

# MAIL CALL

Published by

**ANTHONY TRIPOLINO BRANCH 2200, N.A.L.C.**

**SERVING**

**Altadena, Glendale, La Canada, Montrose, Pasadena  
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## FROM THE DESK OF THE PRESIDENT

Dear Brothers and Sisters,

One of the categories of discipline management loves to issue is "failure to be regular in attendance."

Management may issue discipline for attendance purposes if they feel the employee is abusing their leave instead of using it for its intended purpose. Attendance discipline may include both tardiness and excessive unscheduled absences, which includes sick leave, emergency annual, absent without leave (AWOL), Family Medical Leave Act (FMLA) and dependent sick leave.

A simple way to avoid attendance discipline is to report to work on time and maintain regular attendance. To avoid tardiness, an employee needs to be standing in line when it is time to begin tour and clock in. Depending on the size of the installation and the number of employees, there may be congestion at the time clock, causing an employee to clock in a few clicks late. This scenario would not count as tardy if due to time clock congestion. However, if the employee is not standing in line to clock in when they are scheduled for work, then the employee may be charged with leave without pay (LWOP) for the amount of time the employee was tardy. It is critical that all employees report to work on time and be ready to clock in when it is time to do so, to avoid any tardiness issues, as excessive tardiness may lead to discipline.

As we all know, there can be unavoidable and unforeseen circumstances which may cause an employee to be tardy. In those circumstances, it is best to notify management as soon as possible.

If an employee needs to call out sick due to an unexpected illness or injury, they are required to do so as soon as possible, or at least one hour before their reporting time, by using the USPS employee service line (877) 477-3273, and selecting the appropriate leave. Once the service provides a confirmation number, it is crucial that the employee keep that number for their records. If management disciplines an employee for attendance, the confirmation number can provide important information and it is the employee's responsibility to document the confirmation number, once it is provided. If management feels the employee is abusing their sick leave due to patterns of sick calls and/or in conjunction with non-scheduled days, holidays and annual leave, management will investigate into the matter and most likely issue discipline, if they believe it is warranted. As we all know, unexpected illnesses and injuries are unexpected, however, management's view may be different, if sick leave is excessive or in conjunction with days off. All employees are expected to maintain their assigned schedule and must make every effort to avoid unscheduled absences.

Review for unscheduled absences is management's responsibility. One approach management is taking to correct attendance issues is to perform a "welcome back review" with the employee, once the individual employee returns back to duty after calling out sick. This is a type of attendance control from management to make the employee aware of their attendance records with PS Form 3971's and 3972, what is expected from employees, and to correct the behavior prior to issuing discipline.

**Desk of President – Continued on Page 2**

## Desk of President – Continued from front page

It is in the employee's best interest to document the unscheduled absence with evidence pertaining to the absence. If the unscheduled absence is due to sick leave, the employee should document the absence with a doctor's note whenever possible. For periods of absence 3 days or less, supervisors may accept the employee's statement explaining the absence. Medical documentation or other acceptable evidence of incapacity for work or need to care for a family member is required only when the employee is on restricted sick leave or when the supervisor deems documentation desirable for the protection of the "interests of the Postal Service." If you believe that management is unreasonably or unfairly targeting you or abusing the provision of protecting the "interests of the Postal Service," please call the union office right away.

For absences in excess of 3 days, employees are required to submit medical documentation or other acceptable evidence of incapacity for work or of need to care for a family member and, if requested, provide substantiation of the family relationship. When employees are required to submit medical documentation, such documentation should be furnished by the employee's attending physician or other attending practitioner who is performing within the scope of his or her practice. The documentation should provide an explanation of the nature of the employee's illness or injury sufficient to indicate to management that the employee was (or will be) unable to perform his or her normal duties for the period of absence. Normally, medical statements such as "under my care" or "received treatment" are not acceptable evidence of incapacitation to perform duties. Supervisors may accept substantiation other than medical documentation if they believe it supports approval of the sick leave request. It is very important to keep any copies of doctors' notes provided to management.

If a medical condition causes unscheduled absences for an employee for a longer period of time or on multiple occasions, the employee may be approved for the Family Medical Leave Act (FMLA) up to 12 weeks a year. FMLA leave protects an employee from discipline. In order to apply for FMLA coverage, the employee needs FMLA forms which can be obtained by calling the USPS employee service line when requesting FMLA, from local management and from the NALC website ([www.nalc.org](http://www.nalc.org)).

These forms must be completed by your treating physician and mailed to FMLA department. It is important to keep copies of all medical documentation mailed to FMLA just in case it does not arrive at the destination. Once FMLA receives your paperwork, they will respond back with a letter and FMLA claim number. The letter will state if the case has been approved for the duration of leave or disapproved and the reason(s) why. If unscheduled leave is taken in excess of the FMLA approval, the additional leave may lead to discipline unless the FMLA coverage is updated with medical documentation to protect the additional leave taken.

