

THE SAN FRANCISCO REGION

SENTINAL



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\$\$\$\$ IT'S ALL ABOUT THE MONEY \$\$\$\$

FROM THE DESK OF: SONIA CANCHOLA

How often do we hear this at closing time..... I left the money there for you! OR my favorite one.... But we do this all the time! WELL, doing this is like Russian Roulette! Eventually, you will be next! We need to get back to basics!

In the USPS F101 page 32 it states: **Submit the following to the closeout employee (LSSA or Supervisor):**

- (1) PS Form 1412 with supporting documents.**
- (2) Funds to be deposited. The RA(Window Clerk) must remain with the funds until the designated employee (LSSA or Supervisor) verifies the deposit and initials the AIC 751 and/or AIC 752 entry on the RA's (Window Clerks) copy of PS Form 1412.**
- (3) Issued money order vouchers.**
- (4) Spoiled and voided money orders (all parts) for destruction.**
- (5) PS Form(s) 8105-A, Funds Transaction Report (FTR), and 8105-B, Suspicious Transaction Report (STR). o. Initiate a new PS Form 1412 for the next business day and carry forward today's stamp closing balance in AIC 853 to the next day's stamp opening balance (AIC 840). p. Keep the RA's (Window Clerks) copy of PS Form 1412 until the next stamp credit count or after resolution of differences, whichever is longer.**

The bottom line is short and sweet! Stay with YOUR money at all times. YOU and only YOU are responsible for this money. I don't care how close you and the LSSA and/or supervisor are! There is nothing that could end a friendship/work relationship with someone than when money is involved. If you are a steward and you observe that this practice IS NOT being done, you must file a grievance immediately under Article 19 specifically the F101. As a remedy you are to request that this procedure be immediately implemented. If you are a window clerk, only YOU can implement this. STAY with your money until the LSSA/supervisor counts and initials your deposit slip. You must be on the clock when you are doing your close out procedures. It's all about returning to the basics.

In solidarity,

Sonia Canchola
National Business Agent
San Francisco Region

WHY IN THE WORLD ARE YOU SIGNING THAT FORM and WHY AREN'T YOU TELLING THE LOCAL ABOUT IT?

FROM THE DESK OF: SHIRLEY TAYLOR

My dear brothers and sisters, I am perplexed as to why when something new is presented to us for our signature, we just sign it with no questions asked.

It seems that in some Districts the USPS has instituted a so-called "Welcome Back Package" which they are requiring employees to sign. In the directions to supervisors, the place for the employee signature has the word "optional", however on the form given to the employee they omit the word "optional".

They are listing the last few absences in some cases and alleging that they have discussed these absences with the employees as well as the ELM cites listed on the form.

They have in most instances done no such thing but when the employee is given discipline for attendance they will use this document signed by the employee to allege that the employee has been placed on notice with regard to attendance requirements. (How does one argue against an employee's own signature)?

In another instance, employees are being presented with a none numbered form with the title of "Mandatory Unscheduled Absence Report" "Return To Work Attendance Report". (Revised July 2008) This document has a place for a check mark by the supervisor for "Yes" or "No" for "Regular in Attendance ". The form directs the supervisor to have the completed PS Form 3971, 3972 and Time Badge available. The Form has ELM cites on it. It instructs the supervisor to review the employee's attendance.

Guess what, the employee is not allowed to write any remarks on the form, they are not given any review of their attendance and in some instances not provided a PS Form 3971. Again, when discipline is being given, the local and the employee is confronted with the employee's signature! We can make all the argument we wish alleging that the employer did not review the employee's attendance with them, but how do we argue against the employee's own signature. Everyone may know that the supervisor is not a truthful person, but an arbitrator is not going to believe that an employee voluntarily signed a document if it is not true!

There is no prohibition against advising employees what is expected of them in attendance related matters, however the creation and use of these local promulgated forms may violate the Administrative Support Manual (ASM 324.2). After reviewing this section of the ASM, the local should submit a written

request to the Employer for the purpose of ascertaining if these documents were created pursuant to the ASM and to determine who gave the instructions for the use of the forms and or packets.

Your NBA's are requesting that the Local make an official request to the Employer as to what is the purpose of these "Welcome Back" or these "Mandatory Unscheduled Absence Report" documents. The purpose of this request is to see if the Employer is attempting to circumvent Article 16.2 (Discussions) and Article 16.3 (Letters of Warnings) of the Collective Bargaining Agreement.

The JCIM states that "Discussions are private between an employee and a supervisor. Supervisors will not exchange written notes regarding discussions." Additionally, the JCIM states: "A supervisor making personal notations of discussions which he/she has had with employees within the meaning of Article 16 must do so in a manner reasonably calculated to maintain the privacy of such discussions and he/she is not to leave such notations where they can be seen by other employees.

If we really are naive enough to believe that these forms will not be shared among all the supervisors, Postmasters, MPO's, District Managers and on up the chain of managers, I have got that famous bridge to sell you.

Folks, they have persons specifically mandated in reporting about what is called unscheduled absences. The most pitiful aspect of this situation is that a number of the supervisors tasked to giving out these reviews, discussions or whatever name they choose to call them have attendance related problems themselves.

Please be aware that "Stand Up Talks" DO NOT take the place of discussions.!!

Attendance related matters should fall under the Corrective (progressive) Rather Than Punitive principle. Note: Beware of AWOL Charges!

The JCIM says the following about "Letters of Information or Letters of Instructions": "The use of such Letters serves no useful purpose as an element for consideration in future actions against an employee, particularly when Article 16.2 places

the responsibility on management to discuss minor offenses with the employee.

