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JUN 02 2022

LABOR RELATIONS



June 1, 2022

Mr. Ivan Butts
National President
National Association of Postal Supervisors
1727 King Street, Suite 400
Alexandria, VA 22314-2753

Certified Mail Tracking Number:
7008 1140 0004 6691 9217

Dear Edmond:

The Postal Service is proposing to draft a new curriculum for the Welcome to the USPS (W2USPS) New Employee Non-Career Orientation.

Under the New Employee orientation format for craft employees, new hires will go to their District office where the orientation will be virtually presented from the National Center for Employee Development (NCED). Each orientation will have one in-person District facilitator who will dial the class into the virtual presentation and will be available to answer any questions that might be posed by the class. Local Union representatives will have an opportunity to speak in person with new hires during Module 2.

The new W2USPS orientation is anticipated to last about 6.5 hours, with two 15-minute breaks, and a one-hour lunch break.

Under the new format, City Carrier Assistants (CCAs), Postal Support Employees (PSEs), and Mail Handler Assistants (MHAs) may be intermingled in the same class when receiving their New Employee Orientation. For increased clarity and efficiency, Rural Carrier Associates (RCAs) will receive orientation only with other RCAs.

We have enclosed the following:

- A final draft copy of the *Noncareer CCA/PSE/MHA Participant Guide*
- A final draft copy of the *Noncareer CCA/PSE/MHA Presentation slide deck*
- A CD of the videos included in the *Noncareer CCA/PSE/MHA Presentation slide deck*
- A CD of the *Noncareer CCA/PSE/MHA Facilitator Guide*

In accordance with Article 19 of the collective bargaining agreement, these revisions will go into effect no sooner than 60 days from the receipt of this notice.

Please contact Joy Augustin at extension 3983 if you have any questions concerning this matter.

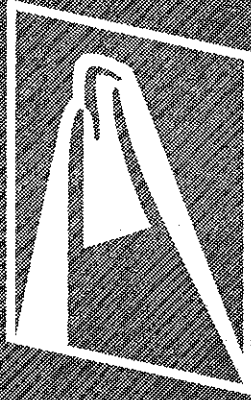
Sincerely,

A handwritten signature in blue ink, appearing to read "David E. Mills", with a stylized flourish extending to the right.

David E. Mills
Director
Labor Relations Policies and Programs

Enclosures

Welcome to the



UNITED STATES
POSTAL SERVICE®

City Carrier Assistant, Postal Support Employee, Mail Handler Assistant

Module 1: Introduction

Welcome

Welcome to the USPS

Union Representation

Our Responsibilities to You

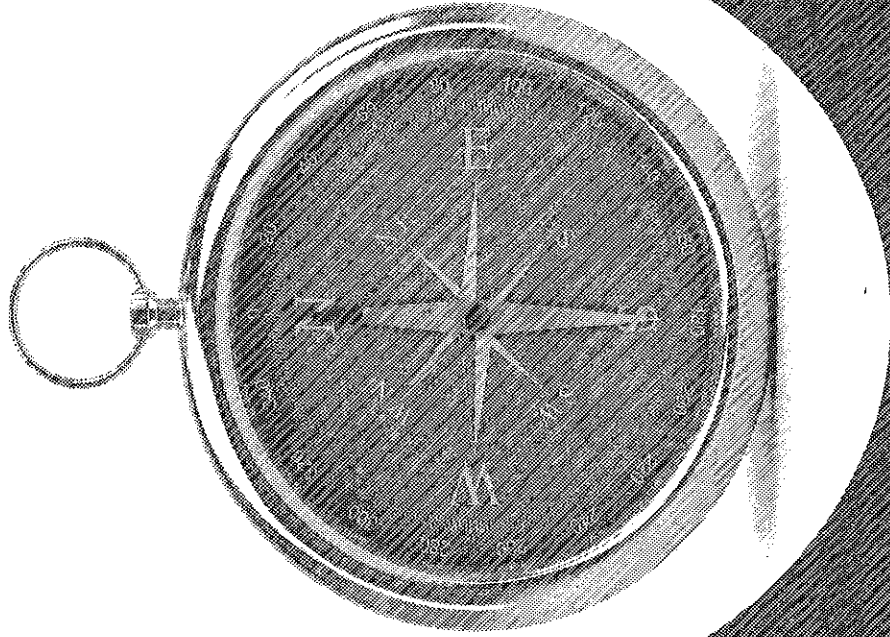
- Compensation, Leave, and Benefits
- Safe and Fair Workplace

Your Responsibilities to Us

- Sanctity of the Mail and Safety
- Code of Conduct and Ethics
- Diversity and Inclusion

Your Future with the Organization

- Development
- Probationary Process
- Next Steps

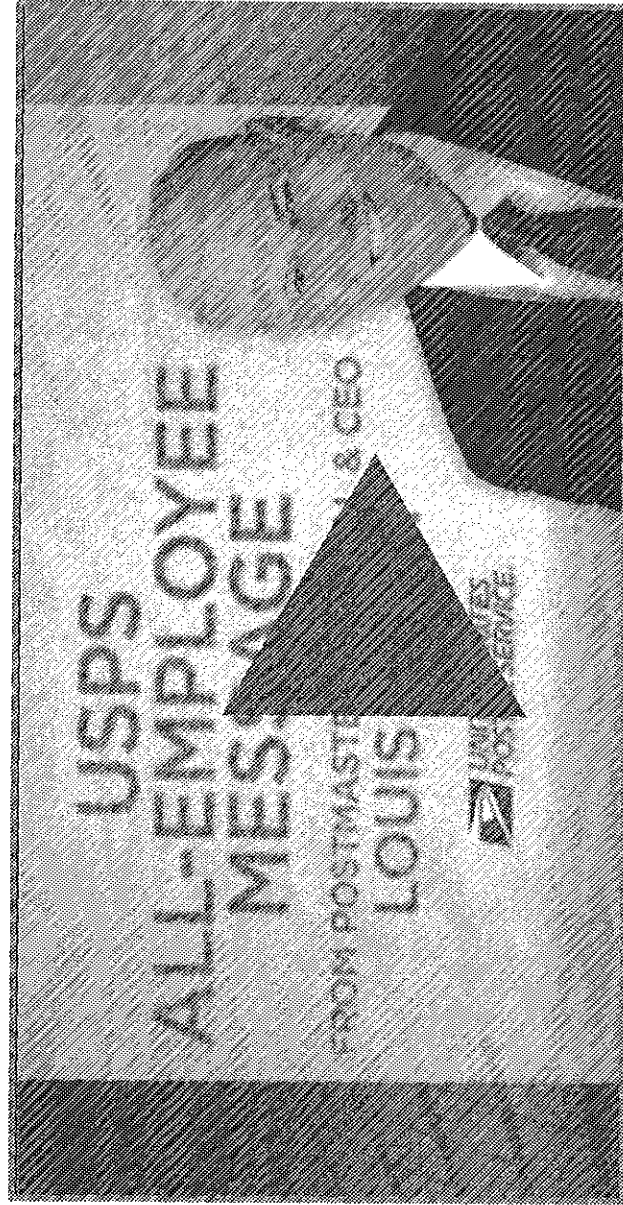


Orientation and Training

You will participate in several events to ensure you are equipped to be successful in your new role.



PMG Welcome



Oath of Office

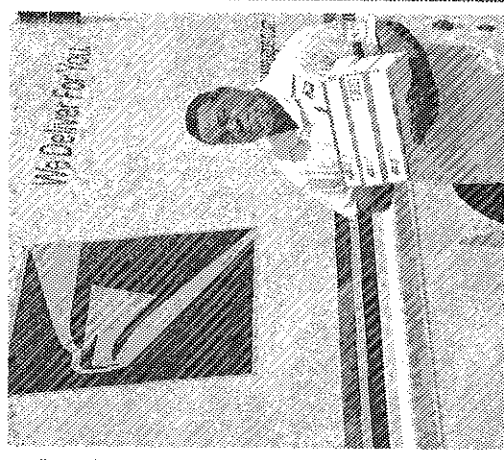
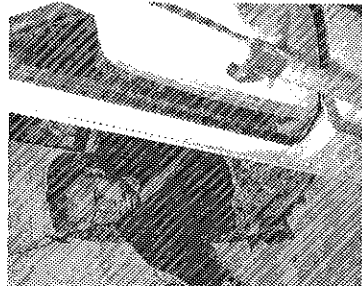
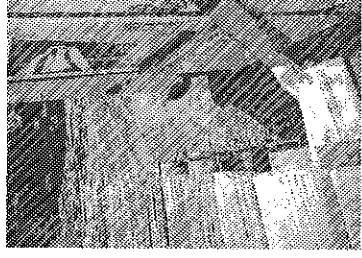
Being a member of the Postal Service places a trust in you that you will support and defend the Constitution of the United States and discharge the duties of your position.

Administer Oath of Office

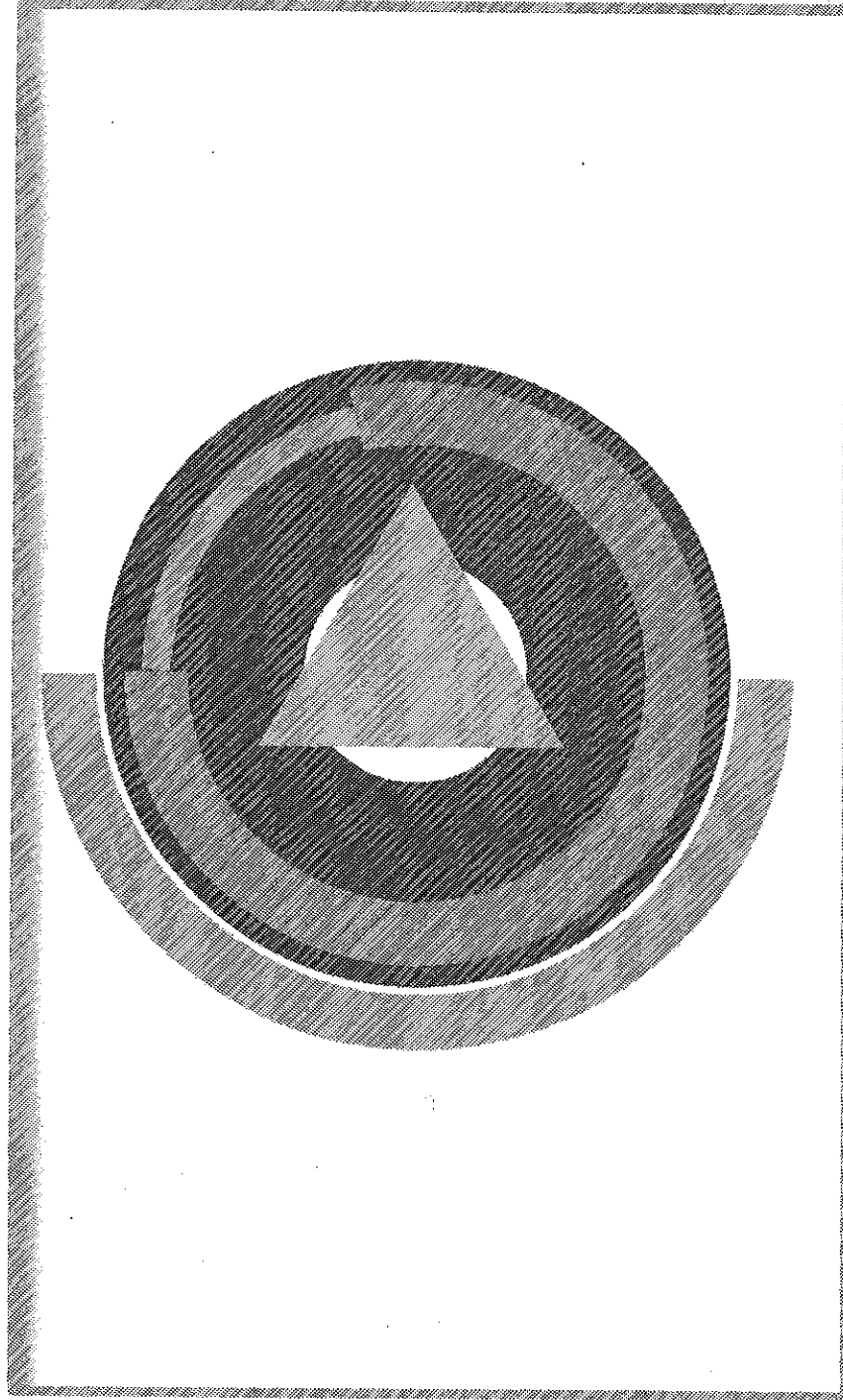
I do solemnly swear (or affirm) that I will support and defend the Constitution of the United States against all enemies, foreign and domestic; that I will bear true faith and allegiance to the same; that I take this obligation freely, without any mental reservation or purpose of evasion; and that I will well and faithfully discharge the duties of the office on which I am about to enter.

**** District Facilitators: Administer the Oath**

Our Organization

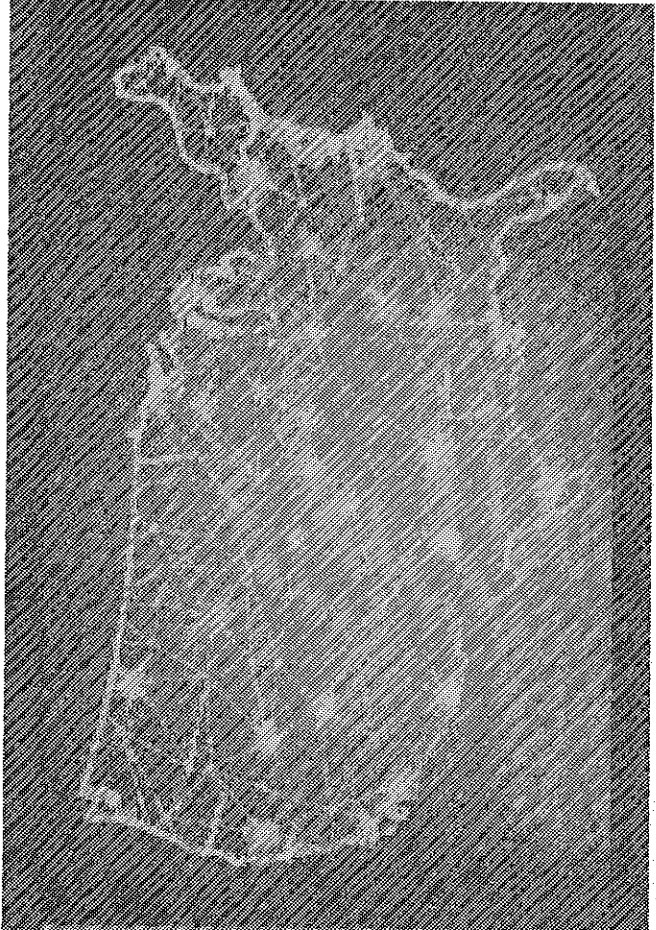


Introducing the USPS Video

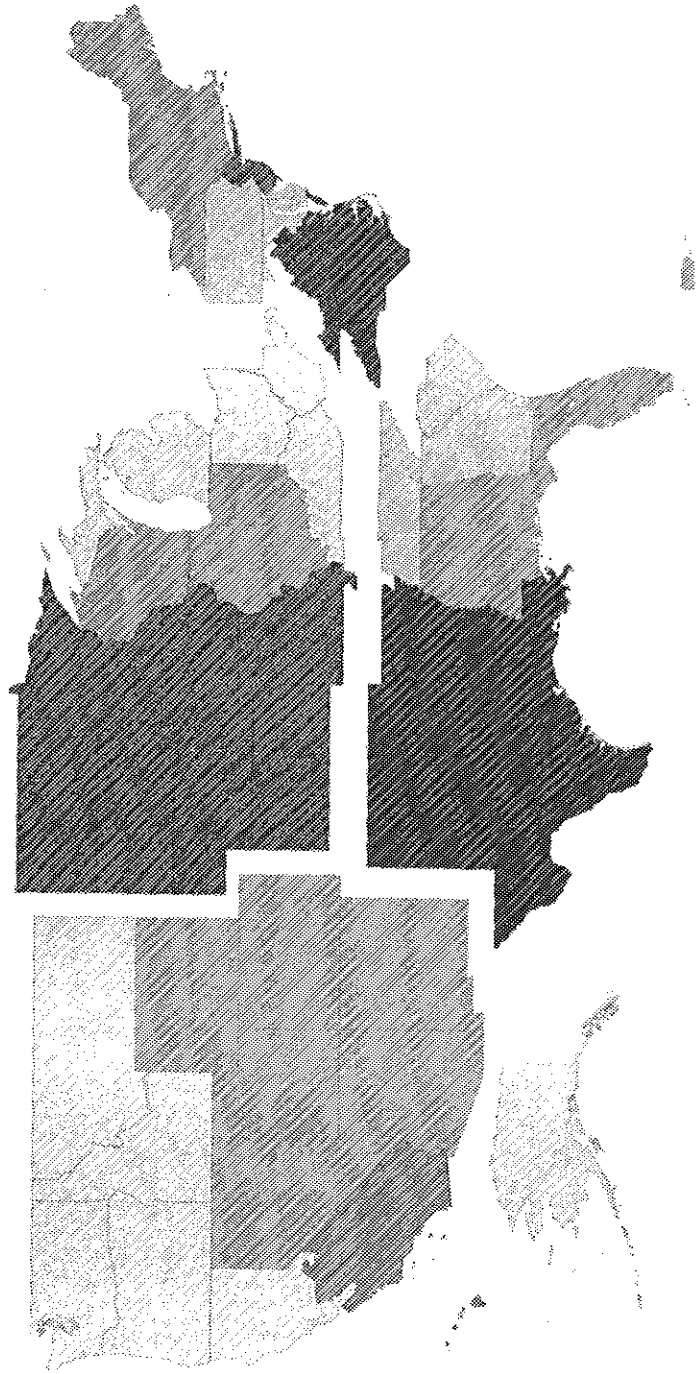


Postal Service Mission

To provide the
American public with
trusted, affordable,
universal service



Organizational Structure



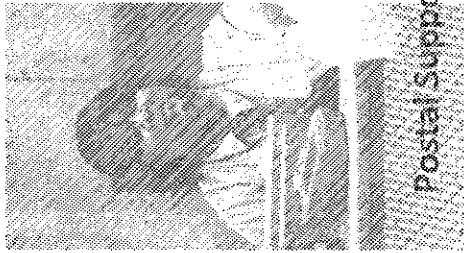
Non-Career Positions



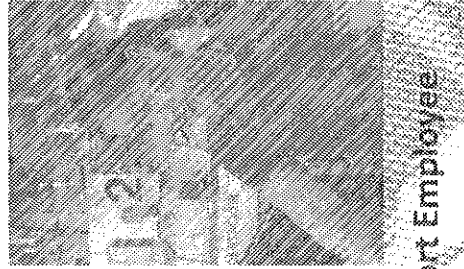
City Carrier Assistant



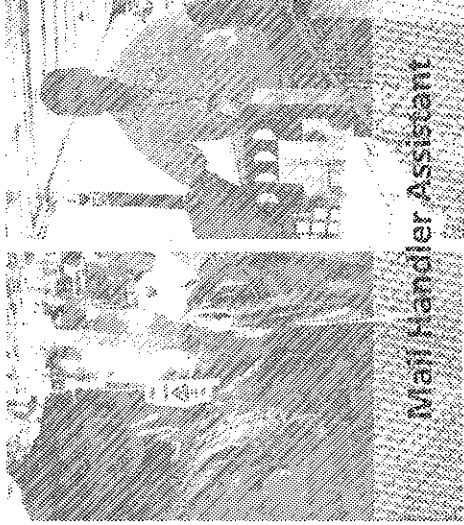
Rural Carrier Associate



Postal Support Employee



Postal Support Employee



Mail Handler Assistant

Non-Career Work

- Assigned a schedule based on the needs in your unit
- Scheduled workdays include weekends and holidays
- Hired for 360 days followed by a 5-day break in service



Your Work Location

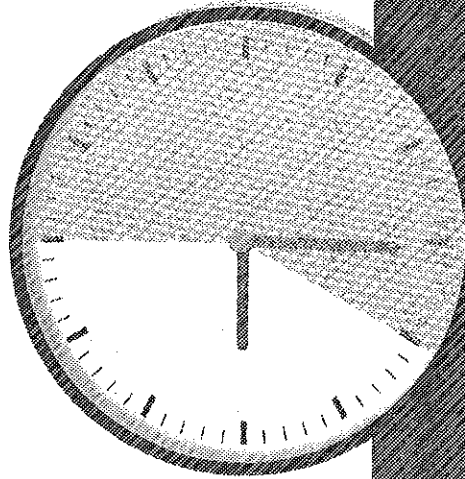
Retail and Delivery Unit



Processing Facility

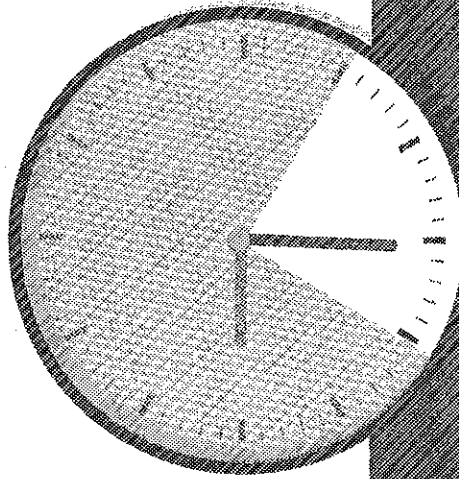


Tour Examples



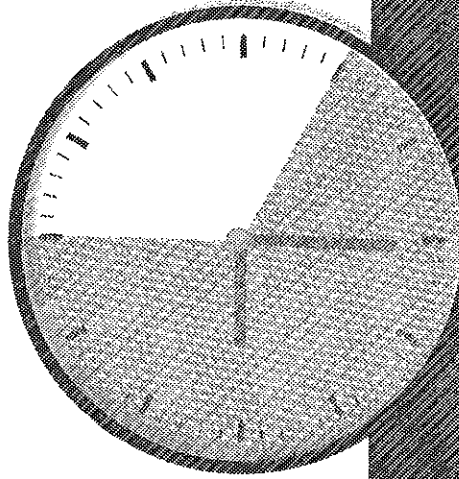
Tour 1

Midnight – 7 a.m.



Tour 2

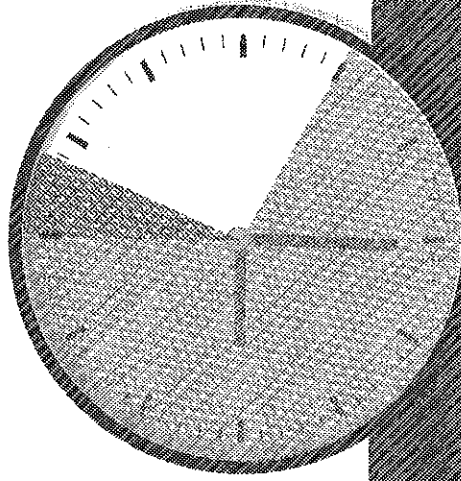
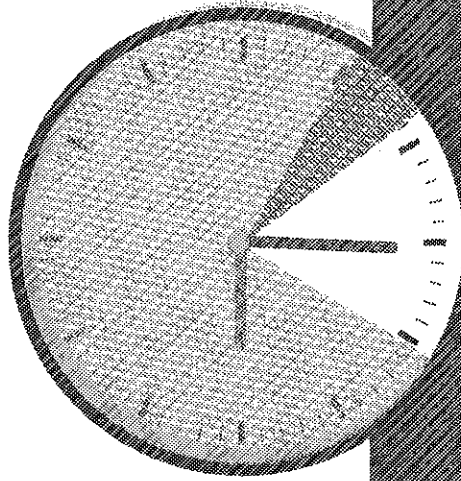
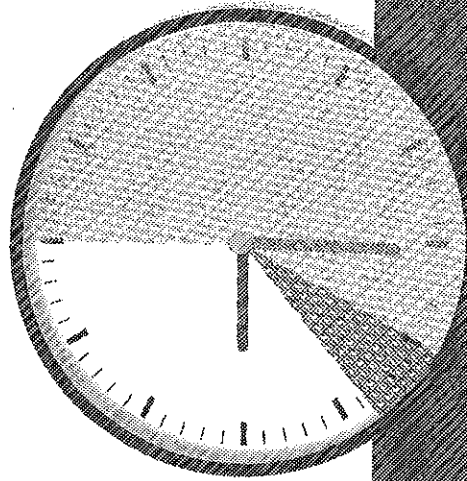
7 a.m. – 4 p.m.



Tour 3

4 p.m. – Midnight

24-Hour Clock

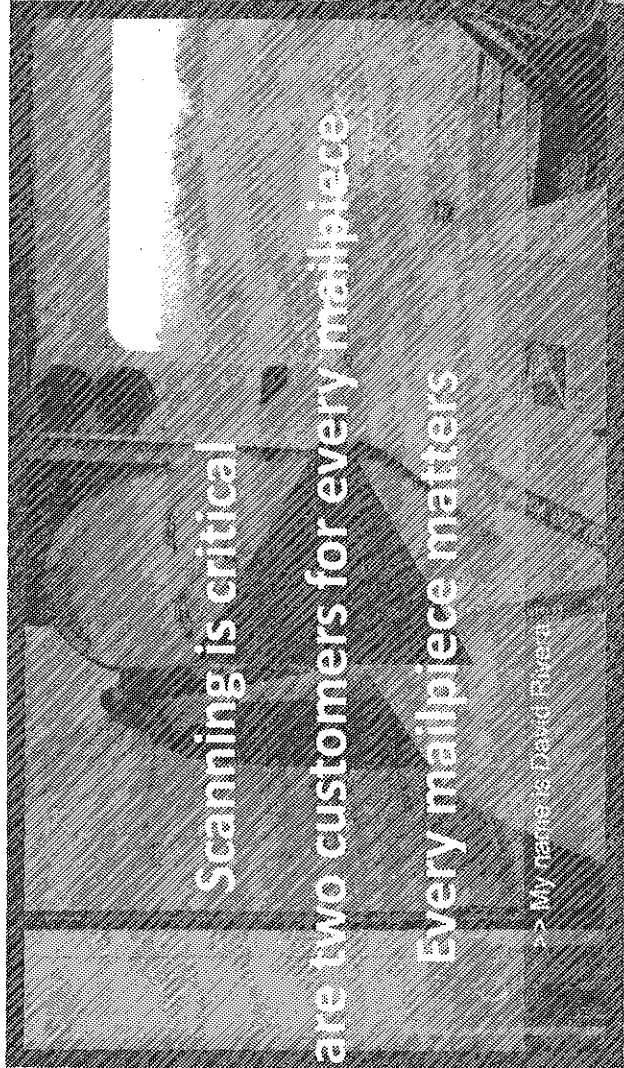


Each tour is dependent on the next
If mail is late at one step, it is now late for the next one
and the next, in a continuous cycle

Systems at Work



Collection: CCA

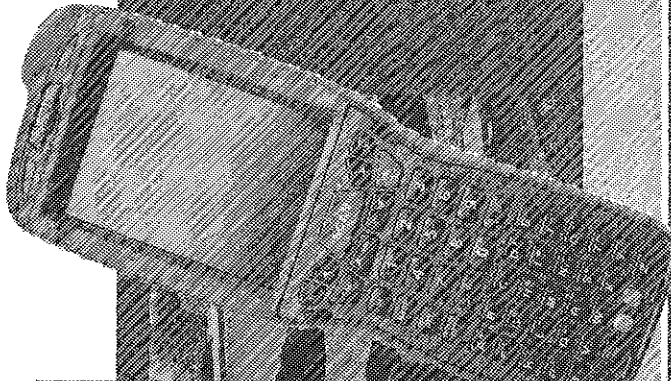


Scanning is critical

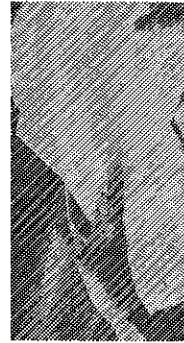
There are two customers for every mailpiece

Every mailpiece matters

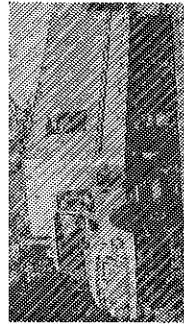
-> My name is David Rivera



Collection



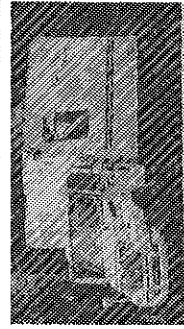
Sortation



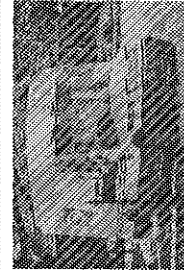
Transportation



Processing



Transportation



Sortation/
Delivery 1-17

Collection: PSE

PS Retail duties selling stamps,

- Shipping supplies, accepting mail, Are paid hourly, interfacing with customers
- May be asked to do a split shift

• Package Scanning

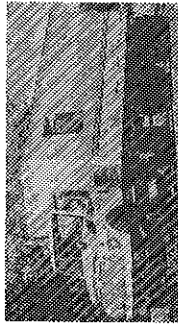
- Sort Mail Will discuss your hours with your supervisor when you report to your work location
- Passport Services



Collection



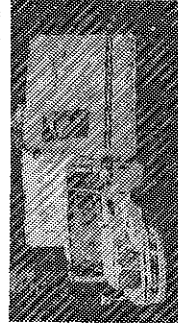
Sortation



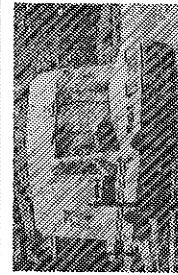
Transportation



Processing



Transportation

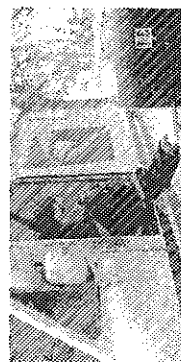


Sortation/
Delivery 1-18

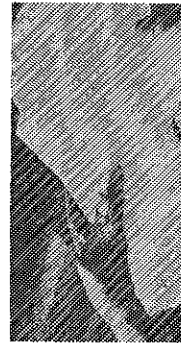
Collection: MHA

Load, unload, and move mail and packages

Perform other duties incidental to the movement and processing of mail



Collection



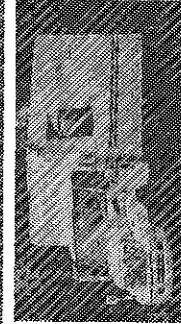
Sortation



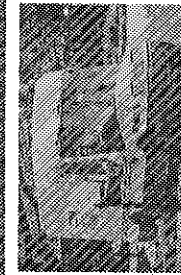
Transportation



Processing



Transportation

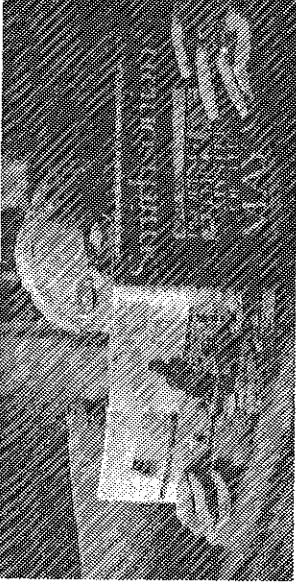
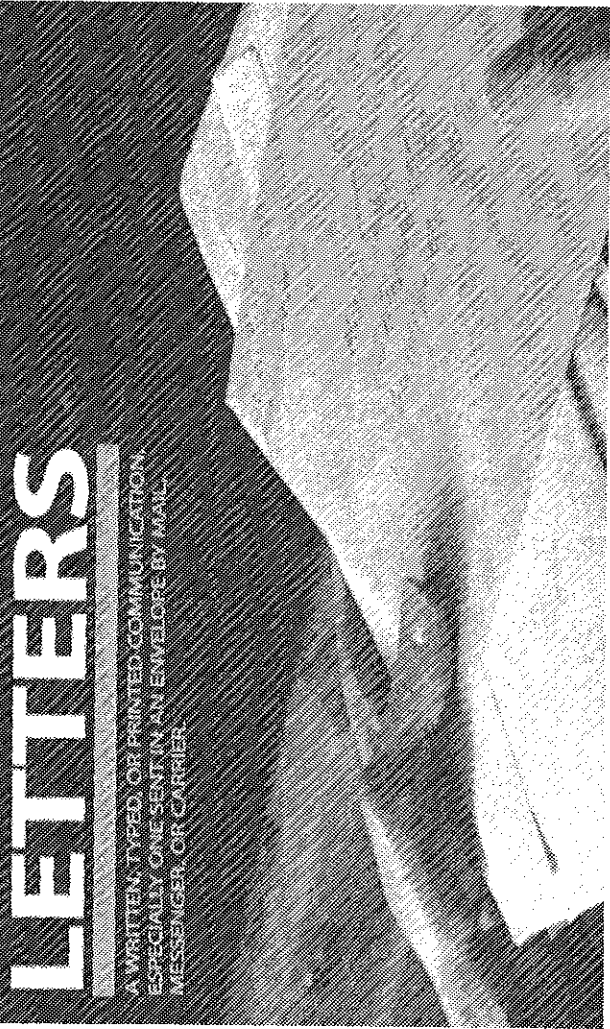


Sortation/
Delivery 1-19

Sortation

LETTERS

A WRITTEN, TYPED, OR PRINTED COMMUNICATION, ESPECIALLY ONE SENT IN AN ENVELOPE BY MAIL, MESSENGER, OR CARRIER.

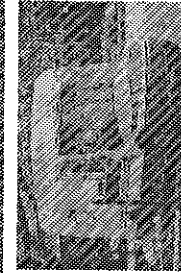
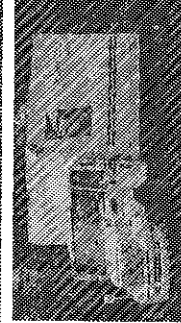
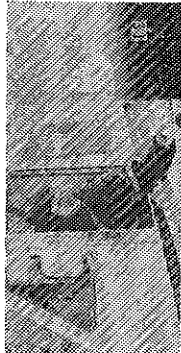


FLATS

A FLAT IS A SINGLE SHEET OF PAPER, STANDARD OR NONSTANDARD, THAT EXCEEDS AT LEAST ONE OF THE DIMENSIONS FOR LETTER-SIZE MAIL.



PACKAGES



Collection

Sortation

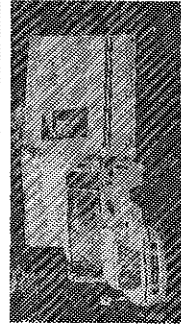
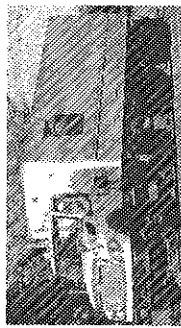
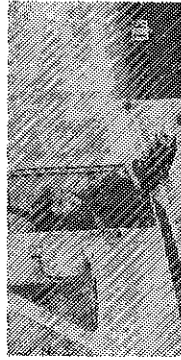
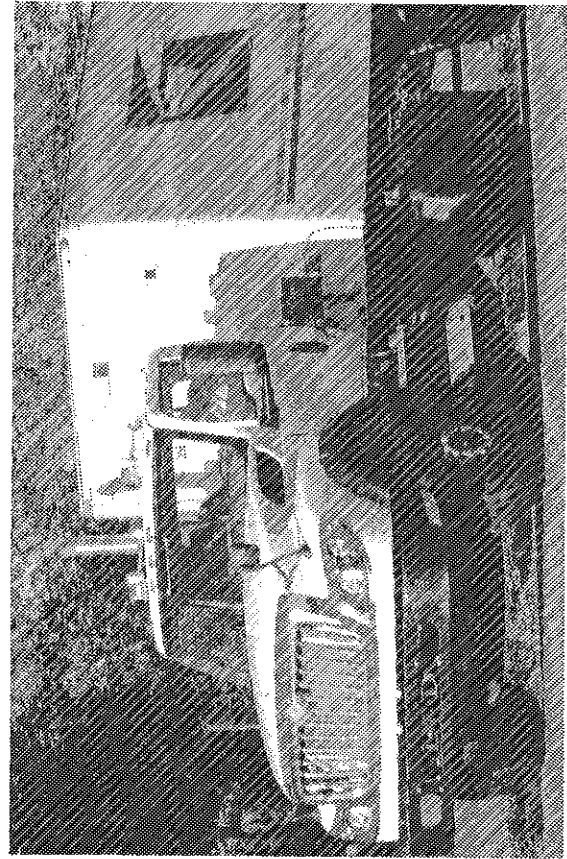
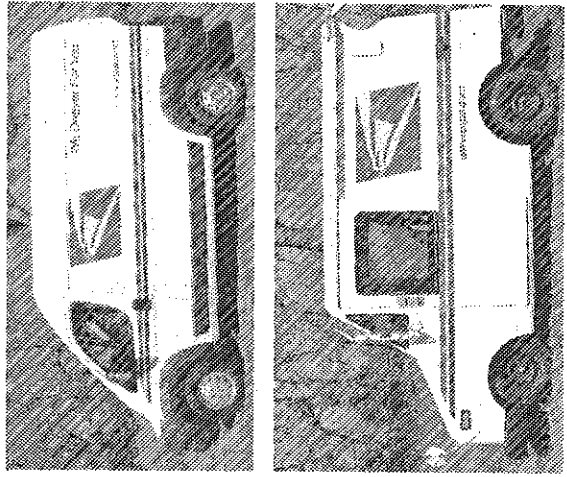
Transportation

Processing

Transportation

Sortation/
Delivery 1-20

Transportation



Collection

Transportation

Processing

Sortation/
Delivery

Processing

Letters

Advanced Facer Cancellor

- Remove wrong-sized letters
- Faces mail and cancels postage



Delivery Barcode Sorter

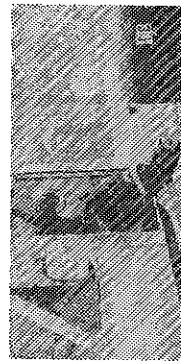
- First Pass: Location
- Second Pass: Delivery Point Sequence

Flats

- Some machines sort to DPS, others only to Post Office

Packages

- Mailhandlers take to processing
- Sorted to Post Office location



Collection



Sortation



Transportation



Processing



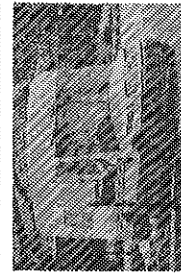
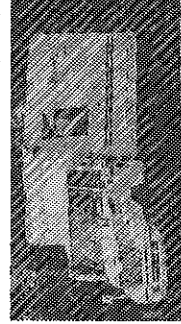
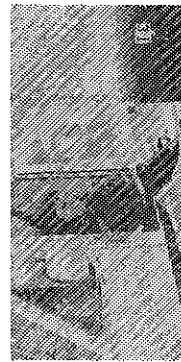
Transportation



Sortation/
Delivery 1-2

Processing: PSE Role

- **Bob Hinch** assigned to:
- Prepare materials for sortation correctly
- Generate sorting mag tags per message
- Remove material that will not sort in the Processing Dock
- Clear bins in the correct containers
- Pull mail off the machine back for
- Put mail in containers to be taken to the dock



Collection

Sortation

Transportation

Processing

Transportation

Sortation/
Delivery 1-25

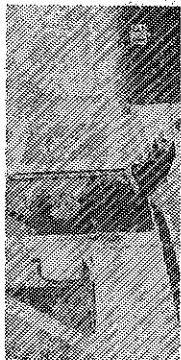
Processing: MHA Role

MHAs may be assigned to:

- Inbound and outbound docks
- Processing or manual preparation
- General duties in the facility

MHAs:

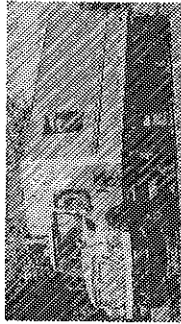
- Load and unload trailers
- Presort mail
- Move mail to individual processing operations
- Take processed mail to the outbound dock
- Interact with drivers and other postal employees
- Keep the facility clear of extra equipment not being used



Collection



Sortation



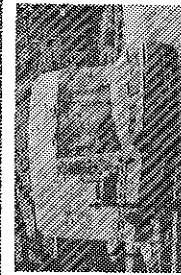
Transportation



Processing

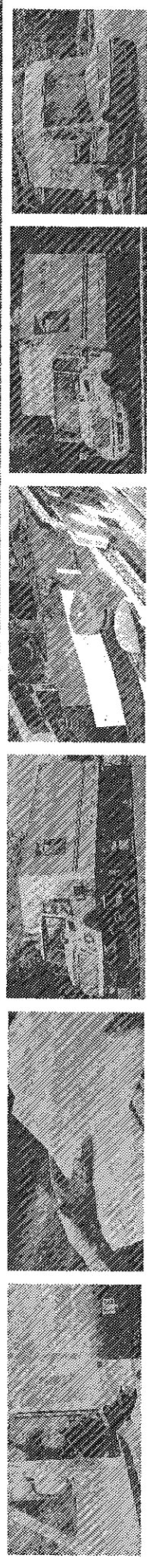
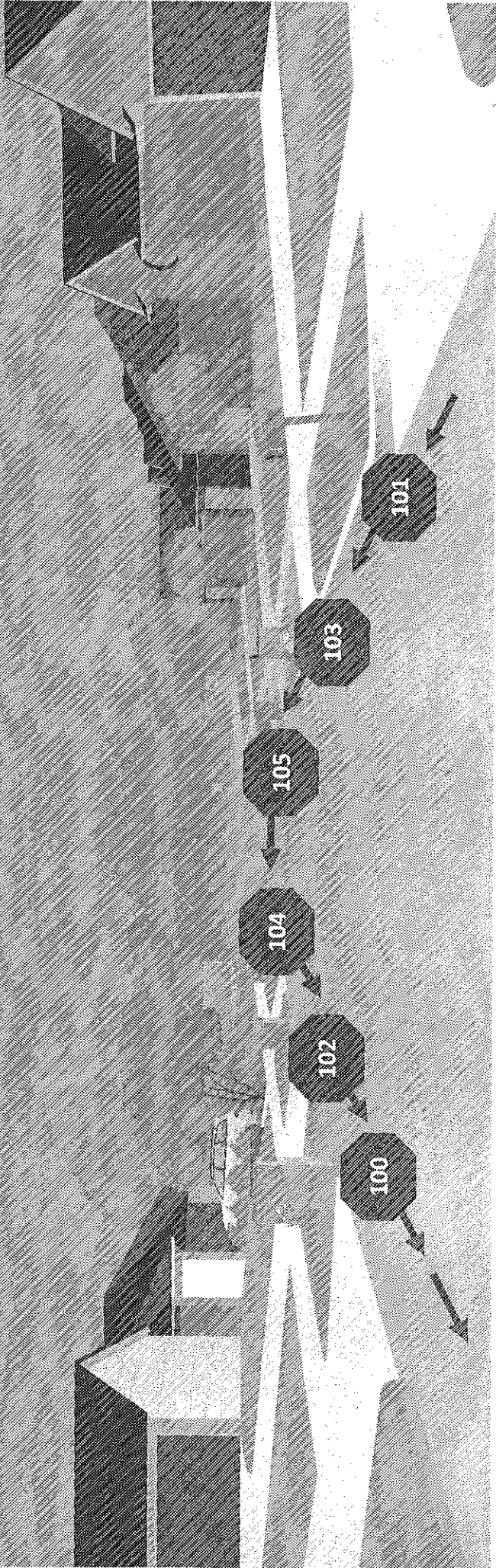


Transportation



Sortation/
Delivery 1-24

Delivery Point Sequencing (DPS)



Collection

Sortation

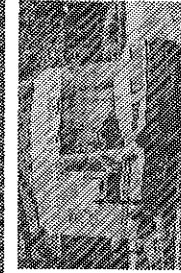
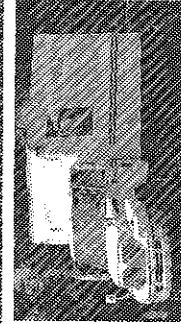
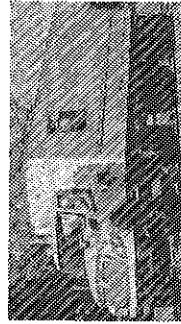
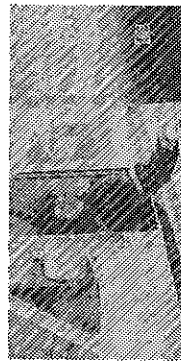
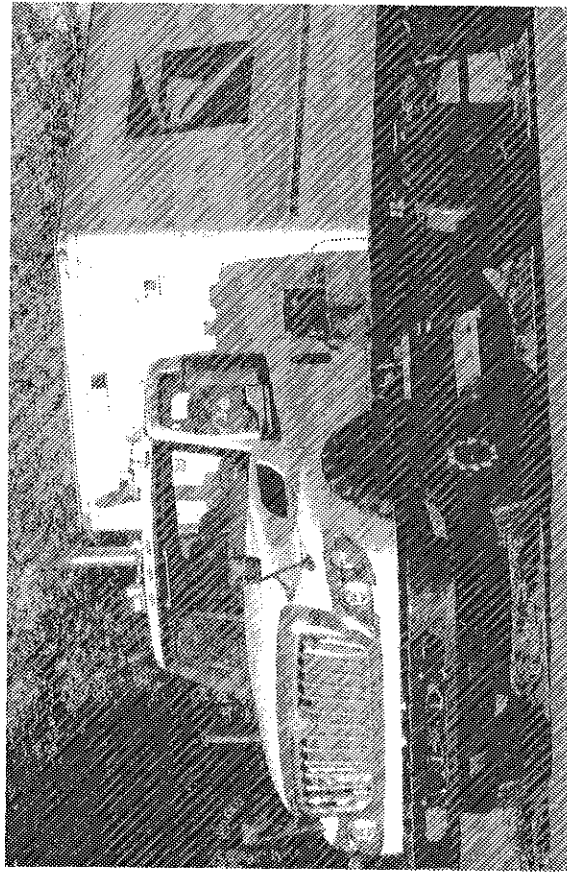
Transportation

Processing

Transportation

Sortation/
Delivery 125

Transportation



Collection

Sortation

Transportation

Processing

Transportation

Sortation/
Delivery 126

Mail Sortation

MHAs:

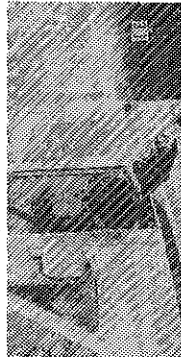
- Unload mail
- Assist with moving it into the facility

PSEs:

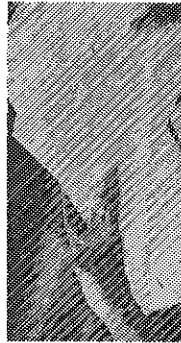
- Scan packages and sort to the correct route
- Must be complete before carriers can load their vehicles and go out for delivery.

