, mental, family, job related, legal, financial, or other problems in addition to alcohol or drug abuse. For information call: (1-800-327-4968).

Absence for Maternity Reasons (ELM Section 515)

Maternity absences may be a combination of sick leave, annual leave, and LWOP. An employee need not exhaust sick leave and annual leave prior to requesting LWOP.

Flexible Spending Account

Carriers wishing to pay medical bills with pre-tax dollars should take advantage of this benefit. Any questions, call F.S.A. hotline at 1-800-842-2026.

Employee Claims (National Agreement Article 27)

Subject to a \$10 minimum, an employee may file a claim within fourteen (14) days of the date of loss or damage and be reimbursed for loss or damage to his/her personal property, except

for motor vehicles and the contents thereof, taking into consideration depreciation where the loss or damage was suffered in connection with or incident to the employee's employment while on duty or while on postal premises.

The claim will be adjudicated within thirty (30) days after receipt at the area office. If you do not get a decision within 30 days, see your steward.



John Kaminiski - Br. 20

CITY CARRIER ASSISTANT (CCA) Questions and Answers (M-01870)

Does the five-day break between CCA 360-day appointments refer to five calendar or work days?

Five calendar days.

Is there a limit on the number of hours CCAs may be scheduled on a workday?

Employees may not be required to work more than 12 hours in 1 service day.

In addition, the total hours of daily service, including scheduled work hours, overtime and mealtime may not be extended over a period longer than 12 consecutive hours.

Do CCAs receive Night Differential or Sunday Premium?

CCAs receive Night Differential as defined in Article 8.7 of the National Agreement. CCAs do not receive Sunday Premium.

Do CCAs have a work hour guarantee?

Yes, CCAs employed in post offices with 200 or more work years of employment have a four (4) hour work guarantee.

CCAs employed in all other post office have a two (2) hour work guarantee.

Can CCAs be required to remain on “stand-by” or remain at home for a call-in on days they are not scheduled to work?

No.

May CCAs be permanently reassigned from one post office to another during their appointment?

Yes, provided the employee's current appointment is being voluntarily terminated.

To avoid a break in service a permanent reassignment to a different installation must be effected on the first day of a pay period.

Is there a "lock-in" period that a CCA must meet before being reassigned to another installation?

No. Eligibility to move between installations is generally intended to address situations where an individual CCA would like to be reassigned to another installation for personal reasons and there is an agreement between the "losing" and "gaining" installation heads.

Will CCAs have access to the grievance procedure if disciplined or removed?

A CCA who has completed 90 work or 120 calendar days of employment within the immediate preceding six months has access to the grievance procedure if disciplined or removed.

Are CCAs entitled to higher level pay under Article 25 of the National Agreement?

No.

How does a CCA who is hired as a Grade CC-01 receive proper compensation when assigned to a City Carrier Technician Grade CC-02 position?

In such case the CCA's PS Form 50 must be revised to reflect that he/she is assigned to a Carrier Technician position.

When does a CCA become eligible for a uniform allowance?

Upon completion of 90 work days or 120 calendar days of employment as a CCA, whichever comes first.

What defines the anniversary date for the purpose of annual uniform allowance eligibility for a CCA?

The calendar date the CCA initially becomes eligible for a uniform allowance.

How is the uniform anniversary date determined for a CCA who is converted to career status?

The employee retains the same anniversary date held as a CCA.

If a CCA does not use the full uniform allowance before his/her appointment ends, does the allowance carry-over into the next appointment when the appointment begins before the next uniform anniversary date?

Yes, however, the CCA cannot purchase uniform items during his/her five calendar day break.

If the full annual uniform allowance is not used before the next anniversary date, the remaining balance for that year is forfeited.

Will CCAs be allowed to opt on (hold-down) vacant duty assignments?

Yes.

Is there a waiting period for a new CCA before the employee can opt on a hold-down?

Yes, 60 calendar days from the date of appointment as a CCA.

May a CCA decline an opportunity for conversion to full-time regular?

Yes and rejection of a conversion offer does not impact the employee's relative standing as a CCA.

How are breaks provided for CCAs who work less than eight hours on a particular day?

Breaks for CCAs who work only a portion of a day (less than eight hours) will be as follows: One ten-minute break if the employee works less than six hours and two ten-minute breaks if the employee works six hours or more.

When converted to a full-time career position do CCAs serve a probationary period?

(M-01877)

City carrier assistants converted to full-time career status during the term of this agreement will not serve a probationary period when hired for a career appointment provided the employee successfully served a cumulative 360 days as a city carrier assistant directly before conversion to full-time career status.



Crediting Annual Leave for Newly converted CCAs (Q11N-4Q-C 14239951 Arbitrator Shyam Das)

Section 512.313 of the ELM requires that former City Carrier Assistants who have completed ninety days of continuous employment without a break in service must complete a 90-day qualifying period following their conversion to career status before they may be credited with or may take annual leave.



PHONE NUMBERS

NALC - BRANCH 20

OFFICE: 203-634-7579

E-MAIL: nat01@snet.net

USPS

HUMAN RESOURCES

SHARED SERVICES: 877-477-3273

GRIEVANCE TIME LIMITS

If you feel management has violated the contract, or if you are disciplined, you have **14 days** to file a grievance. See your local steward.

WEINGARTEN RIGHTS

If a manager or supervisor requests to speak to you, you are entitled to have a steward present if that discussion could lead to discipline. Representation is not automatic; you must ask for it.

POSTAL INSPECTORS

If you are asked to speak to a Postal Inspector, you have the right to Union representation. It is always in your best interest to exercise that right.



PAUL DANIELS
PRESIDENT
NALC BRANCH 20