A limited amount of sick leave may also be used to provide for the medical needs of a family member. Non-bargaining unit employees and bargaining unit employees, if provided in their national agreements, are allowed to take up to 80 hours of their accrued sick leave per leave year to give care or otherwise attend to a family member as defined in ELM [515.2\(a\)](#), [515.2\(b\)](#), and [515.2\(c\)](#) with an illness, injury, or other condition that, if an employee had such a condition, would justify the use of sick leave. If leave for dependent care is approved, but the employee has already used the maximum 80 hours of sick leave allowable, the difference is charged to annual leave or to leave without pay (LWOP) at the employee's option.

It is important to submit a PS Form 3971 for the leave taken for unscheduled absence upon returning to work and keep a copy for your records. If an employee requires sick leave in advance for medical appointments or treatments for personal use or a family member, the employee may do so by requesting the leave in advance with a PS Form 3971.

As a reminder, it is very important for employees not to abuse their leave, and only take leave for its intended purpose. There have been too many instances when employees run out of leave because of a serious injury or illness and, as a result, are in a leave without pay status for months. An employee's best insurance and protection throughout their postal career is to safeguard and accumulate as many sick leave hours as possible. Having a high sick leave balance will only serve to benefit employees throughout their career with USPS for any unforeseen circumstances and to stay discipline free.

**In Solidarity,**

**Serop Karchikyan**

## GENERAL MEMBERSHIP MEETING – January 8, 2019

The meeting was called to order at 7:06 p.m. by President Serop Karchikyan. The pledge of allegiance was led by Sergeant-at-Arms Ric Roldan and there was a moment of silence for recently departed brothers and sisters since the last meeting. The roll call was answered by eleven officers and stewards in good standing. Motion passed to accept minutes of the previous meeting as printed in the Mail Call (Burskey/Costanzo). Bills read, motion passed for warrants to be drawn and bills paid (Costanzo/Washington). Motion passed to accept the Treasurer's Report, as read, for November and December (Burskey/Siechert).

Motion passed to accept applications for membership and to welcome brothers and sisters to our Branch: Tajuana Bailey, Adriana Castellanos, Bonnie Munoz, Kevin Ortez, Tania Penn, Robert Petch, Kenneth Pool, Yvette Ramirez, Xavier Reyes, Christian Zurbuchian (Siechert/Burskey).

Leroy Collier reported on LA County Federation of Labor activities, including training, membership drive, and leadership academy program.

Election Committee Co-Chair Scotty Reese read the Re-run Election Report. Carolyn Zorn has been elected as Branch 2200 Vice-President and the membership congratulated Sister Zorn. Full report attached to official minutes.

Motion passed to accept the recommendation of the Executive Board that the Branch donate \$500 to the NALC Branch 133 Fire Relief Fund to assist victims of the recent Northern California fires (Burskey/Siechert).

Regional Administrative Assistant Calvin Brookins was introduced to the membership and installed all newly elected officers. Brother Brookins updated the members on the fire damage in Northern CA, on organizing city carrier assistants, and provided work hour tracking booklets.

**Branch Raffle Winner – \$50: Renee Lindsay. Sister Lindsay donated the funds to the Northern CA fire victims.**

Motion passed to adjourn the meeting at 7:59 p.m. (Burskey/Lindsay).

Submitted by,

Nancy Norman  
Secretary-Treasurer

## GENERAL MEMBERSHIP MEETING – February 12, 2019

The meeting was called to order at 7:02 p.m. by President Serop Karchikyan. The pledge of allegiance was led by Sergeant-at-Arms Ric Roldan and there was a moment of silence for recently departed brothers and sisters since the last meeting. The roll call was answered by twelve officers and stewards in good standing. Newcomers Darren Rice, Beverly Simpson, Donna Young from Pasadena, and Dean Woolum and James Sherman from Santa Clarita were introduced to the membership.

Motion passed to waive reading of minutes from previous meeting, stand correct as printed in the Mail Call (Lindsay/Burskey). Communication was read from NALC Disaster Relief Foundation and NALC Branch 133 thanking our Branch for contributions. Motion passed to suspend the order of business for Customer Connect presentation (Collier/Temblador). Juan Saucillo (JJ), USPS Business Development Specialist, presented issues and options with Customer Connect and Every Door, Direct Mail. Bills were read, motion passed for warrants drawn and bills paid (Costanzo/Temblador). Motion passed to accept the Treasurer's Report, as read (Burskey/Costanzo).