Carriers:

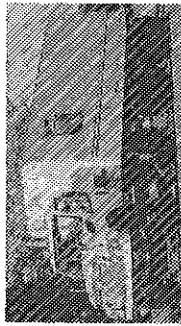
- Gather the sorted letters, flats, and packages for your route
- Manually sort any letters or flats for your route that are not in DPS
- Load your delivery vehicle



Collection



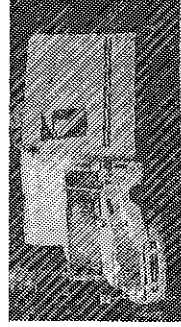
Sortation



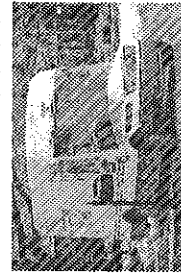
Transportation



Processing



Transportation



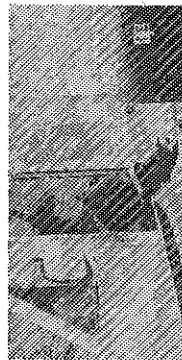
Sortation/
Delivery

Delivering: CCA Role



Routes

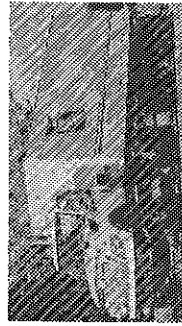
- Have a baseline
- Adjusted for mail volume
- Paid hourly



Collection



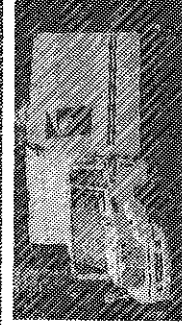
Sortation



Transportation



Processing



Transportation



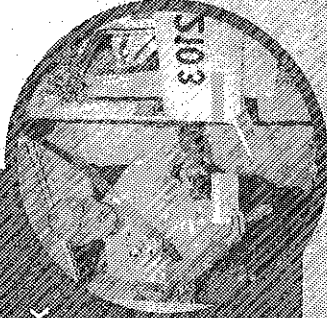
Sortation/
Delivery

Delivery Routes: CCA Role



Park and Loop Routes

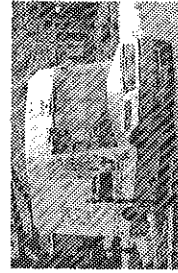
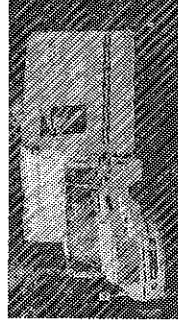
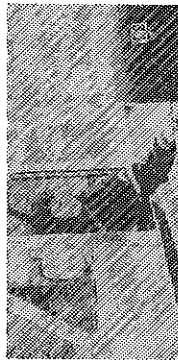
- Most common
- Drive to central location, park, and walk



Mounted Routes

- Deliver letters and flats from vehicle
- Dismount to delivery packages that do not fit in mailbox

If route takes less than eight hours, you may be assigned to assist another carrier



Collection

Sortation

Transportation

Processing

Transportation

Sortation/
Delivery

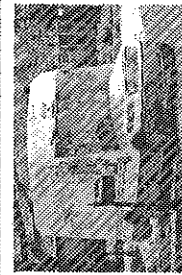
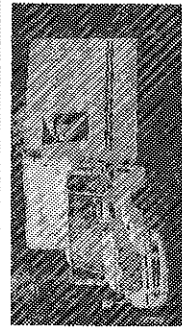
Delivery Unit Duties: PSE

Sort mail into Post Office Boxes

Placard outgoing mail

Sort mail by type

Scan mail ready to load and loaded



Collection

Sortation

Transportation

Processing

Transportation

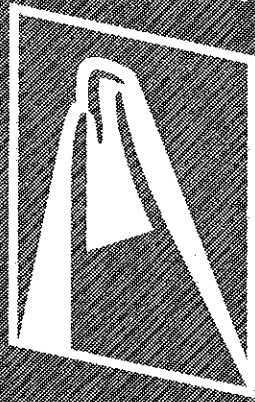
Sortation/
Delivery

Welcome to the Team!

**We are excited you have chosen
a future with us and look
forward to our journey together**



Welcome to the



UNITED STATES
POSTAL SERVICE®

City Carrier Assistant, Postal Support Employee, Mail Handler Assistant

Module 2: Union Representation

Introduction

A union representative will introduce the union that represents your craft/position

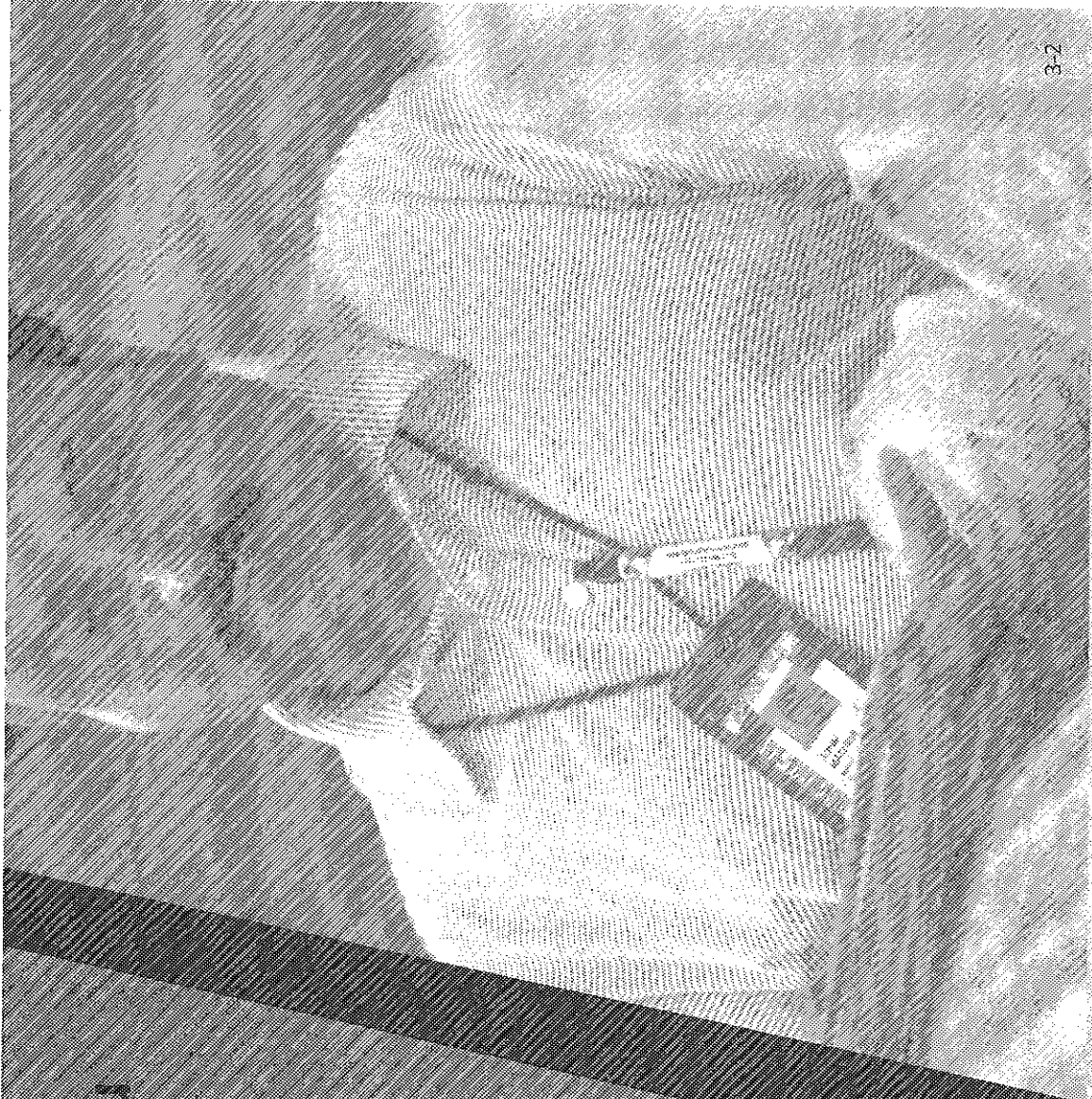




Module 3: Compensation and Benefits

Our Responsibilities to You

- *Module 3: Compensation, Leave, and Benefits*
- *Module 4: Safe and Fair Workplace*



Topics

Compensation

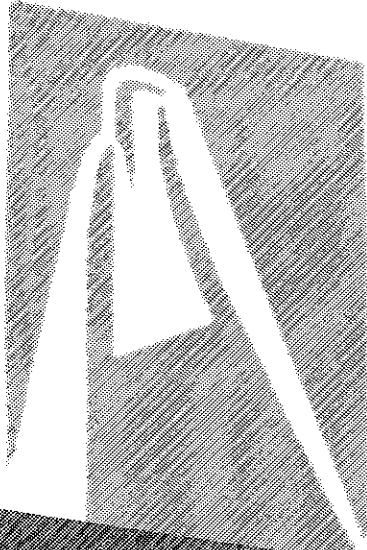
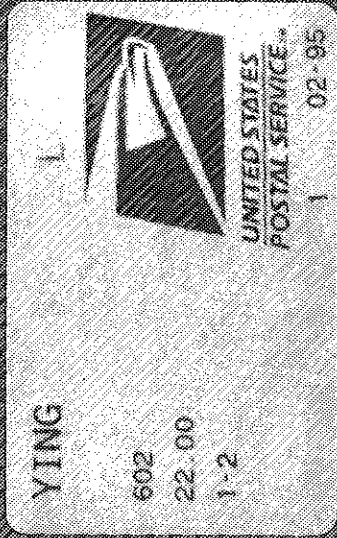
Earnings, Pay

Leave

Annual, Scheduled, Unscheduled, Leave Without Pay,
Family Medical Leave, Wounded Warriors Leave

Benefits

Career Development, Health, Employee Assistance
Program, Wellness, LiteBlue, PostalEASE,
Net-to-Bank, Learning Portal



UNITED STATES
POSTAL SERVICE.TM

1 02-95

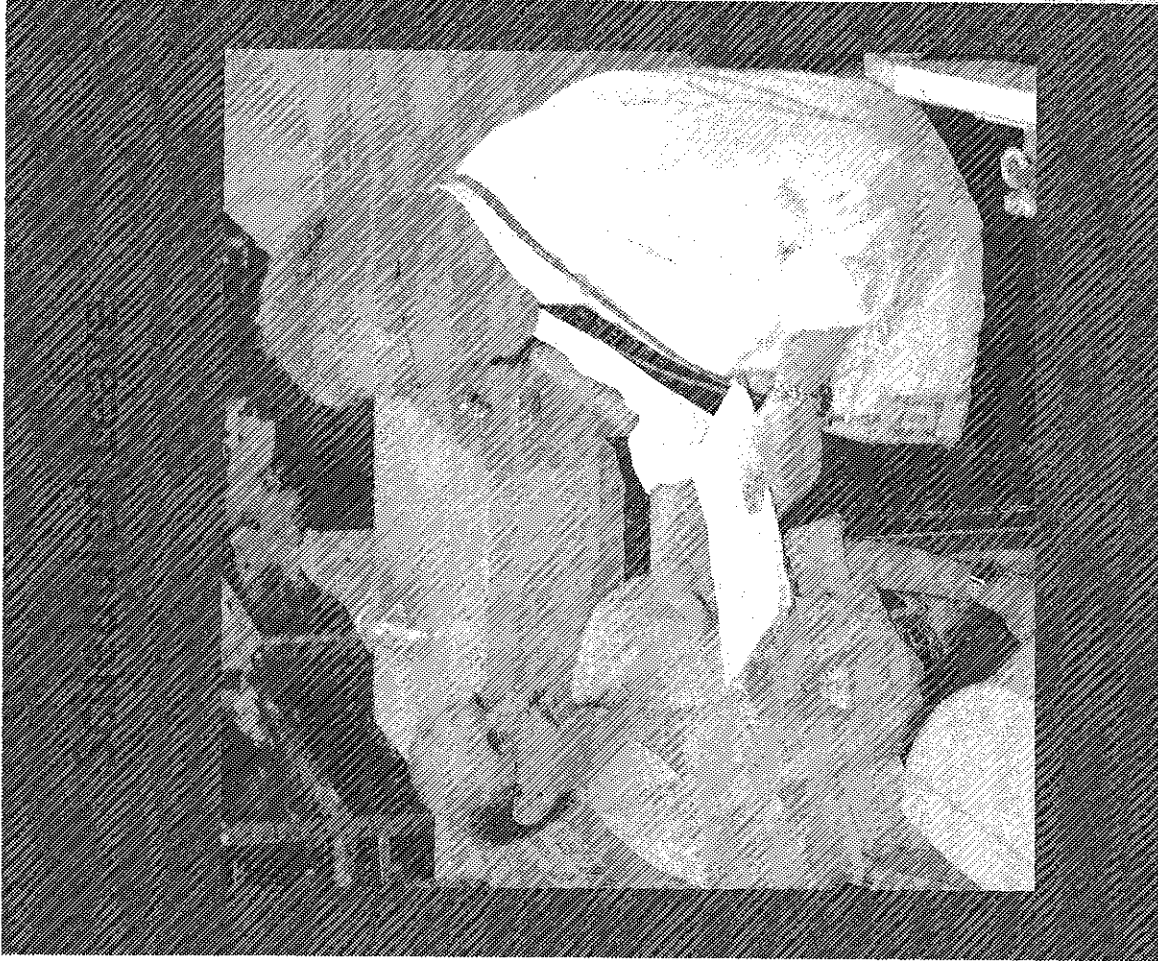
leave



Annual Leave Accrual

Rate of Accrual	Hours in Pay Status	Hours of Annual Leave Earned Per Pay Period
1 hour for each unit of 20 hours in a pay status in each pay period	20	1
	40	2
	60	3
	80	4 (max.)

- Accrues at the end of each pay period
- Must earn leave prior to use

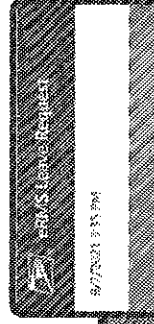


- **Schedule in advance**
- **Maintain assigned schedule and avoid unscheduled absences**
- **Supervisor approves or disapproves leave requests**

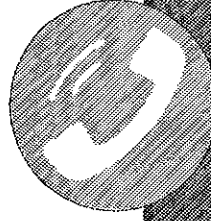
Unscheduled Leave

Notify supervisor
as soon as you know
of your inability to
report for duty

Use the eLRA system
on LiteBlue

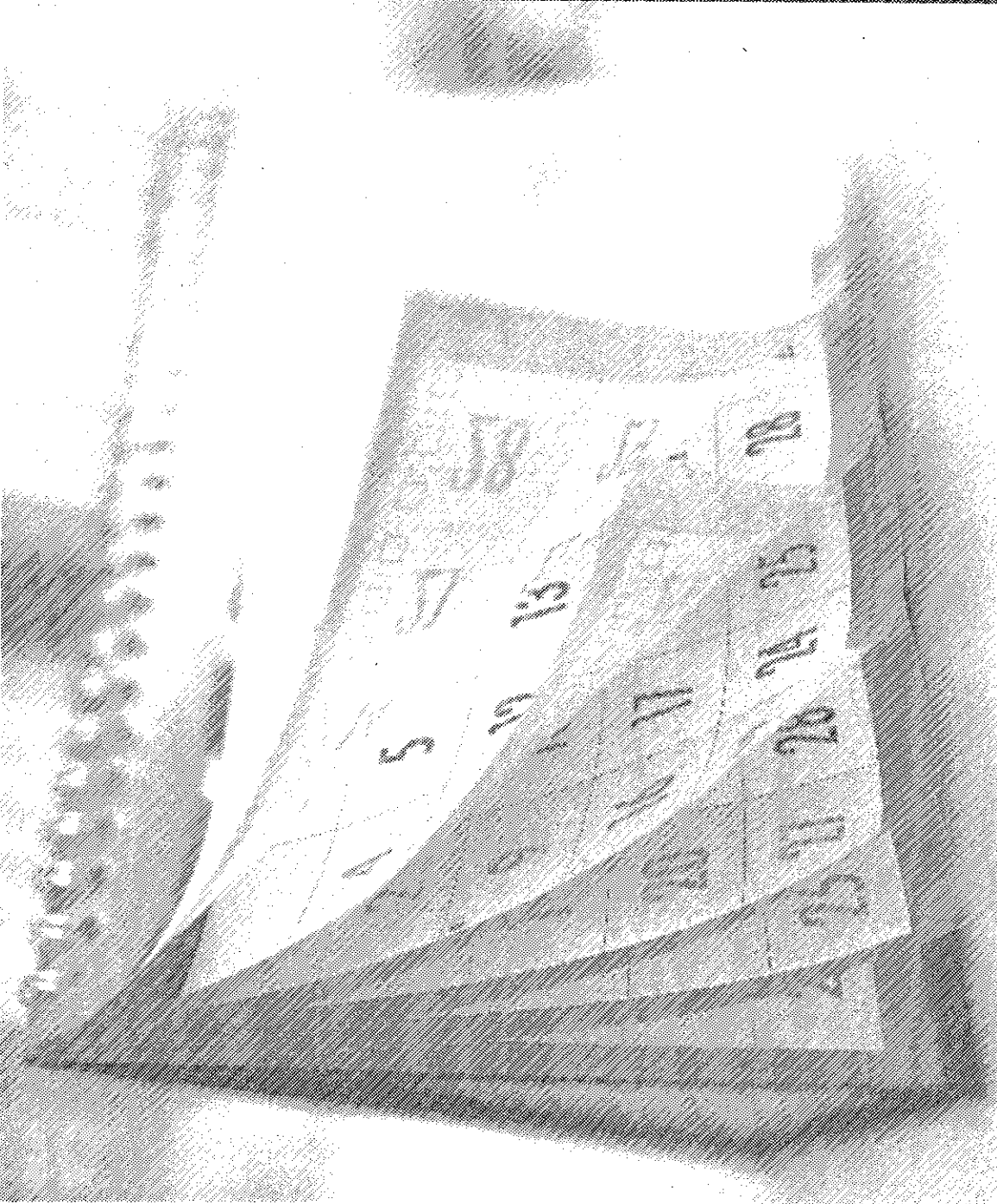


Call Interactive Voice
Response system
(877-477-3273)



Holiday Pay

- New Year's Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Christmas Day



Leave Without Pay (LWOP)

Authorized absence
from duty in a
non-pay status

May be granted upon
employee's request

Covers only hours
normally worked or
for which you would
normally be paid



FMLA details are located in the Employee Reference Guide

EMPLOYEE RIGHTS AND RESPONSIBILITIES UNDER THE FAMILY AND MEDICAL LEAVE ACT

Basic Leave Entitlement

FMLA requires covered employers to provide up to 12 weeks of unpaid, job-protected leave to eligible employees for the following reasons:

- for an employee due to pregnancy, prenatal medical care or child birth;
- to care for the employee's child after birth, or placement for adoption or foster care;
- to care for the employee's spouse, son, daughter or parent, who has a serious health condition; or
- for a serious health condition that makes the employee unable to perform the employee's job.

Military Family Leave Entitlements

Eligible employees whose spouse, son, daughter or parent is an armed forces member or veteran may use their 12-week leave entitlement to address certain qualifying obligations. Qualifying obligations may include attending certain military or veterans' events, arranging for alternate childcare, addressing certain financial and legal arrangements, attending certain schooling sessions, and attending post-deployment reintegration briefings.

FMLA also includes a special leave entitlement that permits eligible employees to take up to 26 weeks of leave to care for a covered service member during a single 12-month period. A covered service member is (1) a current member of the Armed Forces, including a member of the National Guard or Reserve, who is undergoing medical treatment, recuperation or therapy, is otherwise in computer status, or is otherwise on the temporary disability retired list for a serious injury or illness; or (2) a veteran who was discharged or released under conditions related to a service-connected disability at any time during the five-year period prior to the first date the eligible employee takes FMLA leave to care for the covered veteran, and who is undergoing medical treatment, recuperation, or therapy for a serious injury or illness.

The FMLA definitions of "serious injury or illness" for current servicemembers and veterans are distinct from the FMLA definition of "serious health condition".

Benefits and Protections

During FMLA leave, the employer must maintain the employee's health coverage under any "group health plan" on the same terms as if the employee had continued to work. Upon return from FMLA leave, most employees must be restored to their original or equivalent positions with equivalent pay, benefits, and other employment terms.

Use of FMLA leave cannot result in the loss of any employment benefit that accrued prior to the start of an employee's leave.

a regimen of continuing treatment, or incapacity due to pregnancy, or incapacity due to a chronic condition. Other conditions may meet the definition of continuing treatment.

Use of Leave

An employee does not need to use this leave entitlement in one block. Leave can be taken intermittently or on a reduced leave schedule when medically necessary. Employees must make reasonable efforts to schedule leave for planned medical treatment so as not to unduly disrupt the employer's operations. Leave due to qualifying exigencies may also be taken on an intermittent basis.

Substitution of Paid Leave for Unpaid Leave

Employers may choose or employees may require use of accrued paid leave while taking FMLA leave, in order to use paid leave for FMLA leave, employees must comply with the employer's normal paid leave policies.

Employer Responsibilities

Employers must provide 30 days advance notice of the need to take FMLA leave when the need is foreseeable. When 30 days notice is not possible, the employee must provide notice as soon as practicable and generally must comply with an employer's normal within-procedures.

Employers must provide sufficient information for the employer to determine if the leave may qualify for FMLA protection and the anti-spaid leave and duration of the leave. Sufficient information may include that the employee is unable to perform job functions, the family member is unable to perform daily activities, the need for hospitalization or recuperation treatment by a health care provider, or circumstances supporting the need for military family leave. Employees also must inform the employer if the requested leave is for a reason for which FMLA leave was previously taken or certified. Employees also may be required to provide a certification and periodic recertification supporting the need for leave.

Employer Responsibilities

Covered employers must inform employees regarding leave whether they are eligible under FMLA. If they are, the notice must specify any additional information required as well as the employee's rights and reasons for the ineligibility.

Covered employers must inform employees if leave will be designated as FMLA-protected and the amount of leave certified against the employee's leave entitlement. If the employer determines that the leave is not FMLA-protected, the employer must notify the employee.

Unlawful Acts by Employers

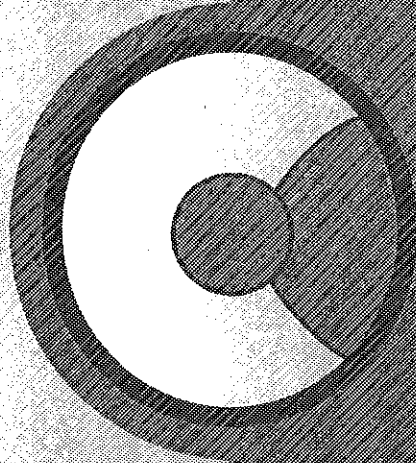
Authorized absence to
undergo medical treatment
for service-connected
disability rated at 30% or
more.

Employee must notify the
Postal Service of eligibility
before requesting WWL.

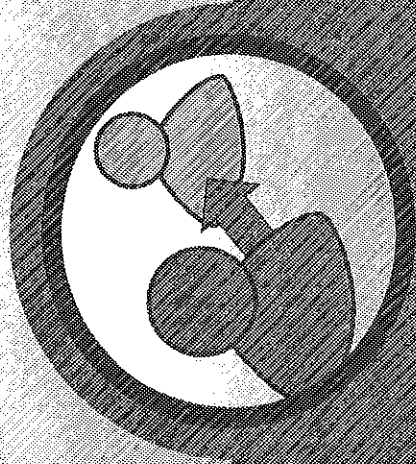
Career Development



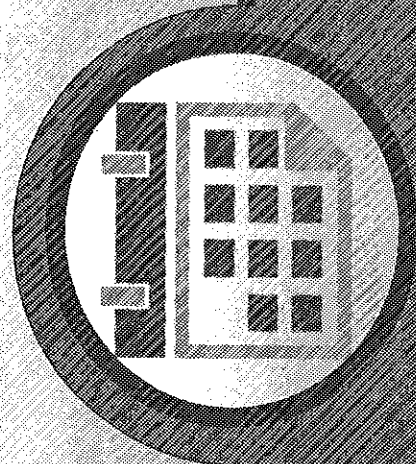
Conversion



Non-career employees started in non-career positions and converted to career.



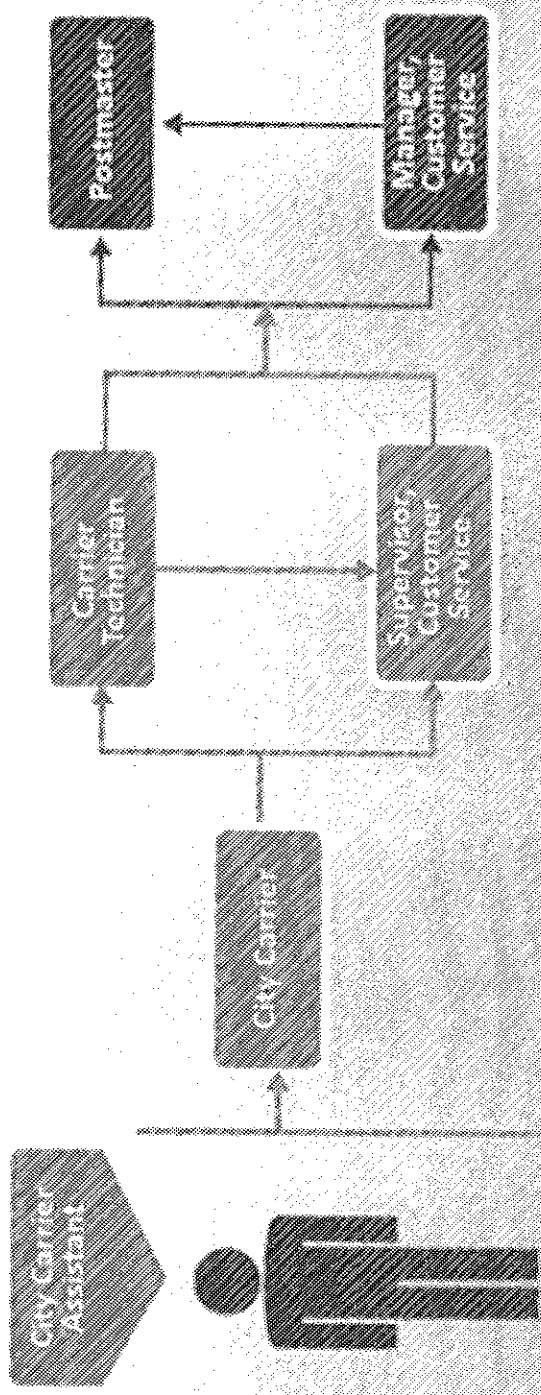
When career positions are vacated, the most senior non-career employees in the staff may convert to career.



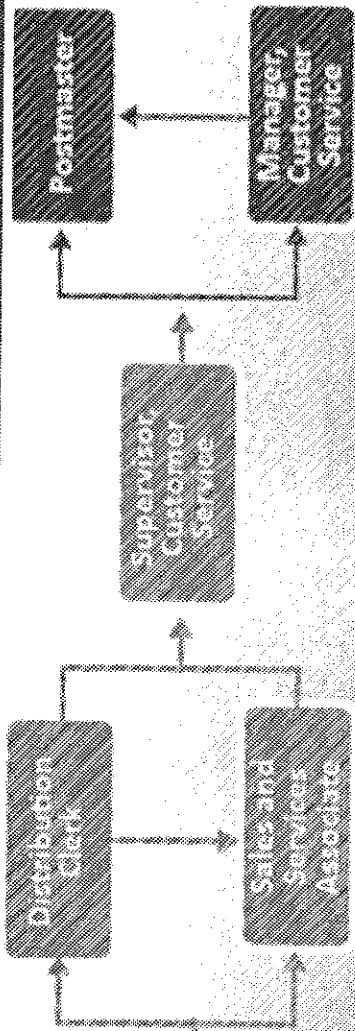
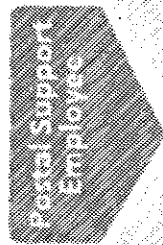
As a CCA or PSE, if you are not converted after 24 months, you are automatically

***Conversion opportunities are not automatically guaranteed for MHAs or for PSEs in POSTPlan offices.**

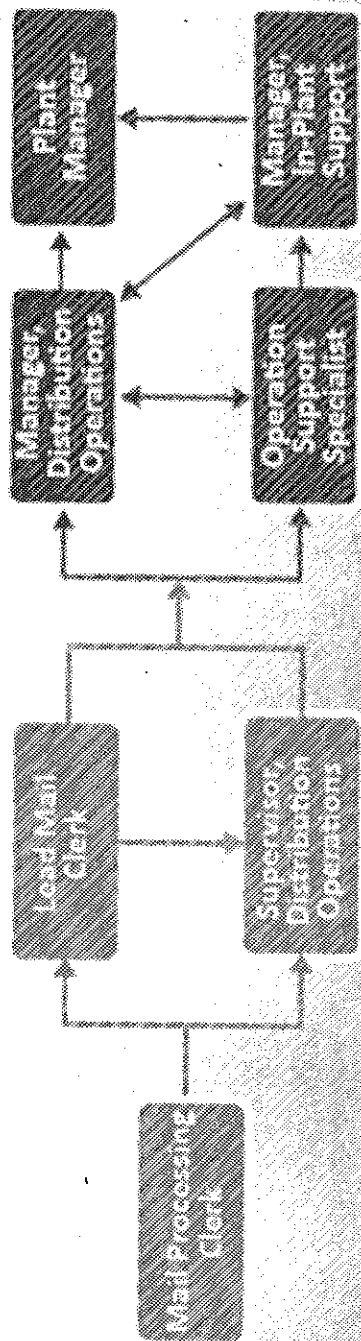
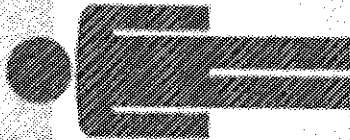
OPERATIONAL PLAN



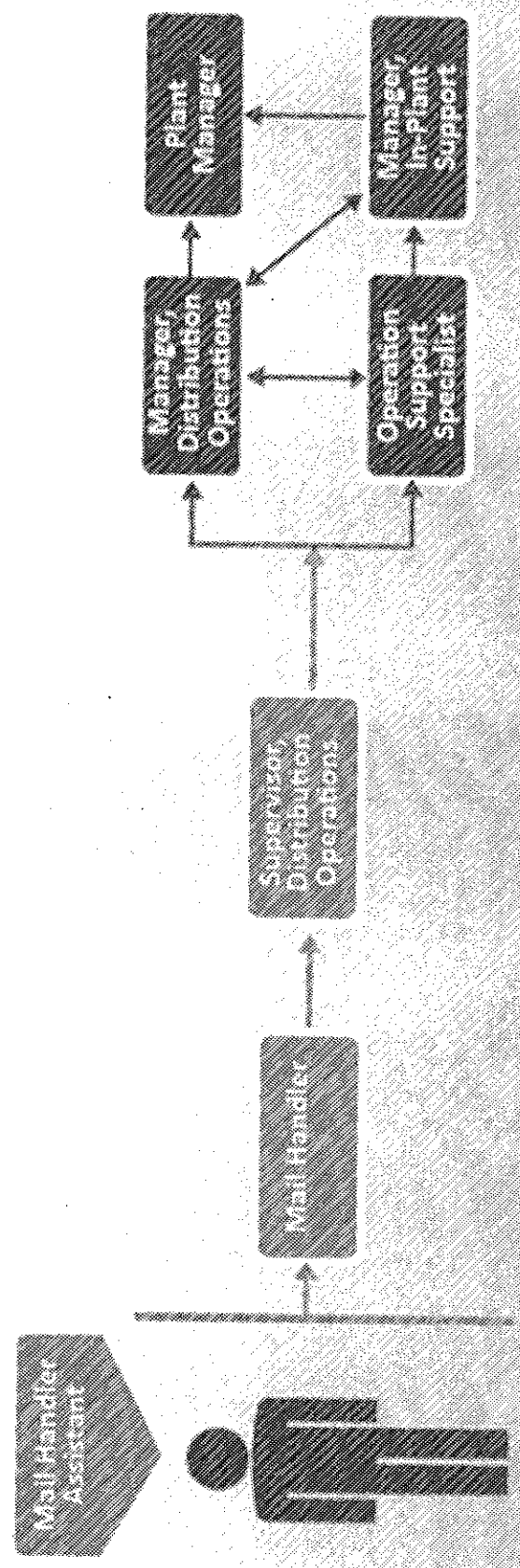
Delivery

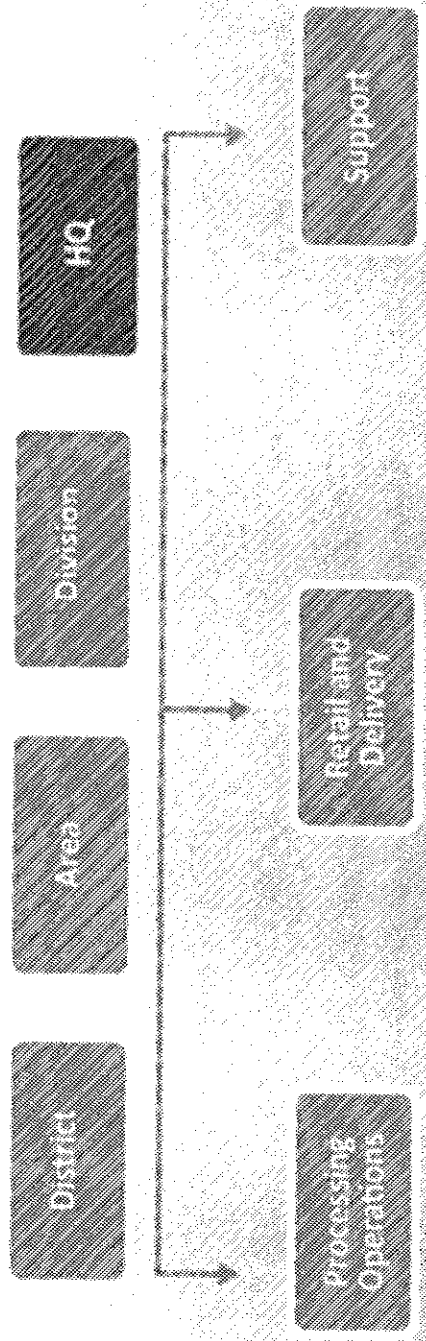
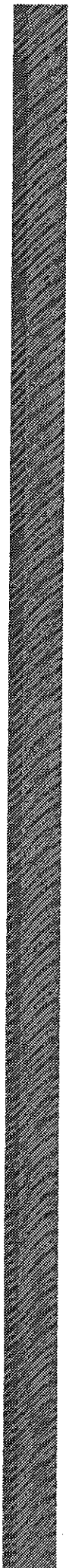


Processing



MAIL CAREER PATHWAY

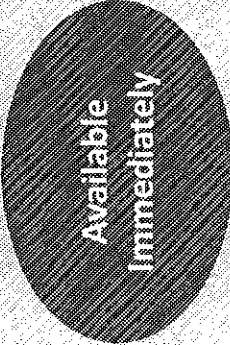




- Employee Engagement
- Management Foundations Programs
- Centralized Funding for Development
- Non-Postal Training funds
- Lean Leaders

- Lean Six Sigma White Belt Training
- Lean Six Sigma Yellow Belt Training
- Lean Six Sigma Green and Black Belt
- Advanced Leadership Program (ALP)

Non-Career Employee Health Benefits

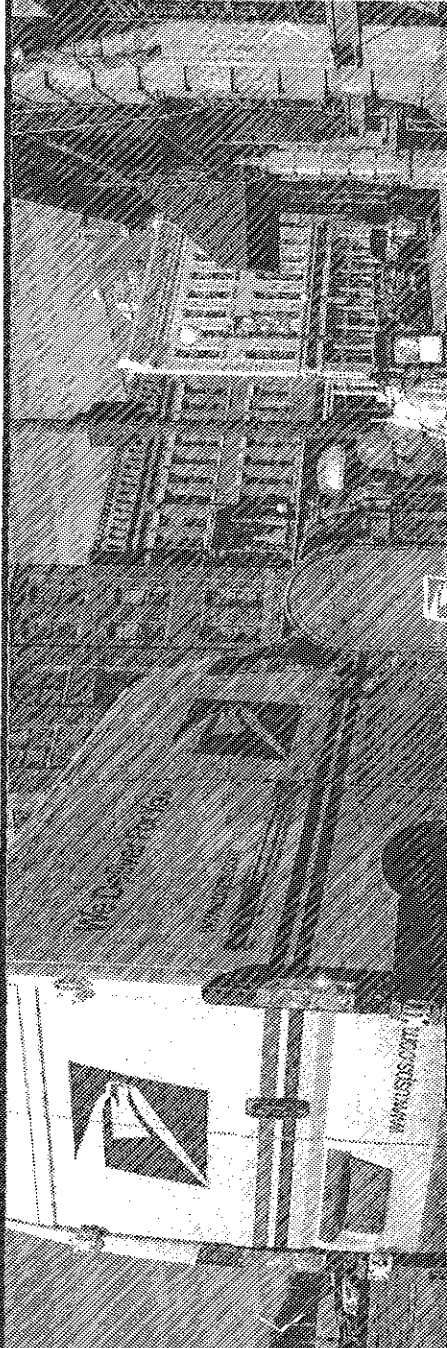
USPS Health Benefits (USPSHB) Plan	Federal Employee Health Benefits (FEHB) Plan
 <p>Available Immediately</p>	<p>Eligible after one year of continuous employment, excluding any break in service of 5 days or less.</p>

Employee Assistance Program (EAP)

Available
Immediately



800-327-4968
TTY: 877-482-7361 | (800-EAP-4YOU)



You'll find more than just
professional advice regarding
personal challenges.
You'll also find an employee
assistance program that
can help support you in
reaching your full potential.

EAP

www.EAP4YOU.com



<https://livebible.usa.gov/wellness/>

- Your physical and emotional health
- Your sense of financial security
- Your connections with others and your community
- How fulfilled you feel in your work and at work

Available
Immediately

Benefits and Wellness

Support overall well-being through awareness, education, and access to better options.

