


Membership Orientation

Understanding USPS Policies & EAS Workplace Rights



**Can the
USPS do
that?**

Zoom Into Training!

Presented by Brian J. Wagner * NAPS Past National President



Important USPS Policies and EAS Rights to Know

1. The Law - **TITLE 39 USC § 1004**
2. Participation and Membership in Postal Management Association (NAPS)
3. ELM 650 Nonbargaining Disciplinary Appeals, Grievance, and Representation
4. USPS ELM 600 Conduct
5. EAS Job Postings (Vacancy Announcements)
6. Involuntary Reassignments & Emergency Placement
7. Use of Personal Vehicle for USPS business
8. Annual Leave Requests
9. Additional Straight Time Pay (T-Time) for Special-Exempt EAS & Higher-Level Pay
10. Excessive Work Hours of Exempt EAS – Abuse of Schedule
11. Mystery Shop or Retail Customer Experience (RCE)
12. Letters of Concern, Letters of Information, Letters of Instructions
13. Performance Improvement Plans (PIPs)
14. Social Media Activity Related to the USPS
15. 1992 Joint Statement on Violence and Behavior in the Workplace
16. Other EAS Workplace Issues & Rights



TITLE 39 USC § 1004 - SUPERVISORY AND OTHER MANAGERIAL ORGANIZATIONS

(a) It shall be the policy of the Postal Service to provide compensation, working conditions, and career opportunities that will assure the attraction and retention of qualified and capable supervisory and other managerial personnel; to provide adequate and reasonable differentials in rates of pay between in the clerk and carrier grades in the line work force and supervisory and other managerial personnel; to establish and maintain continuously a program for all such personnel that reflects the essential importance of a well-trained and well-motivated force to improve the effectiveness of postal operations; and to promote the leadership status of such personnel with respect to rank-and-file employees, recognizing that the role of such personnel in primary level management is particularly vital to the process of converting general postal policies into successful postal operations.



ANTHONY J. VEGLIANTE
VICE PRESIDENT, LABOR RELATIONS



June 1, 2004

OFFICERS
VICE PRESIDENTS, AREA OPERATIONS
MANAGER, CAPITAL METRO OPERATIONS
MANAGERS, HUMAN RESOURCES (AREA)

SUBJECT: Participation and Membership in Supervisory and Managerial
Organizations

Pursuant to the Employee Labor Relations Manual (ELM), Section 912, postal personnel have the right to join a supervisory or managerial organization, and "no interference, restraint, coercion or discrimination to encourage or discourage membership in such an organization shall be effected in the Postal Service."

Recognized organizations include:

The National Association of Postmasters of the United States (NAPUS)
The National League of Postmasters of the United States (League)
The National Association of Postal Supervisors (NAPS)

There have been reports of attempts to discourage or otherwise influence employee membership in postal management associations. Such activities are prohibited under the provisions of the ELM. Please share this information as appropriate.


Anthony J. Vegliante

- EAS employees have a right to join a postal management association.
- Report to NAPS HQ or a Branch officer any discouragement or undue influence against other EAS from joining NAPS.
- You have a right to be an officer of a NAPS Branch.



ELM 9 Labor Relations

910 Employee Organizations

911 Participation and Membership in Labor Organizations

911.1 Right to Participation

Each postal employee has the right, freely and without fear of penalty or reprisal, to form, join, or assist a labor organization or to refrain from any such activity. Each employee is protected in the exercise of such rights. Except as specified in 911.3, this right extends to participation in the management of the organization and acting as an organization representative. It includes presentation of the organization's views to officials of the Postal Service, officials of the Executive Branch, the Congress, or other appropriate authority.

911.2 Right to Membership

No interference, restraint, coercion, or discrimination to encourage or discourage membership in a labor organization may be effected in the Postal Service.



ELM 53 650 Nonbargaining Disciplinary, Grievance, and Appeal Procedures

ELM 651 Disciplinary and Emergency Procedures

Very Important EAS Right

ELM 651.2 Representation

Subject to prohibitions regarding Executive and Administrative Schedule (EAS)/Craft representation, employees have *free choice of representation*. Representatives designated by employees, if postal employees and if otherwise in a duty status, are granted a reasonable amount of official time to respond to notices of proposed disciplinary action, to prepare for and represent the employee at a hearing held in accordance with 652.24, and/or to represent an employee who has appealed a letter of warning or emergency placement in a non-duty status in accordance with 652.4. Employees covered under these provisions may request representation during investigative questioning if the **employee** has a reasonable belief disciplinary action may ensue.



ELM 53 650 Nonbargaining Disciplinary, Grievance, and Appeal Procedures

ELM 651 Disciplinary and Emergency Procedures

Very Important EAS Right

ELM 651.3 Nondisciplinary Corrective Measures

Accountable managers/supervisors are responsible for the direct day-to-day performance management of subordinates. The accountable manager/supervisor monitors subordinates' performance and provides appropriate resources, coaching, and feedback to the subordinates. **The manager/supervisor is responsible for leading the employee to a higher level of achievement. Performance improvement should be a shared concern and effort between manager and employee. Early dialogue and guidance are critical to achieving positive results and continuance of an effective manager/employee relationship.**



ELM 53 650 Nonbargaining Disciplinary, Grievance, and Appeal Procedures

ELM 651 Disciplinary and Emergency Procedures

652.4 Other Appealable Actions

652.41 Coverage

Employees in EAS-17 and below, regardless of length of service, may appeal letters of warning, emergency placement in a nonduty status, and other matters not covered by [652.2](#) by using the procedures in [652.42](#) through [652.44](#). (Filing a Grievance)

PCES Level I, and EAS-18 and above employees have access to these procedures only to appeal discipline in the nature of a letter of warning and emergency placement in a nonduty status.



660 Conduct

661 Statutory Provisions

661.1 Laws Referenced in This Manual

The laws mentioned in this manual are listed for information only. Nothing in this manual constitutes an interpretation or construction of these laws which might be construed as binding the United States Postal Service or the United States.

Failure to mention a statute does not excuse any person from complying with the statute.

661.2 Application to Postal Employees

In addition to the statutes listed in Title 5, Code of Federal Regulations (CFR), Part 2635.901–902, the following statutes and regulations are applicable to all employees in the Postal Service.

- a. Prohibition against proscribed political activities (Title 5, United States Code (U.S.C.), subchapter III of chapter 73, and 18 U.S.C. 602, 603, 607, and 608).
- b. Prohibition against appointing or promoting a relative, or advocating such an appointment or promotion (5 U.S.C. 3110).
- c. Prohibition against disloyalty and striking (5 U.S.C. 7311; 18 U.S.C. 1918).
- d. Prohibition against bribery, graft, and conflicts of interest (18 U.S.C. 201, 203, 205, 208, and 209).
- e. Prohibition against acting as the agent for a foreign principal registered under the Foreign Agents Registration Act (18 U.S.C. 219).
- f. Prohibition against unauthorized taking or use of documents relating to claims against or by the government (18 U.S.C. 285).
- g. Prohibition against postal employees becoming interested in any contract for carrying the mail (18 U.S.C. 440).
- h. Prohibition against counterfeiting and forging transportation requests (18 U.S.C. 508).
- i. Prohibition against deprivation of employment or other benefit for political activity (18 U.S.C. 601).
- j. Prohibition against:
 1. Embezzlement of government money or property (18 U.S.C. 641).
 2. Failing to account for public money (18 U.S.C. 643).
 3. Embezzlement of money or property of another person in the possession of an employee by reason of his or her employment (18 U.S.C. 641).
- k. Prohibition against:
 1. Disclosure of classified information (18 U.S.C. 798).
 2. Disclosure of confidential information (18 U.S.C. 1905).
- l. Prohibition against fraud or false statements in a government matter (18 U.S.C. 1001).
- m. Prohibition against participation in lottery enterprises (18 U.S.C. 1303).
- n. Prohibition against carriage of mail contrary to law (18 U.S.C. 1693).
- o. Prohibition against desertion of mail (18 U.S.C. 1700).
- p. Prohibition against obstruction of correspondence (18 U.S.C. 1702).
- q. Prohibition against delay or destruction of mail or newspapers (18 U.S.C. 1703).
- r. Prohibition against theft of property (18 U.S.C. 1707).
- s. Prohibition against theft of mail (18 U.S.C. 1709).
- t. Prohibition against theft of newspapers (18 U.S.C. 1710).
- u. Prohibition against misappropriation of Postal Service funds (18 U.S.C. 1711).
- v. Prohibition against falsification of postal returns (18 U.S.C. 1712).
- w. Prohibition against improper issuance of money orders (18 U.S.C. 1713).