Motion passed to accept the applications for membership from brothers and sisters on the first reading: Vardges Avdalyan, Alvin Bedford, Eynar Lopez, Elizabeth Perez (Temblador/Costanzo). **Welcome!**

Vice-President Zorn reported on legislative issues and on the purpose of the Washington DC Lobby Trip. Sister Zorn also reported that \$104.14 was raised for MDA for our meeting meal. HBR Representative Washington reported on NALC HBP options and on the pocket calendars. Food Drive Chair Rob Burskey gave an update on t-shirts and the goal of 400,000 lbs on May 11<sup>th</sup>!

By Law changes were read: Article VIII, Section 1(e), Article XII, Section 1 and Section 4 (Full Text attached).

President Karchikyan announced the appointment of Rob Burskey to Trustee.

**Branch Raffle Winner (\$50): Leroy Collier.**

Motion passed to adjourn the meeting at 8:20 p.m. (Temblador/Siechert).

Submitted by,

Nancy Norman  
Secretary-Treasurer

**NALC BRANCH 2200  
2018 RUN-OFF ELECTION**

**BALLOT TALLY CERTIFICATION**

Date of Election 1/8/19 Tally Location 2200 Branch House in Pasadena

**BALLOT RECAP**

Number of Ballots Mailed on December 16 <sup>th</sup> , 2018	<u>854</u>
Number of Ballots Returned – Undeliverable	<u>17</u>
Number of Ballots Hand Delivered or Re-mailed (due to non-receipt)	<u>2</u>
Number of Valid Ballots Counted	<u>257</u>
Number of Voided Ballots	<u>5</u>
Number of Unresolved Challenged Ballots	<u>0</u>

**2018**

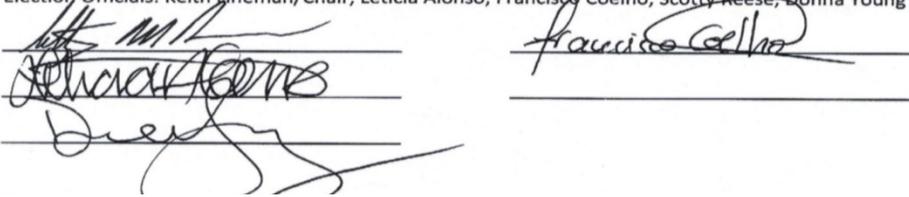
**Runoff Election  
Results**

**ELECTION RESULTS**

<u>Office</u>	<u>Candidate Name</u>	<u>Number of Votes</u>
Vice-President	Mike Wyly	<u>128</u>
	Carolyn Zorn	<u>129</u>

As signed below, we acted as Election Officials or Observers at the tally of the ballots cast in the above-referenced election. We certify that the ballot tally was fairly and accurately conducted, the secrecy of the ballots was maintained, and that the election results were as indicated above.

Election Officials: Keith Lineman/Chair, Leticia Alonso, Francisco Coelho, Scotty Reese, Donna Young



**Proposed By-Law Changes – Vote April 9, 2019**

**Article VIII. DUTIES OF OFFICERS**

**Section 1.** The President of this Branch shall perform the duties required by the National Constitution for the Government of Subordinate Branches, Article VI Paragraph A. In addition, the President will:  
**e)** for the faithful performance of these duties, receive the pay of a Grade 2, Step O letter carrier plus twenty percent (20%) with all fringe benefits paid by the Branch

**Propose to read:**

**Section 1.** The President of this Branch shall perform the duties required by the National Constitution for the Government of Subordinate Branches, Article VI Paragraph A. In addition, the President will:  
**e)** for the faithful performance of these duties, receive the pay of a **Table 1**, Step O letter carrier **technician** plus twenty percent (20%) with all fringe benefits paid by the Branch

**Article XII. REMUNERATION FOR SERVICES**

**Section 1.** The full time President of this Branch shall be provided a car allowance of \$400.00 per month, payable the first day of each month

**Propose to read: Section 1.** The full time President of this Branch shall be provided a car allowance of **\$500.00** per month, payable the first day of each month.

**Article XII. REMUNERATION FOR SERVICES**

**Section 4.** Active letter carriers in a leave without pay status to perform union work shall be paid an amount equal to his or her postal wage. If work is performed on a non-scheduled day, he or she shall be paid an amount equal to CCA pay, Step H, Level 1. A member not on the rolls of the Postal Service performing union work shall be paid an amount equal to CCA pay, Step H, Level 1.