LiteBlue and PostaleASE

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LiteBlue

Welcome

United States Postal Service

Postage

Postage

Postage

Postage

Postage

Postage

LiteBlue Log in



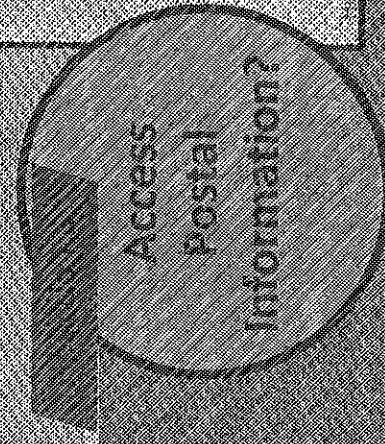
The screenshot shows the LiteBlue login interface. At the top left is the LiteBlue logo. Below it, the word "Welcome" is displayed in a large font. Underneath "Welcome" is the text "Keeping USPS employees connected". There are two input fields: "Employee ID" and "Password". A "Sign in" button is located below the password field. At the bottom right of the login area, there is a link for "Password recovery | Setup SSP account".



This is a smaller version of the LiteBlue login page shown in the first screenshot, containing the same elements: logo, "Welcome" text, "Keeping USPS employees connected" message, "Employee ID" and "Password" fields, and a "Sign in" button.

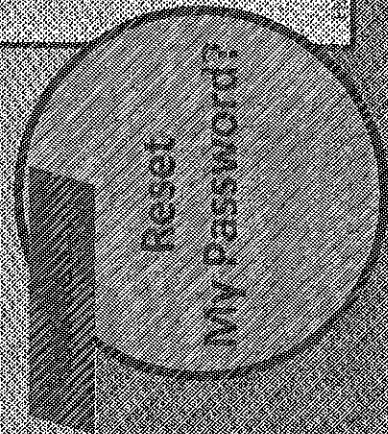
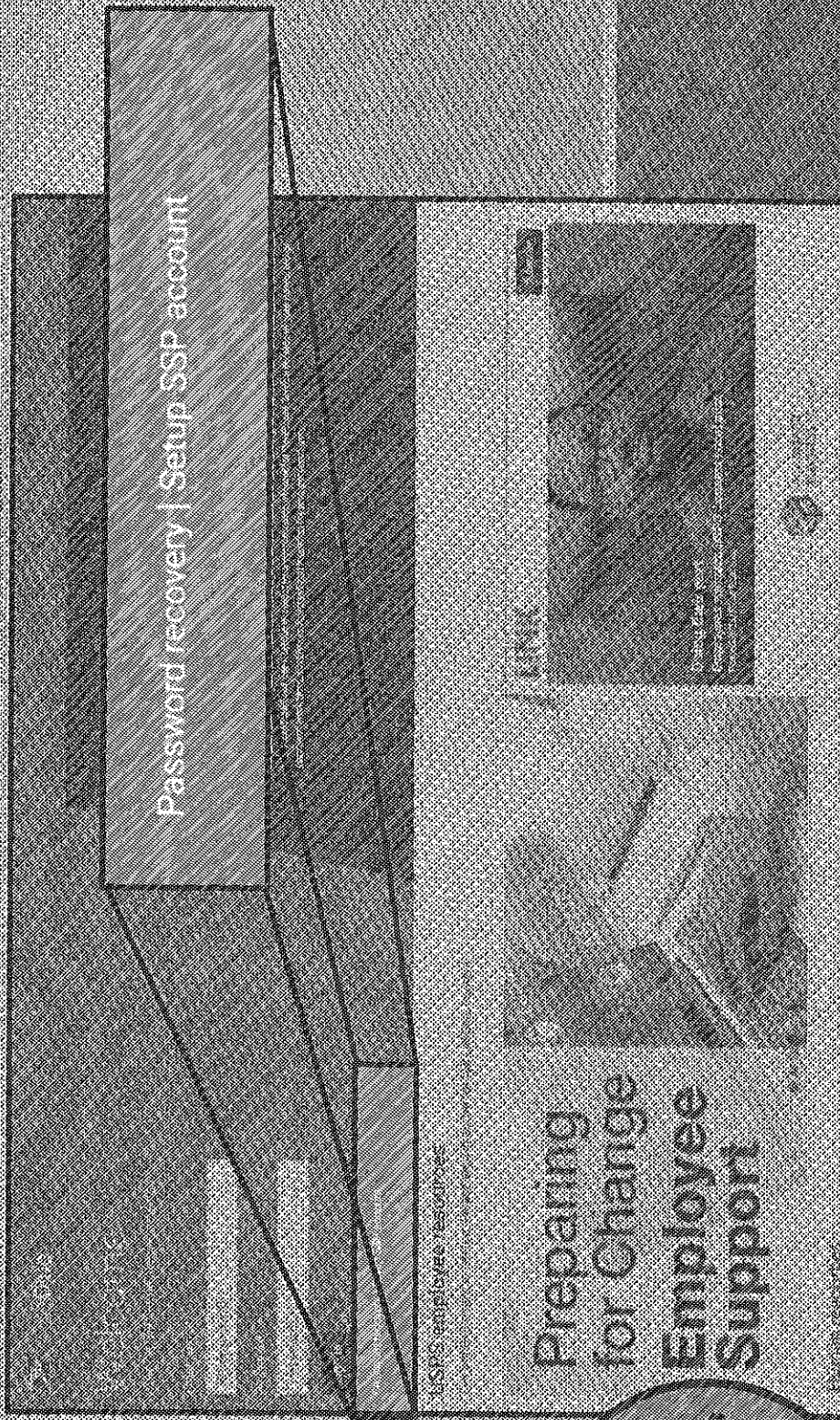


This screenshot shows a different section of the LiteBlue interface. It features the text "Preparing for Change Employee Support" in a large font. Below this text is a large, stylized graphic of a person's head and shoulders, possibly representing a customer or employee.



A circular callout box with a dark background and white text. The text inside the circle reads "Access Postal Information?".

Reset Your Password



Human Resources

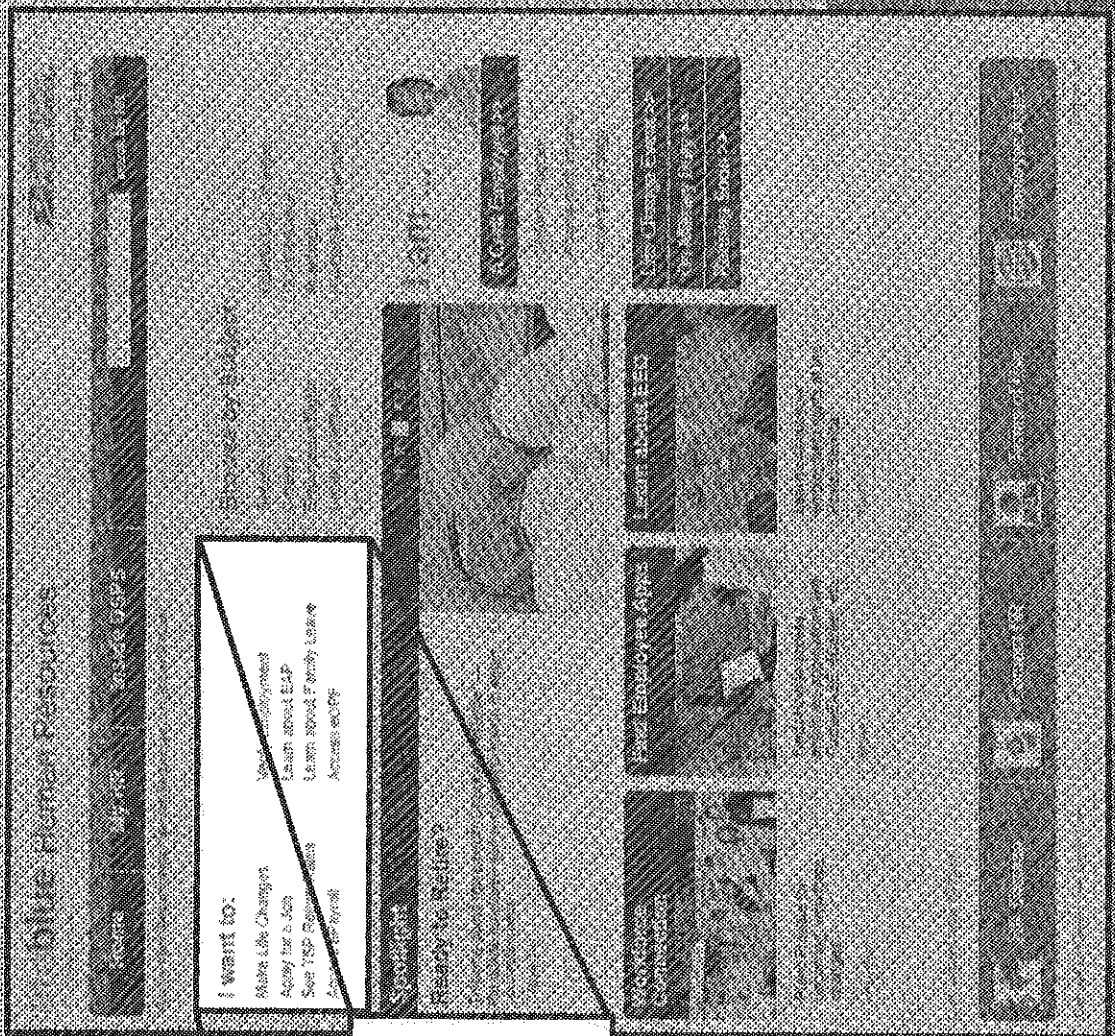
I want to:

- Make Life Changes
- Apply for a Job
- See TSP Return Rates
- Access ePayroll

- Write Employment
- Learn about EAP
- Learn about Family Leave
- Access eOPF

I want to:

- Write Employment
- Learn about EAP
- Learn about Family Leave
- Access eOPF



Find Human Resources Information?

Human Resources

The screenshot shows a website interface with a navigation bar at the top containing the text "Blue Cross Blue Shield of Michigan" and a search icon. Below the navigation bar is a main content area with a central heading "I am ..." and two columns of links. The left column is for "A Craft Employee" and the right column is for "I am ...".

Blue Cross Blue Shield of Michigan

I am ...

A Craft Employee >>

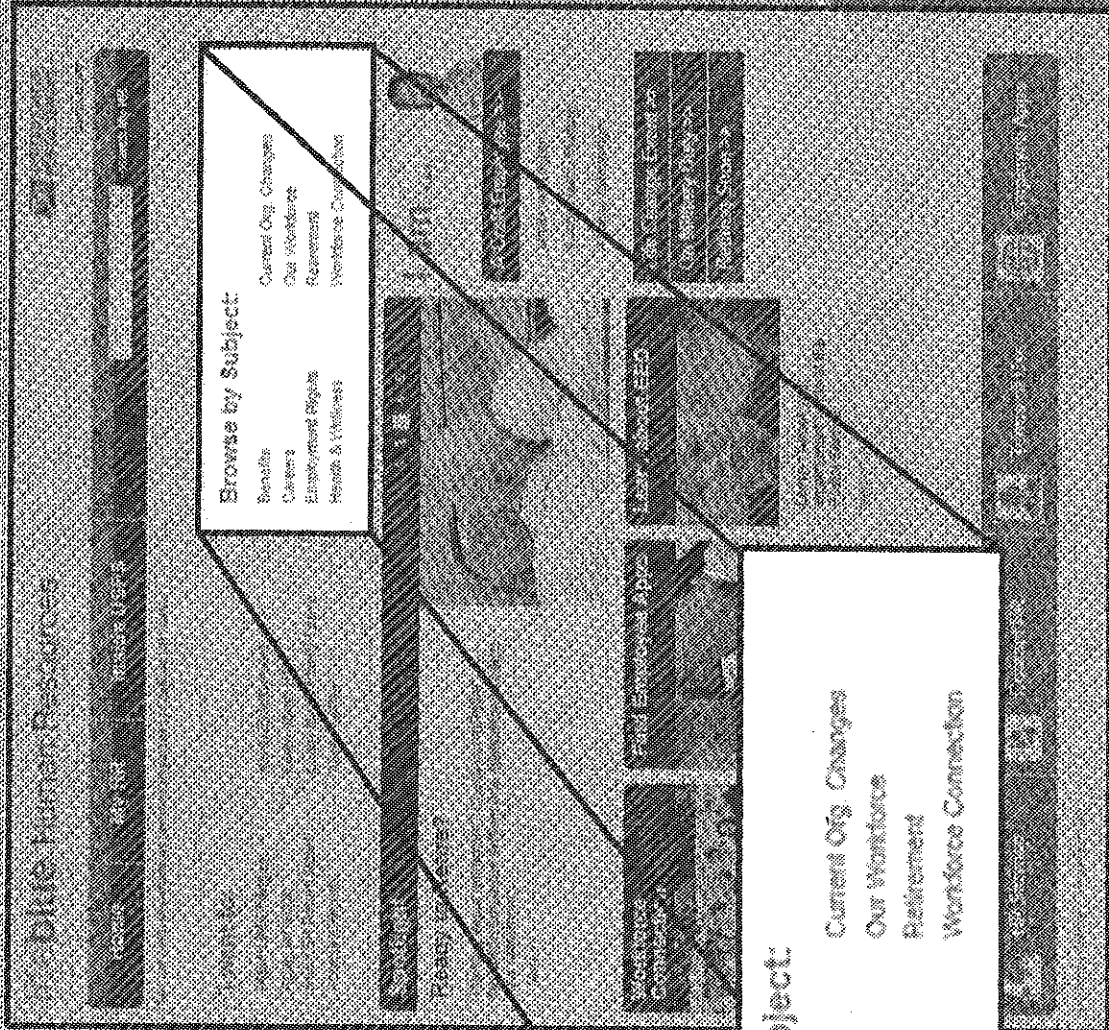
- Uniform Program
- Access to Job Posting
- Access to Reassign
- Life Change Event >>
- On Military Duty >>
- Retiring Soon >>

I am ...

- Uniform Program
- Access to Job Posting
- Access to Reassign
- Life Change Event >>
- On Military Duty >>
- Retiring Soon >>

Locate
HR links for
craft
employees?

Human Resources



Browse by Subject:

- Benefits
- Careers
- Employment Rights
- Health & Wellness


- Current Org. Changes
- Our Workforce
- Retirement
- Workforce Connection

Find Benefits Information?

Benefits


blue Human Resources

2020 Open Season



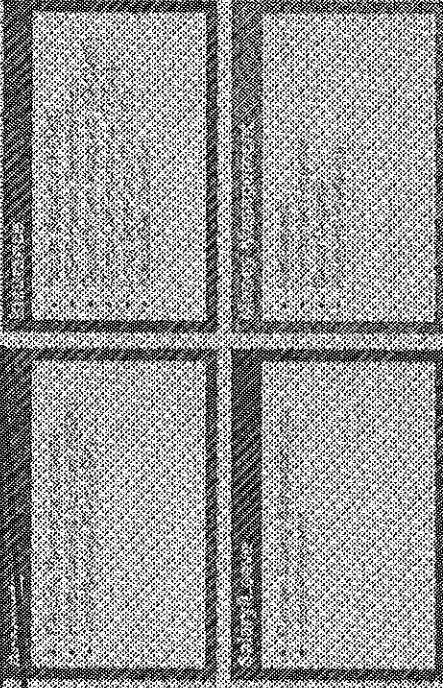
Find tools and resources
to make the most of this
Open Season.

2021 Open Season



Find tools and resources
to make the most of this
Open Season.

Enroll in my
benefits?



Benefits

blue Human Resources

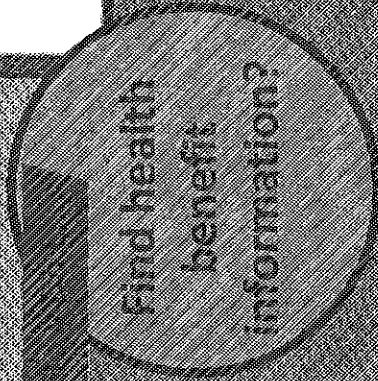


Insurance

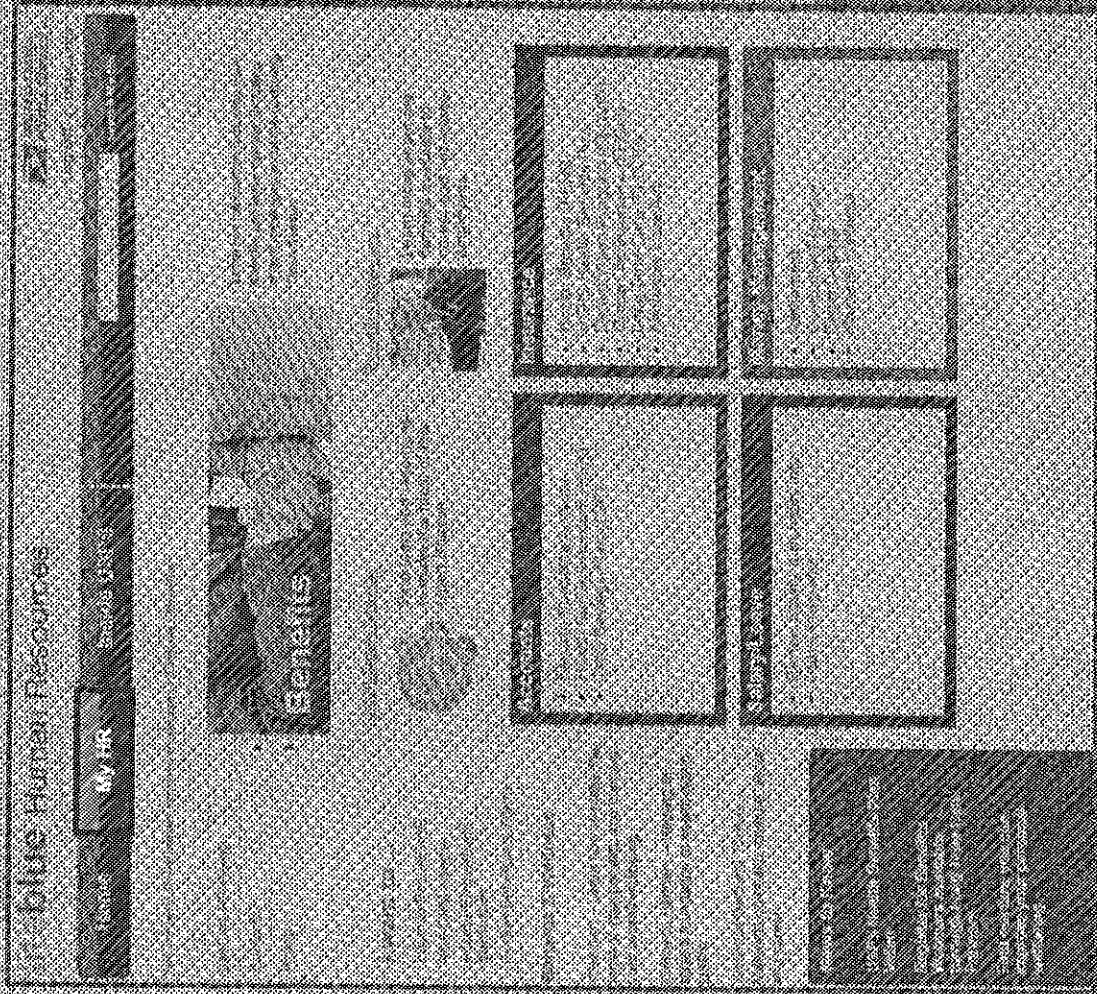
- Health Benefits (FEBB)
- USPS Health Benefits Plan
- Voluntary Program (FEVWP)
- Group Life Insurance (FEGLI)
- Long Term Care (FLCIP)
- Affordable Care Act

Insurance

- Health Benefits (FEBB)
- USPS Health Benefits Plan
- Dental/Vision Program (FEVWP)
- Group Life Insurance (FEGLI)
- Long Term Care (FLCIP)
- Affordable Care Act



Benefits



Find health benefit information?

LiteBlue Home Page

LINK

60 YEARS

TECHNOLOGY

Human Resources

- My HR
- AFLAC
- Employee Verification
- FMLA
- Short-Term Disability
- COVID-19 Resources
- Diversity and Inclusion
- Uniforms Program
- Payroll
- Maintenance Department

Access self-development resources?

My Learning Portal



Access self-development resources?

HERO COURSES

Training class

By Year

Subject Area

- Book Club
- Business Safety Training
- Security Talks
- Selfstart Library
- Trade and Union
- Business Continuity
- Business Skills
- Business Analysis
- Communications Skills
- Writing
- Writing
- Communications
- Finance and Accounting
- Industry Conferences
- Leadership
- Management
- Professional Development
- Project Management
- Sales
- Compliance
- Physical Rehabilitation
- Environmental Safety & Health and Transportation
- IT Skills
- Leadership Development Programs presented by AET 2006

Browse for Training 12/14 Results

By Year

"Leadership Matters" Finding Voice, Connection and Meaning in the 21st Century

Online Class - Selfstart

Based on the premise that our most influential leadership comes from the inside, this class is designed to help you find your voice, your meaning, your connection, and to help you find your way in the 21st century workplace.

BUSINESS SAVVY PM Sweet Book®: Project Management Mindset, Skills, and Tools for Ensuring Powerful Business Results

Online Class - Selfstart

Gain clarity and focus, and critical thinking skills from the clear-eyed PM Sweet Book®. This book project management terms, this book will guide you through business success. About the author: Jane M. Pennington, author of *Project Management*.

EXPERT EXCEL PROJECTS Sweet Book®: Taking Your Excel Project from Start to Finish Like an Expert

Online Class - Selfstart

Discover the secrets to managing your project and individual contributors through a step-by-step guide to implementing Excel projects. This book shows you the right way to do it, and the wrong way to do it. You will learn how to start to finish in planning, how to use Excel, and more.

Whistleblowers: Networks of Race and Gender Justice

Online Class - Selfstart

This course explores the how and why. Topics include the importance of networks for historically marginalized populations, including Black feminists, women, and transgender people.

Access self-development resources?

LiteBlue Home Page

The screenshot shows the LiteBlue Home Page. At the top, there is a navigation bar with a 'LINK' button. Below the navigation bar, the page features the University of Georgia logo and the text 'UNIVERSITY OF GEORGIA' and 'REGISTRATION'. A large, semi-transparent box highlights the 'Employee Apps' section. This section contains a list of applications: 'Change of address', 'eLRA', 'eOPF', 'ePayroll', 'Name change', 'PostalEASE', and 'Virtual timecard'. Below the list, there is a note: 'Access these from any page using the Apps tab above.' A circular callout at the bottom right of the screenshot asks 'Access frequently used applications?' and points to the highlighted 'Employee Apps' section.

Employee Apps

• Change of address

• eLRA

• eOPF

• ePayroll

• Name change

• PostalEASE

• Virtual timecard

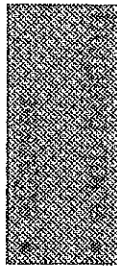
Access these from any page using the Apps tab above.

Access frequently used applications?

LiveBlue Home Page

Employee Apps

• Change of address



• eLRA

• eOPF

• ePayroll

Access these from any page using the A above.

• Name of

• PostalE

• Virtual t

USPS Employee Earnings Statement

Employee: [Name] Net Pay: \$204.57

Pay Period: [Period] Gross Pay: [Amount]

Pay Date: [Date]

Welcome to the PostalEASE Employee Web

You may view or make changes to your benefits on several occasions. You will need your Employee Identification Number and your password to access this system.

If you have not set up your password in the Self Service, PostalE, SSGP application or would just like to access the SGP application, click HERE.

If you forget your password, click here.

Employee Identification Number

Password

USPS Restricted Information

Access frequently used applications?

PostalEASE Home Page

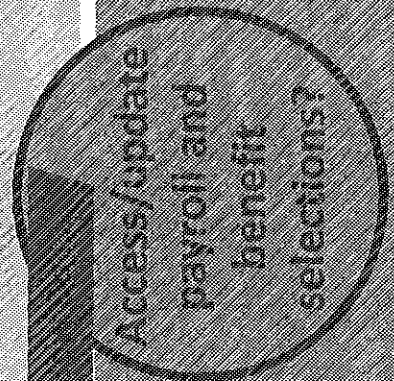
PostalEASE Employee Web Main Menu

Note: Do not use the browser's Back or Forward button for navigating within PostalEASE. Use only the buttons included on the PostalEASE Web pages.

Payroll	Benefits
Allocments / Payroll Net To Bank	USPS Non-Career Employee Health Benefits Plan
Federal W-4	Federal Employees Health Benefits
eTravel Net To Bank	Thrift Savings Plan / Traditional and Roth
W-2	TSP Catch-Up Contributions / Traditional and Roth
State Tax	Flexible Spending Accounts
	Annual Leave Exchange
	Annuity Estimate
	eOPF Fulfillment
	Health Savings Accounts

[Log out](#)

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Allotments/Net to Bank

Allotments/Net To Bank Transaction Menu

Please select the type of transaction you wish to process

Add, change, or cancel your allotment transactions. A specified amount can be deposited into an account at a financial institution as an allotment. If your rate schedule code is B, C, K, M, N, P, Q, R, S, W2 or X, you may have up to three allotments. If your rate schedule code is E and you are a career employee, you may also have up to three allotments. Otherwise, you may have a maximum of two.

Add, change, or cancel your Net To Bank Transactions. A Net To Bank transaction allows your net paycheck to be deposited directly into your bank account.

USPS Restricted Information

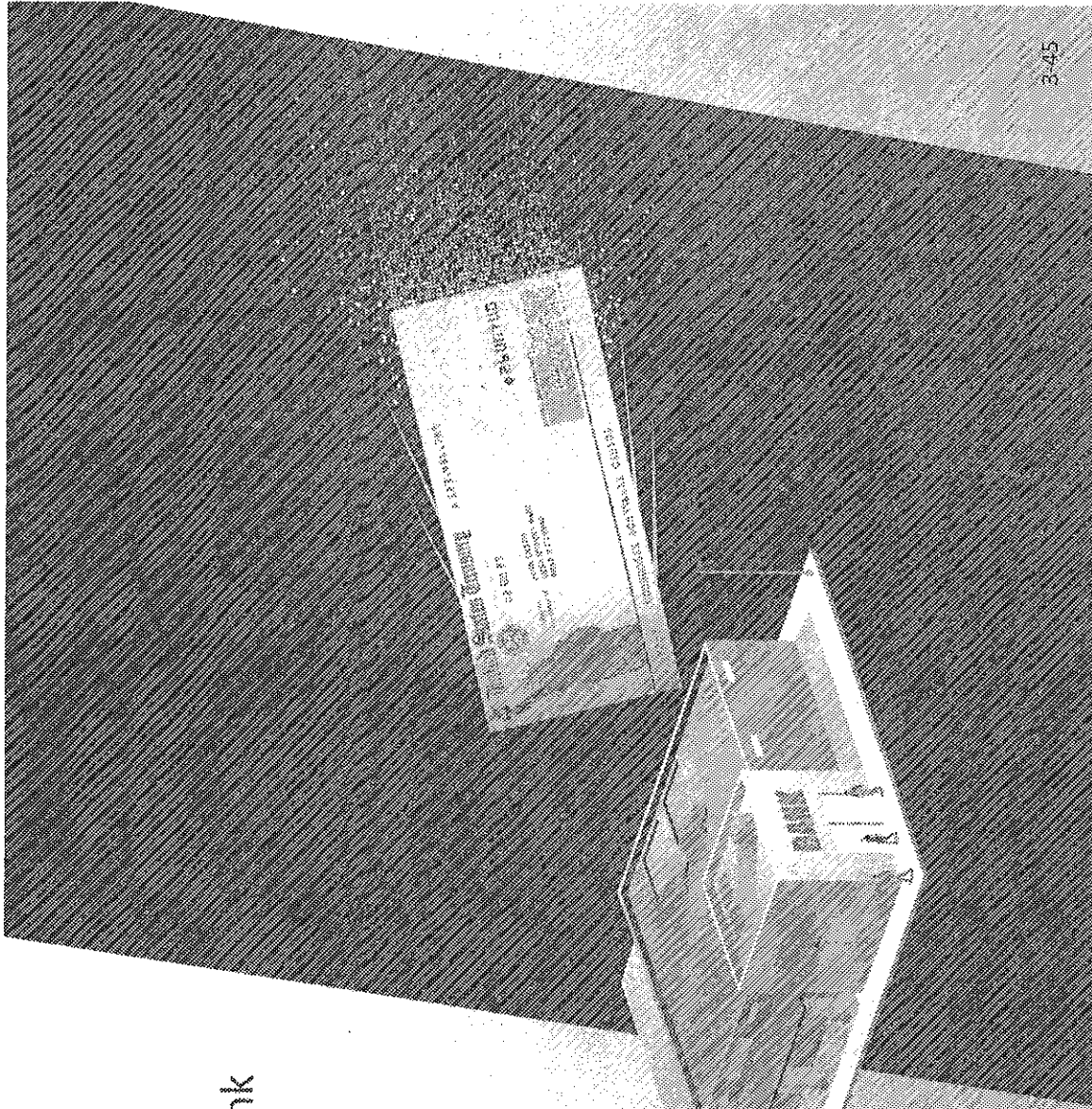
Begin direct
deposit?

Net To Bank

- Paycheck deposited in your bank
- No paper paychecks

To sign up, you need:

- Financial institution name
- Routing number
- Account number
- Account type



PostalEASE Home Page

PostalEASE Employee Web Main Menu

Note: Do not use the browser's Back or Forward button for navigating within PostalEASE. Use only the buttons included on the PostalEASE Web pages.

Payroll

Allocments / Payroll Net To Bank
Federal W-4
eTravel Net To Bank
W-2
State Tax

Benefits

USPS Non-Career Employee Health Benefits Plan
Federal Employee Health Benefits
Thrift Savings Plan / Traditional and Roth
TSP Catch-Up Contributors / Traditional and Roth
Flexible Spending Accounts
Annual Leave Exchange
Annuity Estimate
eOPF Fulfillment
Health Savings Accounts

[Log out](#)

See health plan options?

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PostalEASE Home Page

PostalEASE Employee Web Main Menu

Note: Do not use the browser's Back or Forward button for navigating within PostalEASE
Use only the buttons included on the PostalEASE Web pages.

Payroll	Benefits
<ul style="list-style-type: none"> Allotments / Payroll Net To Bank Federal W-4 eTravel Net To Bank W-2 State Tax 	<ul style="list-style-type: none"> USPS Non-Career Employee Health Benefits Plan Federal Employees Health Benefits Thrift Savings Plan / Traditional and Roth TSP Catch-Up Contributions / Traditional and Roth Flexible Spending Accounts Annual Leave Exchange Annuity Estimate eOPF Fulfillment Health Savings Accounts

[Log out](#)

brought to you in partnership by Human Resources and Information Technology

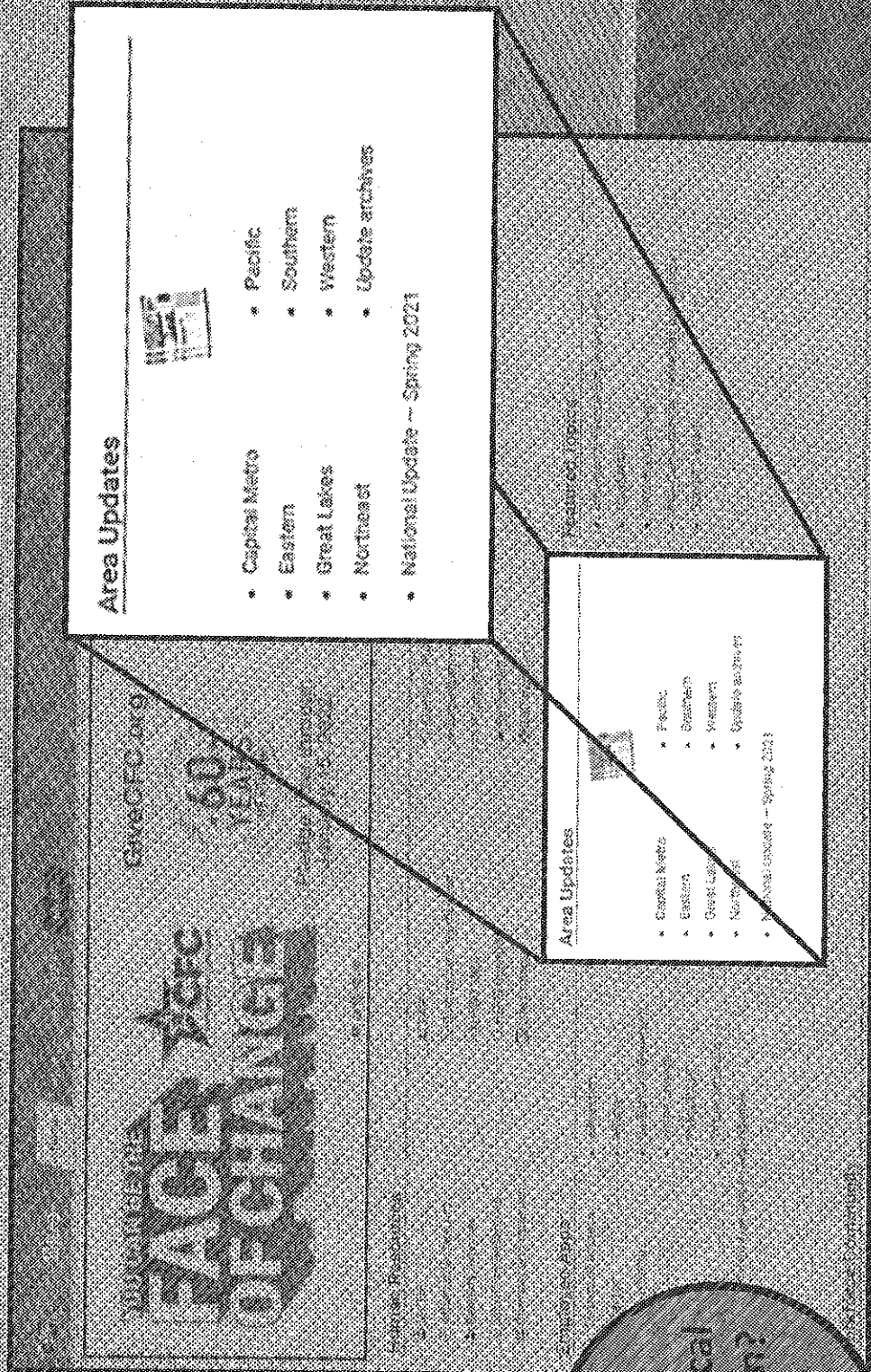
Federal Employees Dental and Vision Program (FEDVIP)

Flexible Spending Account (FSA)

Federal Long-Term Care Insurance Program (FLICIP)

Benefits are available after a year/ conversion?

LiteBlue Home Page



Area Updates



- Capital Metro
- Eastern
- Great Lakes
- Northeast
- Pacific
- Southern
- Western
- Update archives
- National Update -- Spring 2021

Area Updates



- Capital Metro
- Eastern
- Great Lakes
- Northeast
- Pacific
- Southern
- Western
- Update archives
- National Update -- Spring 2021

Find out local information?

LiteBlue Home Page

The screenshot shows the LiteBlue Home Page with a navigation bar at the top containing 'LINK' and 'GIVE'. Below the navigation bar is a large banner for '60 YEARS' with the text 'GIVECFC.ORG' and '60 YEARS'. The main content area features a 'Featured Topics' section with a list of links. A callout box on the right side of the page highlights the 'Featured Topics' section.

LINK

GIVE

GIVECFC.ORG

60 YEARS

60 YEARS

Featured Topics

- Emergency Federal Employee Leave
- IdeaSMART
- Informed Delivery
- Mail Call Quarterly – Veterans publication
- Submit a Lead

Featured Topics

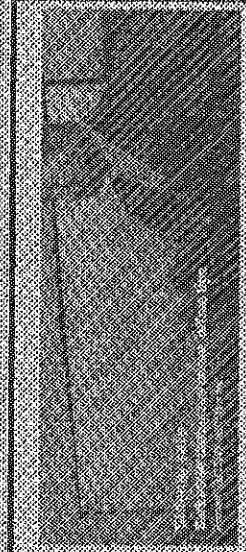
- Emergency Federal Employee Leave
- IdeaSMART
- Informed Delivery
- Mail Call Quarterly – Veterans publication
- Submit a Lead

See my mail or
submit a
business lead?

Workforce Community

60+ YEARS OF
EXCELLENCE

60+ YEARS

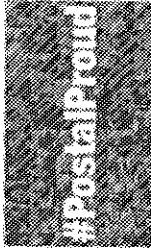


Workforce Community



Employee Engagement

CONTINUOUS
IMPROVEMENT



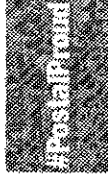
Employee
DEALS

U CyberSafe?
Employee Cyber Safety

Community



CONTINUOUS
IMPROVEMENT

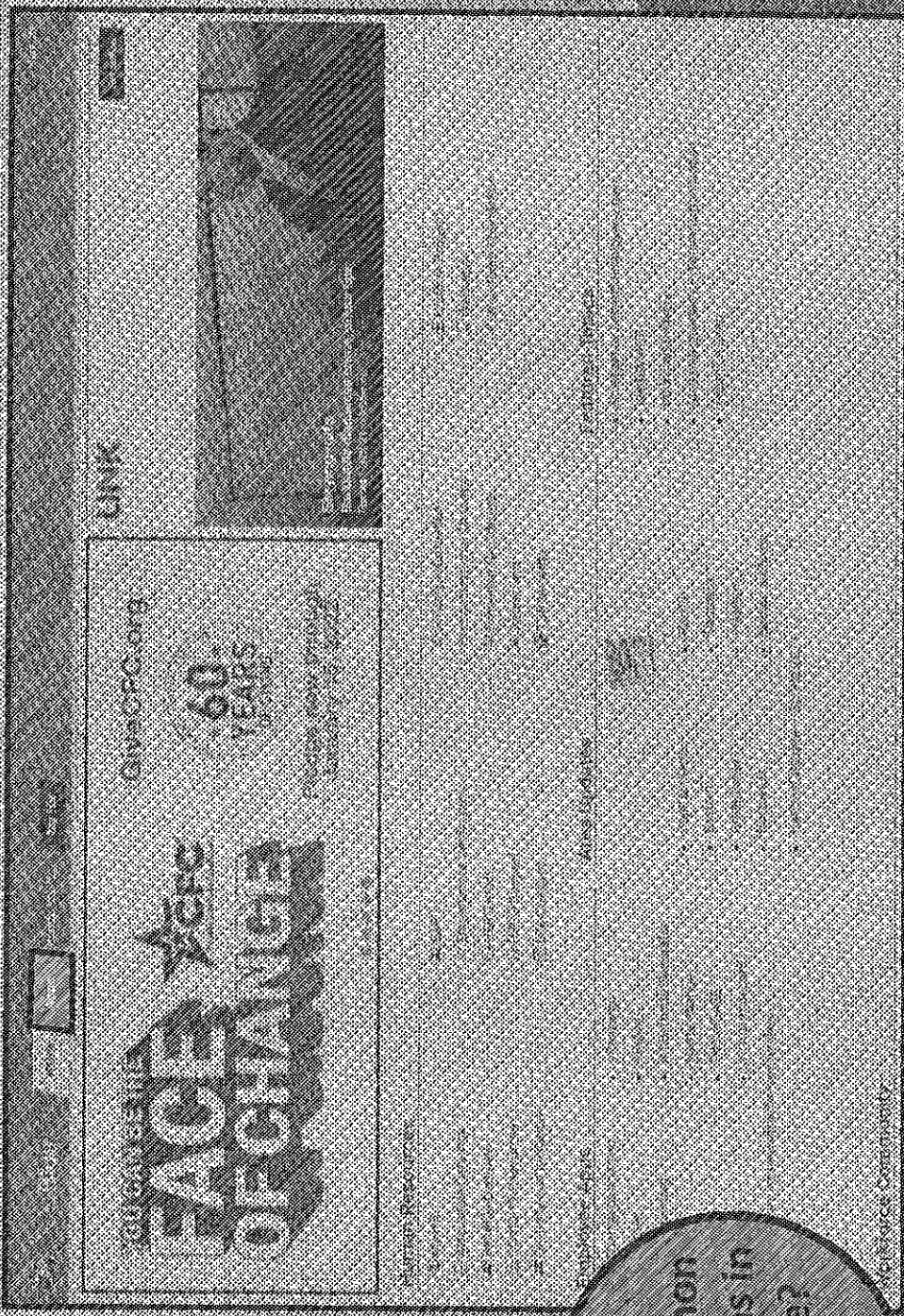


Employee
DEALS

U CyberSafe?
Employee Cyber Safety

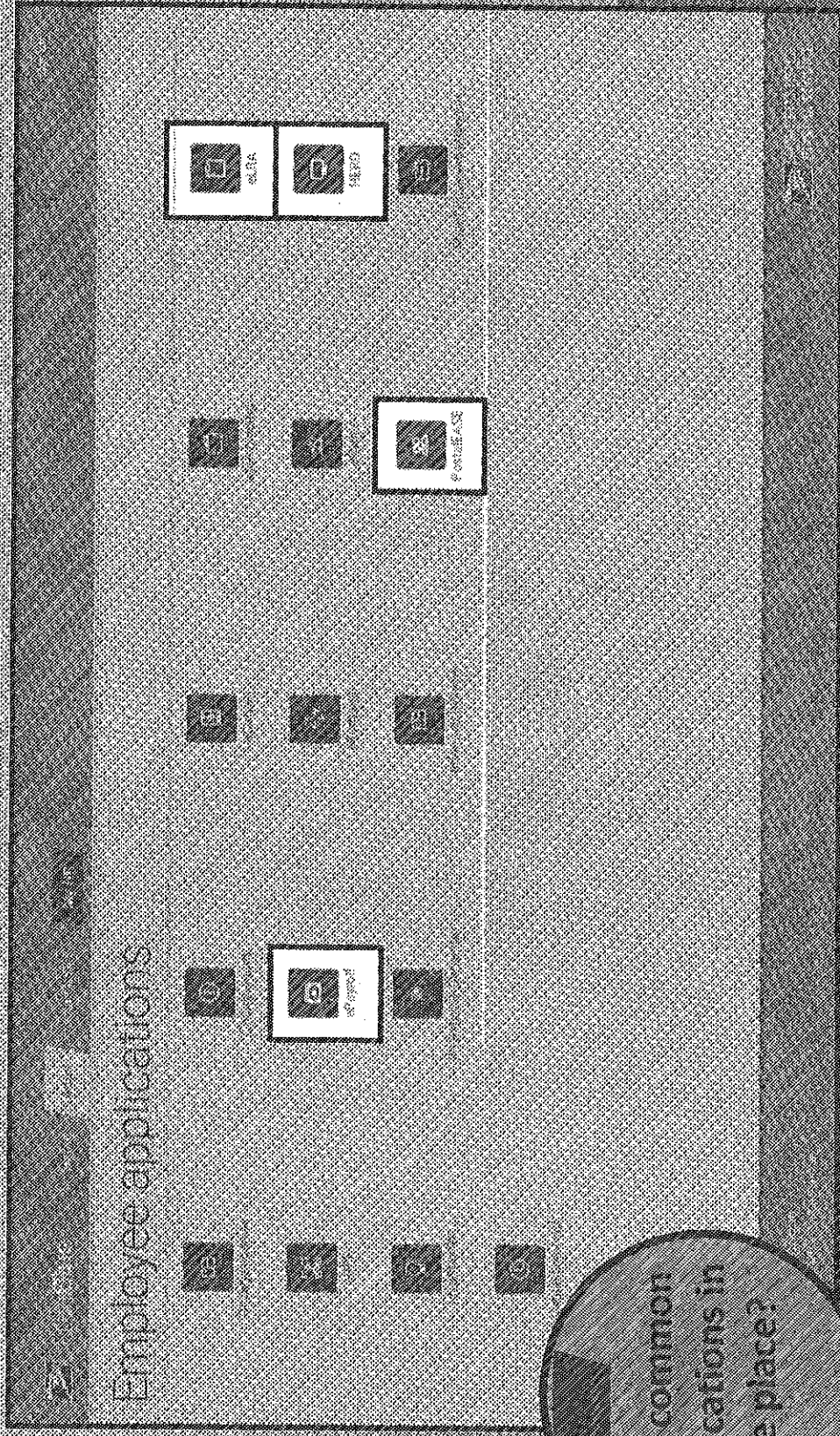
Learn more
about the postal
community?