ELM 53 665 Postal Service Standards of Conduct

Need to Know & Understand

665 Postal Service Standards of Conduct

665.1 General Expectations

665.11 Loyalty

Employees are expected to be loyal to the United States government and uphold the policies and regulations of the Postal Service.

665.12 Performance of Public Duties

Employees are expected to serve on juries and to act as witnesses when summoned by official sources.

665.13 Discharge of Duties

Employees are expected to discharge their assigned duties conscientiously and effectively.

665.14 Reporting Violations

Allegations of violations of postal laws by postal employees, including mail theft, must be reported immediately to the Office of Inspector General.

665.15 Obedience to Orders

Employees must obey the instructions of their supervisors. If an employee has reason to question the propriety of a supervisor's order, the individual must nevertheless carry out the order and may immediately file a protest in writing to the official in charge of the installation or may appeal through official channels.

665.16 Behavior and Personal Habits

Employees are expected to conduct themselves during and outside of working hours in a manner that reflects favorably upon the Postal Service. Although it is not the policy of the Postal Service to interfere with the private lives of employees, it does require that postal employees be honest, reliable, trustworthy, courteous, and of good character and reputation. The Federal Standards of Ethical Conduct referenced in 662.1 also contain regulations governing the off-duty behavior of postal employees. Employees must not engage in criminal, dishonest, notoriously disgraceful, immoral, or other conduct prejudicial to the Postal Service. Conviction for a violation of any criminal statute may be grounds for disciplinary action against an employee, including removal of the employee, in addition to any other penalty imposed pursuant to statute.



NAPS Note: ELM 665.15 & 665.3

ELM 665.15 Obedience to Orders

Employees must obey the instructions of their supervisors. If an employee has reason to question the propriety of a supervisor's order, the individual must nevertheless carry out the order and may immediately file a protest in writing to the official in charge of the installation or may appeal through official channels.

ELM 665.3 Cooperation in Investigations

Employees must cooperate in any postal investigation, including Office of Inspector General (OIG) investigations.





April 3, 2006

MANAGERS, HUMAN RESOURCES (AREA)
MANAGERS, HUMAN RESOURCES (DISTRICT)

SUBJECT: Vacancy Announcements and EAS Applicant Notification

In recent discussions two issues were raised regarding EAS vacancies. While most offices are probably already handling these appropriately, I would like to reiterate the actions which need to be taken. This discussion is in reference to announcing all EAS vacancies, which includes initial level supervisor and Universal Associate Supervisor Program (ASP) vacancies.

First, all EAS, initial-level supervisor and Universal ASP vacancy announcements need to specify the duty station, the starting and ending times, and the non-scheduled days for the vacant position. This information is particularly important to employees with personal obligations such as childcare, eldercare, and educational commitments.

I recognize that there will be vacancies which require flexibility, including operational coverage factors and certain associate supervisor duty assignments. By their nature, these positions often require continuing changes in any or all of the above cited elements. However, when such operational requirements are necessary, they must be clearly conveyed on the vacancy announcement (e.g., specific rotating non-scheduled days) and discussed with applicants prior to their selection.

The second issue is in regard to our handling of unsuccessful applicants. It has been a long standing practice to notify non-selected EAS applicants via a courtesy letter which state the final status of their application. This letter should also express our appreciation for their interest and should positively encourage them to consider other career opportunities with the Postal Service. Notifying applicants of the final decision is not only critical in providing an applicant with closure, but also conveys a sense of the value we attach to each of our employees.

Please take this opportunity to review your processes, with an emphasis on enhancing the value and meaningfulness to EAS applicants.

Mangala P. Gandhi

Mangala P. Gandhi

Manager

Selection, Evaluation, and Recognition

- When applying for an EAS position (lateral or promotion) check the posting for location, BT & ET, NSD.
- Keep a copy of original posting if you are the successful applicant.
- If your original job posting schedule changes may be considered an Involuntary Reassignment.



MEGAN J. BRENNAN
CHIEF OPERATING OFFICER,
EXECUTIVE VICE PRESIDENT



August 24, 2012

AREA VICE PRESIDENTS

SUBJECT: Temporary Involuntary Reassignments

The presidents of our management associations advise us that use of involuntary reassignments for purposes other than meeting operational or developmental interests is a problem. Postal Service policy concerning this issue has been stated and reaffirmed through several memoranda to the field including the December 20, 2007 memorandum on Involuntary Reassignments.

While temporary involuntary reassignments of nonbargaining employees may be made for training, development, or operational needs, there are practical restrictions regarding the use of such reassignments. Involuntary reassignments are not to be made arbitrarily, nor used as punitive measures to address performance deficiencies. If an involuntary reassignment is to be authorized the following steps must be followed:

- Management must focus on their intended purpose when making such an assignment, and must inform the affected employee of the nature of the assignment, the rationale for the assignment, the intended objective, and the anticipated duration of the assignment.
- The employee must be afforded an opportunity to discuss possible modifications of the assignment, and the employee's input must be considered in making the final determination.
- When possible, sufficient lead time must be provided to minimize disruption to postal operations and the affected employee.
- If the employee chooses, local management association representatives should be advised of the assignment's nature, purpose, and duration.

Again, there is a difference between temporary involuntary reassignments made in order to meet operating, training, or developmental needs, and involuntary reassignments made for punitive or arbitrary reasons. The latter are inappropriate. If management perceives that action is needed in order to address unsatisfactory performance then corrective action should be taken in a manner compliant with applicable rules and regulations.

Adherence to these guidelines is necessary as we work to carry out the mission of the Postal Service as efficiently and effectively as possible with due respect for the interests of our nonbargaining employees.

Your usual cooperation and support is appreciated.


Megan J. Brennan

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Washington, DC 20260-0061
www.naps.com

August 24, 2012

USPS Policy on Temporary Involuntary Reassignments

- Temporary – Not permanent
- Not done weekly or randomly
- Must have an intended purpose, like training
- Time limit: 2-weeks - 30 or 90 days?
- Sufficient lead time should be given of temp assignment
- EAS given opportunity to discuss possible modifications.
- NAPS should be advised of temp assignment.
- Temp assignment should be in writing and PS Form 1723 completed.





