

MAIL CALL

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SERVING

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CIRCULATION 1000

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FROM THE DESK OF THE PRESIDENT

Desk of President will return next issue.

**President Emeritus (Area Shop Steward)
Leroy Collier article below.**

PS FORM 3996 PROCESS – PART TWO

When working on the street and you find that you are running behind schedule, you should call the supervisor well in advance of the expected return time, for additional instructions. If the line is busy or no one answers, you should keep trying to get through. If you use your cell phone, you'll have a record of your call(s), just don't wait until it's time for you to be back to call. Also, make a note of how much time you spent calling. Try to give management a reasonable amount of time to decide to send help or authorize you to finish the route(s). Follow whatever instruction the manager gives you.

If there are any disputes that arise from the instructions, you have a right to file a grievance later. If the supervisor/manager refuses to tell you what to do with the rest of the mail or you can't get through, you should return to the office in the allotted time and ask for further instructions.

Follow whatever instructions your supervisor or manager gives you. Don't ever return mail to the office and just leave it, without getting instructions on what to do with the mail from a management person. Make a note of what instructions you are given, by whom, and what time it is.

If you receive instructions from your supervisor during your A.M. office time, such as "Don't call to the office and don't bring mail back," you should request to see your steward and ask him/her to file a grievance. The same is true when your supervisor refuses to give you instructions when you call back in the afternoon. If you want a successful grievance filed, you should write a detailed statement. A statement will be easy, if you took notes as advised above.

If you're instructed to carry a part of another route, whether on **projected undertime** or for **overtime**, a Form 3996 should be provided to you indicating this additional work. Make sure you fill out the bottom of PS Form 3996 showing both your **travel** and **delivery** times for whatever relay(s) you are carrying.

If you don't believe you can complete the work in the amount of time authorized, explain to the supervisor why you believe this is so. For example, let's say you have a light day and your supervisor tells you that you will be assigned an hour of work, off your route, to make up for your undertime. Let's also say you believe you have seven and a half hours of work on your own route after considering the time it will take to **case and deliver your route, get back and clean-up**. In this example, you believe the additional one hour of work that your supervisor wants to assign to you will cause you to be a half hour late.

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PS Form 3996 – Continued from Front Page

Make sure you explain this clearly to the supervisor. Then, let's say the supervisor agrees that maybe you have a point, assigns you a 30-minute swing, but doesn't take into consideration the necessary travel time for the swing or other factors. This should also be explained to the supervisor as these other factors will also cause you to be late. If you cannot achieve agreement in either case, say the words, and handle this situation in the same manner as outlined above.

You should always notify management verbally and with a Form 3996 (if and when you are still in the office) whenever you believe additional work assigned to you because of "projected" downtime will cause you to work overtime. If your supervisor asks you again, to explain why you need the time (the next day/week), you'll have a copy of the Form 3996 and your notes for reference. Often times, supervisors record the extra time used over what was approved in the morning as "unauthorized overtime" on PS Form 1017-B. This may occur whether or not they talk to you about it. If you think this is true in your case, request to see your shop steward. He/she can investigate the matter and file a grievance on the improper use of the PS Form 1017-B if the extra time you worked, after being instructed to finish the route, is being recorded as unauthorized overtime.

HERE IS THE SHORT VERSION

- 1. Verbally inform your supervisor that you can't make it in 8 hours.**
- 2. Follow your manager's instructions.**
- 3. If you still can't make it in 8 hours, request a Form 3996 from the supervisor and explain the reason(s) why you need one.**
- 4. Fill out the form completely and list the types of mail you have as well as any other circumstances that occur.**
- 5. Keep your cool and request a copy of your Form 3996.**
- 6. Don't argue with the supervisor or manager.**
- 7. Don't make decisions. That's what your supervisor/manager is paid to do in our current system. Call back to the office for further instructions. Follow the instructions you are given.**

- 8. Handle requests for overtime or auxiliary assistance due to delivering on other routes in the same manner.**

Following these procedures make it much easier to defend you, should you be disciplined. You also make it possible for the Union to pursue forcing management to stop recording this time as "unauthorized" in the first place, thereby avoiding a disciplinary situation altogether.

-----CLIP AND SAVE-----

THE STRUGGLE CONTINUES – By Leroy Collier

Committee on Letter Carrier Political Education

Also known as **COLCPE**. This is the National Association of Letter Carriers political action committee.

A committee that represents letter carriers to mayors, city council, Congress and even the President.

A committee to remind the House of Representatives that they represent ALL, and that letter carriers reach ALL they represent.

COLCPE does not use union dues, but depends entirely on donors....you and I who understand that a voice not heard, represents people not needed/unnecessary. Your COLCPE monies help ensure that our voices are heard in Washington DC. COLCPE is the way by which the NALC expresses the unified voice of letter carriers.

We inform the representatives that the USPS employs more veterans after the military, good middle class jobs that serve all Americans, and not at the cost of the American people – not through tax dollars.

The USPS is True America – For the People, By the People. A non-privatized company that is successful and has been successful for over 200 years. In Boston and New York City, mailboxes were installed along streets on August 2, 1858. Look how far we have come with a box at every house.

With your help, we can keep our voices heard and with all of us standing together, we will keep our voices loud and strong. If you aren't already making automatic contributions and deductions to support COLCPE, please go to www.nalc.org/colcpe to sign up, or contact me, your legislative liaison, Carolyn Zorn (626)230-4512. You can also sign up at the Branch meeting on the 2nd Tuesday of EVERY month.

