



NATIONAL ASSOCIATION OF POSTAL SUPERVISORS

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0630-01 The APWU has requested access to TACS management reports so they can run them for management. However, to date USPS HQ hasn't provided them with access to these reports, therefore local management has to run/pull these reports, which is lead 7 clerk work according to the APWU and generates a grievance. Therefore, the resolve would be to allow the lead 7 clerk to have access to these reports.

Response: This matter has already been posed to headquarters and is being evaluated.

0630-02 NAPS is receiving concerns that upward mobility details are being offered to non-career employees due to lack of interest by local EAS. NAPS has two concerns here:

1. Local NAPS members are not seeing details posted locally to put in for them.

2. NAPS has expressed its concerns for the lack of mentoring and development of EAS that is further actively disengaging EAS.

NAPS is requesting that USPS HQ develop a posting policy for all details (authorized and unauthorized). NAPS also requests that if no suitable EAS is found locally for a posted detail assignment that the detail assignment be offered to a wider area of consideration to Form 50 EAS.

Response: We have discussed this with NAPS on previous occasions. Staffing NTE positions and/or details are opportunities usually of a developmental nature and are temporary. The best qualified or suitable individual should be selected.

Those employees interested in career advancement should notify their manager. HERO is also a great tool for those interested in career advancement. Ensure that your HERO profile is completed and up to date. Career conversations can be requested through HERO and development plans can be established with your manager.

HERO Development outlines three important steps for employees who seek advancement opportunities to follow:

1. It starts with your HERO Profile!
2. Have a career conversation!
3. Develop a plan!



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Career Conversations facilitate an environment for the employee and their designated/selected managers to have meaningful conversations about the employee's career aspirations, the organizational needs, and a path for developing and achieving career goals.

A Development Plan is a living document that outlines key development activities necessary for obtaining knowledge, skills, and experience that can advance an employee in their current role or a role they intend on growing into.

HERO also affords local management the opportunity to develop Talent Pools. Talent Pool management serves as the foundation for identifying and promoting talent, facilitating career development, and organizing Corporate Succession Planning. By using Talent Pools, the organization can calibrate their talent, draw from both formal and informal experiences, and support the future work of the Postal Service.

Talent Pools provide an online area to organize and calibrate your talent. Talent Pools eliminate hard copy succession plans. Instead, succession plans are stored in one centralized location where talent can be identified, sorted, and managed. Talent Pools can be private or shared with other employees who have access to Talent Pools.

06-30-03 Mercury spills occurring around the country in various facilities, large and small. It is incumbent on NAPS to ask and pursue what effects these spills are having on NPA data in and around these impacted facilities? Closures, shutdowns, network changes, scanning impacts, workhour impacts, COOP's have ripple effects across operations, service, budgets etc.

NAPS is further concerned about the safety impacts to those employees, including the EAS, who work in these facilities.

What has changed in the induction process for these types of parcels that is allowing these dangerous chemicals to enter the mail stream, and what will USPS do to investigate and correct these deficiencies? **(See Board Memo Info)**

Response: Determining whether there are any impacts to NPA can occur months later. For example, some financial indicators are measured monthly and reporting is not yet available. If there is a significant impact on NPA for these events, then mitigating factors are considered.

The process for package acceptance has not changed. The emphasis on keeping mercury out of the mail stream continues to increase and can be measured by the



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escalation of focus and additional resources provided to the Field as it related to this prohibited item. Some recent/ongoing/upcoming actions include:

- Inclusion of Mercury into the Hazmat Question with the acceptance of all packages and added as part of RSS Workflow: “Does this parcel, (item, article) contain anything liquid, fragile, perishable, or potentially hazardous such as lithium batteries, perfume, mercury or aerosol.”
- Addition of mercury-specific “Shops” as part of the Retail Customer Experience evaluations.
- Certification of Stand-Up Talks related to MIRT Incidents and Certification Survey
 - : <https://blue.usps.gov/inspection-service/pdf/transportation-aviation-security/hazmat-stand-up-talks-updated.pdf>
- Mercury Retail Digest Articles - Next scheduled release as Special Edition prior to 6/30/23.
- Messaging on mercury scheduled for a push prior to 6/30/23 to all office scanners.
- Use of Retail Counter HazGuide created by USPIS as reference at Retail Offices. (Included mercury guidelines.) Refresh forthcoming in July.
- National Learn & Grow on mercury scheduled for July 13 (Collaborative effort with USPIS, HQ Retail Policy, HQ Retail Strategy and HQ Retail Customer Experience)
- RSS Memo View: Mercury notification publication from 6/2 to 6/9. Re-Published from 6/17 to 7/15
- Commonly Encountered Mercury 3-20-20 Posted on Retail HAZMAT Page <https://blue.usps.gov/retail/policy-procedures/service-talks/hazmat.htm>