August 31, 2015

AREA VICE PRESIDENTS

SUBJECT: Temporary Involuntary Reassignments

There are times when operational needs require temporary involuntary reassignments. While there has been previous guidance issued on this subject, the National Association of Postal Supervisors (NAPS) at the national level has brought to our attention that temporary involuntary reassignments of nonbargaining employees are being used for purposes other than meeting operational or developmental needs.

While temporary involuntary reassignments may be made for training or developmental needs, or to meet operating requirements, there are practical limiting factors regarding such reassignments. These reassignments are not to be made arbitrarily and they are not to be used as punitive measures to address performance deficiencies. Local management should address unsatisfactory or deficient work performance through other more appropriate courses of action such as additional coaching and training, performance improvement plans, or corrective disciplinary action. Follow these guidelines in making temporary involuntary reassignments:

- Management determines the purpose of the reassignment and informs the affected employee of reason for, the objective of, and the anticipated duration of the reassignment.
- Give the employee an opportunity to discuss possible modification of the assignment and consider the employee's input in making the final decision.
- When possible, provide sufficient lead time to minimize disruption of postal operations and for affected employees.
- If the affected employee chooses, the employee's local management association representative should be advised of the reason for, purpose, and anticipated duration of the reassignment.

While there is no absolute guarantee that work schedules of supervisory/managerial employees will not change, schedule changes due to temporary involuntary reassignments will be made in accordance with the above guidelines.

Adherence to these guidelines concerning temporary involuntary reassignments will respect the interests of nonbargaining employees as the Postal Service carries out its mission efficiently and effectively.


David E. Williams

Updated USPS Temporary Involuntary Reassignment Memo August 31, 2015

- If Involuntary Reassignment becomes extended or is made permanent, contact NAPS representative to file a grievance per **ELM 652.4 Other Appealable Actions**
- Permanent Involuntary Reassignments from original EAS position **MUST** be based on Operational Needs. (i.e., change in carrier start times, expanded retail hours, etc.)



WHAT ARE THE 4 FACTORS BEFORE A REASSIGNMENT?

1. Management must focus on their intended purpose when making an assignment, and must inform the impacted EAS employee of the nature of the assignment. This must include the rationale for the assignment, the intended objective and the anticipated duration of the assignment.
2. EAS employee must be afforded an opportunity to discuss a possible modification of the assignment and have their input considered when the USPS is making a final determination.
3. When possible, sufficient lead time must be provided to minimize disruption to the employee and postal operations.
4. If employee chooses, local management association representative should be advised of the assignment's nature, purpose and duration.





October 29, 2009

MANAGERS, HUMAN RESOURCES (AREA)

SUBJECT: Emergency Placement

In recent discussions with the management associations, the issue of placing non-bargaining employees in an off-duty status without pay on an emergency basis was discussed. The language relevant to this issue is outlined in Section 651.4 of the Employee and Labor Relations Manual (ELM). This section provides in pertinent part:

An employee may be placed in an off-duty nonpay status immediately but remains on the rolls when he or she (a) exhibits characteristics or impairment due to alcohol, drugs or other intoxicant, (b) fails to observe safety rules, (c) fails to obey a direct order, (d) provides reason to be deemed potentially injurious to self or others, or (e) disrupts day-to-day postal operations in any other way. Placement in an off-duty nonpay status is confirmed in writing, stating the reasons and advising the employee that the action is appealable. The employee should be returned to duty after the cause for nonpay status ceases unless individual circumstances warrant otherwise. Use of these emergency procedures does not preclude disciplinary action based on the same conduct.

Emergency placement in an off-duty status without pay is to be used in those instances where it is necessary to remove the employee from the premises immediately. This provision should not be utilized when it is more appropriate to use other corrective measures such as a normal suspension or indefinite suspension.

Where it is necessary to ensure that an employee does not have access to the work place for a period in excess of a few days, the employee may be placed on administrative leave. This is the appropriate measure to take in those situations where allegations of misconduct are being investigated and the nature of the misconduct makes it impractical to temporarily assign the employee to another work location. However, managers have the responsibility to periodically review the retention of an employee on administrative leave to ensure that continuation in this status is necessary. When additional options become available, such as having information available as a basis to place the employee on a regular or indefinite suspension, appropriate action should be initiated.


Doug A. Tulino

October 29 2009 USPS Policy on Emergency Placement (EP)

- EP must be confirmed in writing stating the reasons of the off-duty non-pay status.
- This is appealable when EAS in a non-pay status. Contact NAPS Rep for assistance to appeal.
- Not appealable if EAS is off-duty in a pay status.



DOUG A. TULINO
VICE PRESIDENT, LABOR RELATIONS



March 19, 2014

MANAGERS, HUMAN RESOURCES (AREA)

SUBJECT: Emergency Placement

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Doug A. Tulino

March 19, 2014 *Policy on* *Emergency Placement (EP)*

Reissued policy

- EP must be confirmed in writing stating the reasons of the off-duty non-pay status.
- This is appealable when EAS in a non-pay status. Contact NAPS Rep for assistance to appeal.
- Not appealable if EAS is off-duty in a pay status.



ELM 651 Disciplinary and Emergency Procedures

651.4 Emergency Placement in Off–Duty Status

An employee may be placed in an off-duty **nonpay** status immediately, but remains on the rolls when he or she:

1. Exhibits characteristics of impairment due to alcohol, drugs, or other intoxicant;
2. Fails to observe safety rules;
3. Fails to obey a direct order;
4. Provides reason to be deemed potentially injurious to self or others; or
5. Disrupts day-to-day postal operations in any other way.

Placement in an off–duty nonpay status is **confirmed in writing, stating the reasons and advising the employee that the action is appealable.** The employee should be returned to duty after the cause for **nonpay** status ceases unless individual circumstances warrant otherwise. Use of these emergency procedures does not preclude disciplinary action based on the same conduct.





March 12, 2004

VALERIE MARTIN

SUBJECT: Supervisors' Use of Personal Vehicles While on Duty

You requested advice concerning whether the Postal Service can require supervisors to use their own vehicle while conducting street observations.

Short Answer:

The Postal Service should not force or require supervisors to use their own vehicle to perform their job responsibilities, such as street observations or route inspections.

Discussion:

There are various laws and regulations that govern the different situations that may occur during a period when Postal employees are driving their personally owned vehicle in furtherance of their job duties. Those are explained below.

Damage to other parties and their property:

If Postal employees are involved in an automobile accident while driving their own vehicle in an on-duty status, they are covered by a statute that protects them from personal liability for their actions. This means that the Postal Service will pay for any damages to other parties which are attributable to the employee's wrongful or negligent conduct, provided that the employee was acting within the scope of his or her employment. If found liable, the Postal Service will pay for damages to the other vehicle, personal property, and personal injuries suffered by the other parties.

Use of Personal Vehicle While on USPS Duty

- EAS may not be required, directed or mandated by USPS management to use their personally owned vehicle (POV) to do USPS work.
- Use of POV for USPS business is voluntary for EAS.



Personal injuries of our employee:

If our employees are injured in the accident, they will be entitled to Office of Workers' Compensation Program benefits under the Federal Employees Compensation Act, regardless of fault, provided that they were acting within the scope of their employment.

475 L'ENFANT PLAZA SW
WASHINGTON DC 20280-1150
(202) 268-6290
FAX: (202) 268-4967

Use of Personal Vehicle While on USPS Duty

- Only if on EAS job description/posting can employee be required to use POV. No retroactive to job posting to require POV use.