Apps Tab



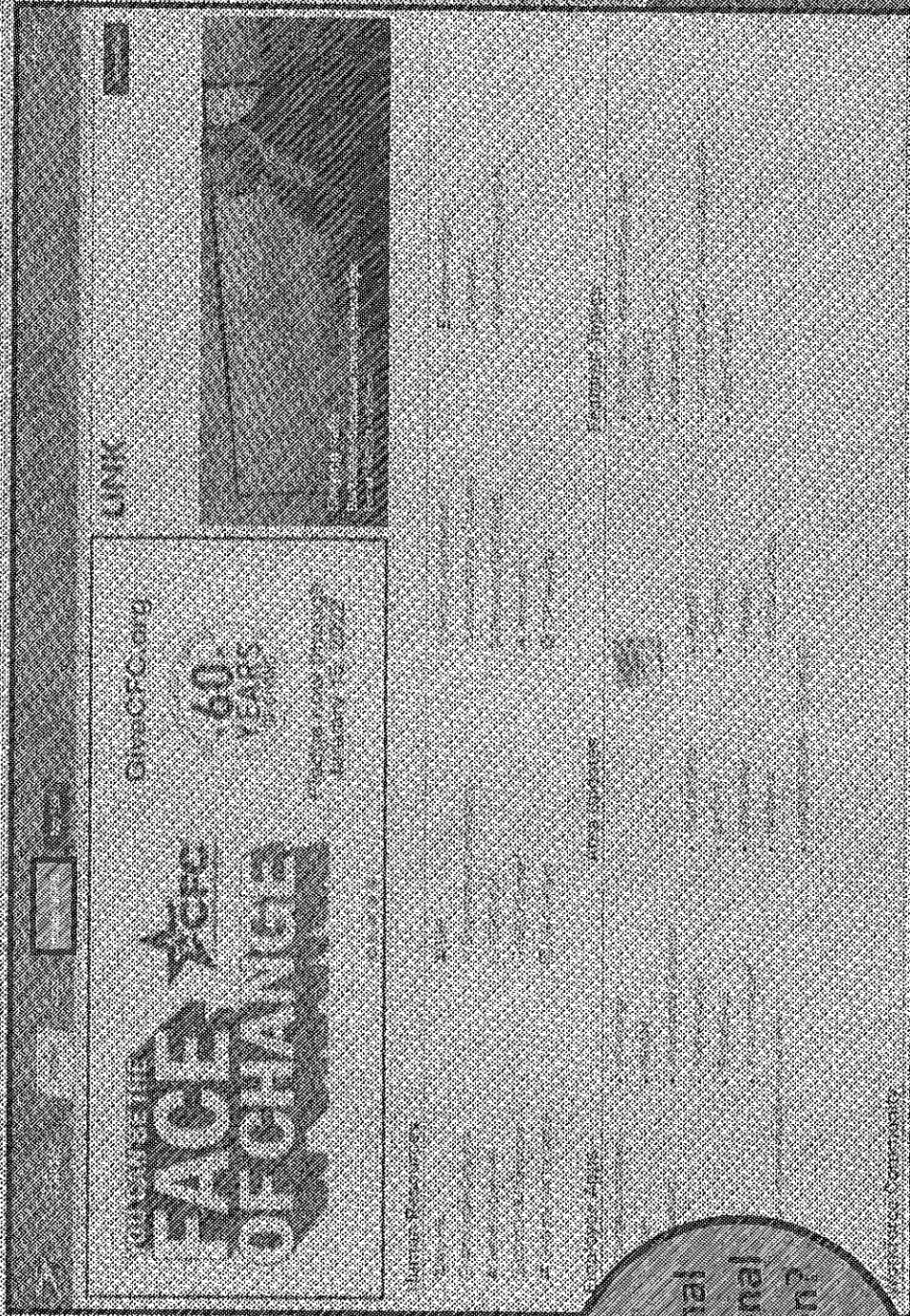
Find common applications in one place?

Employee Apps Tab



Find common applications in one place?

Inside USPS Tab



Find internal organizational information?

Inside USPS Tab

The screenshot shows a web interface with a navigation menu at the top containing 'Home', 'About', 'Work with us', and 'Inside USPS'. Below the menu is a search bar with the text 'Search for Postal Address and Delivery Organization'. The main content area is titled 'Organization Chart' and contains a list of links:

- About
- Accessibility
- Central Plans
- Chicago
- Detroit
- Eastern Region
- Greater Boston
- Houston
- Kansas City
- Louisville
- New York
- Northern California
- Northern Virginia
- Orlando
- Richmond
- Sacramento
- San Francisco
- Santa Ana
- Seattle, Central
- Toledo
- Western NY

Below this list is a section titled 'Organization Chart' with a sub-section 'Executive Leadership Team' containing the following links:

- Board of Governors
- Executive Leadership Team
- Leadership Organization
- Organizational Chart with Photos - pdf
- Organizational Chart without Photos - pdf

At the bottom of the page, there is a circular graphic with the text 'Find internal organizational information?'.

LiteBlue Summary

GiveCFC.org

Pledge now through January 16, 2022

LINK

Human Resources

- 1. HR
- 2. Affordable Care Act
- 3. Benefits overview
- 4. COVID-19 Resources
- 5. Diversity and Inclusion

Area Updates

- 1. Employee Performance
- 2. Organizational Changes
- 3. Preparing for Change
- 4. Retirement
- 5. TSP benefits

Employee Apps

- 1. Change of address
- 2. Career
- 3. Learning
- 4. My HR
- 5. My Rewards (Inventory)
- 6. Postal CARE
- 7. Virtual Breakroom

Featured Topics

- 1. Emergency Federal Employee Leave
- 2. TeleSMAST
- 3. Informed Identity
- 4. Mail Call Quarterly - Veterans publication
- 5. Submit a Letter

enforce Community

Find a one-stop resource for the Postal Service?

Summary

Compensation

Earnings, Pay

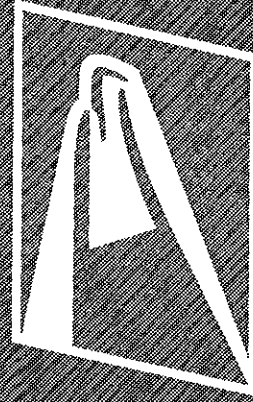
Leave

Annual, Scheduled, Unscheduled, Leave Without Pay, Family Medical Leave, Wounded Warriors Leave

Benefits

Career Development, Health, Employee Assistance Program, Wellness, LiteBlue, PostalEASE, Net-to-Bank, Learning Portal

Welcome to the



UNITED STATES POSTAL SERVICE®

City Carrier Assistant, Postal Support Employee, Mail Handler Assistant

***Module 4: Our Responsibility to You:
Safe and Inclusive Workplace***

Our Responsibilities to You

There are many regulations in place that we follow as a federal agency

Our people are our most valued resource

We are invested in providing you with a safe and healthful workplace



Topics

Workplace Safety

ID Badges, Safety Training, Emergency Action Plans

Safe and Inclusive Workplace

Zero Tolerance, Diversity, Equity, and Inclusion,
Equal Opportunity, No FEAR Act,
Workplace Harassment Prevention

Safety: Joint Labor/Management Partnerships

The unions and management work together to create a safe work environment for all employees



Workplace Safety

Focus: to prevent accidents, eliminate hazards, and ensure safe work practices

Protecting employees, the mail, customers, and property are just a few areas covered by safety policies to ensure that we fully safeguard individuals

ID Badges



- All employees must wear and visibly display ID badges:
 - To access facilities
 - At all times while on Postal Service property
- All individuals not properly identified or escorted should be immediately challenged

Safety Training

Ongoing, topic-specific safety training throughout employment

Provide safety committees and CARE conversations

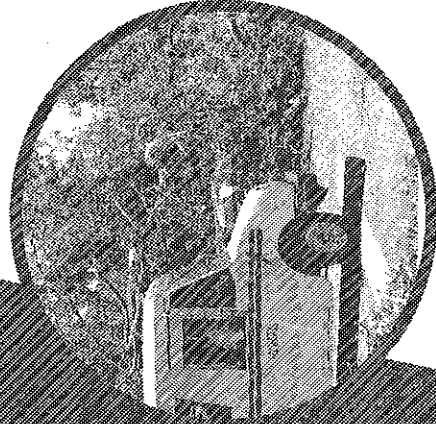
- CARE engages you in accident prevention
- Goal is to eliminate future accidents
- Never used for discipline



Emergency Action Plans



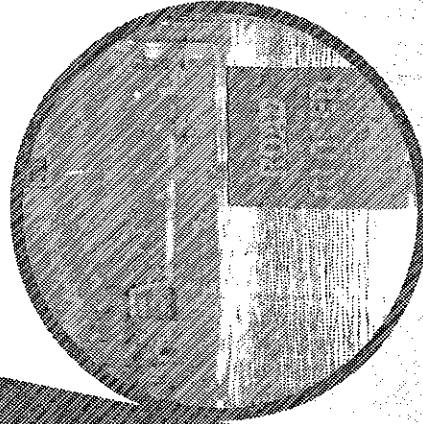
Fire



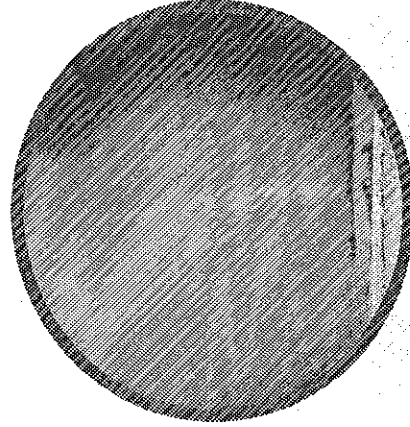
Natural Disasters



Hazardous Substances



Extreme Weather Conditions



Geographic-Specific Risks

Emergencies: 9-1-1

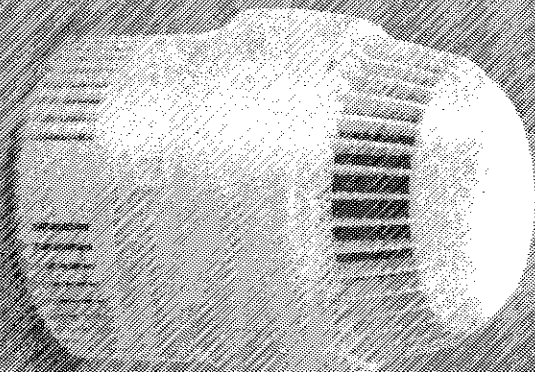
Facility information:
1-888-EMERGNC (1-888-363-7462)

Location-Specific Plans

Your supervisor will review them with you

Become familiar with:

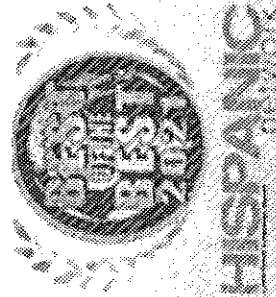
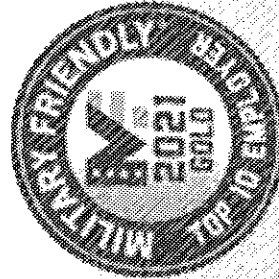
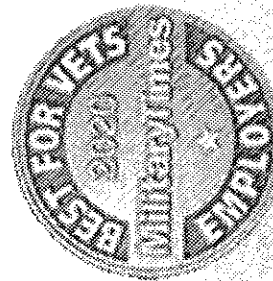
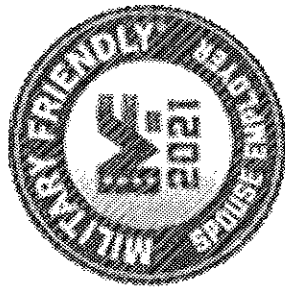
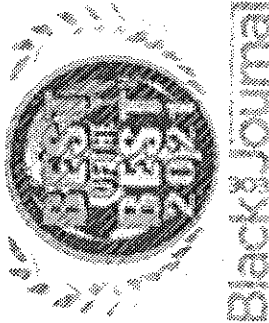
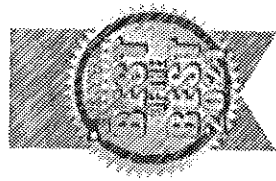
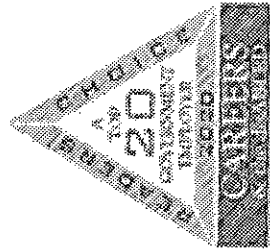
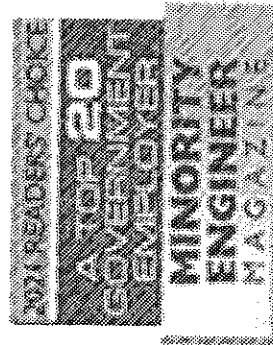
- *Your facility*
- *Local Emergency Action Plans*
- *Exit locations*
- *Fire alarm alerts*
- *Assembly point location*
- *Points of contact*



Diversity, Equity, & Inclusion at the USPS

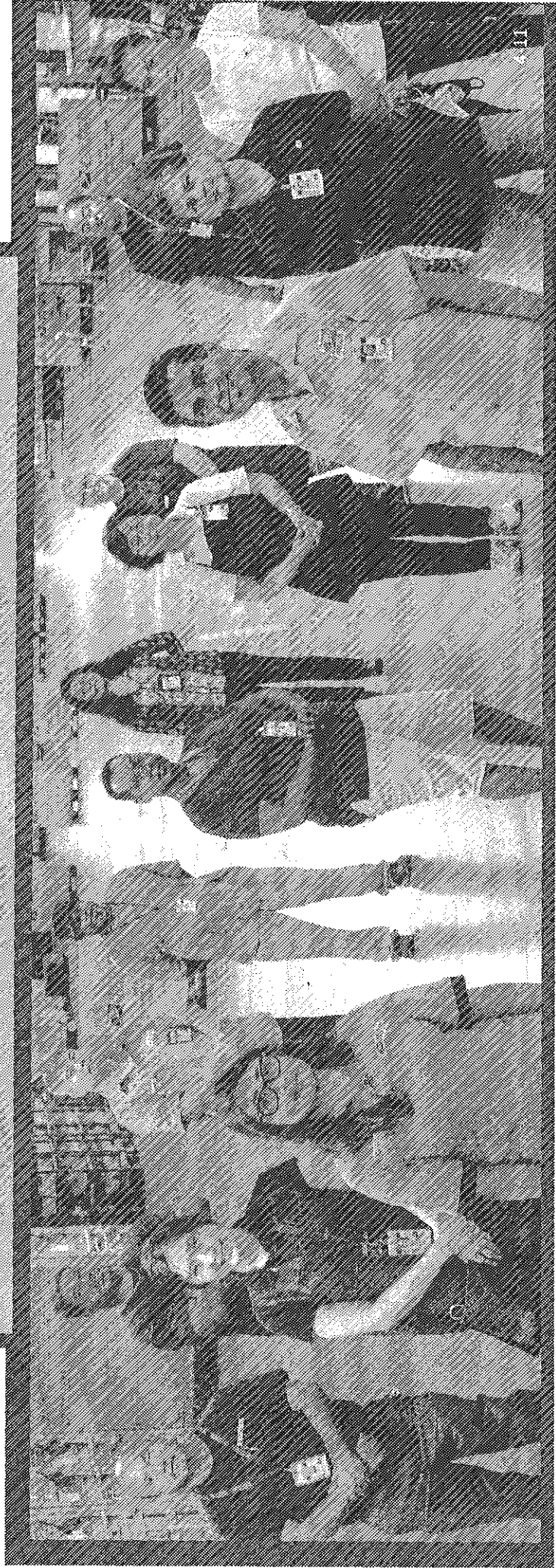
Diversity is at the forefront of and integrated into our business strategies.

We are committed to identifying and implementing initiatives designed to sustain a work environment that is fair and ethical and where opportunities for advancement are open to all.



What Do We Mean by Diversity?

The richness of people's viewpoints, experiences, cultures, and backgrounds



What Does Equity Mean?

Fairness and
Justice

Recognizing we
don't all start from
the same place

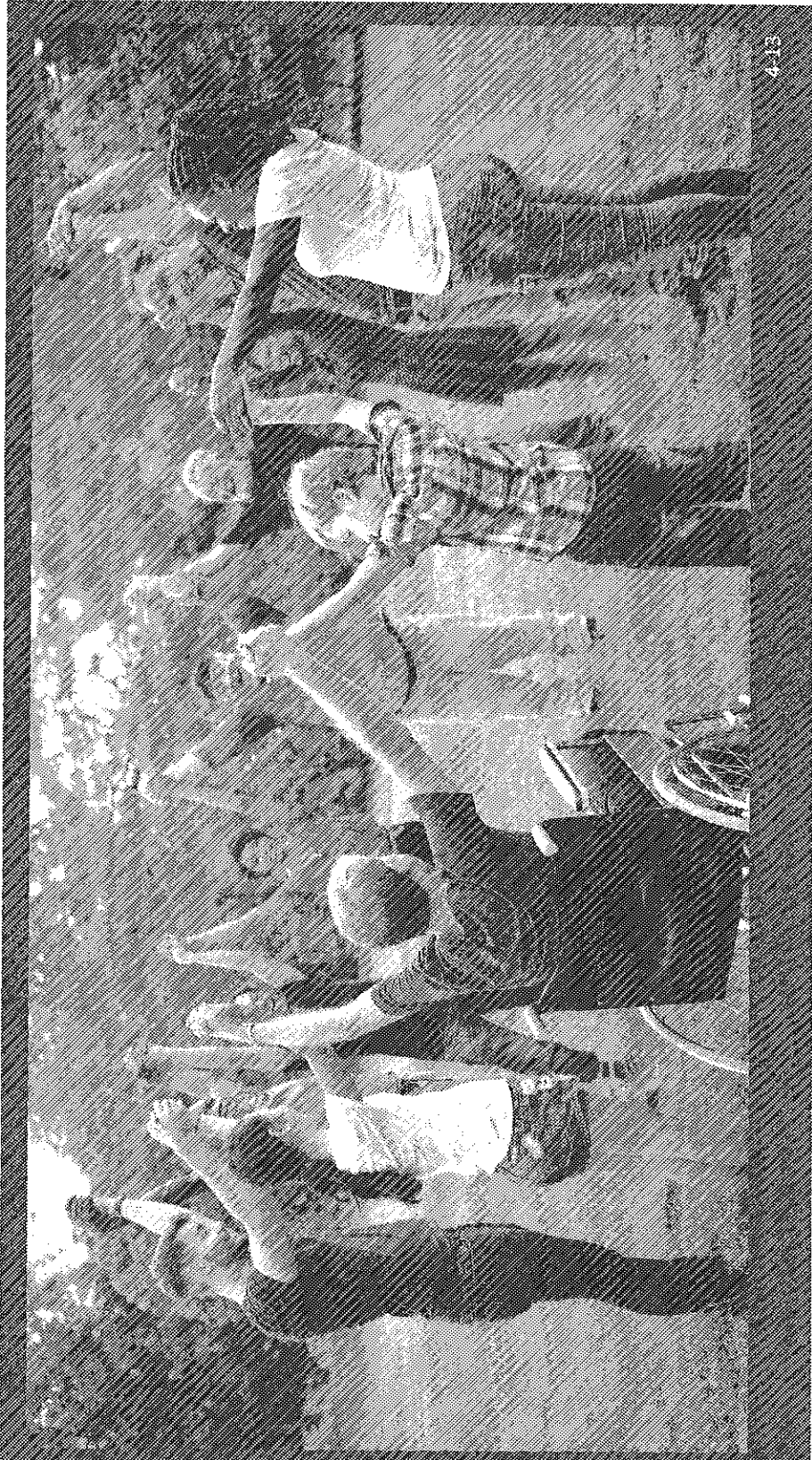
Process to identify and
overcome unintentional
barriers



How Would You Define Inclusion?

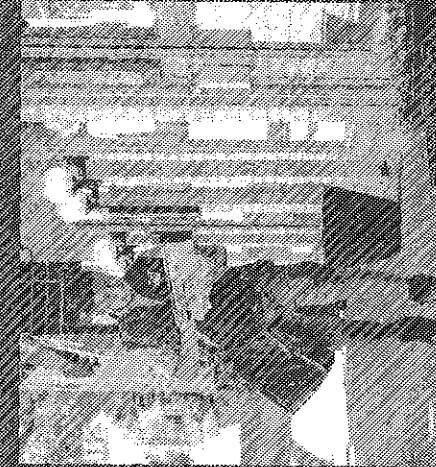
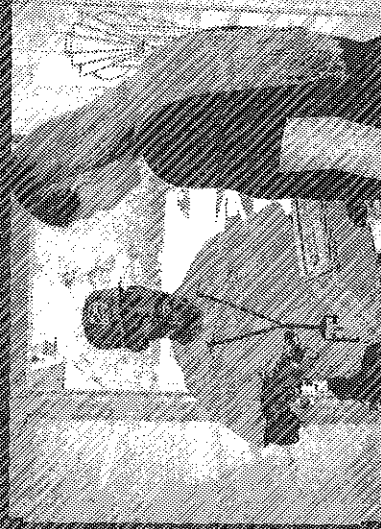
Leveraging the effectiveness of our organizational diversity in ways that make our employees feel valued and included

- Inclusion flourishes in an environment that enables employees to contribute their unique and individual or group characteristics
- Helps all employees feel part of the organization's diversity efforts



Diversity as a Business Imperative

One of our key objectives is reinforcing a culture that respects diversity, fosters employee collaboration, and engagement and forges unity around organizational goals



Your Role in Promoting Diversity, Equity and Inclusion

- Practice positive, constructive work habits
- Recognize and respect others and their individuality
- Think before you speak and be sensitive to others
 - Be thoughtful in your choice of words
 - Avoid using stereotypes and generalizations



Zero Tolerance Policy

- Any act of physical violence, intimidation, or assault
- Any threat, actual, implied or veiled, whether made seriously or in jest, between or among coworkers and customers

Resources

Any supervisor, manager, or HR



US Postal Inspection Service
1-877-987-2455

Equal Employment Opportunity (EEO)

USPS:

- Provides a work environment free of discrimination and harassment
- Seeks to prevent workplace harassment and proactively investigates EEO complaints

You are protected from retaliation for:

- Filing an EEO or harassment complaint /participating in an investigation
- Opposing an illegal employment practice/whistleblower actions

The first step is to contact the postal EEO office:

efile.usps.com

NEEOISO – EEO CONTACT CENTER
P.O. Box 21979
Tampa, FL 33622-1979

Within 45 calendar days of:

- Alleged discriminatory action
- Effective day (personnel action)

Notification and Federal Employee Antidiscrimination and Retaliation (No FEAR) Act

- Race
- Color
- Religion
- Genetic information
- National origin
- Sex (including pregnancy, sexual orientation, and gender identity, including transgender status)
- Age (40+)
- Physical or mental disability
- Past, present, or future military service
- Political affiliation
- Marital status
- Status as a parent

No FEAR Act Protections

Under the Notification and Federal Employee Antidiscrimination and Retaliation (No FEAR) Act, we provide a work environment free of discrimination.

You are protected from retaliation if you . . .

File an EEO complaint

Participate in an investigation of an EEO complaint

Oppose an illegal employment practice/whistleblower actions

Identifying and Preventing Harassment

Unwelcome verbal or physical conduct that demeans or shows hostility or aversion toward an individual or group of individuals or in retaliation for EEO activity

Report harassing behavior to your immediate supervisor or manager

Resources

- **Poster 72, Equal Employment Opportunity is the Law**
 - **Poster 159, Workplace Harassment, Know Your Rights, Take Responsibility!**
 - **Postal Service Publication 133, What You Need to Know about EEO**
 - **Employee and Labor Manual (ELM) 660, Conduct**
 - **Employee and Labor Manual (ELM) 670, Diversity, Equal Employment Opportunity, and Prevention of Employment Discrimination**
 - **Publication 533, Employee's Guide to Understanding, Preventing, and Reporting Harassment**
- Additional information on EEO procedures and timelines are in your Employee Reference Guide**

EQUAL EMPLOYMENT OPPORTUNITY IS THE LAW

Federal law requires the Postal Service to afford employees and applicants for employment the same opportunity for employment, regardless of race, color, religion, national origin, sex, marital status, pregnancy, sex expression, age 40 or over, or disability.

Equal employment opportunity is for all individuals, including those who are disabled. Harassment, retaliation, and other prohibited activity is prohibited.

Equal Employment Opportunity Commission (EEOC) is the federal agency that enforces the law. It provides information and assistance to employees and employers.

The EEOC has a toll-free hotline at 1-800-649-3923. You can also contact your local EEOC office for more information.

For more information, visit the EEOC website at www.eeoc.gov. You can also contact your local EEOC office for more information.

The EEOC is committed to providing a fair and equitable workplace for all employees. We will continue to work with employers to prevent and eliminate discrimination.

Employers are encouraged to contact the EEOC for more information on the law and how to prevent discrimination in the workplace.

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WORKPLACE HARASSMENT KNOW YOUR RIGHTS! TAKE RESPONSIBILITY!

Workplace harassment is a serious problem that affects many employees. It is important to know your rights and take responsibility for preventing and reporting harassment.

- Harassment is a form of discrimination that is based on race, color, religion, national origin, sex, marital status, pregnancy, sex expression, age 40 or over, or disability.
- Harassment can be verbal, physical, or sexual. It can be subtle or overt.
- Harassment can create a hostile work environment.
- Harassment can lead to physical or emotional harm.
- Harassment can lead to job loss or other negative consequences.

Employees who experience harassment should report it to their supervisor or the EEOC. It is important to document the harassment and keep a record of all incidents.

- Report harassment to your supervisor as soon as possible.
- Document all incidents of harassment, including dates, times, and locations.
- Keep a record of all communications related to the harassment.
- Do not retaliate against anyone who reports harassment.

The EEOC provides a free and confidential hotline at 1-800-649-3923. You can also contact your local EEOC office for more information.

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Summary

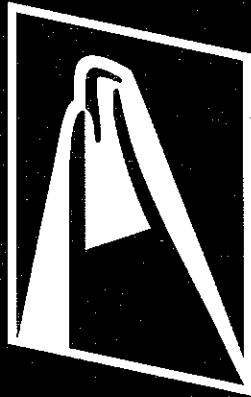
Workplace Safety

ID Badges, Safety Training, Emergency Action Plans

Safe and Inclusive Workplace

Zero Tolerance, Diversity, Equity, and Inclusion,
Equal Opportunity, No FEAR Act,
Workplace Harassment Prevention

Welcome to the



UNITED STATES
POSTAL SERVICE®

City Carrier Assistant, Postal Support Employee, Mail Handler Assistant

**Module 5: Your Responsibility to Us:
Sanctity of the Mail and Safety**

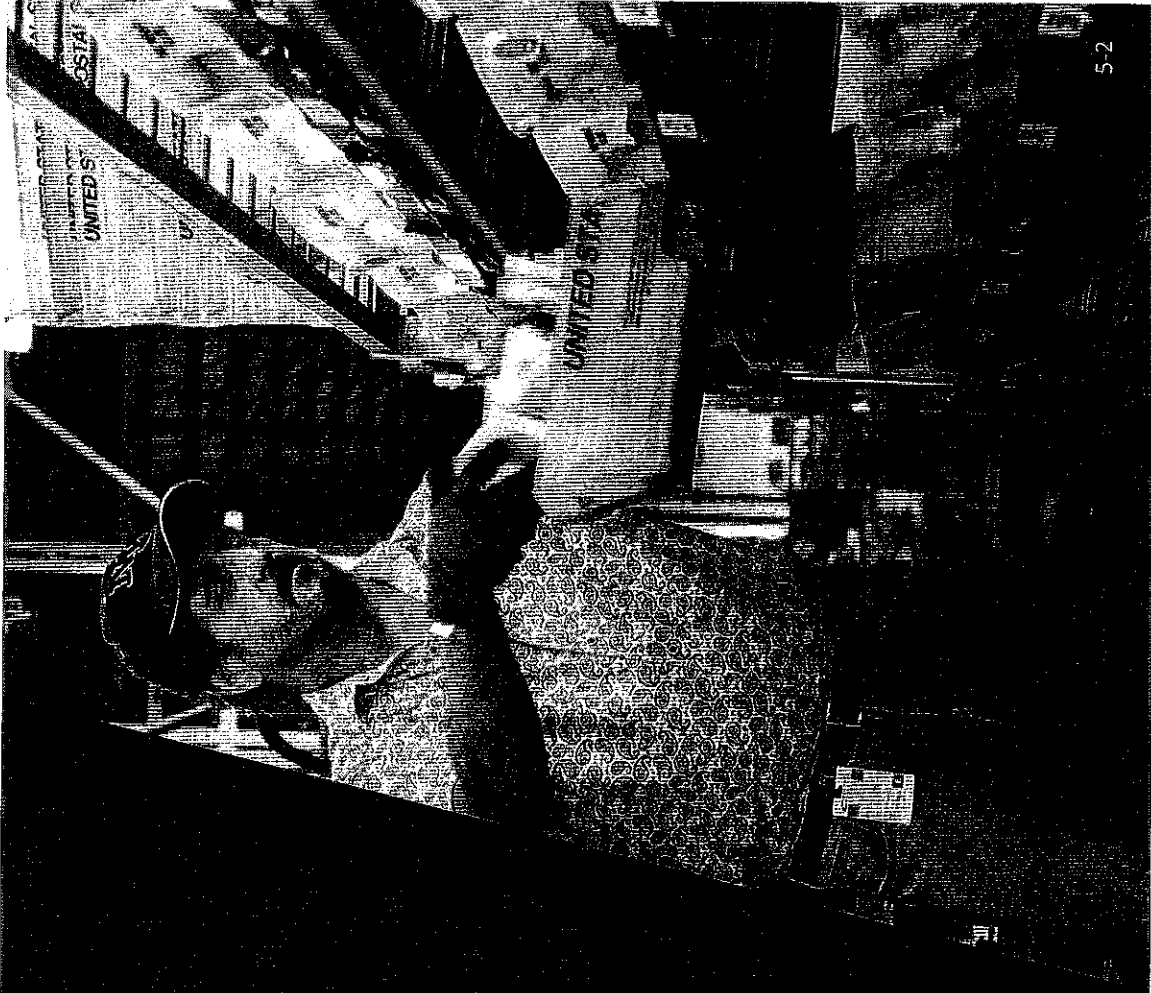
Your Responsibilities to Us

Module 5:

- Protecting the sanctity of the mail
- Safety guidelines that you must follow and how to properly handle mail
- Information Technology procedures

Module 6:

- Expectations for conduct and ethical behavior as a representative of our organization



Summary

Sanctity of the Mail

Privacy Act, Personally Identifiable Information

Safety Guidelines

Accident Reporting, Ergonomics, Safe Driving, Heat Stress

Proper Mail Handling

Loose, Suspicious, Anonymous, Identifiable, Dangerous Goods

IT Requirements

Sanctity of the Mail

Theft and unauthorized opening, reading, destruction, or delay in delivery

Wear your ID badge

Secure facility doors

Secure your vehicle

Never open mail

Report suspicious activities



Postal Inspection Service



Federal law
enforcement agency



Protect mail, employees,
customers



Audit postal facilities



Privacy Act and Personally Identifiable Information (PII)

You will have access to PII concerning customers, coworkers and more.

It is illegal to use it for non-work purposes.

Safety Guidelines

Safety Depends on You

Policies



Procedures

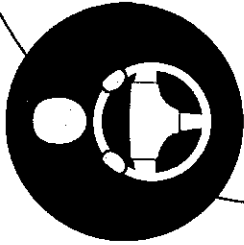
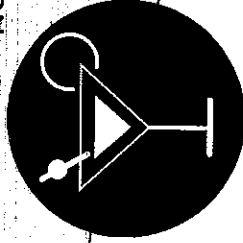


General Safety Rules

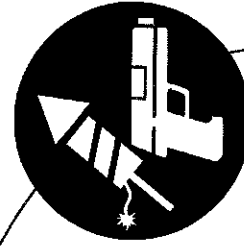
Report unsafe conditions to your supervisor



No intoxicants

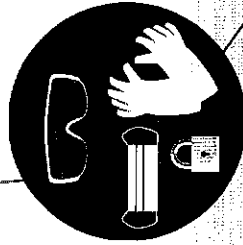


Drive defensively

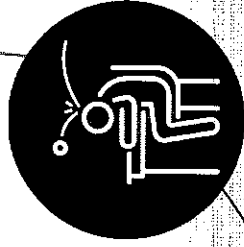


No firearms or fireworks

Safety Depends on You



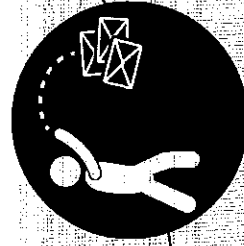
Follow Personal Protective Equipment (PPE) and lockout/tagout procedures



No horseplay, practical jokes, or running



Observe warning signs



Do not throw mail unless required by your operation

Proper Footwear

Fostal Shoe Policy

You are required to wear approved slip resistant shoes at all times!
 Proper slip resistance shoes keep you and others safe.



APPROVED SHOES



NOT APPROVED SHOES

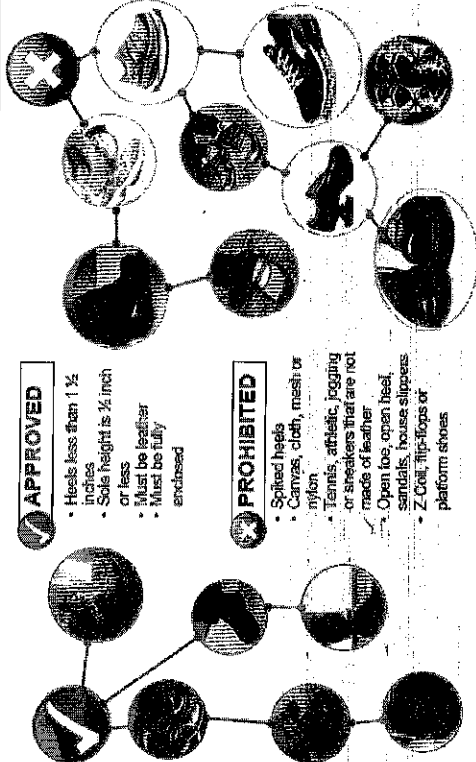
All employees MUST wear proper footwear while on the workroom floor. Shoes MUST be fully enclosed on all sides and are made of leather or a synthetic material (not canvas). Employees who wish to request an exception to these rules for a medical reason must submit a written request completed at the time of the inspection to the Human Resource Manager for prior approval. RANDOM SHOE INSPECTIONS may be conducted at any time. Proper fit, proper sole, or laces and shoe straps and without laces must be intact. Employees wearing shoes that are not authorized or shoes that are inadequate will be subject to administrative action.

APPROVED

- Heels less than 1 1/2 inches
- Sole height is 1/2 inch or less
- Must be leather
- Must be fully enclosed

PROHIBITED

- Spiked heels
- Canvas, cloth, mesh or nylon
- Tennis, athletic, jogging or sneakers that are not made of leather
- Open toe, open heel, sandals, house slippers
- Z-Clot, flip-flops or platform shoes



Thank you for following safety rules.

Accident Reporting

- All injuries are preventable, be vigilant
- Immediately report safety hazards, unsafe working conditions, and accidents
- Call 1-888-EMERGNC (1-888-363-7462) to receive the latest emergency information for your area



Unsafe Acts and Unsafe Conditions

Unsafe Acts


- Using defective equipment
- Using equipment improperly
- Failure to use personal protective equipment
- Improper lifting
- Improper loading or placement
- Operating at improper speed
- Operating without authority
- Failure to warn or secure
- Making safety devices inoperable

Unsafe Conditions


- Missing guards or protection
- Defective tools and equipment
- Congested work areas
- Mail equipment blocking egress or fire extinguishers
- Excessive noise
- Inadequate illumination or ventilation
- Fire and explosion hazards
- Broken or uneven sidewalks

Report of Hazard, Unsafe Condition, or Practice

Immediately bring any safety concerns or anything suspicious to management's attention



EMPLOYEE'S ACTION
And Safety Improvement



Report of Hazard, Unsafe Condition or Practice

Hazard Control Action
Approved by: Safety Office

EXERCISE CARE IN THE USE OF THIS FORM. INFORMATION CONTAINED HEREIN IS UNCLASSIFIED.

I. EMPLOYEE'S ACTION

Employee Name: _____ Date and Sign: _____

Supervisor Name: _____ Date and Sign: _____

II. SUPERVISOR'S ACTION

RECOMMENDATION FOR SUPERVISOR ACTION TO MITIGATE THE HAZARD, UNSAFE CONDITION, OR PRACTICE. IF CORRECTIVE ACTION HAS BEEN TAKEN, INDICATE THE DATE OF IMPLEMENTATION.

III. APPROVING OFFICIAL'S ACTION (Check One and Complete)

The following corrective action was taken to eliminate the hazard, unsafe condition or practice (please state clearly):

Corrective action has been submitted to the manager, plant maintenance to effect the following change:

There are no reasonable grounds to discontinue such a hazard exists. This situation is being open.

IV. MAINTENANCE ACTION (Complete if Necessary)

Approved Official: _____ Date: _____

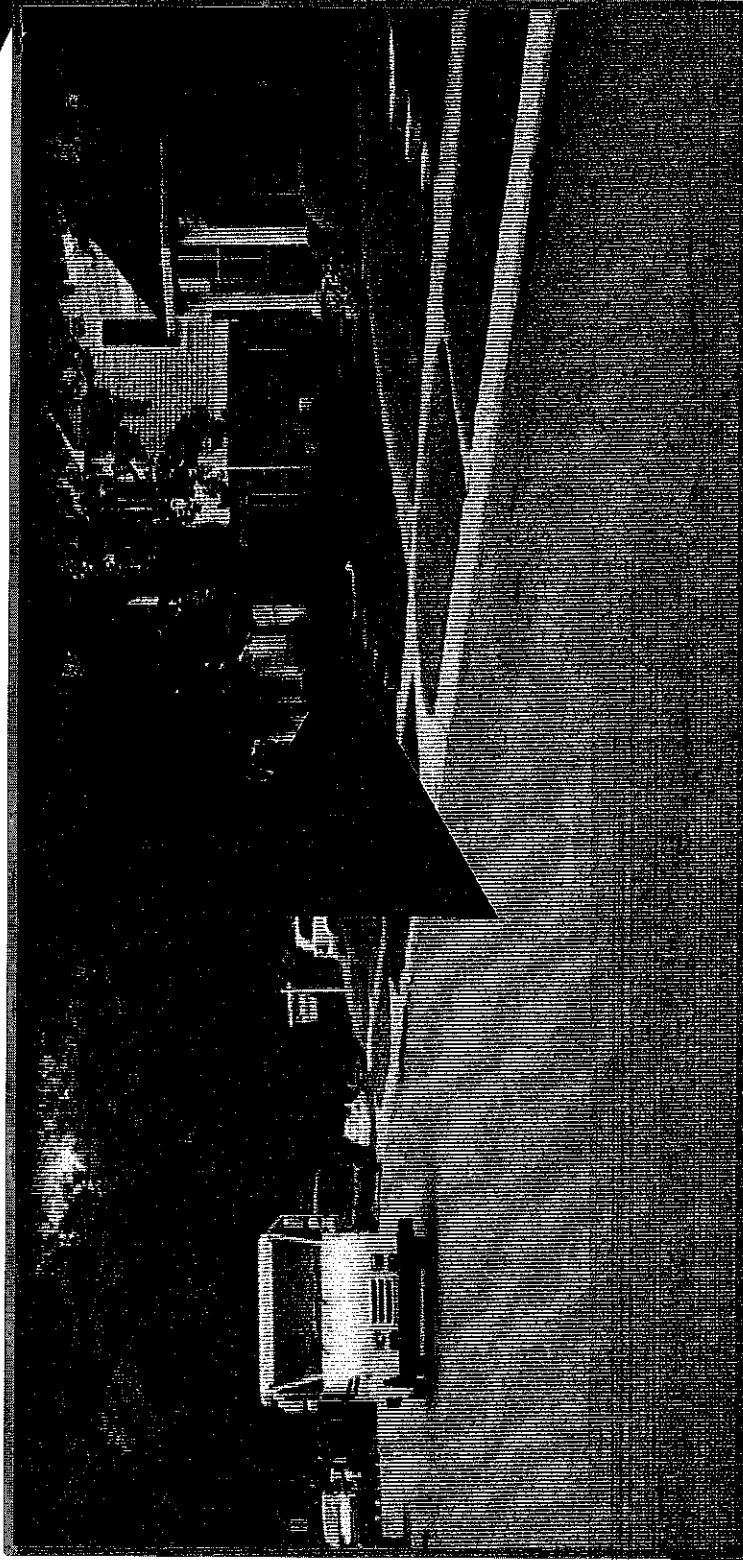
Supervisor: _____ Date: _____

PS Form 1787, March 2017 PSN 7531-01-000-0422 WHITE - Local Safety Office (SOP-Assembly) PRK - Local Safety Office (SOP-Assembly) YELLOW - Approving Official BLUE - Employee

Ergonomics Video



Distracted Driving Video



Heat Stress Video



Heat Illness Prevention

Heat Exhaustion

- Faint or dizzy
- Excessive sweating
- Being cool, pale, with clammy skin
- Being nauseous or vomiting
- Exhibiting a rapid, weak pulse
- Muscle cramps

Heat Stroke

- Throbbing headache
- No sweating
- Body temperature above 103°
- Exhibiting red, hot, dry skin
- Being nauseous or vomiting
- Rapid, strong pulse
- Loss of consciousness

Heat Illness Prevention Program

SAFETY DEPENDS ON ME!