Additionally, there is collaboration across multiple functions at headquarters to remind customers, mailers, shippers, and employees that Mercury is not mailable. Standardized, consistent message internally and externally is being prepared. This includes collaboration with the Inspection Service who is still conducting an investigation in response to the mercury spill.

There is a strong response plan to protect people, facilities, and the mail that is managed through National Preparedness. Communications will start June 26.

06-30-04 On November 30, 2022, a letter was sent to NAPS President Ivan Butts concerning the evaluation of non-bargaining positions assigned to S&DC’s, specifically of the hub and spoke offices scheduled for implementation in February 2023. The USPS determined, for the February 2023 implementation, that the incumbent Postmaster in the spoke offices



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and their corresponding grades will remain unchanged. What is the USPS position after February 2023 with the incumbent Postmasters from the spoke offices and their current corresponding grades? Will they remain the same or change, and if they will remain the same for how long, and if they will change, when will this take place?

Response: The Postmasters in spoke offices will remain in their installations and the level of that Postmaster will not be reduced due to this organizational change.

06-30-05 Currently, a CCA who is a non-career employee has 90 days to prove they can do the job in order to be hired. More often than not, they take most of their probation time to be comfortable with the area and the location regarding routes they have been assigned to case and deliver. These new non-career CCA employees adversely affect local management NPA scores regarding the F2DPH%SPLY goal as they run over in the street because they are still new. They often can't maintain the authorized time on the routes assigned this early in their Postal tenure. How is this fair to the office regarding their NPA, which affects the Functional Effectiveness portion of their scorecard, which is worth 50%?

Response: All new employees require time to masters skills and become proficient at their jobs. NAPS has raised concerns in the past concerning employee vacancies, hiring, onboarding, overtime, service, supervisors carrying mail and how these issues impact hours, budget and NPA. Now that we are seeing improvements in hiring, we need to focus on retaining these employees. As we properly train and retain more of these new employees there will be less of a need to be constantly replacing them and starting the process over again. As NAPS is aware, as CCAs are hired on, they become part of the facilities' SWC workload. This F2DPH indicator is measured against SPLY, and new CCAs are hired throughout the year. Essentially, the indicator is measuring performance of new CCAs against the prior year's performance (SPLY) of CCAs that were new during that time period.

06-30-06 Will the USPS HQ move offices owned by the USPS into a S&DC?

We need clarification on this question.

06-30-07 When an office is relocated into an S&DC location/environment, how long before the USPSHQ requires a new pay level evaluation for the displaced Postmaster?

Response: The Postmaster has not been "displaced".



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In our November 30, 2022 letter to NAPS we notified that the incumbent Postmasters in the spoke offices and their corresponding grades will remain unchanged. If that office becomes vacant or is currently vacant, then the level of the office may change. See response to #04

RES 34 That the current waiting period for higher-level compensation for EAS employees be abolished, and that a new higher-level compensation procedure be created that will serve to acknowledge and compensate EAS employees immediately when they are required to perform higher-level duties in full daily shifts.

Response: This is a request to modify pay policy and should be provided during pay consultations, Title 39 1004(e).

RES -36 That NAPS enters into consultations with the USPS to develop and implement a Supervisor Staffing Workload model for Mail Processing facilities, and that the Supervisor Staffing Workload Evaluation process encompasses all duties, employees, machinery, and responsibilities of SDO positions.

Response: This resolution is not adopted. The Postal Service has determined that the on-rolls craft count in calculating supervisor positions in plants is appropriate.