Damage to the Postal employee's personal vehicle:

The Postal Service will not pay for any damages to the Postal employee's vehicle¹ (even if the employee is not at fault), nor will it pay for any increase in premiums that an insurance company may charge an employee as a result of the employee's use of a personal vehicle in performance of his or her employment.

The rationale for this policy is that compensation provided to supervisors for the use of their own vehicle, whether through basic mileage payments or a standard drive out agreement, is intended to cover all associated expenses including gas, wear and tear on the vehicle, insurance for the vehicle, etc. If employees cause damage to their own vehicle, it is expected that their insurance, or the employees themselves if they have no collision coverage, will cover that damage. If a third party causes damage to the employee's vehicle, it is expected that the employee will pursue recovery, likely with the aid of their own insurance company, from the third party.

Supervisors' obligation to provide a personal vehicle:

While the Postal Service may require employees who are contractually obligated to use their personal vehicle (e.g., rural carriers) in order to perform their job duties, the Postal Service cannot require the same of supervisors since they do not have such contractual obligations. The reason for this distinction is that using their personal vehicle is not part of the supervisors' current job requirements and was never a term or condition of accepting a position as a supervisor. They are required to get to the job site by their own means, like a personal vehicle, but we have never issued anything that requires them to use the vehicle once they arrive. For example, if supervisors have to report to different sites everyday, we can require them to report to those sites. However, if they report to one site, we cannot then require them to use their vehicle to move from site to site during the day.

In the event management believes that it is important to be able to require supervisory employees to use their personal vehicle, a possible course of action would be to amend the job requirements for supervisors to require the use of a personal vehicle for route inspections, street observations, etc., on an "as-needed" basis. This requirement would become a term and condition of employment for an employee seeking the supervisory position. Employees interested in becoming a



supervisor would be on clear notice that if they accept a supervisory position, they could be required to use their personal vehicle for route inspections/street observations, as needed. Of course, this requirement would not apply retroactively to current supervisors because, as previously stated above, it is not part of their job requirements, and was not a term and condition of them accepting the supervisory position.

Use of Personal Vehicle While on USPS Duty

- NAPS recommendation is that EAS not use POV to do USPS work, including the carrying of mail, transport of mail or employees.
- Always request the USPS provide Admin vehicle to perform USPS duties. If only postal vehicle available is carrier LLV or similar postal vehicle, for safety reasons, request vehicle/driver's training before operating respective USPS vehicle.
- If volunteering to use POV, document and submit reimbursement for miles driven to perform USPS duties.
- MI EAS Privately Owned Vehicle (POV) Program June 1, 2015 (Voluntary)



DEWITT O. HARRIS
VICE PRESIDENT
EMPLOYEE RESOURCE MANAGEMENT



June 24, 2002

June 24, 2002

*Policy for Approving
EAS Leave Requests*

MANAGERS, HUMAN RESOURCES (AREA)

SUBJECT: Advance Leave Requests

National Association of Postal Supervisors President Vice Palladino has again expressed concern with unreasonable delays in processing leave requests submitted by supervisors. If this is happening in your Area, we would appreciate your working with the operations managers to ensure that requests are handled in a timely manner. In instances where possible, please return the approved or disapproved PS Form 3971, *Request for or Notification of Absence*, to the supervisor **within three business days**.

A handwritten signature in black ink, appearing to read "DeWitt O. Harris".

DeWitt O. Harris

cc: Ms. Medvidovich
Mr. Vegliante
Mr. Paiva



Your EAS Right to Leave Requests

ELM 512.62 Nonbargaining Unit Employees Vacation

Planning states:

Vacation leave is granted to nonbargaining unit employees when their services can be best spared. Postmasters and other responsible officials must schedule leave so that:

- a. Employees do not forfeit leave; and*
- b. Postal operations are not impaired.*



NOTE:

EAS Annual Leave Carryover - 640 hours

Annual Leave Exchange (ALE) program - 168 hours max.



June 24, 2002 Policy for Approving Leave Requests Memo

What to Know?

- EAS employees are responsible for managing and tracking their own leave.
- Submit PS Form 3971 timely for leave requests.
- Make copy of PS Form 3971 for self.
- Follow-up with manager within 72 hours after submitting leave request for approval. Document all disapproved leave requests.
- Get reason on PS Form 3971 for disapproval leave.
- Make sure PS Form 3971 for self is also signed by Mgr.



June 24, 2002 Policy for Approving Leave Requests Memo

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- Make sure PS Form 3971 for self is also signed by Mgr.



June 24, 2002 Policy for Approving Leave Requests Memo

What to Know?

- If requests are made to take leave, weeks or months in the future, contact NAPS Rep if disapproved without a valid reason (i.e. “Needs of Service”).
- EAS are **NOT** responsible for scheduling their own leave replacement to take leave. EAS’s manager is responsible. Contact NAPS Rep for help if leave is constantly denied.
- Keep USPS management apprised well in advance about potential loss of AL due to Max limit carryover - 640 Hours.
- Contact NAPS if past and current denied leave will cause a loss of AL due to Max limit carryover of 640 hours. Don’t wait until Christmas Period to notify.



JOHN E. POTTER
SENIOR VICE PRESIDENT, OPERATIONS



January 27, 2000

January 27, 2000

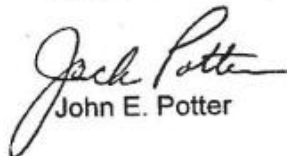
*USPS Policy for
Additional Straight Time Pay
(T-Time)*

VICE PRESIDENTS, AREA OPERATIONS
MANAGER, CAPITAL METRO OPERATIONS

SUBJECT: Additional Pay for Supervisors

Under the terms of the current EAS pay package, FLSA special exempt supervisors are eligible for additional straight time pay when authorized to work more than 8.5 hours in a workday and for all authorized hours on a non-scheduled workday. It has come to my attention that certain managers have taken it upon themselves to interpret this provision as authority to change a supervisor's regular tour of duty from 8 to 8.5 hours on a daily basis. This was not the intention of the 1999-2000 EAS pay package and under no circumstances should this practice continue.

When on occasion supervisors perform incidental tasks of short-term duration (30 minutes or less), such time is deemed non-compensable. However, this should not be construed as authority to change a supervisor's schedule by adding 30 minutes to each tour. Please ensure that this clarification is disseminated appropriately to your operations managers.


John E. Potter



519.7 Nonbargaining Unit Personal Absence

519.71 Definition

Nonbargaining unit employees' personal absence time is paid time off. It is not charged as annual leave, sick leave, or any other paid leave category. Only FLSA-exempt employees are eligible for such time off.

519.72 Policy

Nonbargaining unit exempt employees are paid on a salary basis. This means that under the FLSA they are not considered to be hourly rate employees. Therefore, partial day absences are paid the same as work time. While exempt employees are expected to work a full day, they may request time off to attend to personal matters during the workday, including time off due to conditions covered by FMLA. If approved, the time off is "personal absence time" and is not charged to annual leave, sick leave, or LWOP.



519.73 Limitations and Exceptions

519.731 Full–Day Absences

Except as provided for in [519.733](#), personal absence time is not authorized for a full–day absence, which must be charged to annual leave, sick leave, or LWOP, as appropriate. An exempt employee who plans to be absent from work for more than a half day on a workday should apply in advance for a full day of annual leave, sick leave, or LWOP, unless the absence is for an FMLA-covered condition.