The purpose of the Postal Service's Heat Illness Prevention Program (HIPP), is to protect our employees from heat-related illnesses. A copy of the HIPP and HIPP Poster will be posted in your work area. The HIPP Poster will be posted in your work area. The HIPP Poster will be posted in your work area.

Heat stroke occurs when any employee in a facility is exposed, or reasonably anticipated to be exposed, to heat stress for extended periods of time. Heat stress is defined as a combination of high index temperatures exceeding 80 degrees Fahrenheit for extended periods of time, over the course of a work day or work shift.

Recognizing the signs and symptoms of heat-related illness, all employees will be trained to identify the various symptoms of, and proper first aid responses to, heat-related illness. These visual aids may be used to assist in identifying common signs of heat-related illness and provide appropriate actions to help guide decisions to seek medical attention.

HEAT STROKE

Name: _____ Address: _____ Phone: _____

City: _____ State: _____ Zip: _____

Employer: _____

Heat Stroke Symptoms:

- Throbbing headache
- No sweating
- Body temperature above 103°
- Exhibiting red, hot, dry skin
- Being nauseous or vomiting
- Rapid, strong pulse
- Loss of consciousness

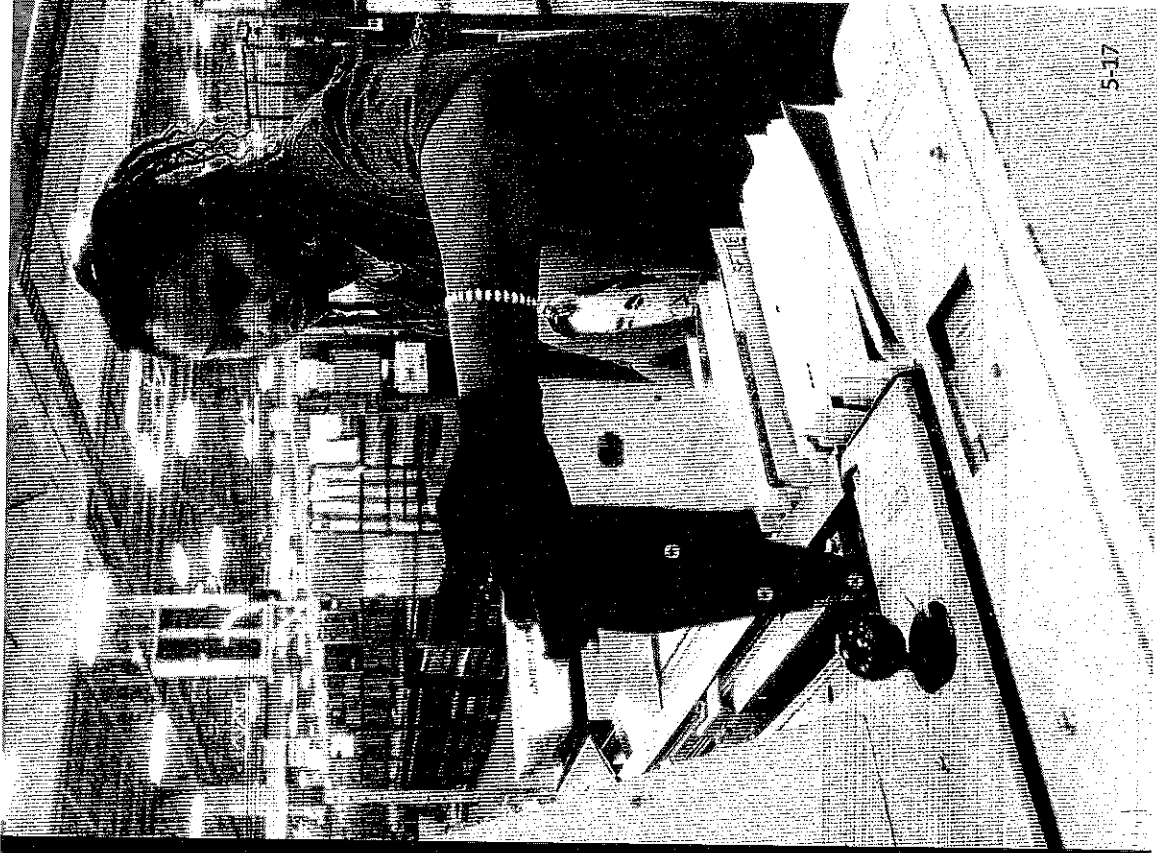
Heat Stroke Actions:

- Call 9-1-1
- Move to a cool area
- Remove excess clothing
- Provide first aid
- Seek medical attention

Always Remember: Safety Depends on Me!

Safety Guidelines

- Proper Footwear
- Use Good Ergonomics
- Drive Safely
- Prevent Heat Illness



Proper Mail Handling

Loose in the Mail

Identifiable Mail

Dangerous Goods

Anonymous Mail

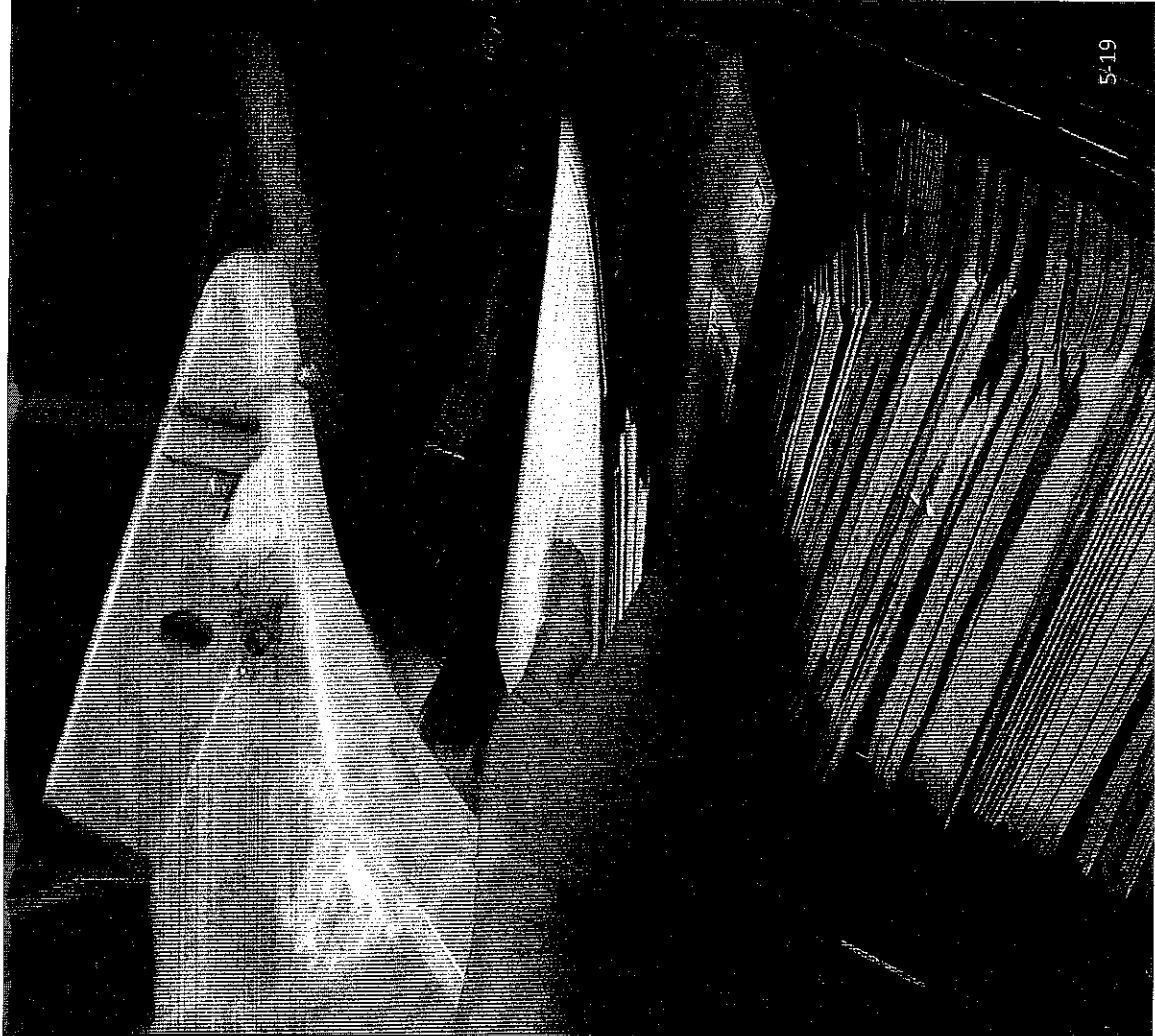
Hazardous Mail

Suspicious Mail

Loose in the Mail

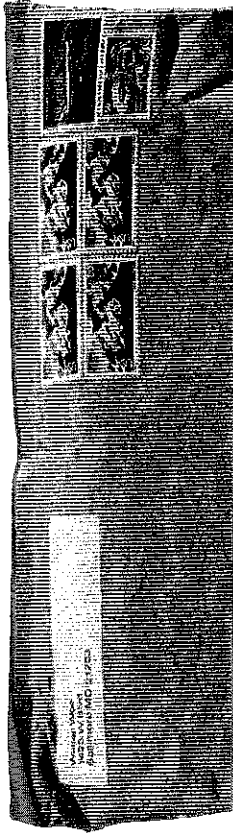
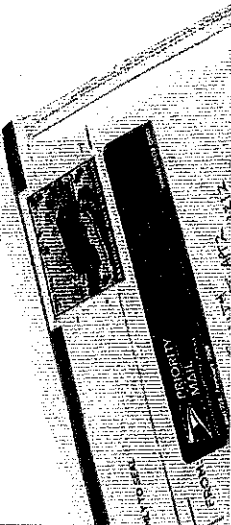
- Money
- Loose stamps
- Pens
- Coupons
- Various other mailed contents

-
- Postal Service property
 - Give to your supervisor



AWA

A



Only postage stamps

+

Over 10 oz. OR
over 1/2" thick

+

No visual evidence
of being accepted
and verified by a
postal employee

Identifiable Mail

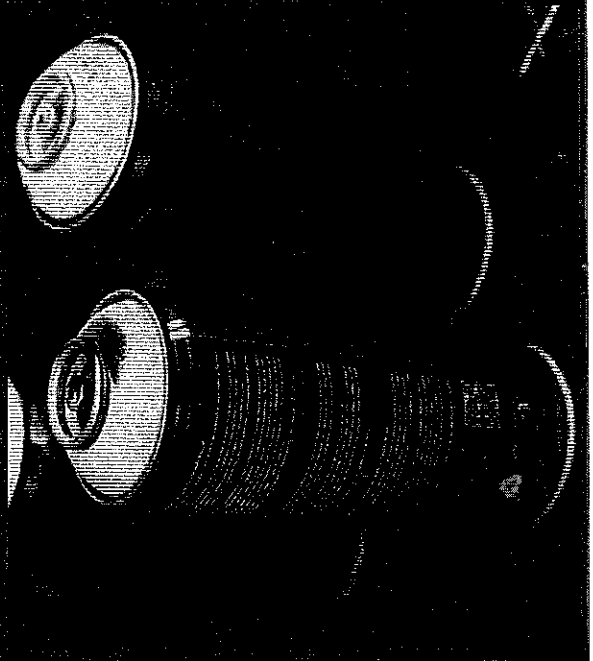
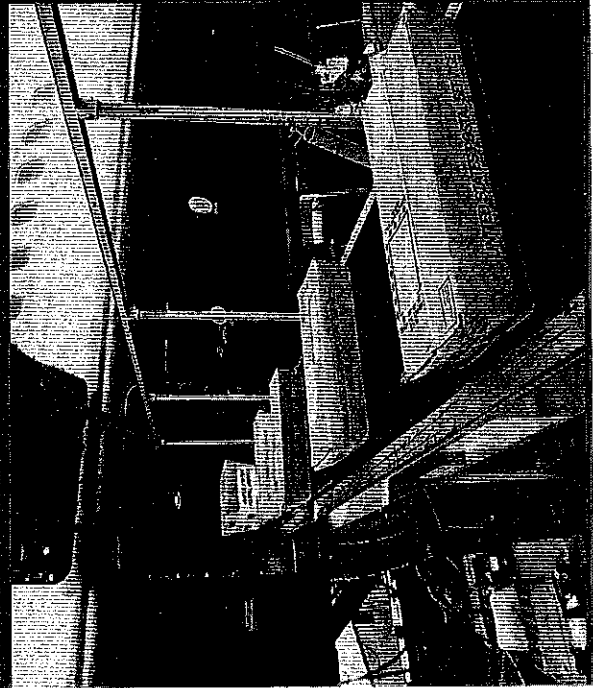
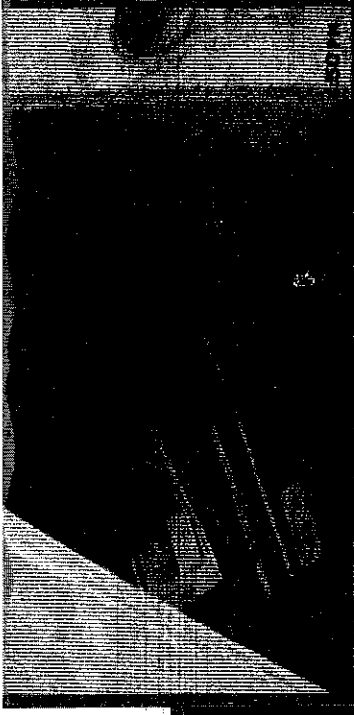
- Electronic postage
 - Postage Validation Imprinter
 - meter strip
 - PC Postage®
 - Click-N-Ship®
 - Automated Postal Center postage
 - eStamps, etc.
- Permit imprint
- AVSEC Clearance Stamp



Can be traced back to the customer or point of entry into the mailstream

HAZMAT and Dangerous Goods

Certain substances can pose a risk to health and safety, they are called Hazardous Materials (HAZMAT) when sent domestically and Dangerous Goods when sent internationally.



Dangerous Goods Video

Welcome

Page 1 of 42

Help

Audio On Page

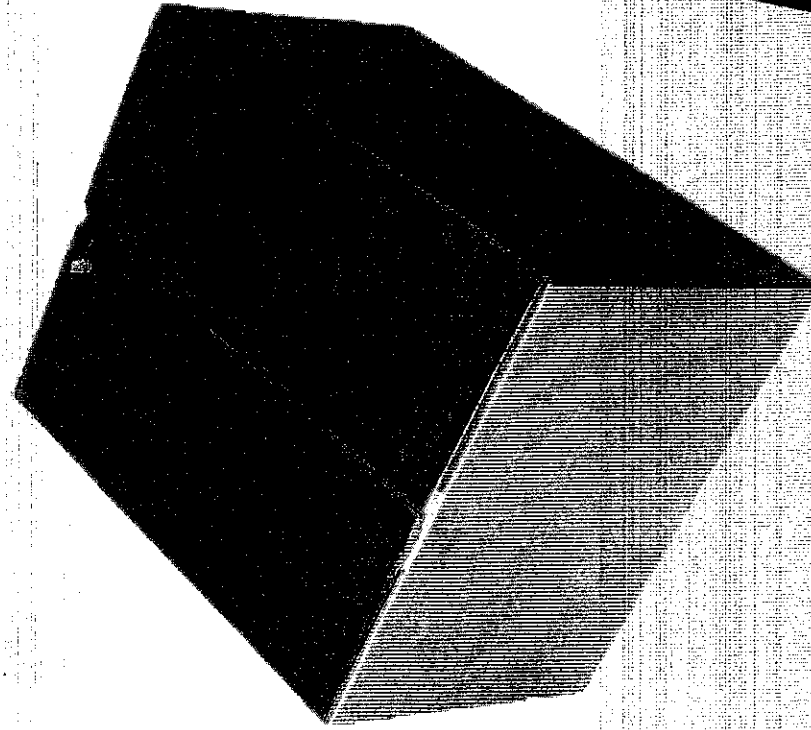
Dangerous Goods Non-Acceptance Personnel

UNITED STATES POSTAL SERVICE

Welcome to Dangerous Goods for Non-Acceptance Personnel Training.

CC BY-NC

Suspicious Mail Indicators



- Leaking suspicious powders
- Leaking suspicious liquids
- Containing suspicious items
- Displaying threat of hazardous content
- Emergency situations involving smoke, fumes, or vapors

If you identify suspicious mail, isolate it and contact your supervisor

Information Technology Requirements



Never plug in a personal or unauthorized device into a postal USB port

This includes charging your cell phone

Summary

**You play a key role in
supporting each other as
we protect the mail,
deliver for the nation, and
uphold the public's trust**



Summary

Sanctity of the Mail

Privacy Act, Personally Identifiable Information

Safety Guidelines

Accident Reporting, Ergonomics, Safe Driving, Heat Stress

Proper Mail Handling

Loose, Suspicious, Anonymous, Identifiable, Dangerous Goods

IT Requirements

WELCOME TO THE



UNITED STATES
POSTAL SERVICE®

Module 6: Code of Conduct and Ethics

Topics

Conduct on Postal Property

Disturbances, Inspection, Gambling, Alcohol, Drugs and Smoking, Firearms, Soliciting, Public Assembly, Photography, Drivers, Voter Registration, Discrimination

Ethics

Conflicts of Interest, Impartiality, Gifts, Second Jobs, Hatch Act, Sanctity of the Mail, Theft, Voyager Cards

You are responsible for familiarizing yourself with and complying with all postal policies and regulations

You are responsible for
empowering yourself with and
complying with all postal
policies and regulations.



SWA

Preservation of Property

Prohibited:

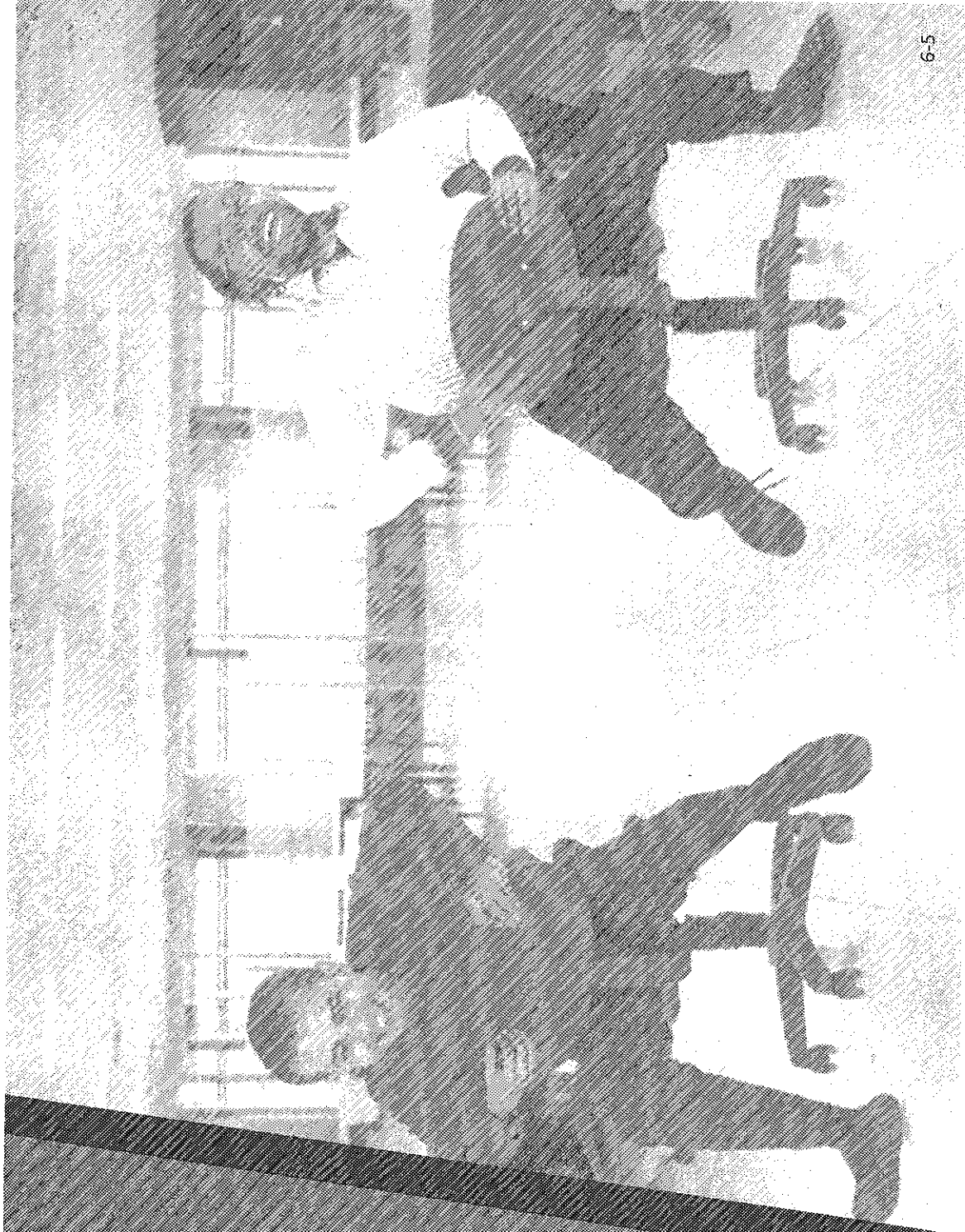
- Littering
- Spitting
- Creating a hazard
- Throwing articles from a building
- Climbing upon the roof or any part of the building
- Willfully destroying, damaging, or removing any property

Comply with official signs and with directions of Security Force personnel or other authorized individuals.

Disturbances

Prohibited:

- Disorderly conduct
- Loud and unusual noise
- Anything that impedes or disturbs the general public



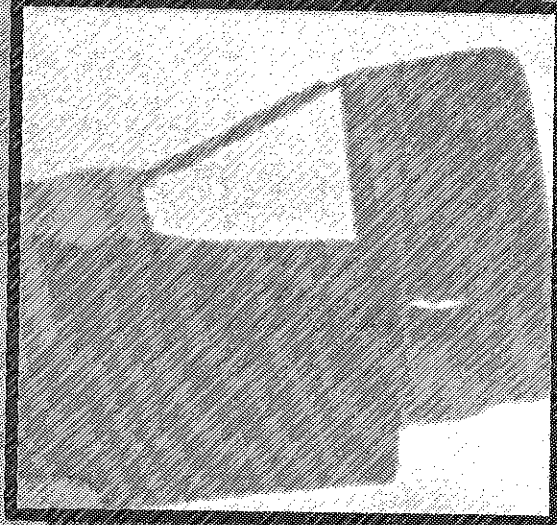
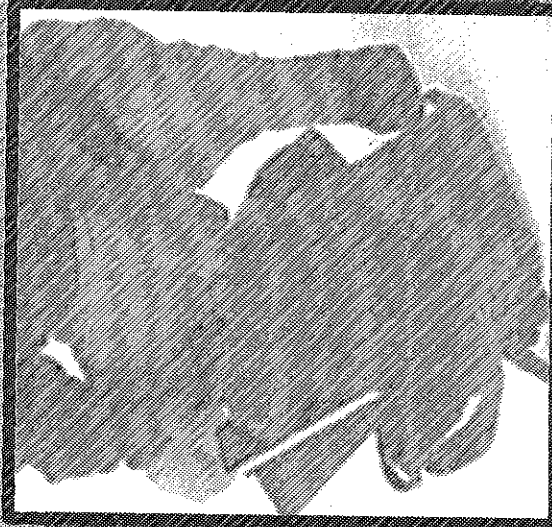
Inspection

Purses, briefcases, other containers, vehicles and their contents are subject to inspection

Items brought into customer mailing acceptance are **not** subject to inspection

Refusal of inspection may result in denied entry

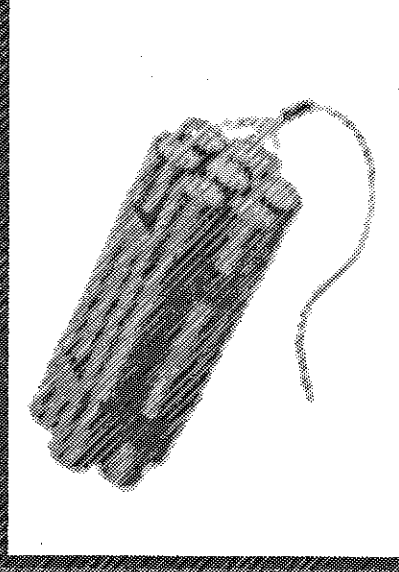
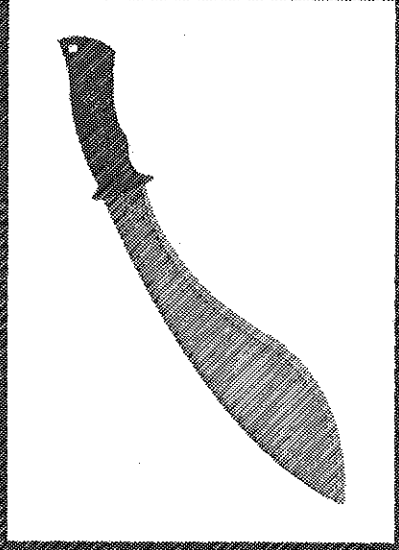
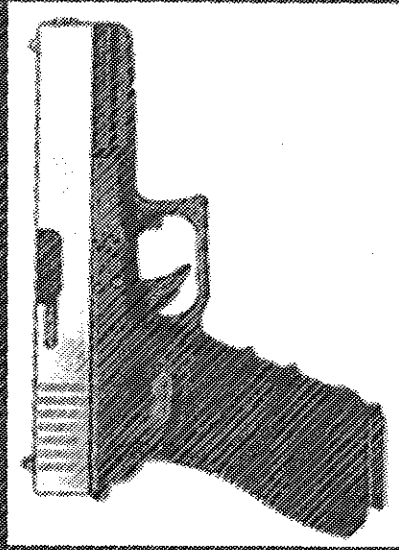
Inspection may accompany arrest



Firearms and Weapons

Prohibited either concealed or open carry:

- Firearms
- Dangerous or deadly weapons
- Explosives



Soliciting, Electioneering, Collecting Debts, Vending, and Advertising

- Prohibited except as otherwise authorized:
- Soliciting money
 - Campaigning for elections
 - Collecting private debts
 - Commercial soliciting and vending
 - Displaying or distributing commercial advertising
 - Soliciting petition signatures
 - Polls and surveys
 - Impeding entrances and exits

Commercial or
nonprofit activities
performed under USPS
contract

Solicitation of USPS and
other federal, military, or
civilian personnel

Public Assembly and Public Address

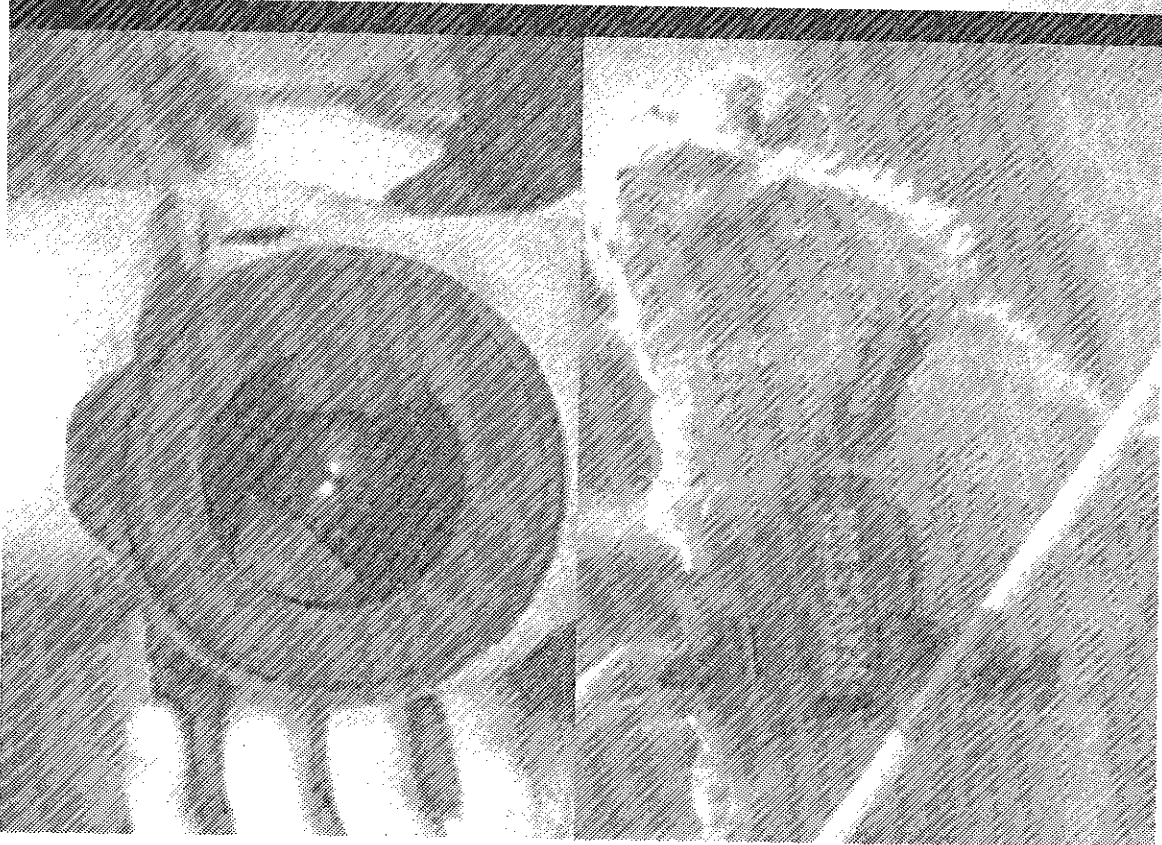
The public may not distribute literature, picket, assemble, or demonstrate in lobbies or other interior areas.

No posting of literature except official notices on postal premises.



Photography

Only photographs for news purposes
are permitted, all other photographs
require permission



Drivers

If you drive a vehicle for the Postal Service, you:

- Must have a valid license and registration
- Must observe all safe driving practices while operating postal vehicles

No blocking of

- Driveways
- Entrances
- Walkways
- Loading areas
- Fire hydrants

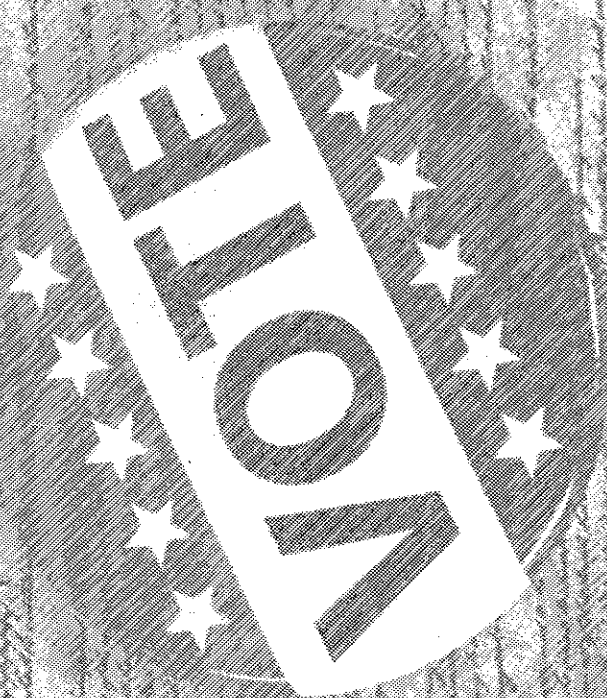


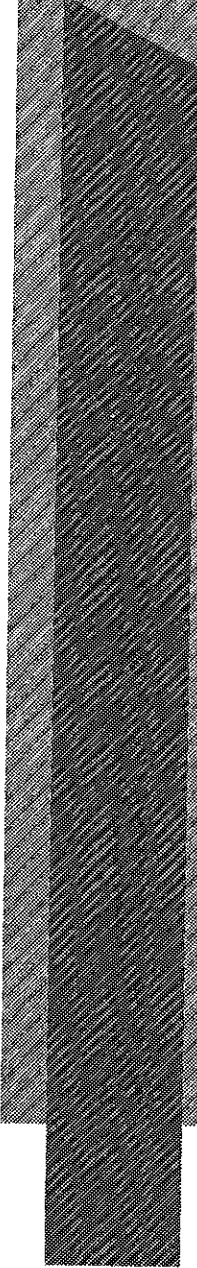
voter Registration

May be conducted
on postal property
only with the
approval of the
postmaster or
installation head

POSTAL PROPERTY

NO POSTAGE
NECESSARY
IF MAILED
IN THE
UNITED STATES





Not permitted on postal property

Support of diversity and inclusion in interactions with coworkers and customers is expected

- Race
- Color
- Religion
- Genetic information
- National origin
- Sex (including pregnancy, sexual orientation, and gender identity, including transgender status)
- Age (40+)
- Physical or mental disability
- Past, present, or future military service
- Political affiliation
- Marital status
- Status as a parent

Entity Behavior

**For the past several years, the public has
voted the Postal Service as the most trusted
government organization**

You maintain that trust



Ethics Contact

The Ethics Office is here to advise you.

If an ethics question arises, please do not hesitate to contact us in advance.

Email: ethics.help@usps.gov

Telephone: (202) 268-6346

Topics

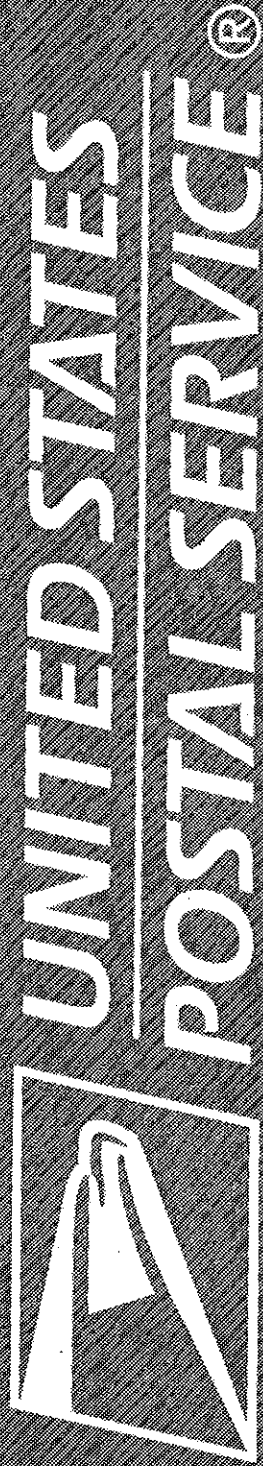
Conduct on Postal Property

Disturbances, Inspection, Gambling, Alcohol, Drugs and Smoking, Firearms, Soliciting, Public Assembly, Photography, Drivers, Voter Registration, Discrimination

Ethics

Conflicts of Interest, Impartiality, Gifts, Second Jobs, Hatch Act, Sanctity of the Mail, Theft, Voyager Cards

You are responsible for familiarizing yourself with and complying with all postal policies and regulations



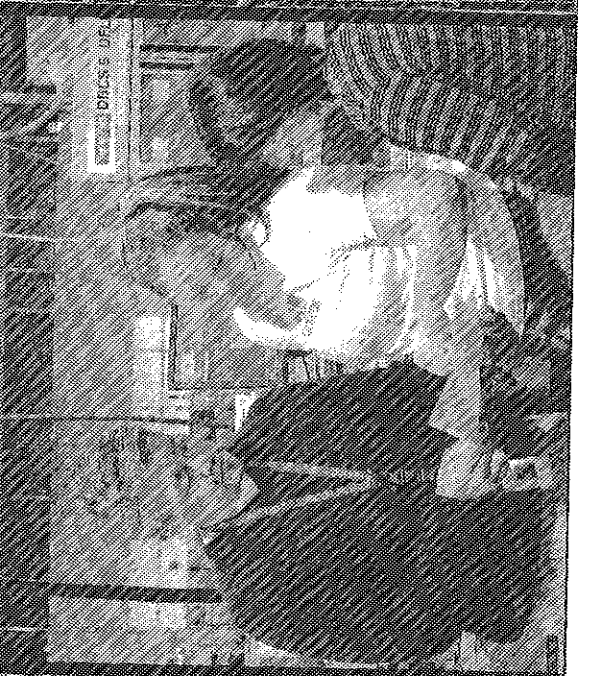
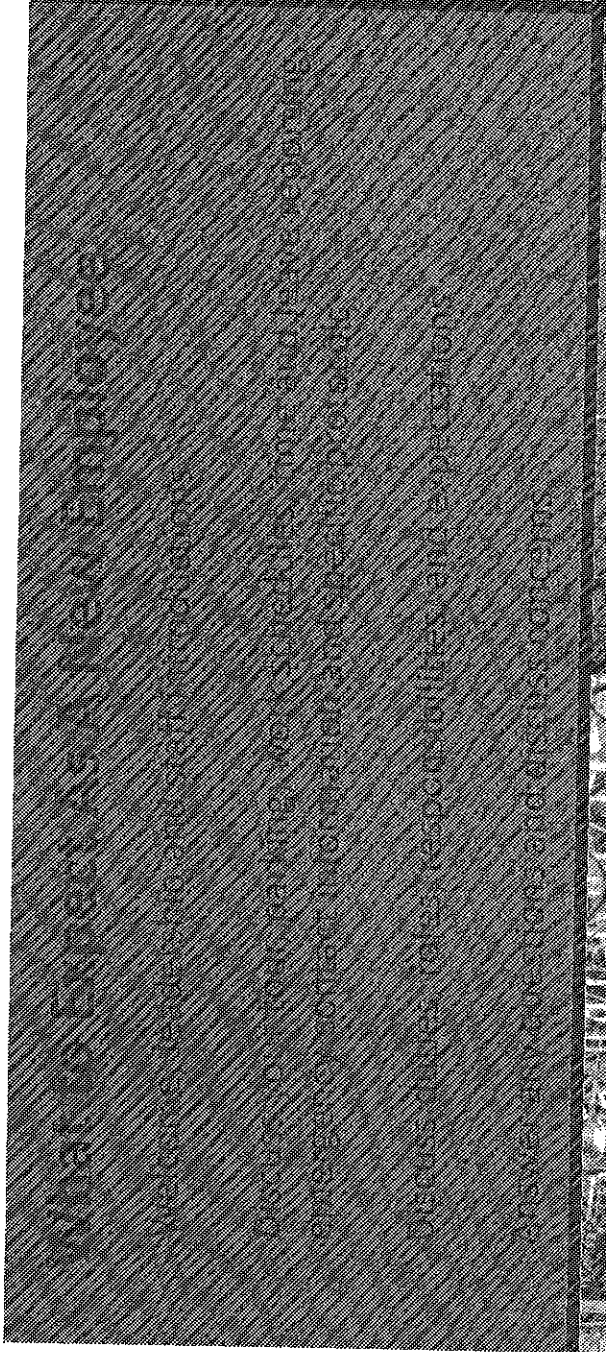
Module 7: What to Expect As A New Employee

Topics

Arriving at Your Work Location

Employee Probationary Process

Welcome to the Postal Service!



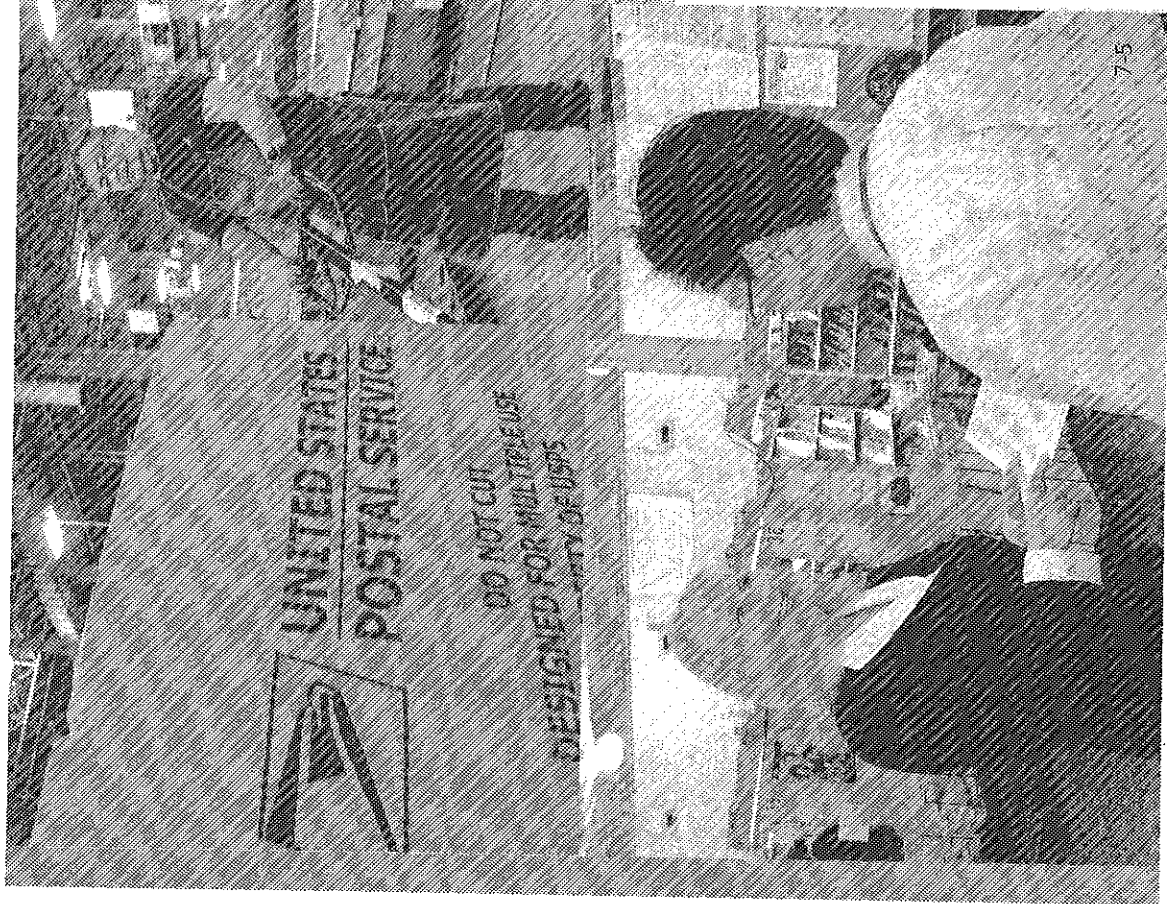
Post-Orientation Training: CCA



- Shadow a current carrier
- Learn to drive a postal vehicle
- City Carrier Academy (4 days)

Post-Orientation On-the-Job Training

Supports you and
demonstrates job skills



Additional Resources

Use the Additional Resources job aid in your Employee Reference Guide

to learn more about your responsibilities, benefits, and opportunities with the Postal Service

For useful information on business initiatives, employment opportunities, and USPS forms (handbooks, manuals, publications, management instructions, posters, etc.), visit <http://about.usps.com>.