The Union has negotiated many protections for our members, please do not sit on our rights and let them disappear because of inaction on our part. It is up to the locals via our stewards and officers to police the Collective Bargaining Agreement and it is the duty and responsibility of the members to step to the forefront and to provide the evidence so that we may be successful in our continuing struggle to represent the membership.

As always, the NBA's thank you for your continued work in helping us continue the struggle. Remember we are on your side and that when we remand grievances (this is not a unilateral decision) to you, it is because we need the case developed so we can take the best case forward if the matter needs to be arbitrated.

I wish to personally take this opportunity to thank the membership for all your prayers, good wishes, cards, flowers, fruit baskets for my recent illness. I will be out of the office for around six weeks but Mo Merow (retired NBA- Denver Region) will be helping out in my absence. The Lord is good and great!

Love you all 
Shirley Jean Taylor

A SHOP STEWARD'S SALUTE

FROM THE DESK OF: JAMES SCOGGINS

Did you know that local shop stewards are for the most part volunteers and receive no salaries for their service? It must also be noted that many of these same stewards are not full-time representatives and are therefore tasked with trying to juggle the performance of their postal jobs and their service to the APWU membership and their families. This commitment to both the APWU and the USPS oftentimes result in the stewards making great personal sacrifices for the members they represent.

For instance, in addition to working their bid work schedules many stewards are also participants in activities outside of their postal jobs such as: attending local union meetings; responding to text and email inquiries from members; attending local

training classes; attending state training seminars; attending national workshops; respond to inquiries made by NBAs and other national officers; and participate in legislative activities to insure that our elected government representatives vote favorably on legislation that has positive effects on the USPS, our memberships and their families. And once again it must be noted most, if not all of these activities are done during their personal time; time that could have been spent with their families; enjoying their hobbies; dating; going to a plays/concerts; pampering themselves; or just plain ole taking a day off doing absolutely nothing.

Most stewards log in a lot more time perfecting what they do, than the times you actually see them. In many instances they log in just as many hours off the clock as they do on clock, making great personal sacrifices while doing so.

I'd like to also add that although the states of California and Nevada have some awesome National Business Agents, we could not get the good Direct Appeal Review settlements, Step 3 decisions, pre-arbitration settlement agreements and/or arbitration awards that we do if the shop stewards had not taken the time to thoroughly investigate, document, and develop each grievance that they appeal on behalf of the membership.

Additionally, please note that shop stewards are oftentimes taken for granted; many of our stewards simply do not receive the thanks that they deserve or get acknowledgement for all of their efforts made to the membership of the APWU. It is for all of these reasons that I ask all of our APWU members/family to join me and the other Clerk Division, San Francisco Region NBAs, in a salute to all of the shop stewards in California and Nevada, thanking them for their service to the APWU; **THANK YOU SHOP STEWARDS!!!**

Blessings to All,

James

PS: Please continue to keep our friend, our mentor, our sister Shirley Jean Taylor in your thoughts and in your prayers.

A CALL FOR ACTION

FROM THE DESK OF: CHUCK LOCKE

We have filed an Area Grievance on Lead Clerks not performing TAC work and management conducting improper training for the few Lead Clerks who have been assigned to actually perform TAC work. After we were notified that the Pacific Area had unilaterally decided to only provide 4 ½ hours of TAC training instead of the required 8 hours training, we had the grounds to file an Area Grievance. Since we now have an Area Grievance on this issue, all Local grievances will be held until the Area Grievance is adjudicated. This doesn't mean that you should not file local grievances on this issue. The monetary liability will begin once you file your local grievance. Management performing this work is a violation of Article 1.6 of our Collective Bargaining Agreement. I just settled one case in a small AO office and the Lead Clerk was paid \$6,600 for this violation and assigned to perform the TAC work. TAC duties are clearly clerk craft work and since the filing of our Area Grievance management has begun training our Lead Clerks to do the TAC work. Now it is up to all of our Lead Clerks to file the grievances to actually perform the work.

Elections have consequences. The Congressional midterm elections will be here before you know it. So now each of us has to decide if we are going to stand up and fight to change the course of our Country or not? We need every member to get involved and volunteer in the process. Stand up and say "YES" when you are asked to participate in phone banking, precinct walks and most of all VOTE! I would encourage you to do some research before you vote Democrat or Republican. Look at their voting records. Every Senator and Congressperson's voting record is online for your review. So, don't listen to the commercials and speeches politicians make at election time. Their voting records truly show who they are and who they represent.

What does leadership mean to you? If you look in the dictionary it says a position as a leader of a group, organization and the power and ability to lead other people. One of the greatest things about leadership is that we all bring something different to the table. Good leadership qualities include integrity, effective communication and influence. Leadership is not all about us, it's about the membership we represent. Just because we have a title doesn't

mean everyone will follow us or respect us. This will occur if we lead by example and empower others. I challenge every member to become a leader in your Local. Get involved in your Local Union meetings and activities. I challenge our current elected officers to look at how to get our membership more involved and reach out to include all. These are challenging times for us as postal employees and we all need to work together and do our part.

ASK THE NBA

We the Clerk Division NBAs of the San Francisco Region are pleased to offer yet another option for the membership to communicate with us. Ask the NBA is set up for the purpose of stewards and members to ask us questions via email and we will in turn respond to this inquiries via email. The email address that is dedicated for this purpose is:

pasadenaNBA@apwu.org

Our ongoing goal is to establish multiple avenues of communication between us (the NBAs) and the membership; ask the NBA is yet another resource that we are utilizing to achieve this goal.