RES-44 That *ELM*519.733 be amended to compensate exempt field employees for all additional hours they are required to work due to staffing issues and operational requirements, and that *ELM*519.733 be amended to allow exempt field employees who work additional hours be allowed to choose among:

1. Taking a day off not within the same service week
2. Compensation with pay for all additional hours worked (additional time)
3. Compensation of one hour of annual leave for one hour of required additional work added to their leave balance.

This resolution is not adopted. *ELM* 519.733 – Directed to Work, is for full days only, when an exempt employee is directed to work a full day on a holiday or other full day in addition to normal workdays, not for any other additional hours worked.

While headquarters has an interest in facilitating resolutions, field management is responsible for controlling their work hour budget of their assigned installation. If



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employees are allowed to choose their unscheduled days, it will circumvent ELM provision 519.751. Supervisors are Exempt employees. If this is implemented, then requiring another day off would circumvent Supervisor T-time/additional pay. Additionally, Human Resources is working with Operations on reducing non-bargaining vacancies by posting and filling positions expeditiously. The authorization of relief supervisors will contribute to the reduction in requiring exempt employees to work additional hours. Although exempt employees are not limited to a certain number of hours, there is a practical limit on the extent and regularity of requiring additional hours of employees.

The Postal Service policy for non-bargaining unit personal absence time is located in ELM 519.7 (detailed below). This language contains limitations and exceptions for full and partial day absences.

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



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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.

519.733 Directed to Work

When an exempt employee is directed to work a full day on a holiday or other full day in addition to normal workdays, the supervisor may grant a full day of personal absence without charging it to official leave.

519.74 Administration

519.741 General

A full-time exempt employee is expected to work a full day and a part-time exempt employee is expected to work the full or partial day specified at the time of their employment. A full day is defined to include the continuous or nearly continuous time that an employee normally works in a 24-hour period. A half day is half that number of hours.

519.742 Approval

Except for postmasters and installation heads, exempt employees must obtain prior approval from their supervisors for all absences, whether or not such absences are to be charged to the employee's leave account. At the discretion of the installation head, PS Form 3971 may be used to request personal absences not charged to leave.

Postmasters and installation heads normally are not required to obtain advance approval for personal absences. They are required, however, to keep an accurate record of all such absences and generally to keep their manager informed of planned periods away from the office. In this respect, the manager may require the use of PS Form 3971 to report absences. On an individual basis, vice presidents of Area Operations may require that a postmaster or installation head obtain advance approval of all absences, including personal absences, from the plant or district manager, as appropriate, when the individual's previous performance warrants such action.

When PS Form 3971 is used for personal absence time, it must indicate in Remarks: "Do not charge to leave."

519.743 Full-Day Leave

Each full day of approved absence is to be charged to official leave. Absences such as court leave, military leave, holiday leave, donated leave, continuation of pay, and all administrative leave are to be approved and reflected on an exempt employee's time record.



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519.75 Management Controls

519.751 Responsibility

Managers are responsible for controlling the workhours of their exempt employees. They may require the attendance of these employees during and outside of regular service hours and, when warranted, may disapprove advance requests for late arrivals, early departures, or other absences, as well as leave. These instructions are not intended to be overly restrictive, but managers must be aware of the frequency of requests for personal leave, recognize patterns in the use of this leave, and be alert to possible abuse. They must also give consideration to the amount of the current workload or urgency of a particular program or project that requires the employee's presence.

519.752 Administration

This program must be administered in a fair and equitable manner. Managers must advise their employees of the reasons for requiring their attendance during or outside of regular service hours and for denying their requests for personal absence or leave. Employees are also to be given the opportunity to informally discuss the decision with the managers.

RES-45 NAPS consults with the Postal Service to change the language in the *ELM* 519.733 to reflect: "When an exempt employee is directed to work on a holiday or other day in addition to normal workdays, the supervisor *shall grant* a full day of personal absence without charging it to official leave, **of the employee's choosing.**"

Response: This resolution is not adopted. Field management is responsible for controlling their work hour budget of their assigned installation. If employees are allowed to choose their unscheduled days, it will circumvent ELM provision 519.751. Supervisors are Exempt employees. If this is implemented, then requiring another day off would circumvent Supervisor T-time/additional pay