To view the Human Resources web page, visit http://hr.usps.gov/humanresources/professionalportal/em/nd/ndi_home.shtml

To start owning your career, visit learning portal support at <https://usps.csod.com/catalox/CustomPage.aspx?cid=20000615>

To view Poster 7, *Rules and Regulations Governing Conduct on Postal Property*, visit <http://about.usps.com/posters/pos7/welcome.htm>

To view Poster 158, *Possession of Firearms and Other Dangerous Weapons on Postal Property is Prohibited by Law*, visit <http://about.usps.com/posters/pos158/welcome.htm>

For additional information about the Hatch Act and other ethical conduct matters, call the HQ Ethics Helpline at (202) 268-6346, or email ethics.help@usps.gov

To view the Domestic Mail Manual, visit http://pe.usps.com/text/dmm/300/dmm300_landing.htm

To view the International Mail Manual, visit <http://pe.usps.com/text/dmm/welcome.htm>

To view Poster 138, *Keep the Mail Safe*, visit <http://about.usps.com/posters/pos138.pdf>

To view Poster 288, *Domestic Hazardous Materials Warning Labels and Markings*, visit <http://about.usps.com/posters/pos288.pdf>

To view Poster 701L, *CHECK FIRST! Dangerous Goods in International or APO/FPO/DPO Mail*, visit <http://about.usps.com/posters/pos701l.pdf>

To view Poster 702, *Dangerous Goods Warning Labels Prohibited in International Mail*, visit <http://about.usps.com/posters/pos702.pdf>

To view Publication 52, *Hazardous, Restricted, and Perishable Mail*, visit <http://pe.usps.com/ftp/pubs/ftp52pub52.pdf>

Employee Characteristics

A word cloud of employee characteristics. The word "Positive" is the largest and most central element, written in a large, elegant, cursive font. Surrounding it are various other words in different sizes, orientations, and fonts, all in shades of gray. The words include: "Reliable", "Flexible", "Safe", "Efficient", "Kind", "Punctual", "Passionate", "Customer", "Team Player", "Energetic", "Responsible", "Honesty", "Diligent", "Creative", "Empathy", "Compassion", "Coachable", "Knowledgeable", "Hard Working", "Communication", "Organized", "Accountable", "Integrity", "Open-minded", "Service", "Dedicated", "Patience", "Respect", "Listening", "Motivated", "Professional", "Available", "Friendly", "Courteous", "Resourceful", "Attention to Detail", and "Task Management".

COMMUNICATION HARD WORKING
ORGANIZED ACCOUNTABLE
Integrity
OPEN-MINDED SERVICE
DEDICATED PATIENCE RESPECT
LISTENING MOTIVATED
PROFESSIONAL AVAILABLE
FRIENDLY COURTEOUS
Attention to Detail
Honesty RESPONSIBILITY
TEAM PLAYER ENERGETIC
EFFICIENT
KIND
CREATIVE
EMPATHY
COMPASSION
COACHABLE
KNOWLEDGEABLE
Reliable
Flexible Safe
Positive
PUNCTUAL
Passionate
Customer
TASK MANAGEMENT

You Make a Difference!

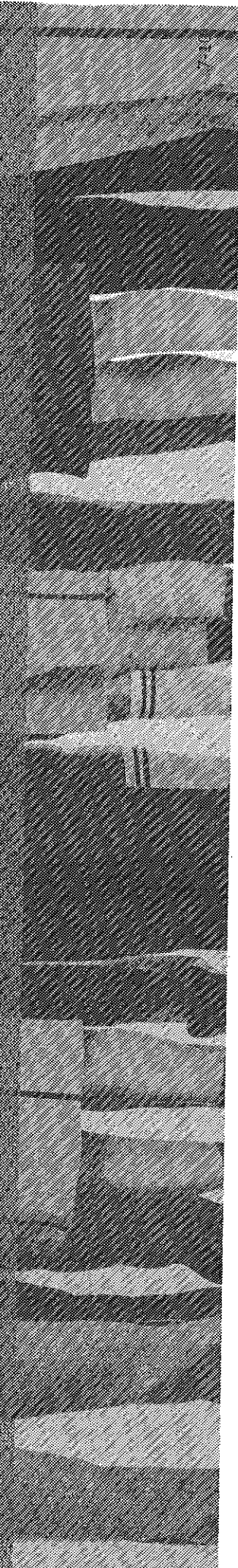
WELCOME



UNITED STATES POSTAL SERVICE



UNITED STATES
POSTAL SERVICE®





UNITED STATES
POSTAL SERVICE®

Module 1: Introduction

Welcome

Welcome to the USPS

Union Representation

Our Responsibilities to You

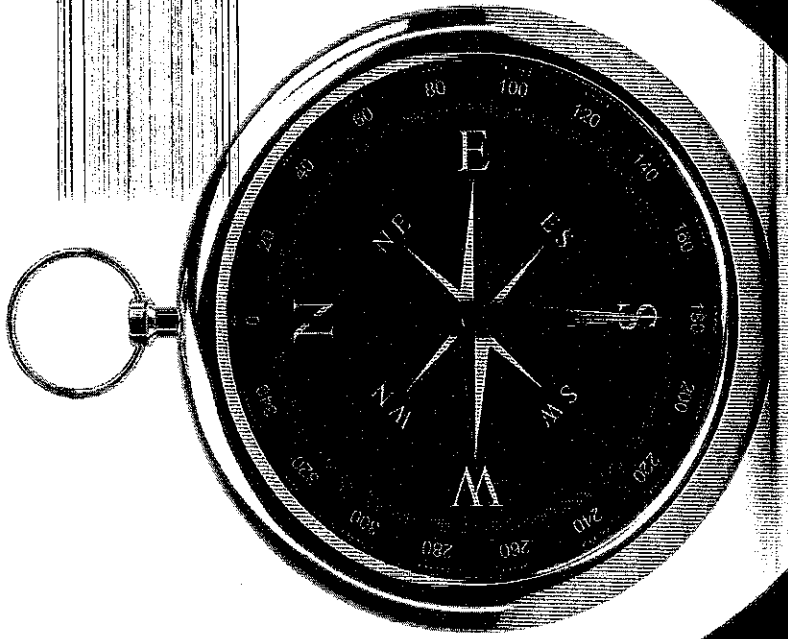
- Compensation, Leave, and Benefits
- Safe and Fair Workplace

Your Responsibilities to Us

- Sanctity of the Mail and Safety
- Code of Conduct and Ethics
- Diversity and Inclusion

Your Future with the Organization

- Development
- Probationary Process
- Next Steps



Orientation and Training

You will participate in several events to ensure you are equipped to be successful in your new role.

Orientation	Shadow a Calmier	Diving Academy	1 Day	1 Day	2 Days	4 Days	Ongoing
-------------	---------------------	-------------------	-------	-------	--------	--------	---------

PMG Welcome

USPS
ALL-EMPLOYEE
MESSAGE

FROM POSTMASTER GENERAL & CEO
LOUIS

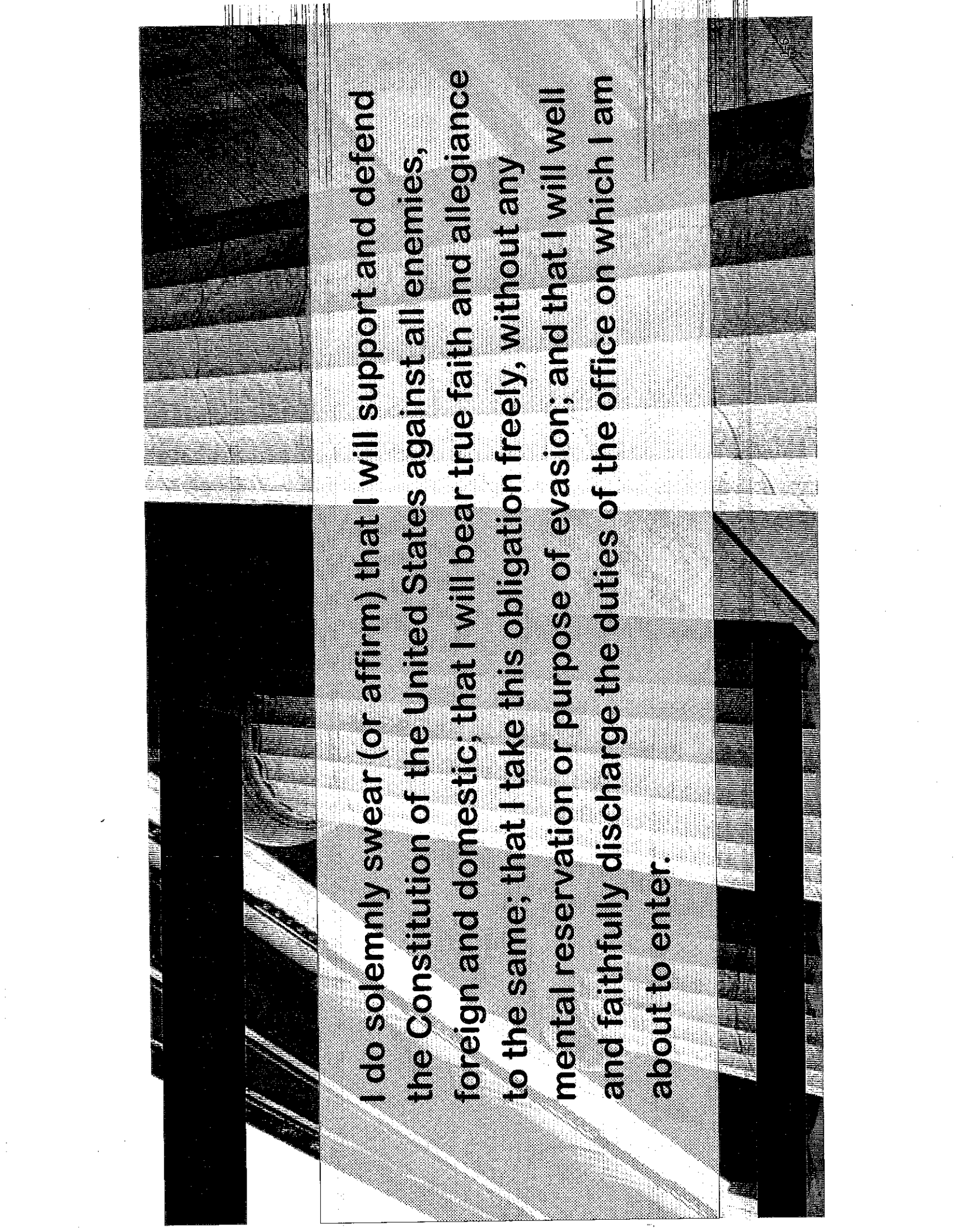
UNITED STATES POSTAL SERVICE

The graphic features a black and white portrait of Louis DeMauro, the Postmaster General and CEO of the USPS, on the right side. The text is arranged in a vertical stack on the left. A large, solid black triangle is positioned in the center, overlapping the text and the portrait. The background of the graphic is a light, textured gray.



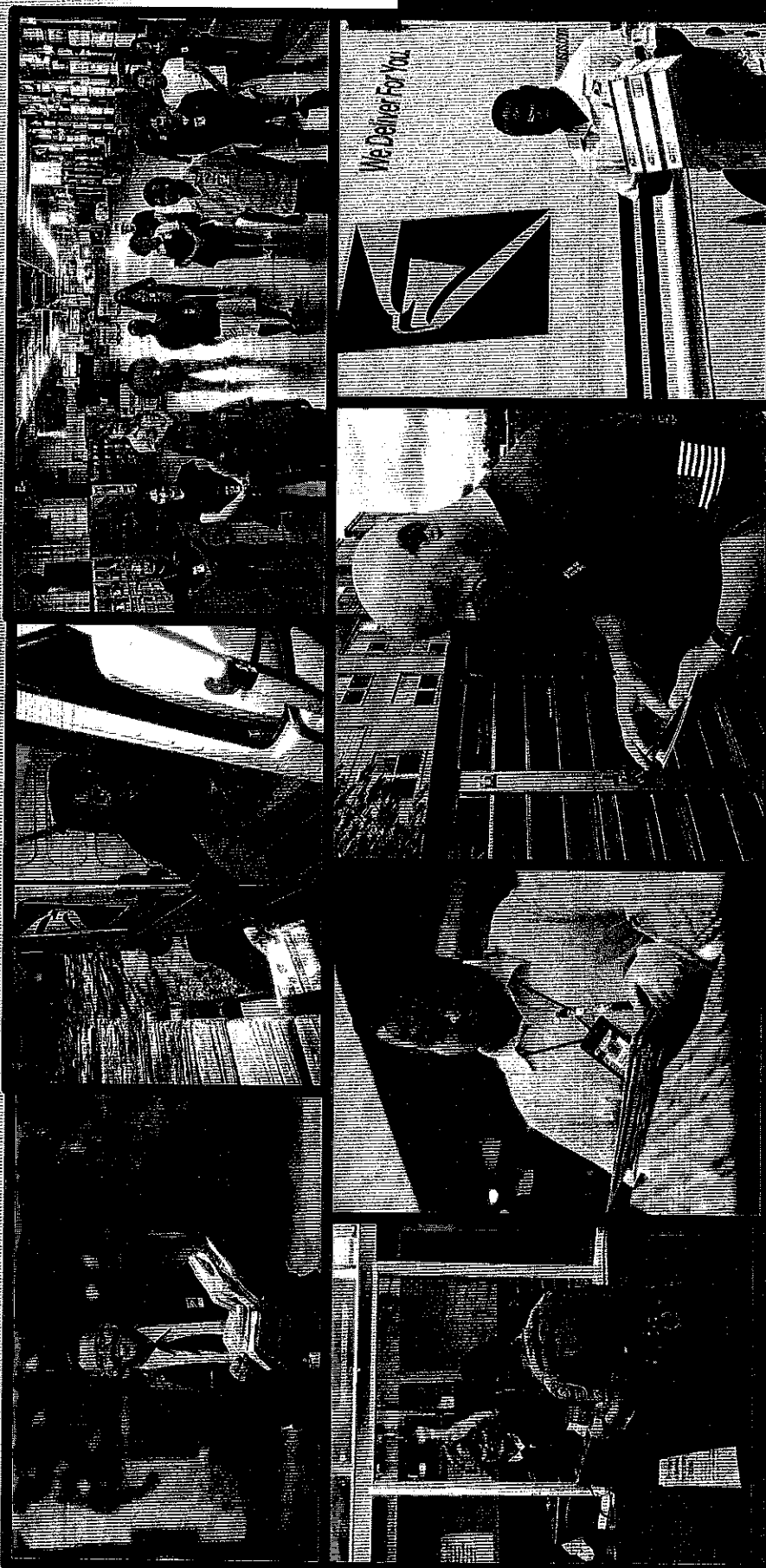
Oath of Office

Being a member of the Postal Service places a trust in you that you will support and defend the Constitution of the United States and discharge the duties of your position.

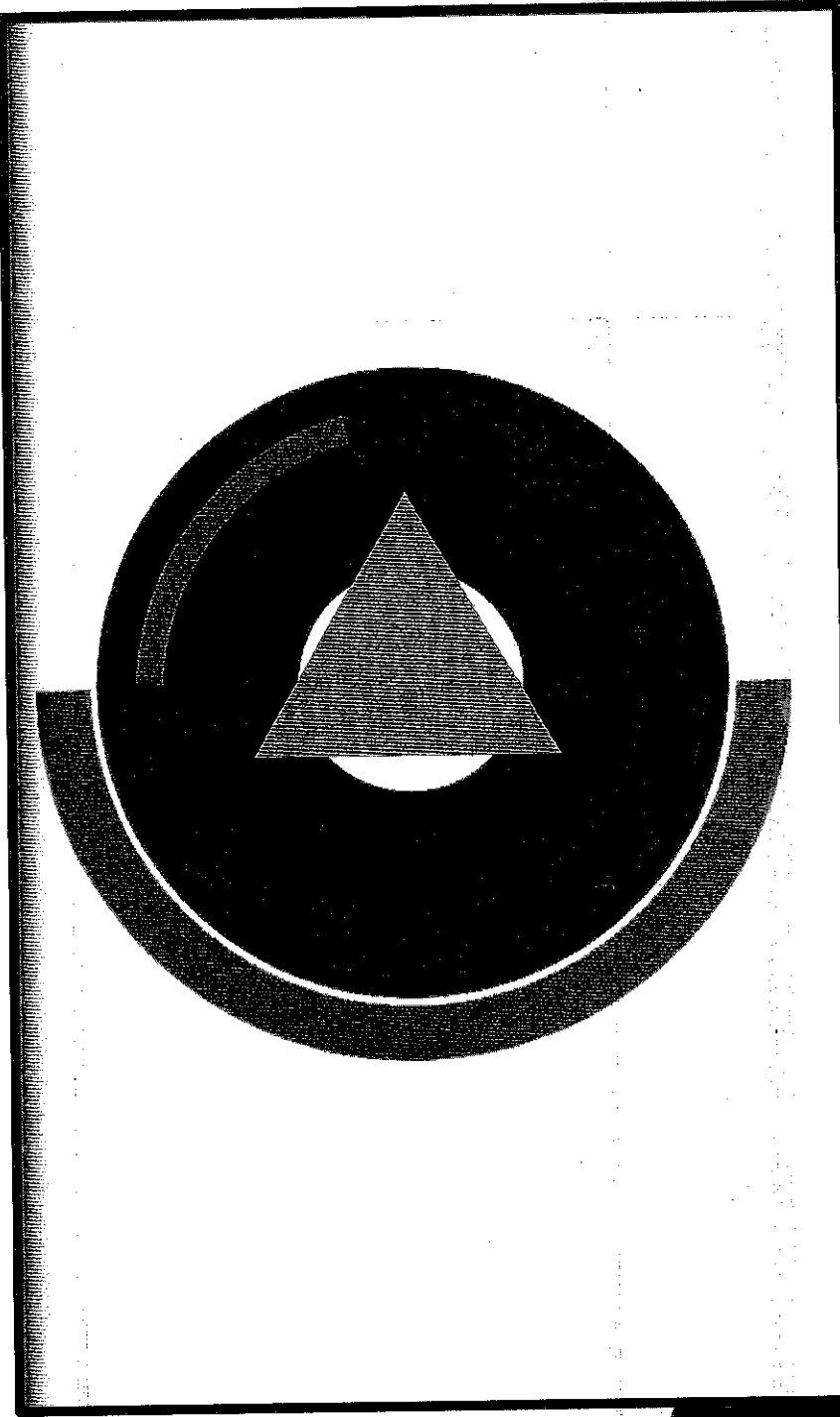


I do solemnly swear (or affirm) that I will support and defend the Constitution of the United States against all enemies, foreign and domestic; that I will bear true faith and allegiance to the same; that I take this obligation freely, without any mental reservation or purpose of evasion; and that I will well and faithfully discharge the duties of the office on which I am about to enter.

Our Organization



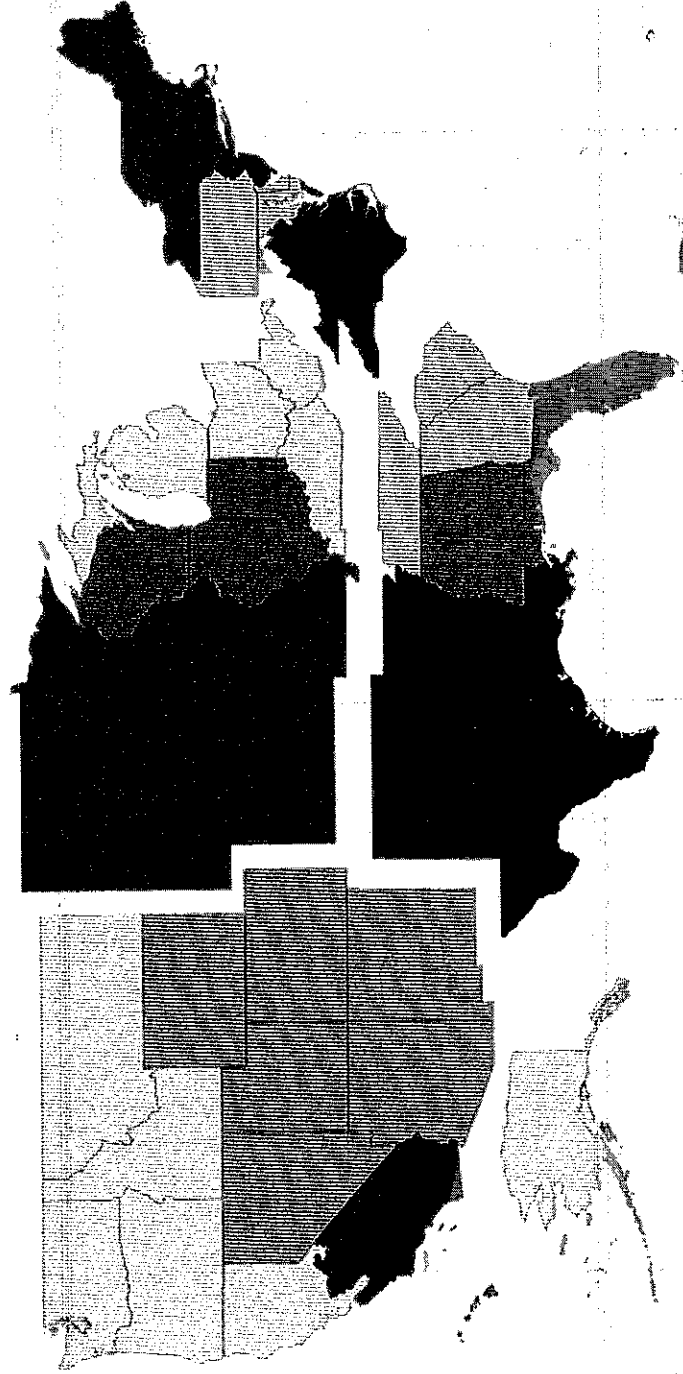
Introducing the USPS Video



Our Organization



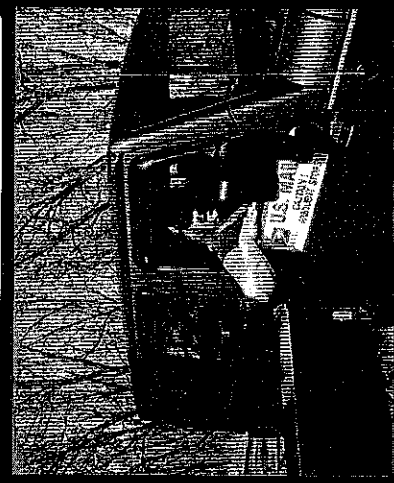
Organizational Structure



Non-Career Positions



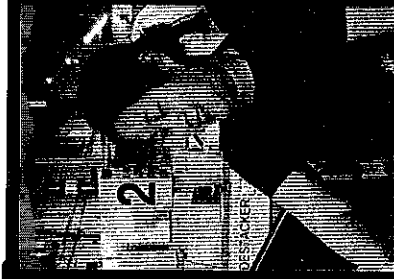
City Carrier Assistant



Rural Carrier Associate



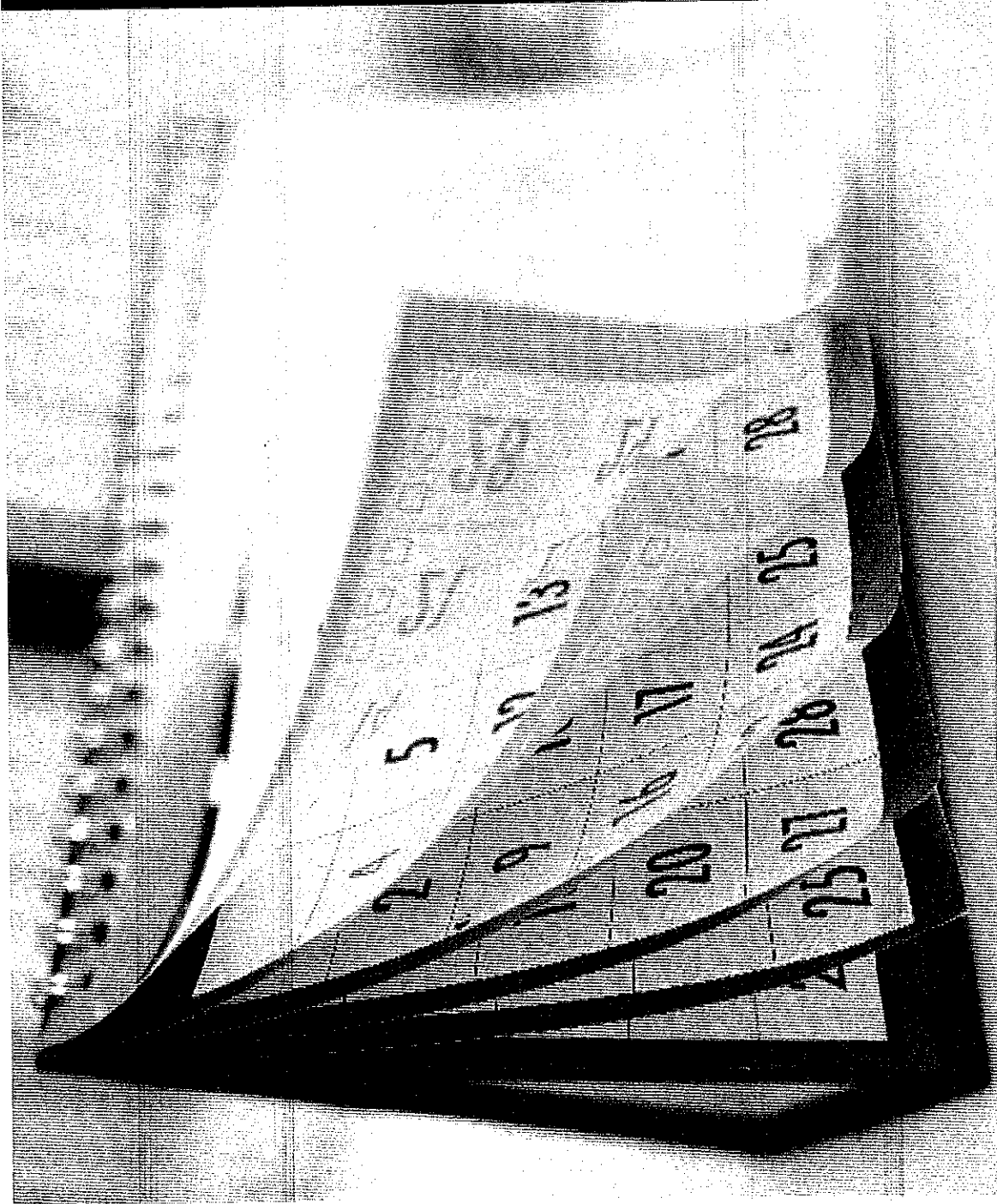
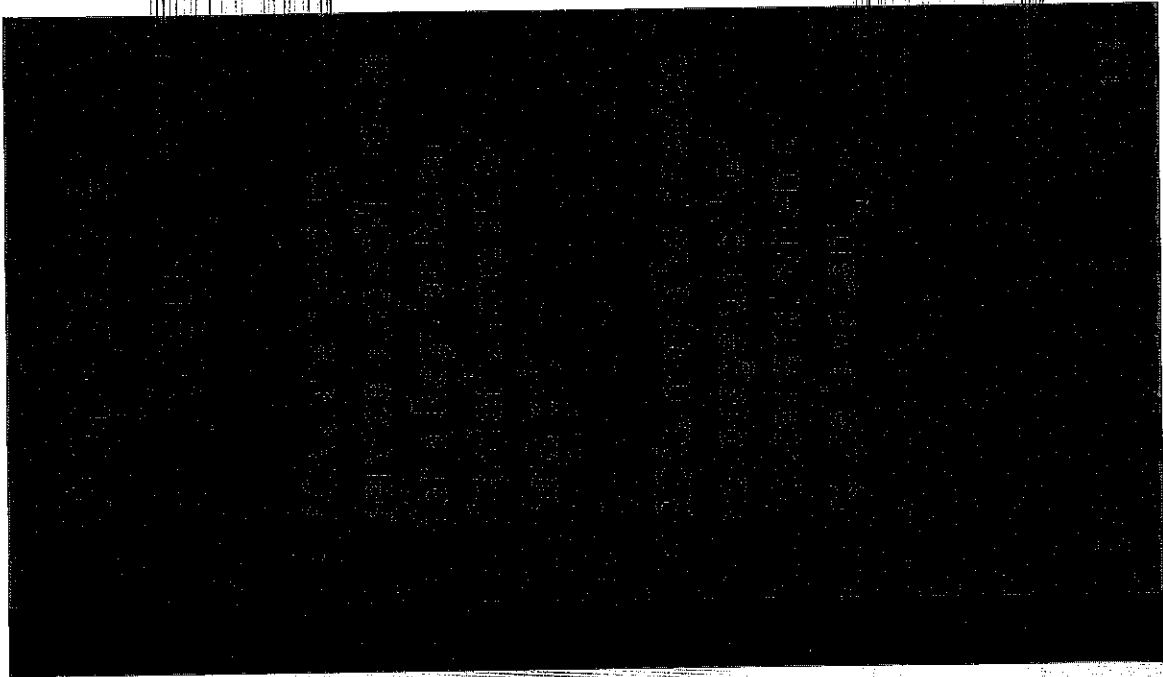
Postal Support Employee



Mail Handler Assistant

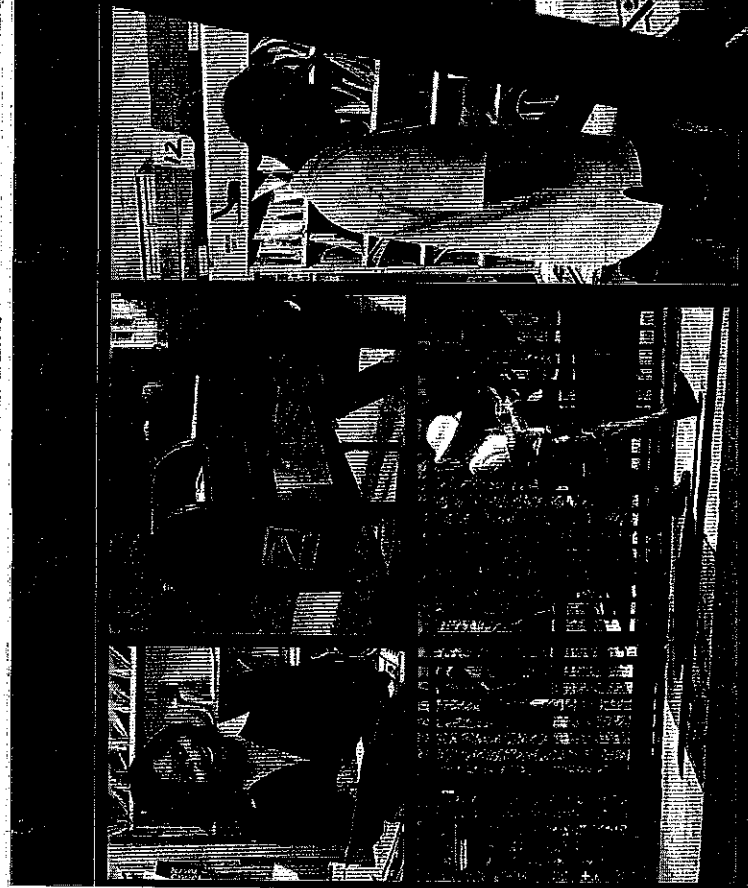


Mail Handler Assistant



2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28

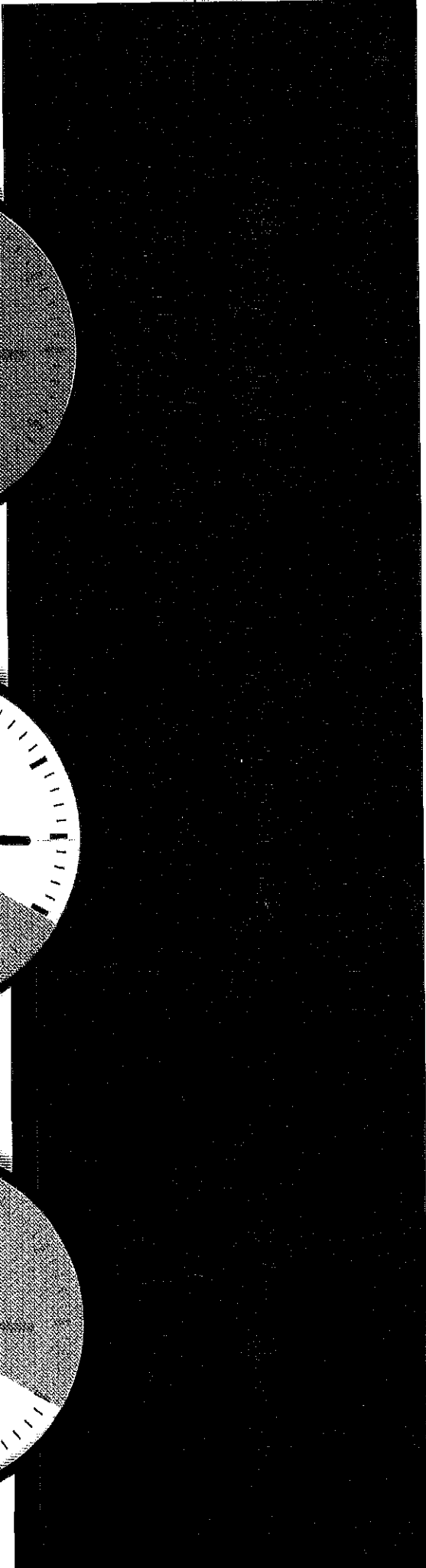
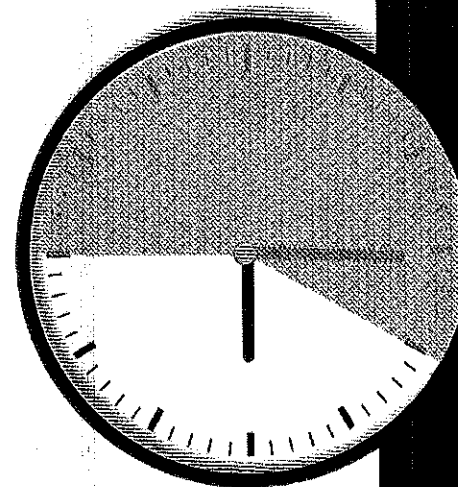
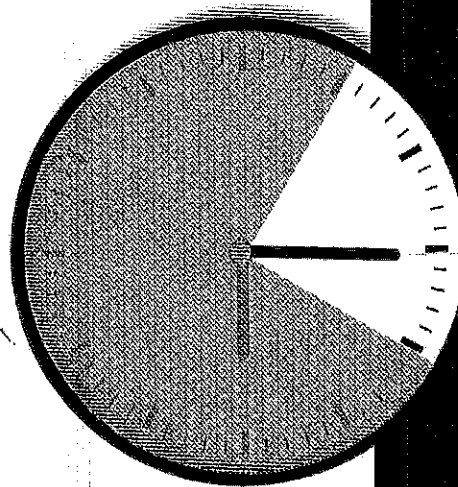
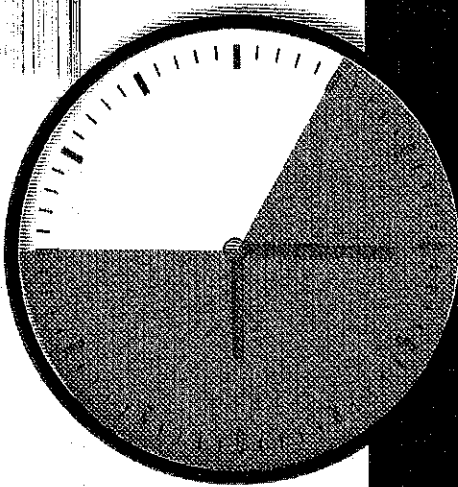
Your Work Location



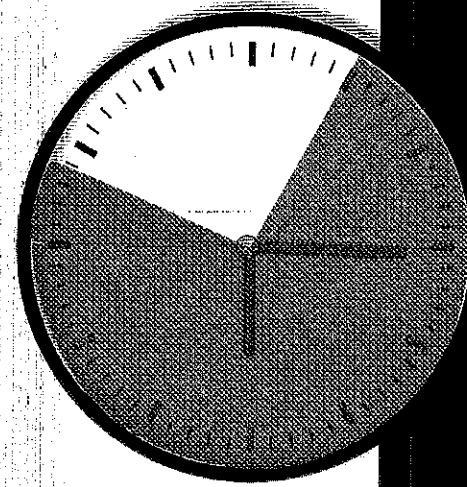
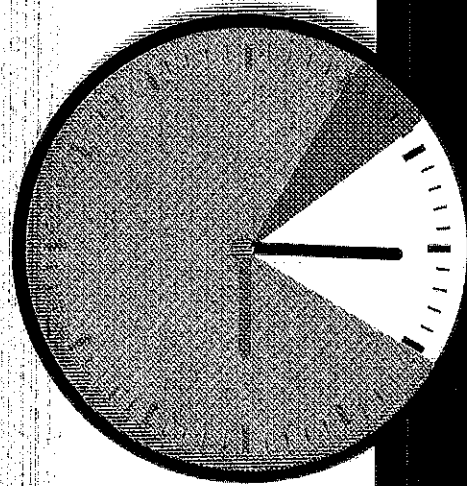
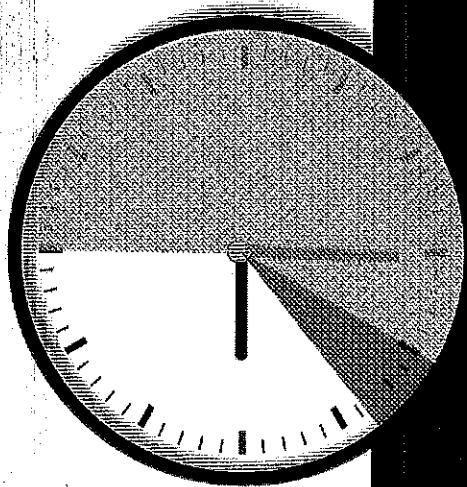
Processing Facility



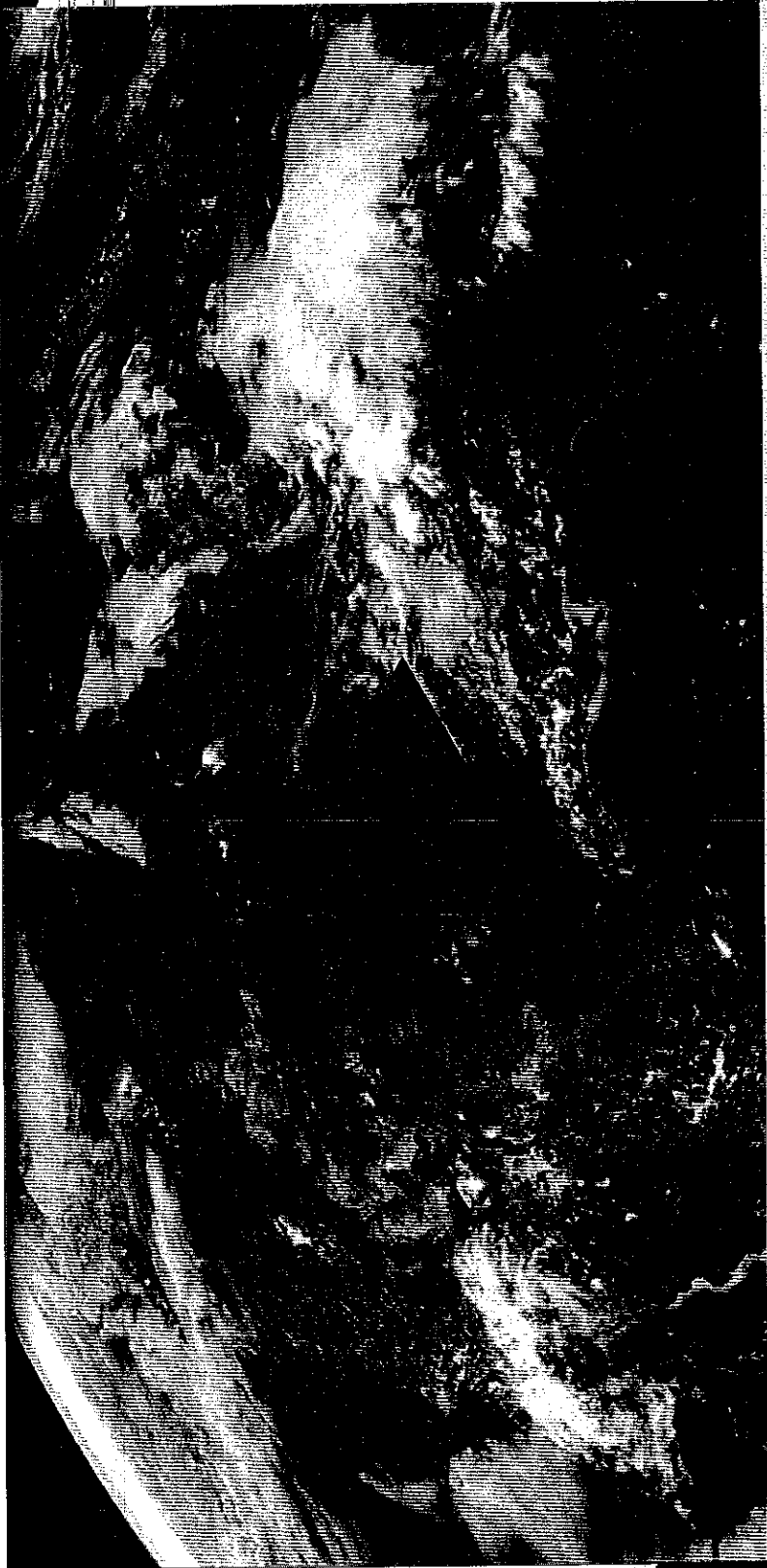
Tour Examples



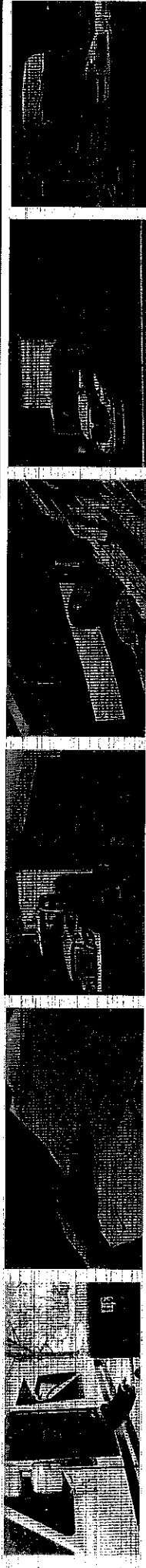
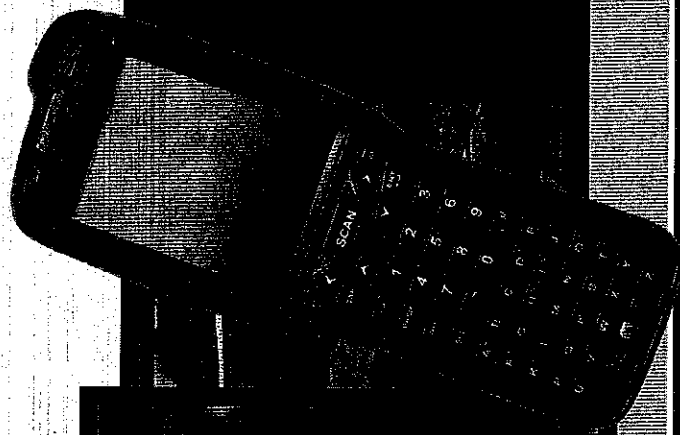
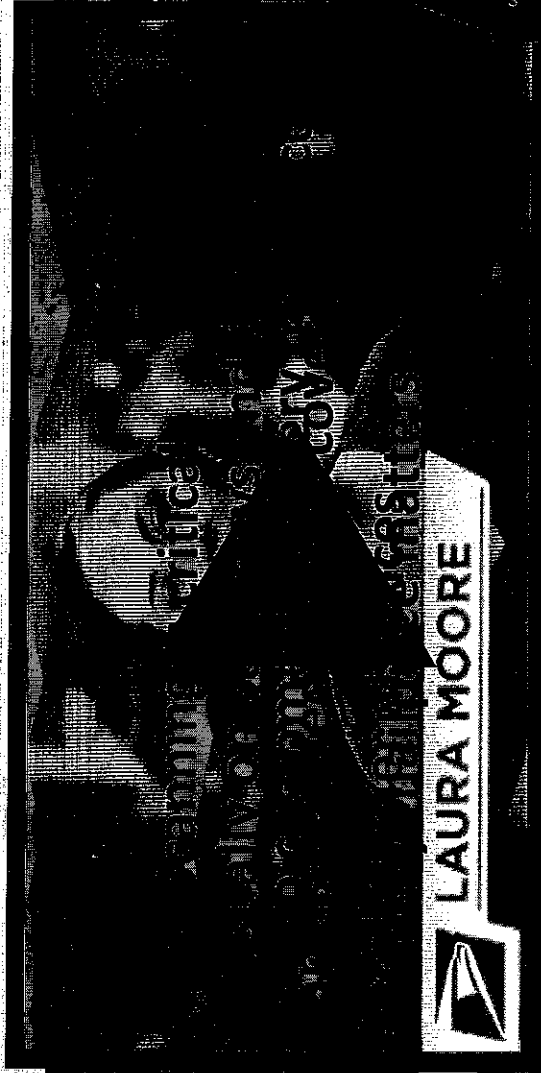
24-Hour Clock



Systems at Work



Collection



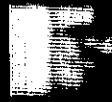
Collection

Transportation

Sortation/
Delivery 1-7

LETTERS

A WRITTEN, TYPED, OR PRINTED COMMUNICATION, ESPECIALLY ONE SENT IN AN ENVELOPE BY MAIL, MESSENGER, OR CARRIER.