519.732 Partial–Day Absences

Normally, personal absence time is limited to no more than half an employee’s workday. However, when an unanticipated need for time off occurs after the employee reports to work and the employee is allowed to leave work but is unable to return, the half–day limit does not apply. For example, when an employee gets sick after 2 hours at work and must leave for the remaining 6 hours of the workday, the entire 6 hours is treated as personal absence time. However, managers may disapprove personal leave requests when necessary to carry out their responsibilities to control work hours as set forth in [519.75](#). In this regard, managers may require the use of an appropriate leave category, for example, sick leave in the case of partial–day absences for FMLA–covered conditions.



April 19, 2007

April 19, 2007

Memo referencing EAS

Additional Straight Time Pay
(T-Time)

VICE PRESIDENTS, AREA OPERATIONS

SUBJECT: Compliance with the Fair Labor Standards Act (FLSA)

The Fair Labor Standards Act (FLSA) requires that the Postal Service pay all non-exempt employees overtime wages for work beyond 40 hours in a pay week. Additionally, Postal Service regulations (ELM) and the National Agreements with the postal unions require supplemental pay for both exempt and non-exempt employees in certain circumstances. Every manager and supervisor is responsible for complying with the overtime and supplemental pay requirements set out in the FLSA, ELM, and National Agreements.

Not fulfilling its obligations in this area would expose the Postal Service to legal and administrative sanctions and public discredit. And, perhaps more importantly, it deprives our fellow postal workers of the wages they have earned through their hard work.

Every manager should ensure that he or she, and subordinate managers and supervisors, comply with the overtime and compensation regulations contained in Chapter 4 of the ELM, particularly sections 410 through 440. Particular emphasis should be paid to the requirement that work hours be properly reported.

Upper-level managers are ultimately responsible for their subordinate managers' compliance with all compensation regulations. Therefore, upper-level managers should regularly review their subordinate's compensation practices and records to ensure compliance.


Anthony J. Vegliante



DOUG A. TULINO
Vice President, Labor Relations



April 12, 2012

VICE PRESIDENTS, AREA OPERATIONS

SUBJECT: Payment of FLSA Special Exempt Employees

Employees who are in FLSA special exempt positions are eligible for additional pay as provided in Employee and Labor Relations Manual (ELM) Section 434.144. When these employees work as outlined in ELM 434.144, they are to be compensated in accordance with this Section.

ELM Section 434.144, *Eligible for FLSA-Exempt EAS Additional Pay* provides:

FLSA special exempt employees in EAS-18 positions and below are eligible for EAS additional pay if authorized to work over 8.5 hours on a scheduled day or any hours on a nonscheduled day, even while on a temporary assignment such as to an OIC position. When authorized work exceeds 8.5 hours on a scheduled day, EAS additional pay is received for the first half hour as well as for the authorized work over 8.5 hours. Regular FLSA-exempt employees in EAS-23 positions and below positions except postmasters and officers-in-charge are eligible during the designated Christmas period provided they are authorized to work over 8.5 hours on a scheduled day or any hours on a nonscheduled day and the additional hours are spent directly supervising bargaining unit employees in mail processing or delivery functions.

Please ensure that installation heads are aware of this policy and direct any questions they may have to their district and area managers of Human Resources.


Doug A. Tulino

April 12, 2012
USPS Policy for
Additional Straight Time
Pay (T-Time)



JOSHUA D. COLIN, PhD
CHIEF RETAIL AND DELIVERY OFFICER
AND EXECUTIVE VICE PRESIDENT



July 24, 2023

USPS Policy for

Additional Straight Time

Pay (T-Time)

July 24, 2023

OFFICERS

SUBJECT: Supervisor Timecard Administration

The Time and Attendance Collection System (TACS) is the primary application for the collection of Postal Service employee time and attendance data. Supervisors are generally categorized as special exempt employees according to the Fair Labor Standards Act. Special exempt employees do not receive overtime but are eligible for extra straight time pay for extra hours worked.

It is critical that leadership ensures the accuracy of their supervisors' recorded workhours. In addition, all supervisors must adhere to their work schedules and record all hours, to include any extra hours worked.

Please ensure that documentation for timecard adjustments and supervisors working extra time is complete and recorded in TACS appropriately.

Our people are our greatest asset and together we will provide an engaging workplace that supports appropriate pay for actual hours worked.

Thank you for your continued support.

E-SIGNED by Joshua D Colin
on 2023-07-24 16:03:26 CDT

Joshua D. Colin, Ph.D.



EAS T-Time

ELM 434.143 Eligible for FLSA–Exempt EAS Additional Pay

FLSA special exempt employees in EAS–18 positions and below are eligible for EAS additional pay if authorized to work over 8.5 hours on a scheduled day or any hours on a nonscheduled day, even while on a temporary assignment such as to an OIC position.

When authorized work exceeds 8.5 hours on a scheduled day, EAS additional pay is received for the first half hour as well as for the authorized work over 8.5 hours.

Regular FLSA–exempt employees in EAS–23 positions and below positions except postmasters and officers–in–charge are eligible during the designated Christmas period provided they are authorized to work over 8.5 hours on a scheduled day or any hours on a nonscheduled day and the additional hours are spent directly supervising bargaining unit employees in mail processing or delivery functions.



Additional Straight Time Pay (T-Time) Issues

- NO TACS time card? Complete PS Form 1260 or PS Form 1261 to document EAS work hours over 8.5 in a day or all hours worked on NSD.
- On Automatic Clock Rings? If working over 8.5 hours in a day or on NSD swipe time badge, or complete PS Form 1260, PS Form 1261.
- Monitor pay stub to confirm T-Time paid. If not paid, contact Manager about missing T-Time. If not resolved contact NAPS immediately to file a Grievance.
- If called to work NSD on T-Time work is for 8 hours. There are no part-day NS days for EAS unless EAS volunteers to leave early. Document early leave on PS Form 3971.
- NSD should not be changed by USPS Management to avoid paying T-Time. That is an Involuntary Reassignment. Contact NAPS for help. This includes if NSD falls on holiday to avoid paying T-Time.



Additional Straight Time Pay (T-Time) Issues

- If management orders “No T-Time”, but EAS is also instructed to stay until last carrier is back to close office after working 8.5 hours. Conflicting orders. Seek clarification from Manager to either leave in 8 hours or pay T-Time.
- If no clarification answer is given from Manager, judgment call by EAS is to error on the side of service to customers and safety of employee. Notify Manager via email you are working to close and will incur T-Time. Stay until close operation and submit workhours to include T-Time. If T-Time is denied contact NAPS to file grievance.
- Special-Exempt do NOT have to be supervising 2 or more employees to receive T-Time. All time worked, including doing paperwork, route inspections, attending meetings, travel to return to work after 8.5 hours.
- **DO NOT** work off the clock as non-exempt or special-exempt EAS. Issues regarding safety, accidents and misuse of USPS equipment.





Audit Report

Report Number
HR-AR-15-002

December 18, 2014





Supervisor Timecard Administration

AUDIT REPORT

Report Number 22-128-R23 | February 16, 2023



Background The Time and Attendance Collection System (TACS) is the primary application for collection of Postal Service employee time and attendance data. As of September 2021, the Postal Service had 653,167 employees, including more than 17,000 supervisors, who were compensated based on time entered in TACS. Supervisors are generally categorized as special exempt employees according to the Fair Labor Standards Act. Special exempt employees do not receive overtime but are eligible for extra straight time pay for extra hours worked.