By Carolyn Zorn

GENERAL MEMBERSHIP MEETING

March 11, 2014

The meeting was called to order at 7:04 p.m. by President Mike Wyly. The pledge of allegiance was led by Sergeant-at-Arms Ric Roldan and there was a moment of silence for departed brothers and sisters since the last meeting. The roll call was answered by thirteen officers in good standing. Motion passed to waive the reading of the minutes from the previous meeting, accepted as printed in the Mail Call (Smith/Burskey). Motion passed that warrants be drawn and bills be paid (Siecert/Costanzo).

Motion passed to accept applications for membership from Maria Almario-Angel, Arabo Axian, Sughey Cruz, Jordan Gutierrez, John Henning, Ara Hovsepyan, Hovhannes Karakoussayan, Michael Lopera, Christopher Lopez, Jessica Luna, Christine McCue Risner, Danilo Murcia, Hovsep Ovsepyan, Karen Pacheco Villagomez, Darleen Ramirez, David Savillon, Bryan Thierry, Andrew Villanueva, Vanessa Villatoro, Tiffany Williams (Siechert/Temblador). WELCOME to ALL!!

Health Benefits Representative Washington reported on the NALC sponsored weight program and smoking cessation program. Food Drive Chair Burskey showed National video and reported on upcoming Food Drive – May 10th, spread the word. Food Drive t-shirts will be available for purchase. MDA Coordinator Zorn reported on the Walk for MDA and the funds raised. Jan Siechert reported on legislative changes – still working on Pasadena City Council to get support for USPS and get our items on their legislative meeting agenda. Leroy Collier reported on meeting with Congressional Representative Judy Chu and garnering her support and letters to Senators and local city council members. President Wyly announced that Carolyn Zorn had been selected for a new COLCPE pilot program.

Motion passed to accept the recommendation of the Executive Board that the Branch purchase a new computer for not more than \$1000 (Burskey/Costanzo).

Discussion followed regarding safety issues at the Pasadena Mack Robinson facility, including parking lots and city crosswalks. Branch Picnic was announced – Hurricane Harbor on June 22nd. President Wyly announced route inspection training on March 16th at Union Office. Proclamation from all four USPS labor unions to work together, fighting for saving USPS, was distributed. Also noted that Mail Handlers and Rural Carrier presidents and representatives were at Food Drive coordinator meeting.

Carolyn Zorn introduced new CCA Steve Sudduth from Jackie Robinson station. The meeting was adjourned at 8:05 p.m. (Siechert/Washington).

Nancy Norman
Secretary-Treasurer

GENERAL MEMBERSHIP MEETING

April 8, 2014

The meeting was called to order at 7:03 p.m. by President Mike Wyly. The pledge of allegiance was led by Sergeant-at-Arms Ric Roldan and there was a moment of silence for departed brothers and sisters since the last meeting. The roll call was answered by thirteen officers in good standing. Motion passed to waive the reading of the minutes from the previous meeting, to be printed in the Mail Call (Smith/Burskey). Motion passed to excuse Larrie Rhodes from the meeting (Temblador/Burskey). Motion passed that warrants be drawn and bills be paid (Costanzo/Roldan). Motion passed to accept the applications for membership from Du Hung, Raymond Karimian and Jesse Juarez (Collier/Costanzo).

Health Benefits Rep Walter Washington gave a brief update on the NALC plan. Food Drive Coordinator Rob Burskey reported on Salvation Army paying the cost of color thank-you cards and updated on t-shirts sales (\$13/shirt) and the schedule of standups. MDA Coordinator Carolyn Zorn recognized Vinh Trieu for his participation/help with MDA.

Carolyn Zorn also addressed the fact that more participation is necessary and also spoke on COLCPE and increasing our donations to support letter carrier issues through the political process. Jan Siechert updated on the attempts to get the City of Pasadena to support/endorse the saving of the Postal Service. All are welcomed, needed and encouraged to attend the legislative meetings held on the 4th Wednesday of every month at Pasadena City Hall.

President Wyly lead a discussion on CCAs and benefits, or lack thereof. President Wyly also reported on National President Fred Rolando's addressing the Committee of Presidents. This included the discussion of political bills, NALC attempting to go on offense, the alliance formed by the four postal unions, COLCPE, PTFs and CCAs making regular, residual routes, and JRAP. President Wyly also announced that President Emeritus Leroy Collier was elected as the Director of Retirees for the State Association.

All are advised to be cautious dealing with sales representatives for insurance/OWCP/retirement issues.

Motion passed to adjourn the meeting at 9:01 p.m. (Collier/Zorn).

Submitted by,

Nancy Norman
Secretary-Treasurer

**Meeting Attendance
March/April 2014**

Officers:

President Mike Wyly - P/P
Vice President Serop Karchikyan - 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 Donald Smith - P/P
Trustee Carolyn Zorn - P/P
Trustee Leroy Collier - P/P
MBA Representative Vinh Trieu - P/P

Stewards:

Verdugo Viejo - Serop Karchikyan - P/P
La Crescenta: Ric Roldan - P/P
Raymond Annex 01: Kevin Nguyen - A/A
Raymond Annex 06: H.T. Tran - P/P
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
Area Shop Steward Leroy Collier - P/P

Welcome CCA's

**A special welcome to the
City Carrier Assistants**

Please know that you are all welcome to Branch meetings and all shop steward meetings. Every Tuesday (except the 4th Tuesday of the month) at 6:00 p.m. Learn the responsibilities and rights that go with your job. Come and learn from other seasoned letter carriers.

Come and share your experiences and the issues you are facing. We cannot help if we are not aware of the problems.

MEMBERSHIP MEETINGS

**Tuesday, May 13th
7:00 p.m.
and
Tuesday, June 10th
7:00 p.m.
Union Office
1310 N Oxford Ave
in Pasadena**



**NALC BRANCH 2200
1310 N Oxford Ave
Pasadena CA 91104**