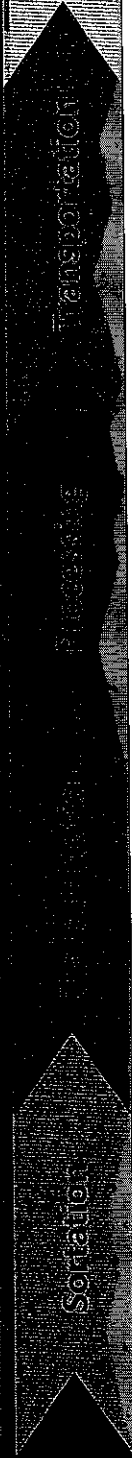
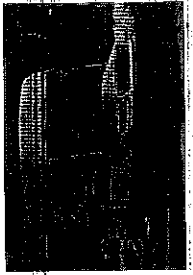


FLATS

AN OVERSIZE PIECE OF FIRST-CLASS MAIL, OR PERIODICALS CLASS MAIL THAT EXCEEDS AT LEAST ONE OF THE DIMENSIONS FOR LETTER-SIZE MAIL.

PACKAGES

PARCELS THAT DO NOT MEET THE MAIL SERVICE'S SIZE LIMITS FOR FLATS, USUALLY ENCLOSED IN A CONTAINER SUCH AS A CARTON OR BOX.

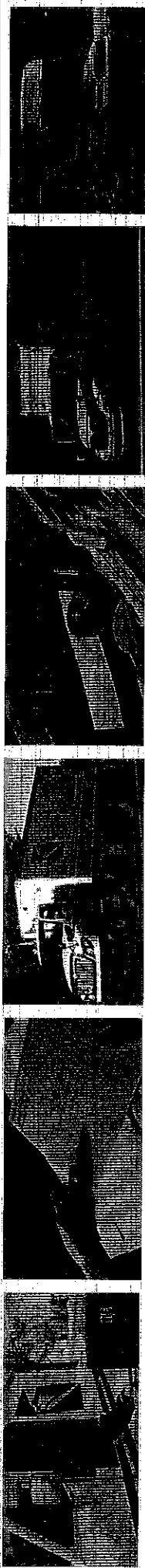


Sortation

Transportation

Sortation/
Delivery 1-18

Transportation



Transportation

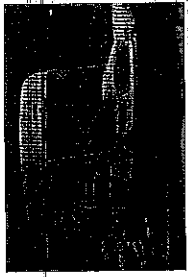
Sortation/
Delivery

Flats

- Some machines sort to DPS, others only to Post Office

Packages

- Mailhandlers take to processing
- Sorted to Post Office location



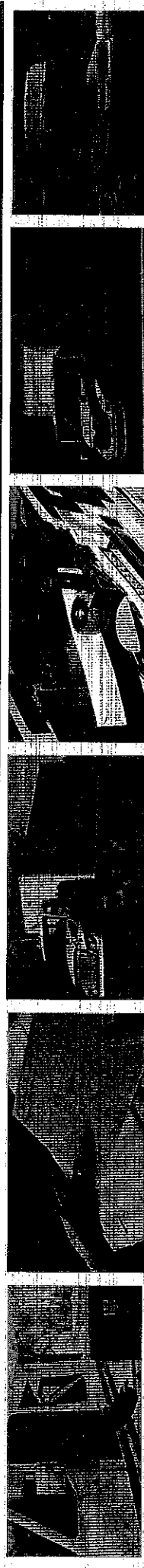
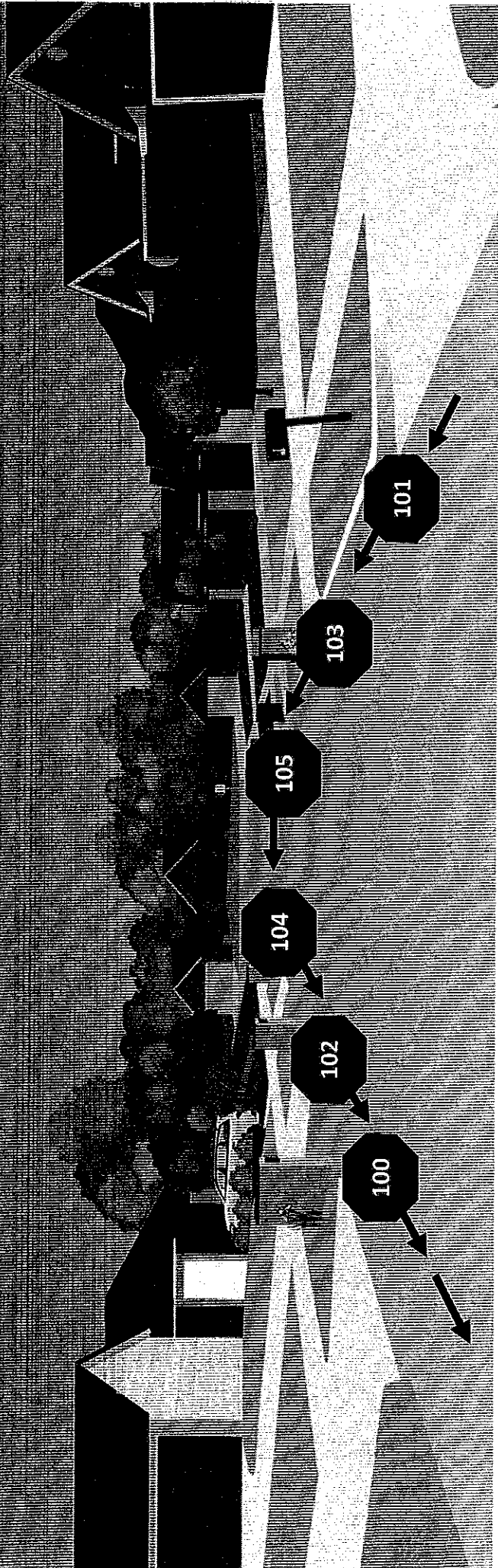
Sortation/
Delivery 1-20

Transportation

Processing

1-20

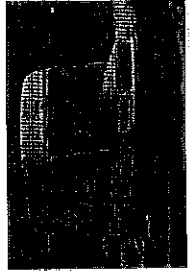
Delivery Point Sequencing (DPS)



Sortation/
Delivery

PROCESSING

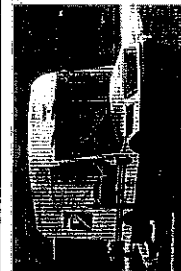
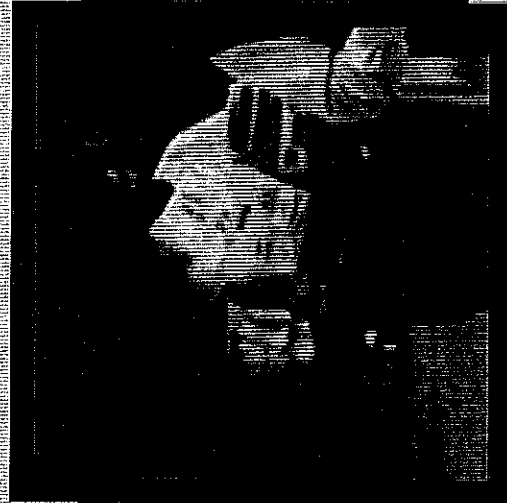
Transportation



Sortation/
Delivery 122

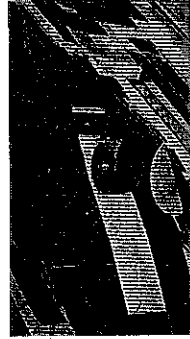
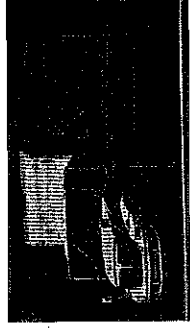
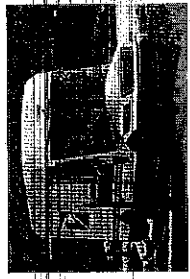
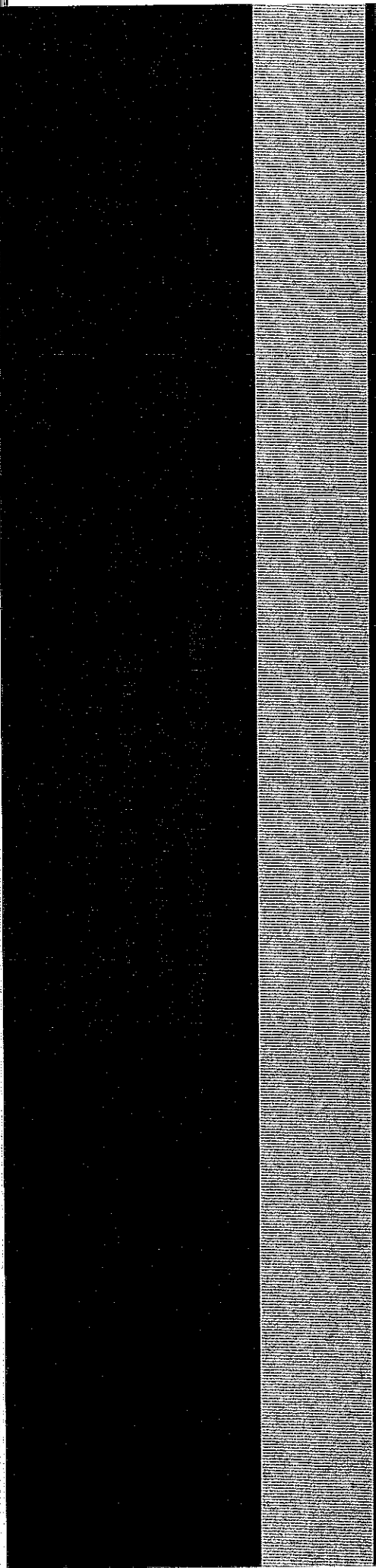
Transportation

Mail Sortation



Sortation / Delivery

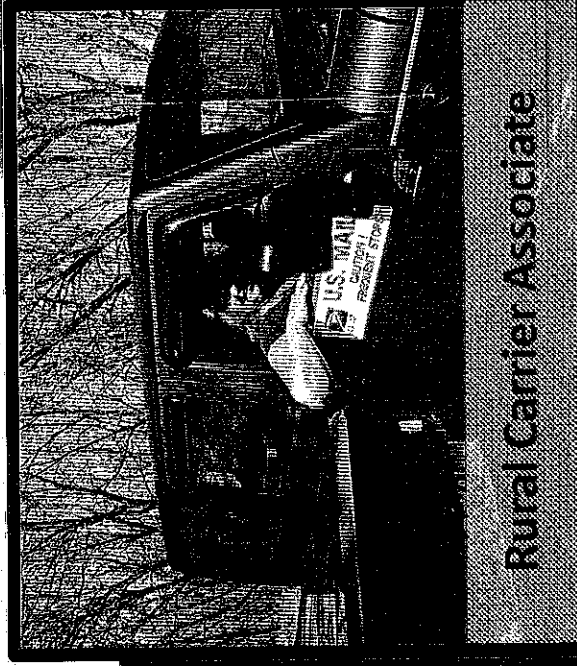
Delivery Routes



Sortation
Delivery

Transportation

Welcome to the Team!



Rural Carrier Associate



Module 2: Union Representation





Module 3: Compensation and Benefits

Our Responsibilities to You

- *Module 3: Compensation, Leave, and Benefits*
- *Module 4: Safe and Fair Workplace*



Topics

Compensation

Earnings, Pay

Leave

Annual, Scheduled, Unscheduled, Leave Without Pay,
Family Medical Leave, Wounded Warriors Leave

Benefits

Career Development, Health, Employee Assistance
Program, Wellness, LiteBlue, PostalEASE,
Net-to-Bank, Learning Portal

Utility Card

Name: _____
 SSN: _____

Check Appropriation Less Family Other SETO A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

Extra Check Rings Family Other SETO A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

REGULAR ASSIGNED POSITION | TEMPORARY ASSIGNED POSITION

1981 1982 1983 1984 1985 1986 1987 1988 1989 1990 1991 1992 1993 1994 1995 1996 1997 1998 1999 2000 2001 2002 2003 2004 2005 2006 2007 2008 2009 2010 2011 2012 2013 2014 2015 2016 2017 2018 2019 2020 2021 2022 2023 2024 2025 2026 2027 2028 2029 2030 2031 2032 2033 2034 2035 2036 2037 2038 2039 2040 2041 2042 2043 2044 2045 2046 2047 2048 2049 2050 2051 2052 2053 2054 2055 2056 2057 2058 2059 2060 2061 2062 2063 2064 2065 2066 2067 2068 2069 2070 2071 2072 2073 2074 2075 2076 2077 2078 2079 2080 2081 2082 2083 2084 2085 2086 2087 2088 2089 2090 2091 2092 2093 2094 2095 2096 2097 2098 2099 2100

Rural Carrier Trip Report

Post Office: _____
 Carrier: _____
 Date: _____

Start: _____ End: _____

Time	Location	Stop	Remarks	Time	Location	Stop	Remarks
07:00	Post Office	Start					
07:15	Route 1	Stop 1	Deliver mail				
07:30	Route 1	Stop 2	Deliver mail				
07:45	Route 1	Stop 3	Deliver mail				
08:00	Route 1	Stop 4	Deliver mail				
08:15	Route 1	Stop 5	Deliver mail				
08:30	Route 1	Stop 6	Deliver mail				
08:45	Route 1	Stop 7	Deliver mail				
09:00	Route 1	Stop 8	Deliver mail				
09:15	Route 1	Stop 9	Deliver mail				
09:30	Route 1	Stop 10	Deliver mail				
09:45	Route 1	Stop 11	Deliver mail				
10:00	Route 1	Stop 12	Deliver mail				
10:15	Route 1	Stop 13	Deliver mail				
10:30	Route 1	Stop 14	Deliver mail				
10:45	Route 1	Stop 15	Deliver mail				
11:00	Route 1	Stop 16	Deliver mail				
11:15	Route 1	Stop 17	Deliver mail				
11:30	Route 1	Stop 18	Deliver mail				
11:45	Route 1	Stop 19	Deliver mail				
12:00	Route 1	Stop 20	Deliver mail				
12:15	Route 1	Stop 21	Deliver mail				
12:30	Route 1	Stop 22	Deliver mail				
12:45	Route 1	Stop 23	Deliver mail				
13:00	Route 1	Stop 24	Deliver mail				
13:15	Route 1	Stop 25	Deliver mail				
13:30	Route 1	Stop 26	Deliver mail				
13:45	Route 1	Stop 27	Deliver mail				
14:00	Route 1	Stop 28	Deliver mail				
14:15	Route 1	Stop 29	Deliver mail				
14:30	Route 1	Stop 30	Deliver mail				
14:45	Route 1	Stop 31	Deliver mail				
15:00	Route 1	Stop 32	Deliver mail				
15:15	Route 1	Stop 33	Deliver mail				
15:30	Route 1	Stop 34	Deliver mail				
15:45	Route 1	Stop 35	Deliver mail				
16:00	Route 1	Stop 36	Deliver mail				
16:15	Route 1	Stop 37	Deliver mail				
16:30	Route 1	Stop 38	Deliver mail				
16:45	Route 1	Stop 39	Deliver mail				
17:00	Route 1	Stop 40	Deliver mail				
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17:30	Route 1	Stop 42	Deliver mail				
17:45	Route 1	Stop 43	Deliver mail				
18:00	Route 1	Stop 44	Deliver mail				
18:15	Route 1	Stop 45	Deliver mail				
18:30	Route 1	Stop 46	Deliver mail				
18:45	Route 1	Stop 47	Deliver mail				
19:00	Route 1	Stop 48	Deliver mail				
19:15	Route 1	Stop 49	Deliver mail				
19:30	Route 1	Stop 50	Deliver mail				
19:45	Route 1	Stop 51	Deliver mail				
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20:15	Route 1	Stop 53	Deliver mail				
20:30	Route 1	Stop 54	Deliver mail				
20:45	Route 1	Stop 55	Deliver mail				
21:00	Route 1	Stop 56	Deliver mail				
21:15	Route 1	Stop 57	Deliver mail				
21:30	Route 1	Stop 58	Deliver mail				
21:45	Route 1	Stop 59	Deliver mail				
22:00	Route 1	Stop 60	Deliver mail				
22:15	Route 1	Stop 61	Deliver mail				
22:30	Route 1	Stop 62	Deliver mail				
22:45	Route 1	Stop 63	Deliver mail				
23:00	Route 1	Stop 64	Deliver mail				
23:15	Route 1	Stop 65	Deliver mail				
23:30	Route 1	Stop 66	Deliver mail				
23:45	Route 1	Stop 67	Deliver mail				
24:00	Route 1	Stop 68	Deliver mail				
24:15	Route 1	Stop 69	Deliver mail				
24:30	Route 1	Stop 70	Deliver mail				
24:45	Route 1	Stop 71	Deliver mail				
25:00	Route 1	Stop 72	Deliver mail				
25:15	Route 1	Stop 73	Deliver mail				
25:30	Route 1	Stop 74	Deliver mail				
25:45	Route 1	Stop 75	Deliver mail				
26:00	Route 1	Stop 76	Deliver mail				
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27:00	Route 1	Stop 80	Deliver mail				
27:15	Route 1	Stop 81	Deliver mail				
27:30	Route 1	Stop 82	Deliver mail				
27:45	Route 1	Stop 83	Deliver mail				
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28:15	Route 1	Stop 85	Deliver mail				
28:30	Route 1	Stop 86	Deliver mail				
28:45	Route 1	Stop 87	Deliver mail				
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29:45	Route 1	Stop 91	Deliver mail				
30:00	Route 1	Stop 92	Deliver mail				
30:15	Route 1	Stop 93	Deliver mail				
30:30	Route 1	Stop 94	Deliver mail				
30:45	Route 1	Stop 95	Deliver mail				
31:00	Route 1	Stop 96	Deliver mail				
31:15	Route 1	Stop 97	Deliver mail				
31:30	Route 1	Stop 98	Deliver mail				
31:45	Route 1	Stop 99	Deliver mail				
32:00	Route 1	Stop 100	Deliver mail				

Signature: _____ Date: _____

PS Form 1224, March 1992

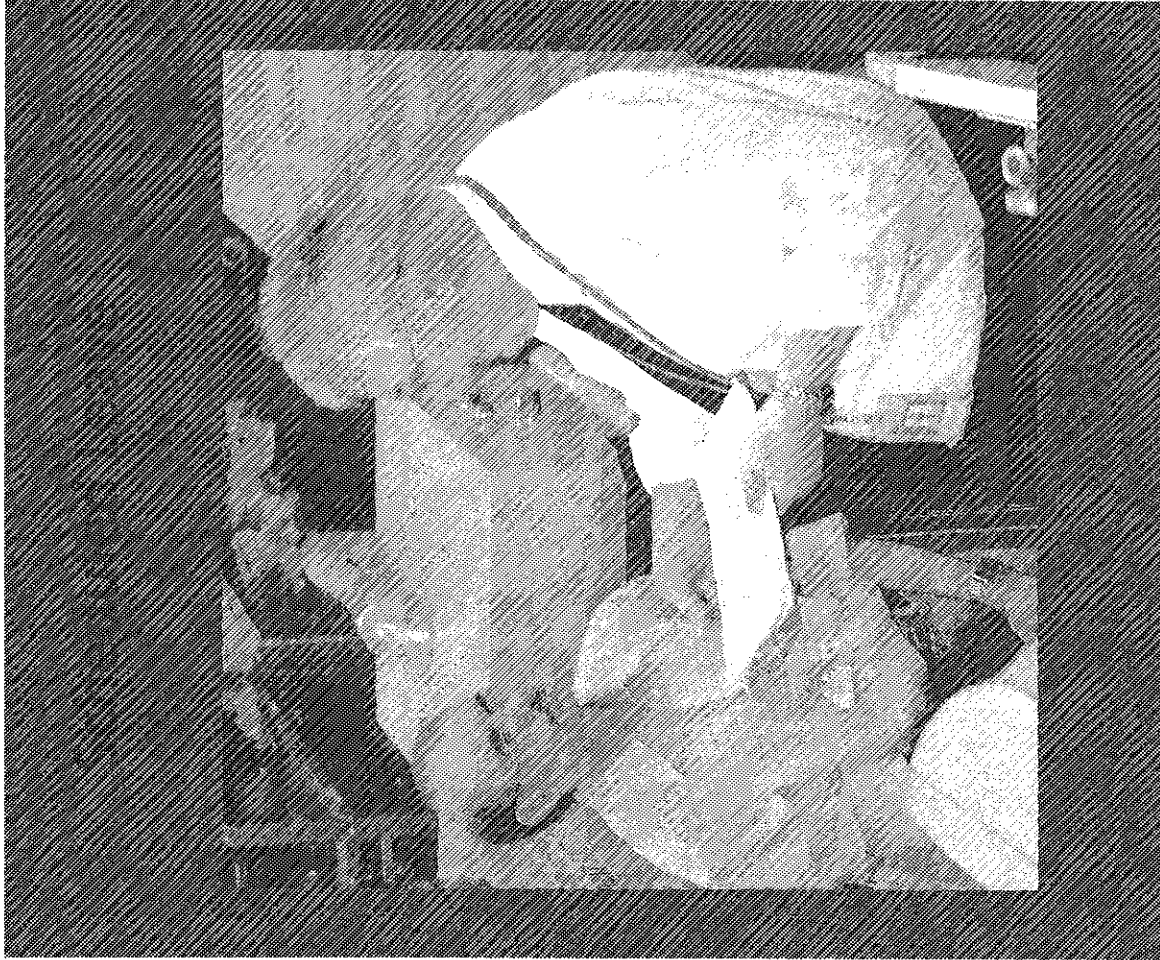
Leave



Annual Leave Accrual

Rate of Accrual	Hours In Pay Status	Hours of Annual Leave Earned Per Pay Period
1 hour for each unit of 20 hours in a pay status in each pay period	20	1
	40	2
	60	3
	80	4 (max.)

- Accrues at the end of each pay period
- Must earn leave prior to use

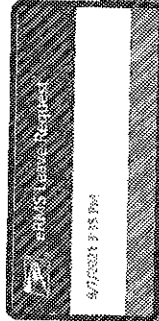


- **Schedule in advance**
- **Maintain assigned schedule and avoid unscheduled absences**
- **Supervisor approves or disapproves leave requests**

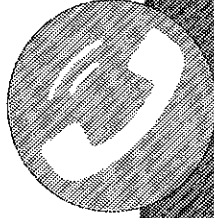
Unscheduled Leave

Notify supervisor
as soon as you know
of your inability to
report for duty

Use the eLRA system
on LiteBlue



Call Interactive Voice
Response system
(877-477-3273)



Leave Without Pay (LWOP)

Authorized absence
from duty in a
non-pay status

May be granted upon
employee's request

Covers only hours
normally worked or
for which you would
normally be paid



FMLA details are located in the Employee Reference Guide

EMPLOYEE RIGHTS AND RESPONSIBILITIES UNDER THE FAMILY AND MEDICAL LEAVE ACT

Basic Leave Entitlement

FMLA requires covered employees to provide up to 12 weeks of unpaid, job-protected leave to eligible employees for the following reasons:

- for an incapacity due to pregnancy, prenatal medical care or child birth;
- to care for the employee's child after birth, or placement for adoption or foster care;
- to care for the employee's spouse, son, daughter, or parent, who has a serious health condition; or
- for a serious health condition that makes the employee unable to perform the employee's job.

Military Family Leave Entitlements

Eligible employees whose spouse, son, daughter or parent is an covered active duty or call to covered active duty status may use their 12-week leave entitlement to address certain qualifying exigencies. Qualifying exigencies may include attending certain military events, arranging for alternative childcare, addressing certain financial and legal arrangements, attending certain counseling sessions, and attending post-deployment reintegration activities.

FMLA also includes a special leave entitlement that permits eligible employees to take up to 26 weeks of leave in care for a covered service member during a single 12-month period. A covered service member is (1) a current member of the Armed Forces, including a member of the National Guard or Reserve, who is undergoing medical treatment, recuperation or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list; (2) a serious injury or illness; or (3) a veteran who was discharged or released under conditions other than dishonorable at any time during the five-year period prior to the first date the eligible employee takes FMLA leave in care for the covered veteran, and who is undergoing medical treatment, recuperation, or therapy for a serious injury or illness.

The FMLA definitions of "serious injury or illness" for covered servicemembers and veterans are distinct from the FMLA definition of "serious health condition".

Benefits and Protections

During FMLA leave, the employee must maintain the employee's health coverage under any "group health plan" on the same terms as if the employee had continued to work. Upon return from FMLA leave, most employees must be restored to their original or equivalent positions with equivalent pay, benefits, and other employment terms.

Use of FMLA leave cannot result in the loss of any employment benefit that accrues prior to the start of an employee's leave.

a regimen of continuing treatment, or incapacity due to pregnancy, or incapacity due to a chronic condition. Other conditions may meet the definition of continuing treatment.

Use of Leave

An employee does not need to use this leave entitlement in one block. Leave can be taken intermittently or on a reduced leave schedule when medically necessary. Employees must make reasonable efforts to schedule leave for planned medical treatment so as not to unduly disrupt the employer's operations. Leave due to qualifying exigencies may also be taken on an intermittent basis.

Substitution of Paid Leave for Unpaid Leave

Employees may choose or employers may require use of accrued paid leave while taking FMLA leave. In order to use paid leave for FMLA leave, employees must comply with the employer's normal paid leave policies.

Employee Responsibilities

Employees must provide 30 days advance notice of the need to take FMLA leave when the need is foreseeable. When 30 days notice is not possible, the employee must provide notice as soon as practicable and generally must comply with an employer's normal call-in procedures.

Employees must provide sufficient information for the employer to determine if the leave may qualify for FMLA protection and the non-paid leave and duration of the leave. Sufficient information may include that the employee is unable to perform job functions, the family member is unable to perform job activities, the need for hospitalization or continuing treatment by a health care provider, or circumstances supporting the need for military family leave. Employees also must inform the employer if the requested leave is for a reason for which FMLA leave was specifically taken or certified. Employees also may be required to provide a certification and periodic re-certification supporting the need for leave.

Employer Responsibilities

Covered employers must inform employees requesting leave whether they are eligible under FMLA. If they are, the notice must specify any additional information required as well as the employee's rights and responsibilities. If they are not eligible, the employer must provide a reason for the ineligibility.

Covered employers must inform employees if leave will be designated as FMLA-protected and the amount of leave counted against the employee's FMLA entitlement. If the employer determines that the leave is not FMLA-protected, the employer must notify the employee.

Unlawful Acts by Employers

Authorized absence to
undergo medical treatment
for service-connected
disability rated at 30% or
more

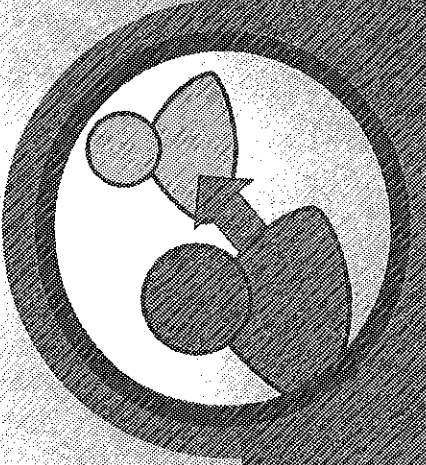
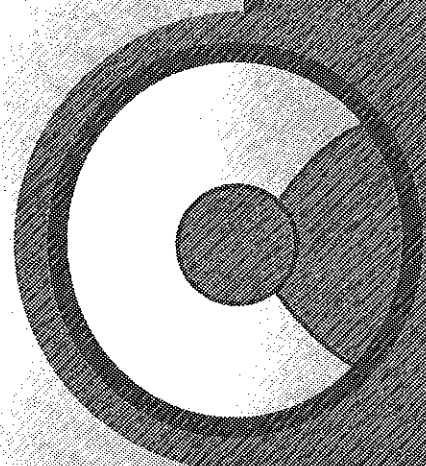
Employee must notify the
Postal Service of eligibility
before requesting WWL

Career Development

215



RCA Conversion

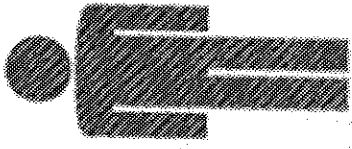


Most career employees
started in non-career
positions and converted
to career

When Career Roles
Positions are
most employees
of Career

CAREER PATHING

Rural Carrier Associate



Rural Carrier

Supervisor, Customer Service

Postmaster

Manager, Customer Service

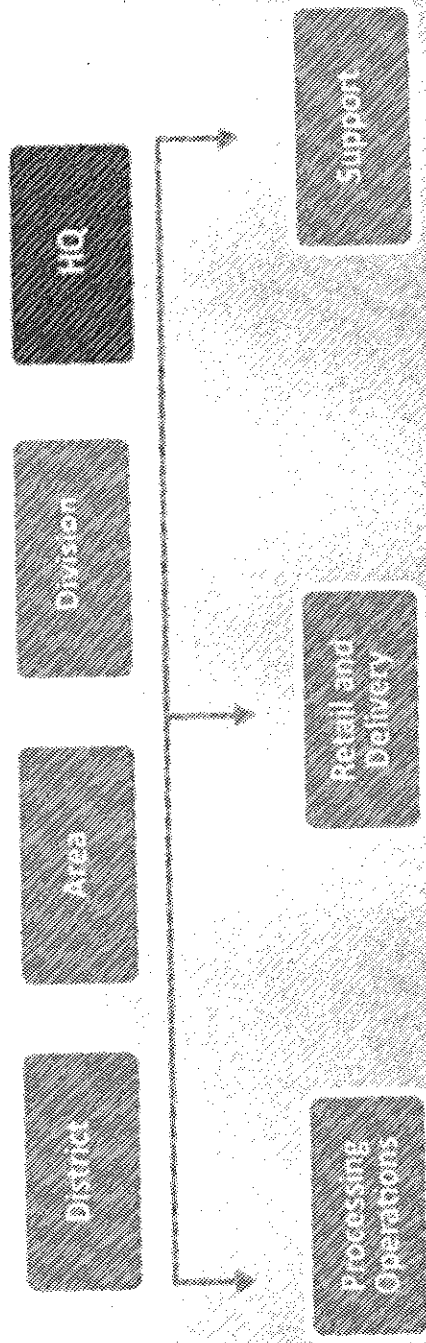


- Welcome to the United States Postal Service
- Rural Letter Carrier Academy
- Professional Driving Academy (PDA)
- On the Job Instructors (OJIs)

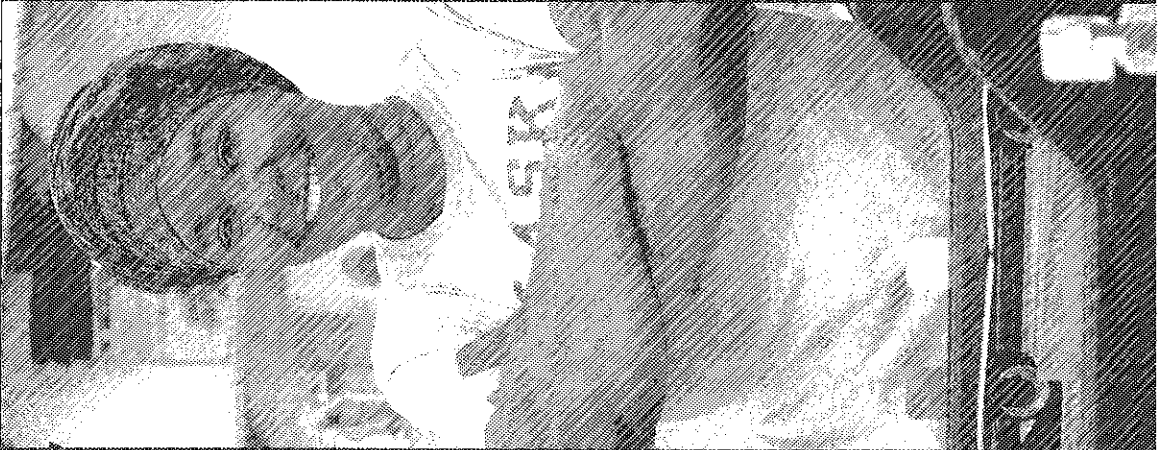
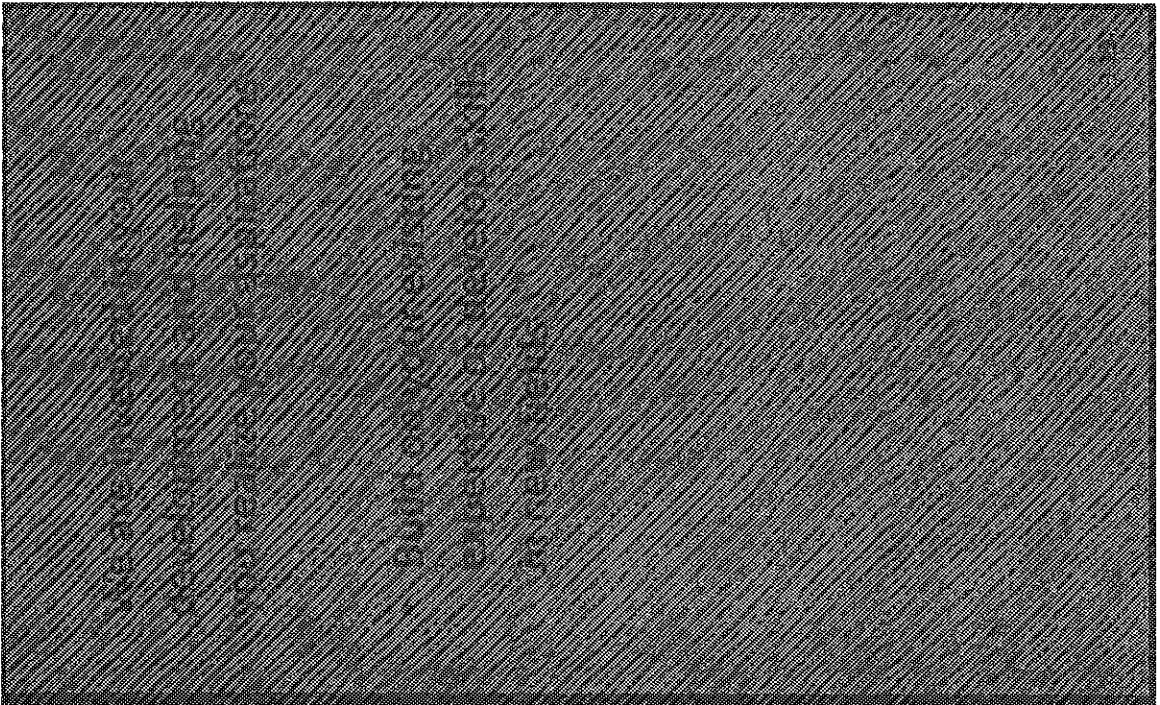
- Acting Customer Service Supervisor Training
- New Supervisor Training
- Policy Essentials for Delivery Supervisors

- Postmaster Essentials (PME)
- Management Essentials for Field Leadership (MEFL)
- Managerial Leadership Program (MLP)


Additional Opportunities



- Employee Engagement
 - Management Foundations Programs
 - Centralized Funding for Development
 - Non-Postal Training funds
 - Lean Leaders
- Lean Six Sigma White Belt Training
 - Lean Six Sigma Yellow Belt Training
 - Lean Six Sigma Green and Black Belt
 - Advanced Leadership Program (ALP)



Non-Career Employee Health Benefits

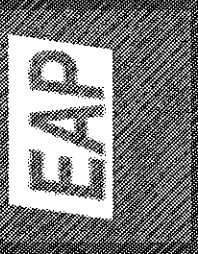
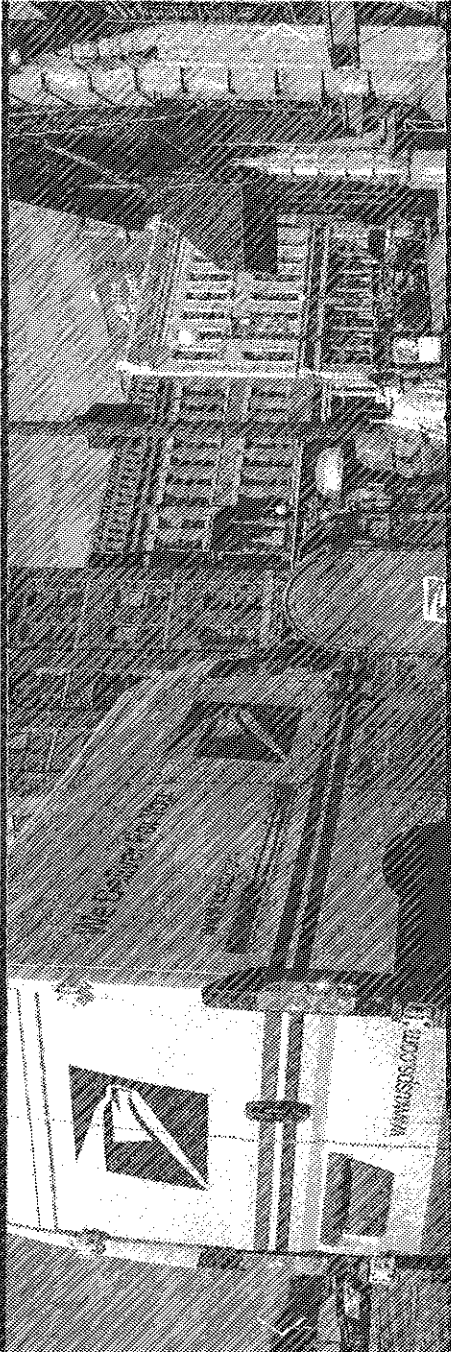
USPS Health Benefits (USPSHB) Plan	Federal Employee Health Benefits (FEHB) Plan
 <p>Available Immediately</p>	<p>Eligible after one year of continuous employment, excluding any break in service of 5 days or less.</p>

Employee Assistance Program (EAP)

Available
Immediately



800-377-4958
TTY: 877-482-7341 | 603-548-4700



www.EAP4YOU.com



<https://lifestyle.usps.gov/wellness/>

- Your physical and emotional health
- Your sense of financial security
- Your connections with others and your community
- How fulfilled you feel in your work and at work

Available
Immediately

Benefits and Wellness

Support overall well-being through awareness, education, and access to better options.

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Welcome

Employee ID

Enter your ID

Employee ID

Employee ID

Employee ID

Employee ID

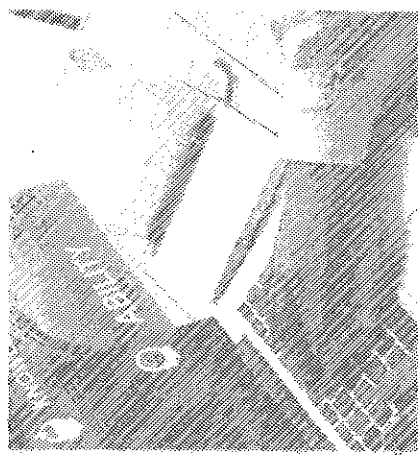
LifeBlue and PostalEASE

USPS employee resources

The content below is limited. Please sign in above for full LifeBlue content.