**Propose to read: Section 4. Career letter carrier(s) in a leave without pay status to perform union work shall be paid an amount equal to his or her postal rate or Table 1, Step A regular letter carrier wage, whichever is higher. All other rates of pay, shall be payable equal to Table 1, Step A regular letter carrier wage and be limited to eight (8) hours per day, Monday through Saturday. Convention delegates are not considered for this pay.**

# TREASURER'S REPORT JANUARY-FEBRUARY 2019

INCOME	JAN	FEB			
NALC Active Rebate	24,894.70	25,471.18			
NALC Retiree Rebate	0.00	0.00			
Direct Dues	197.92	278.64			
Interest-Dividend	295.93	267.98			
Other Income	400.00	74.00			
<b>TOTAL INCOME</b>	<b>\$25,788.55</b>	<b>\$26,091.80</b>			
					
EXPENSES	JAN	FEB			
Building Repairs/Improvements	0.00	0.00			
Car Allowance	400.00	400.00			
Charitable Donations	500.00	0.00			
COP Meeting	0.00	0.00			
Election	1,007.76	294.18	<b>FROM</b>	<b>TO</b>	<b>AMOUNT</b>
Food Drive	570.00	2,038.75			
Gardening	0.00	0.00	Checking	Convention	5,006.52
Insurance	0.00	378.00	Checking	Mikita	100.00
Internet	95.00	95.00	Checking	Building	2,000.00
Mail Call	0.00	0.00	Convention	Checking	2,881.87
Meeting Raffle	50.00	50.00			
Meeting Refreshments	112.39	0.00			<b>9,988.39</b>
Mileage	0.00	220.73			
Miscellaneous	0.00	0.00			
Office Expenses	396.54	98.54			
<b>ACCOUNT BALANCES</b>					
Office Supplies	30.73	586.86			<b>1/31/2019</b>
Officer Benefits	1,427.94	1,421.22	General Checking		<b>\$160,583.11</b>
Officer/Steward Salary	12,481.18	12,581.18	Mikita Scholarship		<b>\$4,927.76</b>
Payroll Taxes/Filing	1,268.79	1,081.48	Building Fund		<b>\$259,032.93</b>
Per Capita Tax	43.75	33.00	Convention Fund		<b>\$51,145.68</b>
Postage	87.99	67.99			
Professional Fees	0.00	0.00	<b>TOTAL ACCOUNTS</b>		<b>\$475,689.48</b>
Property Taxes	0.00	0.00			
Retiree Banquet	0.00	0.00			
Retiree Bonus	150.00	0.00			<b>2/28/2019</b>
Seminars & Education	2,794.30	836.00	General Checking		<b>\$164,833.14</b>
Telephone	126.73	126.73	Mikita Scholarship		<b>\$4,977.95</b>
Utilities	225.74	113.87	Building Fund		<b>\$260,292.58</b>
Website Fees	148.24	0.00	Convention Fund		<b>\$50,393.27</b>
<b>TOTAL EXPENSES</b>	<b>\$21,917.08</b>	<b>\$20,423.53</b>			
<b>NET INCOME</b>	<b>\$3,871.47</b>	<b>\$5,668.27</b>	<b>TOTAL ACCOUNTS</b>		<b>\$480,496.94</b>

**Meeting Attendance  
January/February 2019**

**Officers:**

President Serop Karchikyan – P/P  
Vice President Carolyn Zorn – P/P  
Secy-Treas Nancy Norman – P/P  
Financial Secy Frank Costanzo – P/P  
Sergeant at Arms Ric Roldan – P/P  
Health Benefits Rep Walter Washington – P/P  
Trustee Leroy Collier – P/P  
Trustee Artur Aghakhanyan – P/P  
Trustee Rob Burskey – na/P  
MBA Representative Vinh Trieu – P/P

**Stewards:**

La Crescenta: Artur Aghakhanyan – P/P  
Pasadena GMF 01: Kevin Nguyen – A/A  
Jackie Robinson 03/04: Carolyn Zorn – P/P  
Tujunga: Rob Burskey – P/P  
South Pasadena: Vinh Trieu – P/P  
La Canada/Montrose: Tina Giancanelli – P/P  
Santa Clarita Main Office: Scotty Reese – na/P

**By-Law Changes are enclosed.  
These will be voted on at the  
Branch meeting  
Tuesday, April 9<sup>th</sup> at 7:00 p.m.  
Come out, learn, have a say!**

**MEMBERSHIP MEETINGS**

**Tuesday, March 12<sup>th</sup>**

**7:00 p.m.**

**Tuesday, April 9<sup>th</sup>**

**7:00 p.m.**

**Food usually served @ 6 p.m.**

**Listen, Learn, Eat, Enjoy**

**Union Office**

**1310 N Oxford Ave**

**in Pasadena**

**ANOTHER REMINDER....  
SAFETY FIRST**

A hard line is being delivered on safety, including Notices of Removal – For accidents, leaving engine running, not wearing seatbelts, driving with door open, headphones on while working.

**Safety begins with you.**

Is it really worth losing your job or risking a life????



**BRANCH 2200 can use your help.  
If you are detailed, organized, and like to help others,  
there could be a spot for you!!  
Please call 626-798-6122  
email:nnorman.nalc2200@gmail.com**

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