What We Found Opportunities exist for the Postal Service to improve the accuracy of supervisors' recorded workhours. We found issues with incomplete documentation for timecard adjustments and supervisors who worked extra time that was not recorded in TACS. Specifically, managers did not always properly document adjustments made to supervisor timecards. Also, while most supervisors stated they had recorded all their hours, 43 percent of the supervisors we interviewed stated that they worked extra time that they had not recorded.



LET'S DO LUNCH!

All USPS employees have a right to lunch!

Don't be pressured to skip lunch.

Excuses used by EAS:

- Too much work? I don't have time for lunch.
- Reports due? I don't have time for lunch.
- Office short staffed? I don't have time for lunch.



Take Your Lunch!

ELM 432.3 Work Schedules and Overtime Limits

432.33 Mealtime

Except in emergency situations or where service conditions preclude compliance, no employee may be required to work more than 6 continuous hours without a meal or rest period of at least 1/2 hour.



JEFFREY C. WILLIAMSON
CHIEF HUMAN RESOURCES OFFICER
AND EXECUTIVE VICE PRESIDENT



September 30, 2014

MANAGERS, HUMAN RESOURCES (AREA)
MANAGERS, HUMAN RESOURCES (DISTRICTS)

SUBJECT: Time Limit on Higher-Level Temporary Assignments

Effective October 1, the policy found in Handbook EL-312, *Employment & Placement*, Section 743.15, concerning the time limit on higher-level temporary assignments will resume. The time limit contained in Section 743.15, was temporarily suspended in July 2010, and was extended in October 2013 through September 30, 2014.

Section 743.15, limits an employee serving on a higher-level detail to a vacant position to no more than 120 calendar days, if the employee on the temporary assignment could become, or is a potential candidate, for the vacant position. Employees currently serving on a detail assignment in a vacant higher-level position on October 1 may not remain detailed into the vacant position past December 31, 2014, without losing their eligibility as a potential candidate for the vacant position.

If you have any questions, please contact Joseph Bruce, Manager Human Resources (HQ) at 202-268-3666.



Jeffrey C. Williamson



ELM 417.334 Higher Level Pay Conditions

Conditions for higher level pay are as follows:

1.EAS Employees. Higher level pay is authorized — via approved PS Form 1723, *Assignment Order* — to eligible EAS employees during each temporary assignment to higher level EAS positions in Headquarters, Headquarters-related units, area offices, and field installations for all such service beginning after 5 consecutive workdays, excluding breaks for normal days off, and continuing for the duration of the assignment. In situations when an employee is assigned from one higher level assignment to another higher level assignment, a new 5-day waiting period is not required. Different employees are not to be assigned consecutively to the same vacancy solely to avoid the higher level pay requirements.



ELM 417.334 Higher Level Pay Conditions

Conditions for higher level pay are as follows:

Special Note:

ELM 434.143 Eligible for FLSA–Exempt EAS Additional Pay (T-Time)

FLSA special exempt employees in EAS–18 positions and below are eligible for EAS additional pay if authorized to work over 8.5 hours on a scheduled day or any hours on a nonscheduled day, even while on a temporary assignment such as to an OIC position.



ELM 417.334 Higher Level Pay Conditions

EAS Be Responsible to:

- Ensure PS Form 1723 is completed for Higher Level (H/L).
- Review dates for H/L and level are correct.
- Have PS Form 1723 updated after expiration if still on H/L.
- Review postal paystub each PP to ensure H/L was paid.
- Report to Manager if H/L not paid. Request pay adjustment.
- Submit mileage difference if H/L office is located farther away from official USPS domicile and home to and from totals. Submit at least monthly.



ELM 417.12 Pay Schedule and Premiums

- The salary of a career employee who is temporarily assigned to an EAS position is based on the career EAS schedule. However, employees continue to receive pay premiums applicable to their permanently assigned positions while temporarily assigned to EAS positions.
- An FLSA-exempt employee who has been temporarily assigned to perform in an FLSA-nonexempt work position for more than 50 percent of the work hours for the week may be eligible for FLSA overtime for hours actually worked over 40 in that FLSA workweek. (See 417.2 for determination of the FLSA status of an employee temporarily assigned to an EAS position.)



MEGAN J. BRENNAN
CHIEF OPERATING OFFICER,
EXECUTIVE VICE PRESIDENT



April 25, 2012

VICE PRESIDENTS, AREA OPERATIONS

SUBJECT: Work Schedules, FLSA-Exempt Non-Bargaining Employees

During recent discussions with the National Association of Postal Supervisors (NAPS) the association president raised a concern regarding scheduling of FLSA-exempt management employees. NAPS asserts that these managers are required to work an excessive amount of extra hours and days and in circumstances where such additional time is not related to increased workload or unavailability of other local management coverage.

While it is understood that FLSA-exempt non-bargaining employees are not limited to working a specified number of hours in a service week, there is a practical limit to the extent and regularity of requiring additional hours of these employees. Recognizing our service obligations and the impact of our current financial situation, we are informing NAPS that we will make every effort to limit these situations consistent with the provisions outlined in Employee and Labor Relations Manual (ELM) Sections 432.112 (a) (1) and 432.34.

Thank you for providing guidance to your subordinate managers to accomplish this within your area.


Megan J. Brennan

475 L'ENFANT PLAZA SW
WASHINGTON, DC 20260-0061
WWW.USPS.COM

***April 25, 2012
USPS Policy for
Excessive Working of
Exempt EAS***

Policy is to minimize the abuse of Exempt EAS being required to work an excessive workhours and days when not related to increased workload or unavailability of local management coverage.



William P. Galligan
Acting Vice President, Delivery and Retail



March 8, 2004

VICE PRESIDENTS, AREA OPERATIONS
MANAGER, CAPITAL METRO OPERATIONS

SUBJECT: Mystery Shopper Discipline

This letter is to once again reinforce the intent of the Mystery Shopper Program.

The program's primary purpose is to provide a tool that helps identify the level of service that our customers receive at a particular unit and at a specific time. Shop results should be used to correct conditions that are detrimental to customer satisfaction and coach Sales and Service associates on revenue growth opportunities.

We continue to hear examples of Mystery Shopper scores being used inappropriately as the basis for discipline and letters of intent and warning. Mystery Shopper is intended to help drive the correct behavior and make employees understand why retail performance is so important to the Postal Service. That message will be totally lost if discipline is the response to unacceptable scores.

We have to look beyond the scope of our employees and put ourselves in the position of the customer. A Mystery Shopper is simply a customer. How can we give them an "outstanding" customer experience? We can do so by giving customers a pleasant greeting, asking all the Mystery Shopper questions, and suggesting some of the great products and services like Click-N-Ship and Carrier Pick-Up we now offer. This is what we want the customer experience to be at the United States Postal Service.

Negative behavior is to be addressed through the utilization of the PS Form 4000-A for retail lobby operations and the PS Form 4000-B for retail employee observations. If these coaching sessions and discussions fail to provide the desired behavior change, then discipline may be appropriate using this venue, not the Mystery Shopper Program.

Please share this information with your field Operations and Labor Relations personnel.

Thank you for your continued support.


William P. Galligan

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WASHINGTON DC 20260-1600
202-268-5100
FAX: 202-268-3331
www.usps.com

March 8, 2004
USPS Policy
No Discipline for Poor
Mystery Shop Scores

- EAS can't be discipline for a poor customer service scores.
- EAS can be disciplined for not performing retail lobby observations when instructed that results in poor customer service scores.



EDWARD F. PHELAN
VICE PRESIDENT, DELIVERY AND POST OFFICE OPERATIONS



September 13, 2013

VICE PRESIDENTS, AREA OPERATIONS

SUBJECT: Retail Customer Experience Evaluations

This letter is a reminder concerning the proper use of the Retail Customer Experience (RCE) Program Evaluations.

The program's primary purpose is to provide a tool that helps identify and measure the customer's retail experience. Evaluation results should be used to correct conditions that are detrimental to the customer experience and coach Sales and Service Associates (SSA's) on revenue growth and customer satisfaction opportunities.

RCE scores being use inappropriately as the basis for discipline, Letters of Warnings and now Emergency Placements are not the intent of the program. The RCE is intended to help drive correct behavior and assit in making clear to our SSA's why retail performance is so important to the Postal Service. This message will be totally lost if discipline is the response to unacceptable scores.

We have to look beyond the scope of our employees and put ourselves in the position of the customer. An RCE Shopper is simply a customer. How can we give them an outstanding experience? We can do so by using the perfect transaction as a template (not a robotic requirement) to offer the services that meets the customers needs.

The utilization of the PS Form 4000A for retail lobby observations and PS Form 4000B for retail employee observations are the tools that observe interactions and addresses deficiencies. If the employee does not meet expectations, coach the employee in ways to improve knowledge and performance and correct the behavior.

The RCE Program is not to be used for discipline. Please share this information with your Field Operations and Labor Relations personnel.

Thank you in advance for your continued support concerning this matter.

Edward F. Phelan, Jr.

cc: Manager, Customer Service Operations, HQ
Labor Relations, Headquarters
Robert Strunk, Director Clerk Craft, APWU

Sept 13, 2013 USPS Policy No Discipline for Poor Mystery Shop (RCE) Scores Reissued Policy

- EAS can't be discipline for a poor customer service scores.
- EAS can be disciplined for not performing retail lobby observations when instructed that results in poor customer service scores.





UNITED STATES POSTAL SERVICE

Southern R. 24
Washington, DC 20260

DATE: November 17, 1982

REF: LR300:WEHenry:ltd:4130

RECY: Letters of Information/Letters
of Concern✓Regional General Managers
Labor Relations DivisionDirectors and General Managers
Labor Relations Department

It has come to our attention through grievances appealed to step 4 that local managers in some areas are issuing "Letters of Information" or "Letters of Instruction" to employees, bringing to their attention matters of concern to local management about possible improprieties on the part of the employees. Such a procedure is highly suspect and is an attempt to avoid the discussion process provided in Article 16 of the National Agreements.

The use of such letters serves no useful purpose as an element for consideration in future actions against an employee, particularly when Article 16, Section 2, places the responsibility on management to discuss minor offenses with the employee.

Letters of Instruction and Letters of Information or similar type missives are not appropriate and will be discontinued immediately.

James C. Gildea
James C. Gildea
Assistant Postmaster General
Labor Relations Department

EAS Being Issued

Letters of Concern & Letters of Information

Letters of Instructions

- Serve no valuable purpose.
- Waste of everyone's time.
- Are not official USPS discipline.
- Not worth the paper they are written on.
- Cannot be appealed under ELM 650.
- Form of USPS bullying and harassment.
- Contact NAPS representative if issued "Letter"
- Best used to wipe your ---- Nose!



To arrange for this or any other Training for Supervisors course, or to ask about legal issues raised by the course materials, contact the Law Department Field Office that serves your office or facility. See the Law Department Field Office listings on our Web site at blue/uspplaw.

Training for Supervisors

Avoid any opportunity to be issued a PIP.

Highly suggested: **DO NOT AGREE** to any PIP.

Performance Improvement Plans For Non-Bargaining Employees



October 2002

Prepared by the Law Department
United States Postal Service

A. Performance management

Introduction

The Postal Service uses performance management to improve the work performance of non-bargaining unit employees.

There are various tools that may be used to manage performance. This training guide covers one of them, a Performance Improvement Plan (PIP).

✎ The use of a PIP is not a formal national Postal Service requirement. Also, this guide does not cover the Individual Performance Agreement (IPA), part of the merit performance process.

- NOT a Formal National USPS Program.
- Avoid signing and agreeing to a PIP if at all possible.
- Management usually fails to adhere to their side of the agreement.
- Management will hold EAS accountable for any violation of their side of the PIP.



Training for Supervisors Performance Improvement Plans

Introduction (cont'd)

A. **Performance Improvement Plans (PIPs)**

- A PIP is usually not FAIR to the EAS employee.
- May be used by Management as a “Last Chance Agreement” against an EAS employee.
- DO NOT AGREE to the PIP.
- A PIP should be implemented only if the supervisor can commit the time and resources necessary for the success of the plan.
- The PIP process is designed to comply with the law prescribed by the Merit Systems Protection Board.
- While there is no requirement that supervisors use a PIP, once employed, a PIP must be . . .
 - ✓ fair
 - ✓ closely followed, and
 - ✓ aimed at improving an employee's identified and recurring performance deficiencies.
- A PIP is usually issued after discipline has been issued as part of a Disciplinary settlement not FAIR for the EAS employee.



Training for Supervisors Performance Improvement Plans

B. Performance management

- If you Agree to a PIP, be persistent in holding Management Accountable for their responsibility of the PIP.
- If Management fails their PIP Agreement notify management PIP is null & void due to their agreement failure.

What is performance management?

- # Performance management is a tool to help improve employee performance.
- # It provides the employee with a good faith opportunity to improve performance to an acceptable level.
- # The supervisor and employee communicate on the performance expectations and methods for achieving those goals.
- # Performance management objectives are:
 - ✓ Improvement of individual and organizational performance
 - ✓ Employee involvement in the development of performance expectations
- ☞ Hopefully, this will avoid discipline, the last resort.





May 15, 2015

MEMORANDUM FOR ALL EMPLOYEES

SUBJECT: Social Media

Employees responding to Postal Service customers' comments or complaints on social media have become a growing and potentially serious concern in our district. We have seen cases where postal employees post, tweet, blog and use other forms of social media to make a point or respond to customer complaints. While we appreciate our employees' loyalty to the Postal Service and understand that customer comments can be upsetting, we must respond cautiously so that we do not damage the Postal Service brand.

The Administrative Service Manual (ASM) section 363 contains postal policy regarding social media and employees' responsible use. Make sure you know and understand the repercussions that can occur by improper use of social media as related to the Postal Service.

Here's what the policy states:

363 Social Media

363.1 Policy

For the purpose of this policy, "social media" is defined as any form of online publishing or discussion, including but not limited to: Blogs, Wikis, YouTube, Podcasts, Social Networking – Social sites (such as Facebook Myspace, and LinkedIn), Twitter/Microblogs, and Web 2.0.

Whether Postal Service employees choose to participate in social media on their own time is their decision. However, when using social media in a personal capacity, employees may not speak for or act on behalf of the Postal Service.

All uses of social media related to the conduct of official postal business require management consent. Contractors and consultants are prohibited from representing the Postal Service in the use of any social media tool. While contractors may create content on behalf of the Postal Service, only Postal Service employees may identify themselves as Postal Service spokespersons and post information relating to the conduct of official postal business.

363.2 Responsible Use of Social Media

The following rules and regulations apply to Postal Service employees who use social media in their official capacity to communicate with the public or Postal Service employees.

- a. The web is not anonymous. Generally, everything that you post is accessible to anyone with a browser. Assume that everything you post can be traced back to the Postal Service and to you personally. While some web sites have a restricted content feature, keep in mind that external content is NOT as secure as content that resides on the Postal Service's Intranet. Everything you publish will reflect on the Postal Service's brand and reputation.
- b. All proprietary information and information covered by the Privacy Act are off limits. Do not post Postal Service information that has not already been made available publicly by the Postal Service. Posting material or online discussion of information related to Postal Service revenue forecasts, personnel matters, future products, unannounced pricing decisions, undisclosed financial results, or similar matters is prohibited and might result in legal action against you and/or the Postal Service. It is your responsibility to respect and protect the Postal Service's confidential information by not commenting on these topics. When in doubt about what discussion topics or comments are appropriate, please contact your immediate supervisor, Corporate Communications, or the Office of the General Counsel for guidance.
- c. Refer any media inquiries to Corporate Communications. If your blog or other social media application receives a media inquiry about the Postal Service or its products, services, or employees, you must call Corporate Communications before responding at 202-268-2155.
- d. Be respectful. Whether in the actual or virtual world, your interactions and discourse should be respectful. The Postal Service Standard of Conduct states, "Employees are expected to maintain harmonious working

Social Media

- “X” formerly Twitter, Facebook,
- Instagram, YouTube, Blogs, LinkedIn, etc.
- Be cautious what you post on social media about the USPS and your work relationship at the Postal Service.
- Free speech vs. USPS Code of Conduct & Loyalty?





JOINT STATEMENT ON VIOLENCE AND BEHAVIOR IN THE WORKPLACE

We all grieve for the Royal Oak victims, and we sympathize with their families, as we have grieved and sympathized all too often before in similar horrifying circumstances. But grief and sympathy are not enough. Neither are ritualistic expressions of grave concern or the initiation of investigations, studies, or research projects.

The United States Postal Service as an institution and all of us who serve that institution must firmly and unequivocally commit to do everything within our power to prevent further incidents of work-related violence.

This is a time for a candid appraisal of our flaws and not a time for scapegoating, fingerpointing, or procrastination. It is a time for reaffirming the basic right of all employees to a safe and humane working environment. *It is also the time to take action to show that we mean what we say.*

We openly acknowledge that in some places or units there is an unacceptable level of stress in the workplace; that there is no excuse for and 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 will be no tolerance of harassment, intimidation, threats, or bullying by anyone.

We also affirm that every employee at every level of the Postal Service should be treated at all times with dignity, respect, and fairness. 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.


We obviously cannot ensure that however seriously intentioned our words may be, they will not be treated with winks and nods, or skepticism, by some of our over 700,000 employees. But let there be no mistake that we mean what we say and we will enforce our commitment to a workplace where dignity, respect, and fairness are basic human rights, and where those who do not respect those rights are not tolerated.

Our intention is to make the workroom floor a safer, more harmonious, as well as a more productive workplace. We pledge our efforts to these objectives.


D.C. Nurses Association


Federation of Postal Police Officers



National Association of Letter Carriers



National Postal Mail Handlers Union


United States Postal Service


National Association of Postal Supervisors


National Association of Postmasters of the United States


National League of Postmasters of the United States


National Rural Letter Carriers' Association

Dated: February 14, 1992

PLEASE POST ON BULLETIN BOARDS IN ALL INSTALLATIONS

1992 Joint Statement on Violence and Behavior in the Workplace

NAPS is a signatory to this Memo.

Every postal employee is to be treated with dignity, respect and fairness, including EAS.

Report any violations of the Joint Statement to USPS management and your NAPS representative.





DOUG A. TULINO
VICE PRESIDENT, LABOR RELATIONS

December 14, 2016

MANAGERS, HUMAN RESOURCES (AREA)
MANAGERS, LABOR RELATIONS (AREA)

SUBJECT: Joint Statement on Violence and Behavior in the Workplace

This Postal Service remains fully committed to the provisions of the February 14, 1992, Joint Statement on Violence and Behavior in the Workplace. Prevention of work-related violence, harassment, intimidation, threats or bullying by anyone remains as important today as it was the day the Joint Statement was signed. There is no excuse for and there must be no tolerance of any of the behaviors covered by the Joint Statement.

When the union files a grievance asserting violations of the Joint Statement, it is vitally important that all facts and contentions are developed, investigated, and considered at all levels of the grievance process to ensure a proper decision is rendered. Those decisions must be predicated on a thorough understanding of the principles in the Joint Statement as well as our collective bargaining agreements.

All relevant evidence must be fully developed. Accused management employees should receive full opportunity to respond to allegations against them. The record should include: contentions and statements from the grievant(s), management employee(s), and any other witnesses so the representatives responsible for addressing these types of grievances have the material necessary to make the proper decision.

When there is a grievance filed by the union asserting violations of the Joint Statement, the grievance process is the appropriate forum to ensure that all facts and contentions are developed as stated in paragraph two above. In the event the parties are unable to resolve these types of grievances and the matter is appealed to arbitration, witnesses may be called to render testimony for consideration by an arbitrator.

There is *no* room for tolerating or excusing behavior that violates the principles of the Joint Statement. It is our responsibility to educate our representatives who are responsible for adjudicating grievances associated with violations of the Joint Statement. They must understand the importance of a proper and thorough investigation so outcomes protect the due process rights of all employees and are consistent with the principles of the Joint Statement and the applicable collective bargaining agreement.



Doug A. Tulino

cc: Managers, Labor Relations (Headquarters)

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Memo on 1992 Joint Statement on Violence and Behavior in the Workplace

Due process for EAS
accused of violation of
the 1992 Joint Statement
by the Unions.



Important Other USPS Policies and EAS Rights to Know



- You are NOT required to use your personal phone for USPS business.
- Unless on Continuity of Operations Plan (COOP):
 - Unless being paid, there is no **“Being On Call”** on NSD, after work or while on leave;
 - Not obligated to answer personal or postal phone on NSD, after work or while on leave.
 - Answering phone when not on duty is voluntary.
- The 120 Day Rule on Higher Level in an officially vacant EAS position still applies. There is an Exception.
- Use Enterprise Leave Request Application (eLRA) for (EAS) to request unscheduled leave. Not required to make a 2nd contact to manager to report absence. Second notice is a courtesy call.
- Time table to release of EAS to Newly Promoted or Lateral Positions

SIMON M. STOREY
VICE PRESIDENT, HUMAN RESOURCES



November 19, 2021

OFFICERS
DIRECTORS, HUMAN RESOURCES (FIELD)

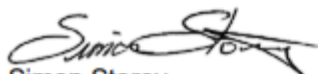
SUBJECT: Non-bargaining Employee Selection and Release

The purpose of this memorandum is to reiterate current policy surrounding the timely release of non-bargaining employees selected to a new position. Employees selected for promotion are to be released from their current positions without undue delay, and in accordance with the policies found in Section 351.53 (d) of the Employee and Labor Relations Manual.

Promptly releasing selected employees to their new positions is of utmost importance and every effort should be made to do so no later than two (2) weeks, one pay period, from the date of selection. In the event of unusual circumstances, four (4) weeks is the maximum allowed timeframe the employee should be held back, and is considered an exception, not the rule. Additionally, every effort must be made to communicate mutually agreeable release dates between the gaining and losing managers, upon the employee's selection.

All Human Resources personnel assigned selection responsibilities are accountable for ensuring compliance with Postal Service policies surrounding the timely release of non-bargaining employees selected to new positions.

If you have questions, please contact Joseph R. Bruce, Senior Director, National Human Resources at joseph.r.bruce@usps.gov.


Simon Storey



Thank You!



Questions?