Preparing for Change Employee Support

Human resources

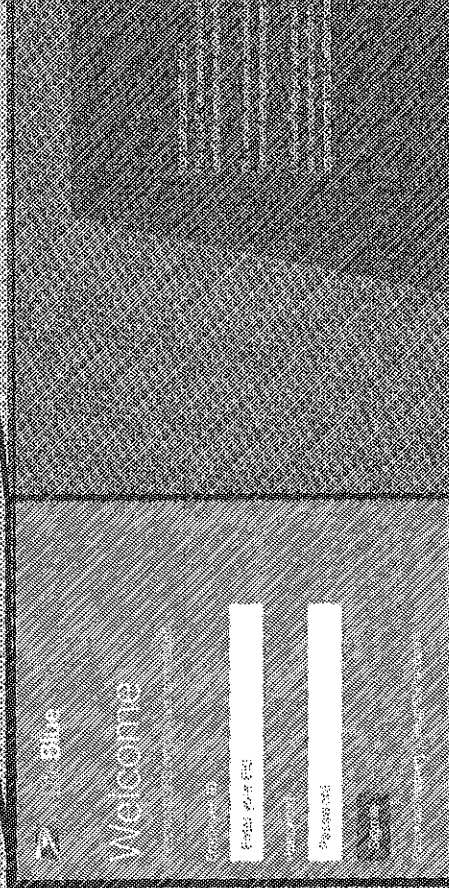
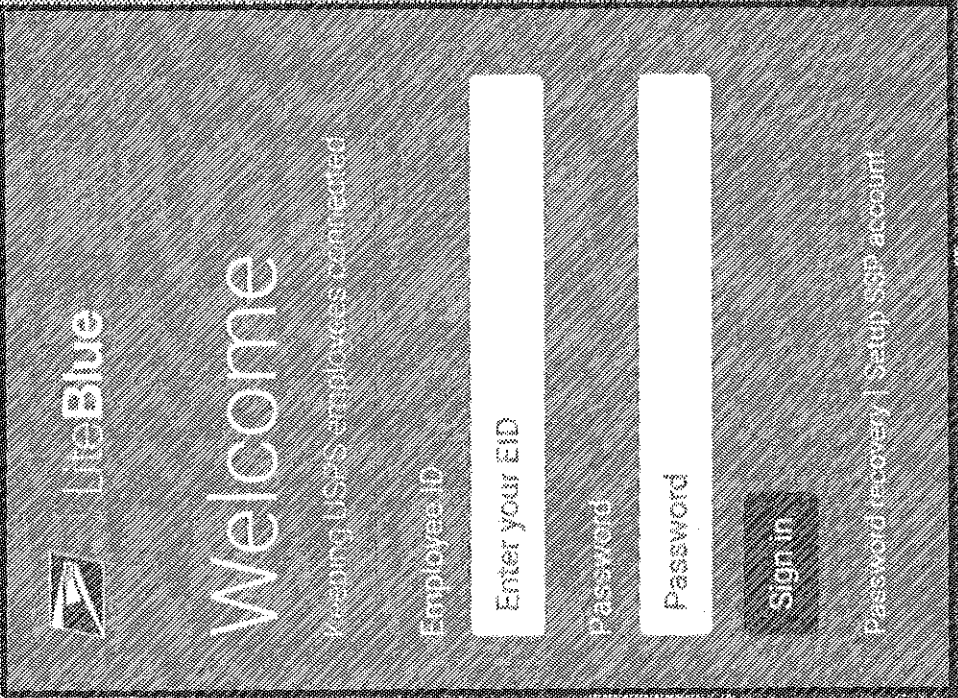


LINK

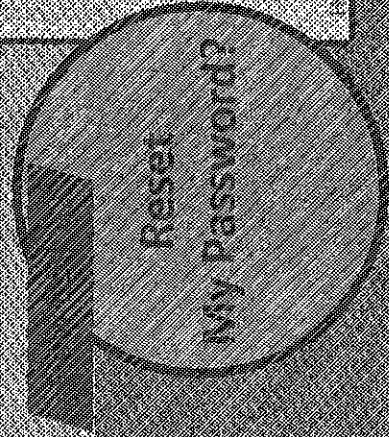
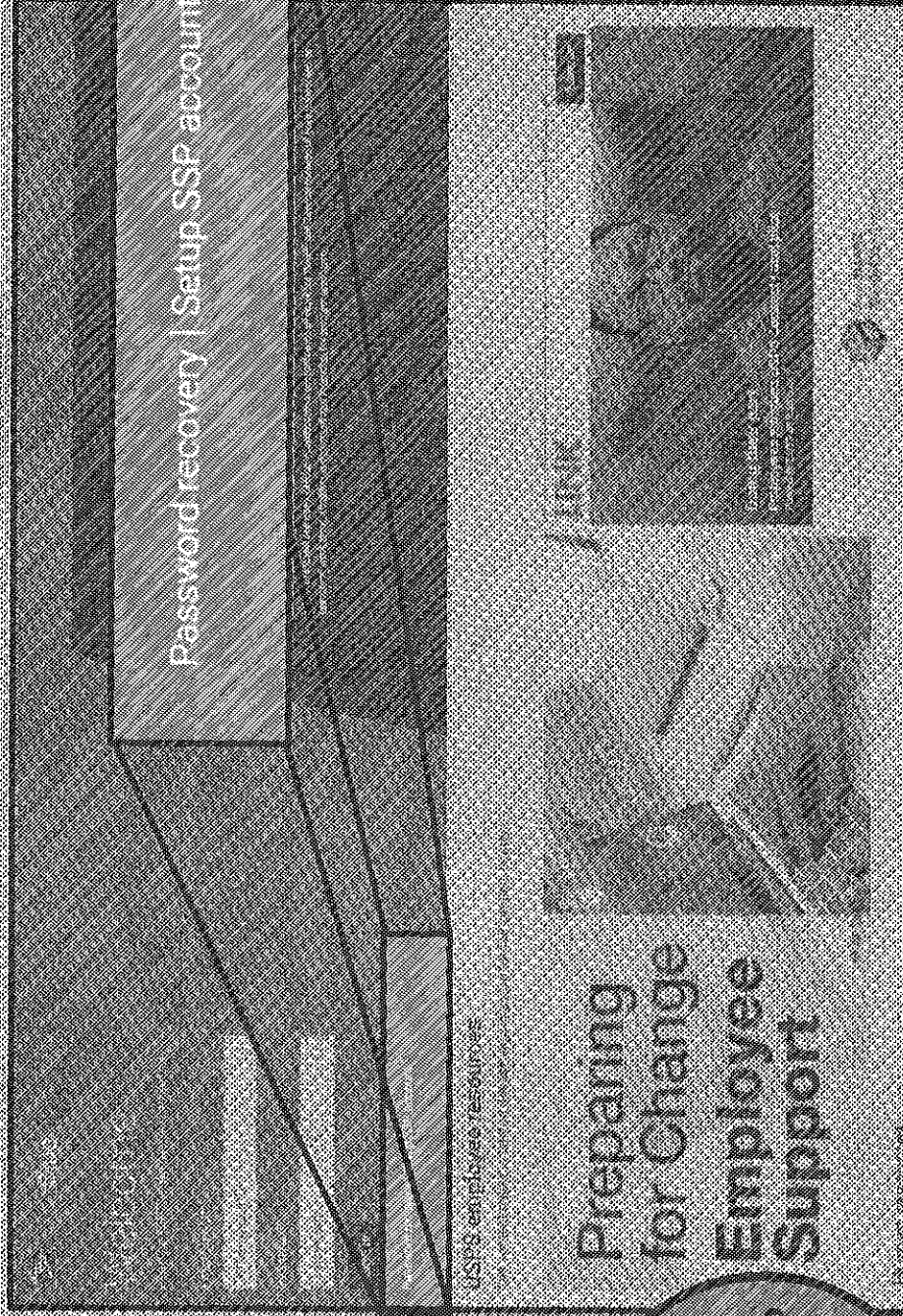
Doing their best
Employees will take support to heart



LiteBlue Log in



Reset Your Password



LiteBlue Home Page

LINK

60 YEARS

AGE CHANGE

Human Resources

- 1. Military Information
- 2. Military Programs
- 3. Military Information
- 4. Organizational Changes
- 5. Preparing for Change
- 6. Retirement
- 7. TEF benefits
- 8. EOP
- 9. Employment Verification
- 10. USERRA
- 11. USERRA Support
- 12. USERRA Support
- 13. USERRA Support
- 14. Diversity and Inclusion

Access from this site?

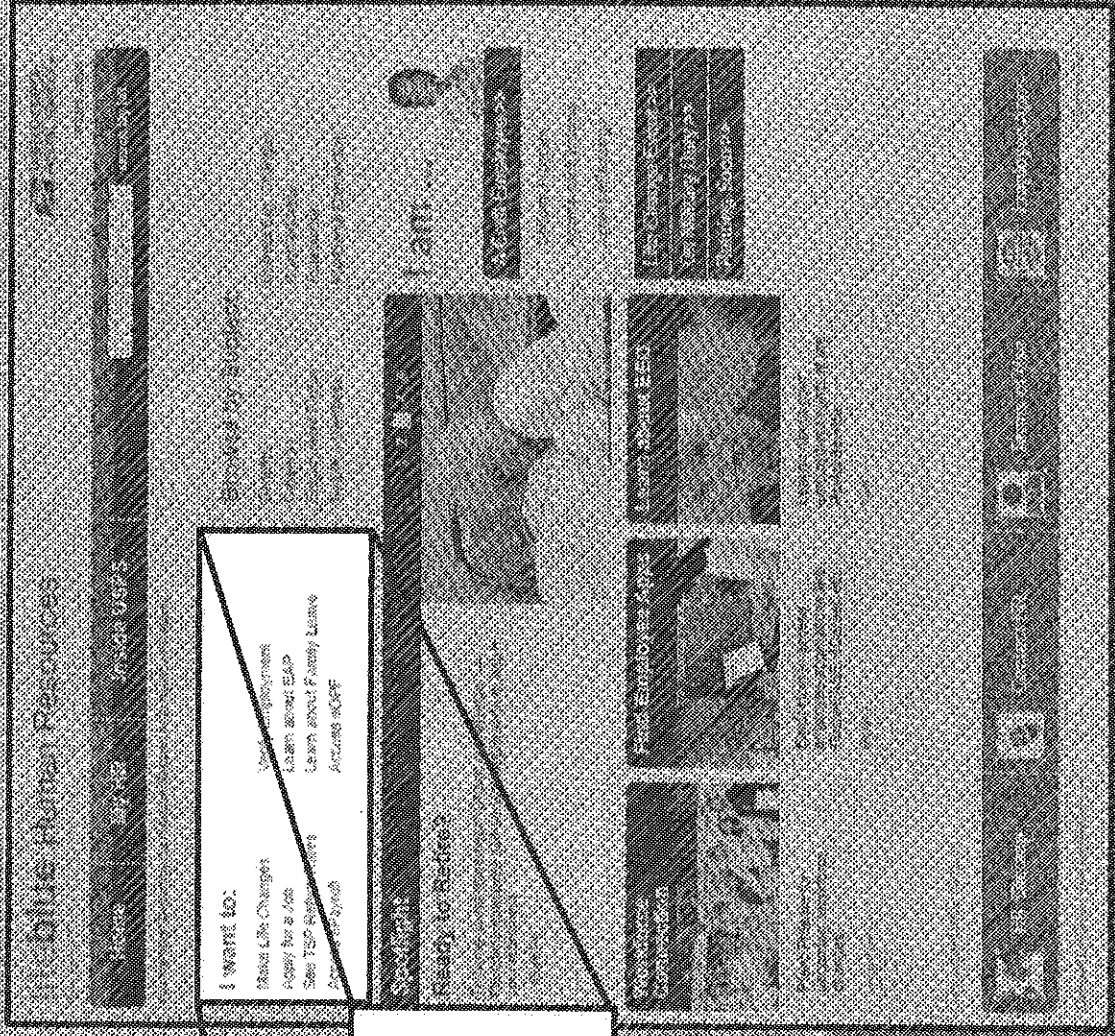
Human Resources

I want to:

- Make Life Changes
- Apply for a Job
- See TSP Return Rates
- Access ePayroll
- Verify Employment
- Learn about EAP
- Learn about Family Leave
- Access eOPF

I want to:

- Make Life Changes
- Apply for a Job
- See TSP Return Rates
- Access ePayroll
- Verify Employment
- Learn about EAP
- Learn about Family Leave
- Access eOPF



Find Human Resources Information?

Human Resources

I am ...

A Craft Employee >>

- Uniform Program
- Access to Job Ending
- Access eReassign
- Life Change Event >>
- On Military Duty >>
- Retiring Soon >>

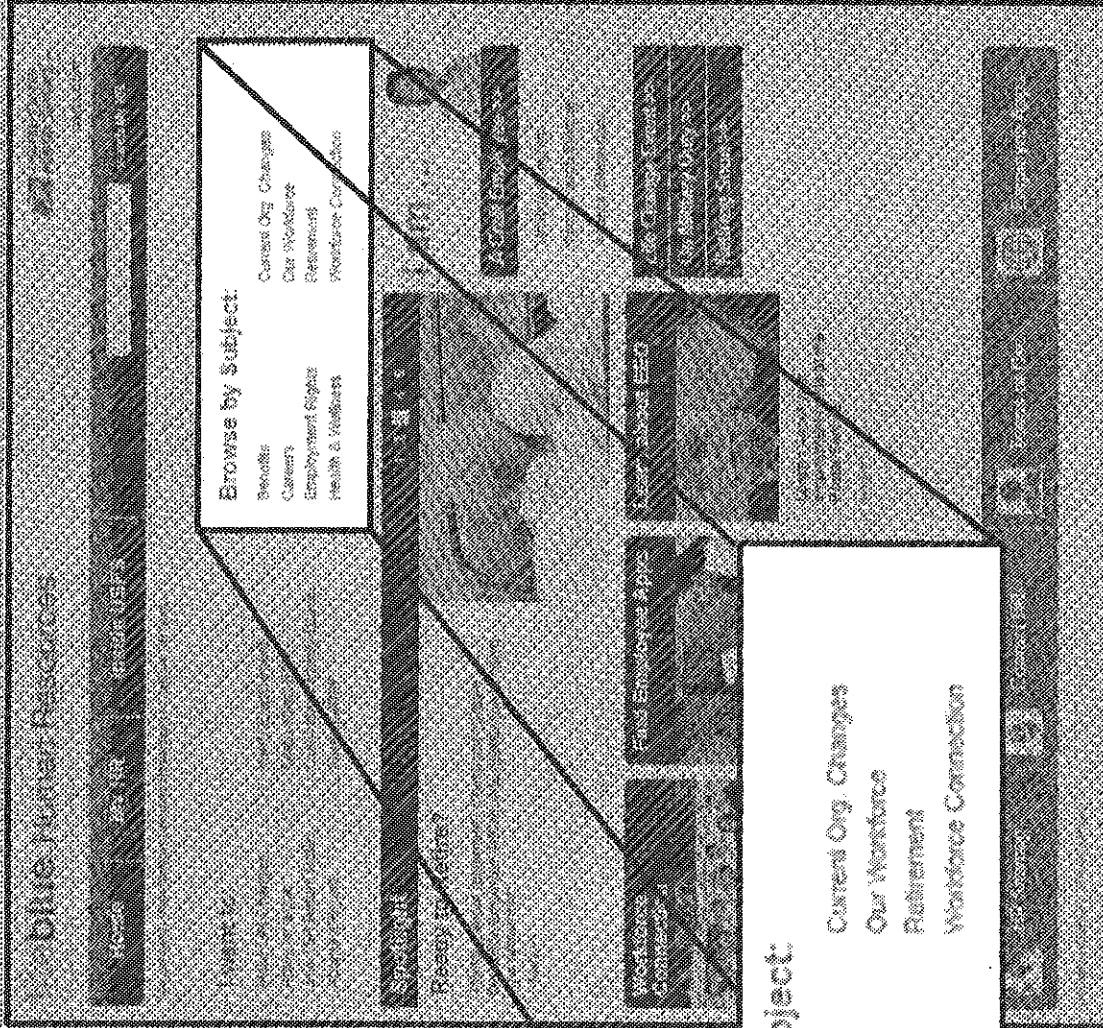
I am ...

A Civilian Employee >>

- Uniform Program
- Access to Job Ending
- Access eReassign
- Life Change Event >>
- On Military Duty >>
- Retiring Soon >>

Locate
HR links for
craft
employees?

Human Resources



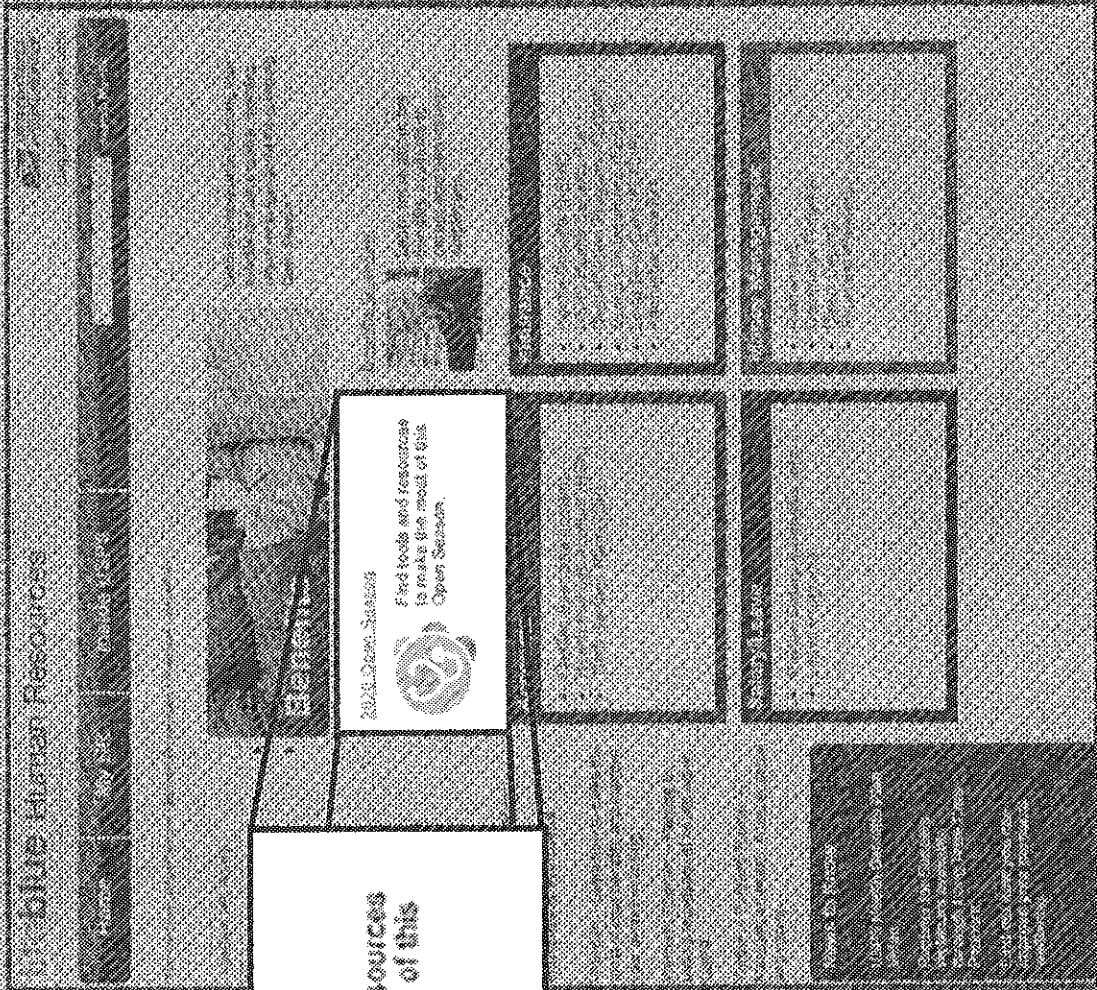
Browse by Subject:

- Benefits
- Careers
- Employment Rights
- Health & Wellness

- Current Org Changes
- Our Workforce
- Retirement
- Workforce Connection


Find Benefits Information?

Benefits



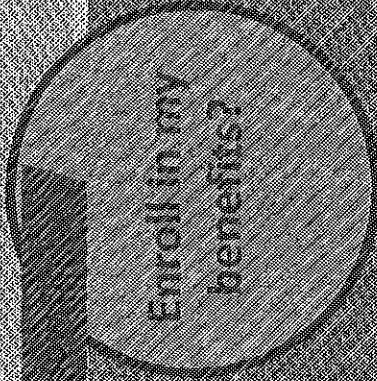

2020 Open Season

Find tools and resources
to make the most of this
Open Season.

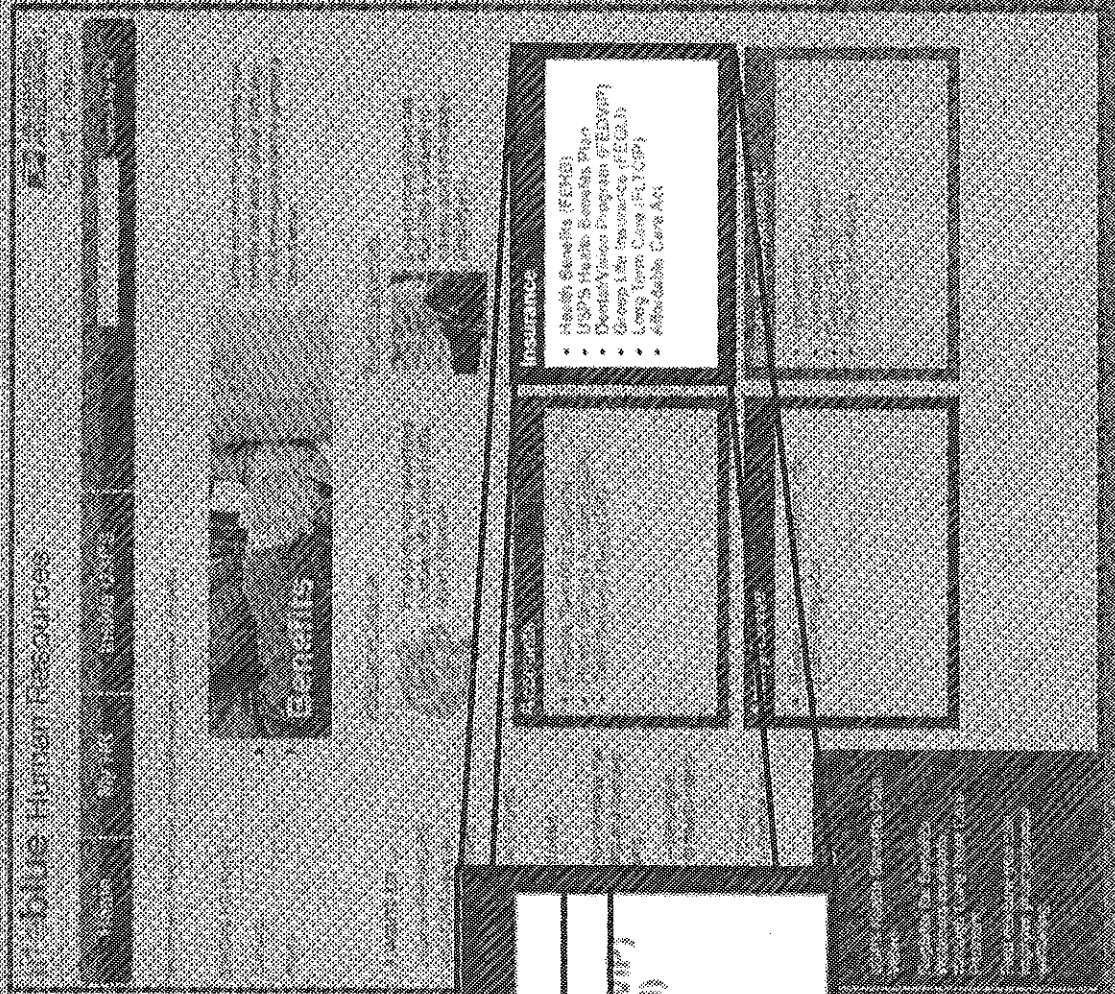


2020 Open Season

Find tools and resources
to make the most of this
Open Season.



Benefits



Insurance

- Health Benefits (FICA)
- USPS Health Benefits Plan
- Vision/Vision Program (FICA)
- Group Life Insurance (FICA)
- Long Term Care (FLTOP)
- Affordable Care Act

- ## Insurance
- Health Benefits (FICA)
 - USPS Health Benefits Plan
 - Dental/Vision Program (FICA)
 - Group Life Insurance (FICA)
 - Long Term Care (FLTOP)
 - Affordable Care Act

Find health benefit information?

Benefits

The screenshot shows the Blue Human Resources website. At the top left, there is a navigation menu with the following items: Home, My Account, My Profile, My Benefits, My Payroll, My Time, My Documents, My Questions, and My Alerts. Below the navigation menu, there is a main content area with a grid of service tiles. The tiles are arranged in two columns and four rows. The tiles in the first column are: "My Benefits", "My Payroll", "My Time", and "My Documents". The tiles in the second column are: "My Questions", "My Alerts", "My Documents", and "My Alerts".

Find health benefit information?

LiteBlue Home Page

LINK

TRANSFORMING CARE

60 YEARS

Human Resources

- My HR
- Employee Care Act
- Benefits Overview
- COVID-19 Resources
- Diversity and Inclusion

Member Programs

- Member Programs
- Members
- Member's Connection

Member Services

- Member Information
- Organizational Changes
- Preparing for Change
- Retirement
- TED benefits

LINK

Access self-development resources

HERO



Access self-development resources?

HERO Courses

Training Center

My Subjects

Project Overview

- Book Club
- Required Safety Training
- Safety Tests
- Self-Study Library
- Books and Videos
- Business Community
- Business Skills
- Business Analysis
- Communications Skills
- Writing
- Communication
- Finance and Accounting
- Industry Overviews
- Leadership
- Management
- Performance Effectiveness
- Project Management
- Software
- Compliance
- Digital Transformation
- Environmental, Energy & Health and Technology
- IT Skills
- Leadership Development

Programs provided by
S&P Skills

Browse for Training materials

by Topic »

Leadership Matters! Finding Voice, Connection and Meaning in the 21st Century

Online Class | Self-Paced

Based on the principles of the new leadership model, this thought-provoking, lived experience-based program is an essential leadership development tool for the 21st-century leader.

#BUSINESS SAVVY PNL tweet Book01: Project Management Mindset, Skills, and Tools for Finding Powerful Business Results

Online Class | Self-Paced

With clear and concise, and without boring, jargon, this program provides a practical, step-by-step approach to project management, which will help you maximize your productivity, manage your resources better, and complete your projects.

EXCEL PROJECTS tweet Book01: Taking Your Excel Project from Start to Finish Like an Expert

Online Class | Self-Paced

Excel is the most powerful relationship and productivity tool in the workplace. In this program, you will learn the most important Excel tips, tricks, and shortcuts that will help you work more efficiently and effectively, and take your productivity to the next level.

Meeting Activism: Networks of Race and Gender Justice

Online Class | Self-Paced

The world's most powerful and influential leaders are using their networks to create a more just and equitable world. This program provides a framework for understanding and building these networks, and how they can be used to create a more just and equitable world.

Access self-development resources?

LiteBlue Home Page

The screenshot shows the LiteBlue Home Page with a navigation bar at the top containing 'LINK' and 'GO'. The main content area features the 'UNIVERSITY OF CALIFORNIA' logo and a large 'EMPLOYEE APPS' button. A callout box highlights the 'Employee Apps' section, which includes a list of services and a note about accessing them from any page.

Employee Apps

- Change of address
- eLRA
- eOPF
- ePayroll
- Name change
- PostalEASE
- Virtual timecard

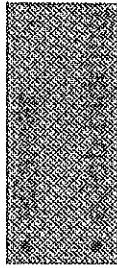
Access these from any page using the Apps tab above.

Access frequently used applications?

LiteBlue Home Page

Employee Apps

• Change of address



• eLRA

• eOPF

• ePayroll

Access these from any page using the A above.

- Name change
- Postal/EAS
- Virtual time

USPS Employee Earnings Statement

Employee ID: 0201527
Pay Location: 01
Net Pay: \$624.57

JUNE 2014
27/01/14
14-001

Employee Business Number: 1047
Pay Period: 06-01-14
Inductive Device: 1047

Net Pay: 624.57

Additional events:
Year Adjustment: 0.00
Year-to-Date Pay: 624.57

Welcome to the PostalEAS Employee Web

You may view or make changes to your benefits or payroll deductions. You will need your Employee Identification Number and your password to access this system.

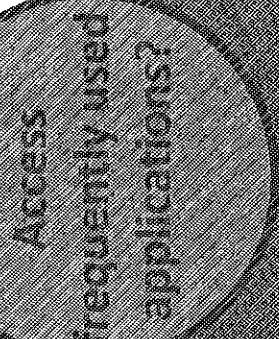
If you have not set up your password in the Self Service Profile (SSP) application or would like to access the SSP application, click here.

If you forgot your password, click here.

Employee Identification Number:

Password:

USPS Restricted Information



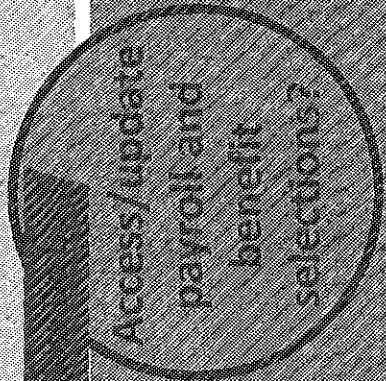
PostalEASE Home Page

PostalEASE Employee Web Main Menu

Note: Do not use the browser's Back or Forward button for navigating within PostalEASE.
Use only the buttons included on the PostalEASE Web pages.

Payroll	Benefits
Allocments / Payroll Net To Bank	USPS Non-Career Employee Health Benefits Plan
Federal W-4	Federal Employees Health Benefits
eTravel Net To Bank	Thrift Savings Plan / Traditional and Roth
W-2	TSP Catch-Up Contributions / Traditional and Roth
State Tax	Flexible Spending Accounts
	Annual Leave Exchange
	Annuity Estimate
	eCPF Fulfillment
	Health Savings Accounts

[Log out](#)



Brought to you in partnership by Human Resources and Information Technology

Allotments/Net to Bank

Allotments/Net To Bank Transaction Menu

Please select the type of transaction you wish to process

Add, change, or cancel your allotment transactions. A specified amount can be deposited into an account at a financial institution as an allotment. If your rate schedule code is E, C, K, M, N, P, O, R, S, W2 or X you may have up to three allotments. If your rate schedule code is E and you are a career employee, you may also have up to three allotments. Otherwise, you may have a maximum of two.

Add, change, or cancel your Net To Bank Transactions. A Net To Bank transaction allows your net paycheck to be deposited directly into your bank account.

USPS Restricted Information

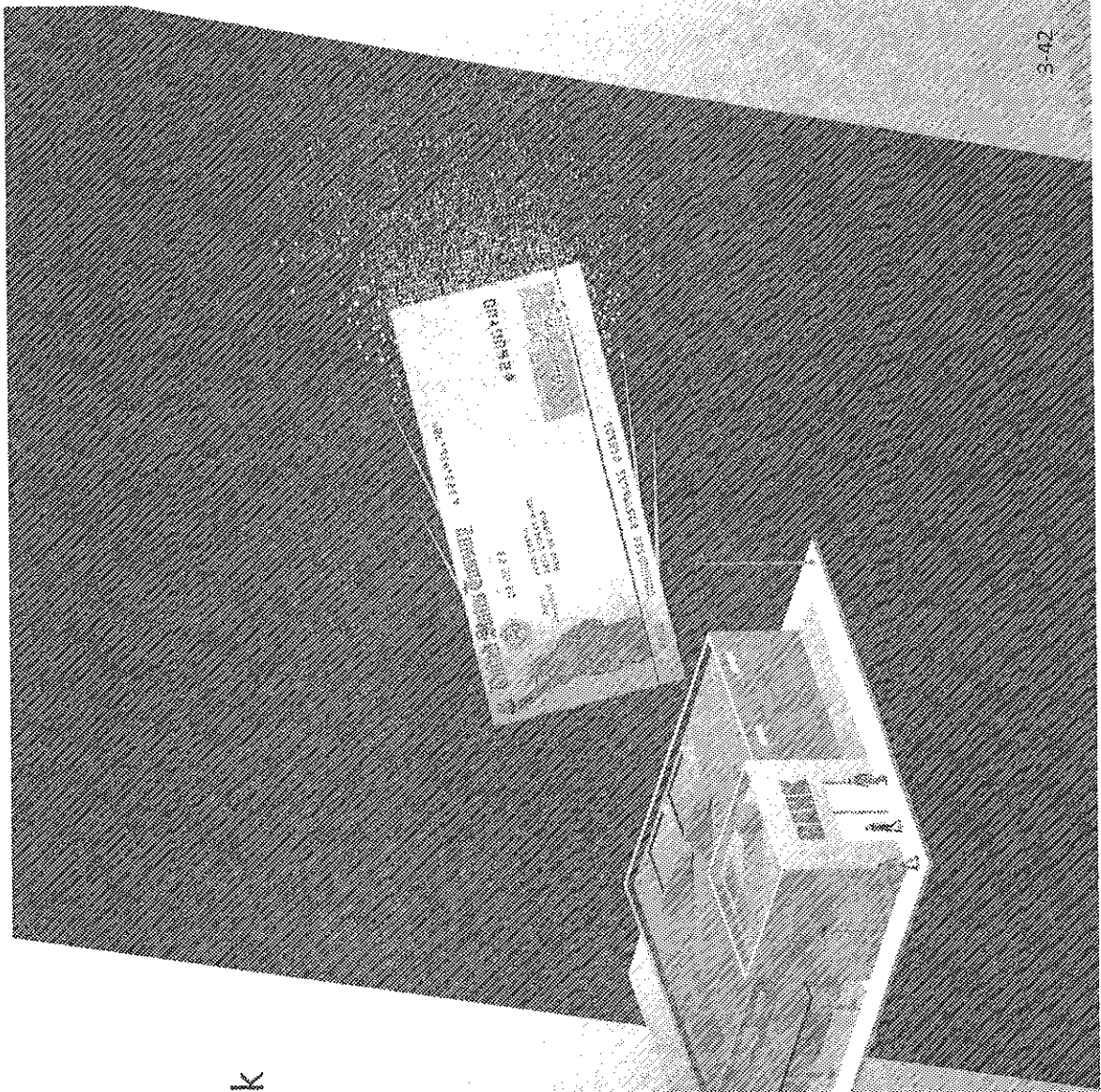
Begin direct
deposit?

Net To Bank

- Paycheck deposited in your bank
- No paper paychecks

To sign up, you need:

- Financial institution name
- Routing number
- Account number
- Account type



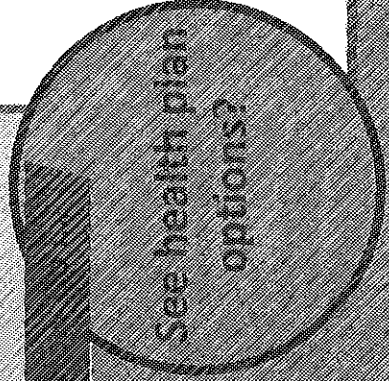
PostalEASE Home Page

PostalEASE Employee Web Main Menu

Note: Do not use the browser's Back or Forward button for navigating within PostalEASE
Use only the buttons included on the PostalEASE Web pages.

Payroll	Benefits
Allowments / Payroll Net To Bank	USPS Non-Career Employee Health Benefits Plan
Federal W-4	Federal Employees Health Benefits
eTravel Net To Bank	Thrift Savings Plan / Traditional and Roth
W-2	TSP Catch-Up Contributions / Traditional and Roth
State Tax	Flexible Spending Accounts
	Annual Leave Exchange
	Annuity Estimate
	eOPF Fulfillment
	Health Savings Accounts

[Log out](#)



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PostalEASE Home Page

PostalEASE Employee Web Main Menu

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Payroll

Allowments / Payroll Net To Bank
Federal W-4
eTravel Net To Bank
W-2
State Tax

Benefits

USPS Non-Career Employee Health Benefits Plan
Federal Employees Health Benefits
Thrift Savings Plan / Traditional and Roth
TSP Catch-Up Contributions / Traditional and Roth
Flexible Spending Accounts
Annual Leave Exchange
Annuity Estimate
eOPF Fulfillment
Health Savings Accounts

[Logout](#)

Brought to you in partnership by Human Resources and Information Technology

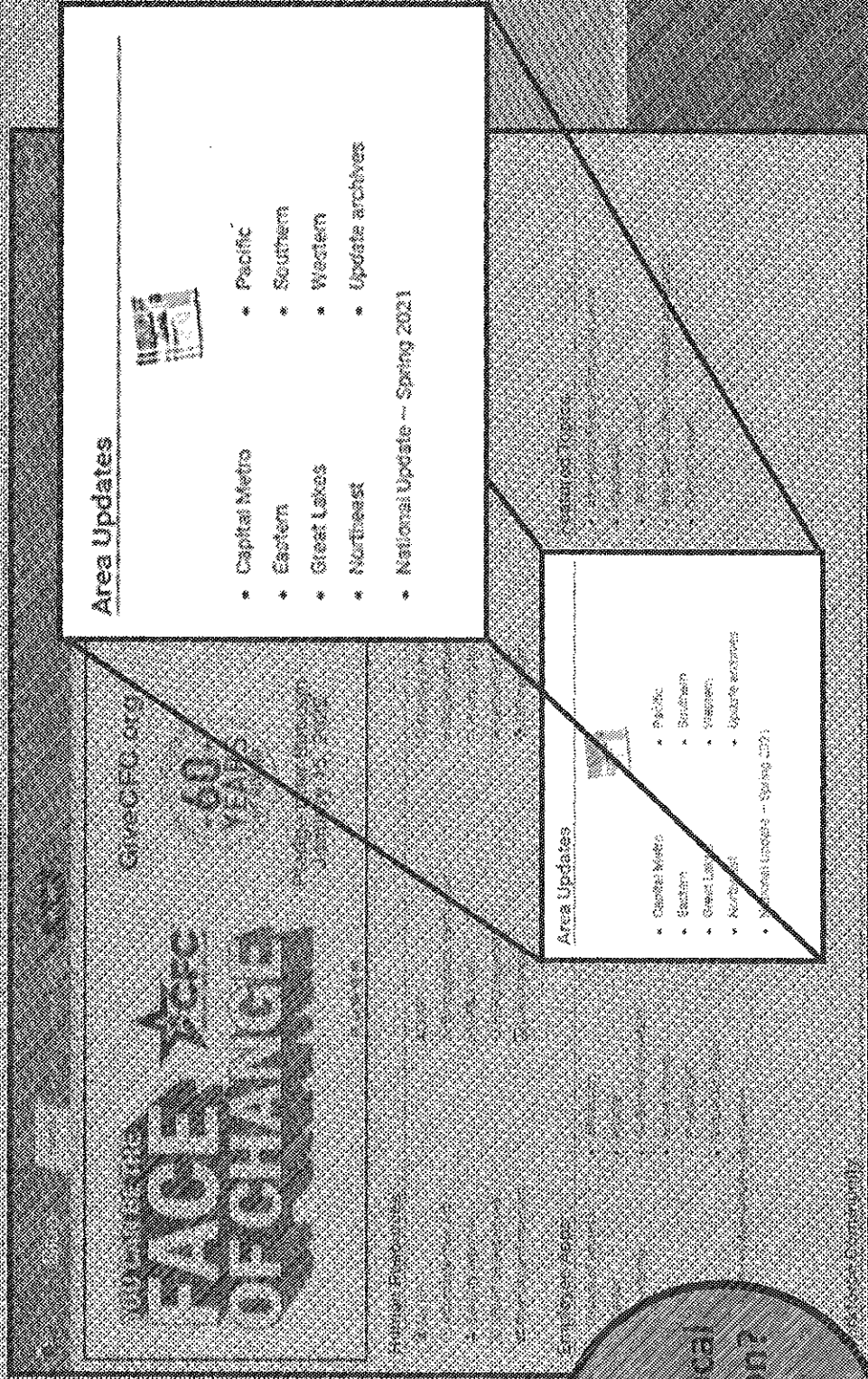
Benefits are available after a year/ conversion?

Federal Employees Dental and Vision Program (FEDVIP)

Flexible Spending Account (FSA)

Federal Long-Term Care Insurance Program (FLTCIP)

LiteBlue Home Page



LiteBlue Home Page

The screenshot shows the LiteBlue home page with a navigation bar at the top containing 'LINK' and 'GIVEFC.org'. The main content area features a large graphic with the text '60 YEARS' and 'DECEMBER 1954 - 2014'. Below this, there are two callout boxes highlighting featured topics. The first callout box lists: Emergency Federal Employees Leave, MesSMART, Informed Delivery, Mail Call Quarterly - Veterans publication, and Submit a Lead. The second callout box lists: Emergency Federal Employees Leave, MesSMART, Informed Delivery, Mail Call Quarterly - Veterans publication, and Submit a Lead. At the bottom right, there is a circular button with the text 'See my mail or submit a business lead?'.

Featured Topics

- Emergency Federal Employees Leave
- MesSMART
- Informed Delivery
- Mail Call Quarterly - Veterans publication
- Submit a Lead

Featured Topics

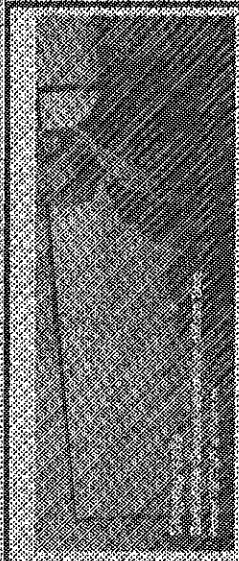
- Emergency Federal Employees Leave
- MesSMART
- Informed Delivery
- Mail Call Quarterly - Veterans publication
- Submit a Lead

See my mail or
submit a
business lead?

Workforce Community

60 YEARS
OF
ACHIEVEMENT

60 YEARS

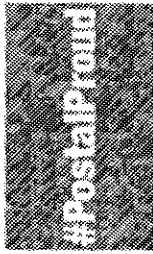


Workforce Community



Employee Engagement

CONTINUOUS
IMPROVEMENT



Employee
DEALS

Are you CyberSafe?
At USPS

Learn more
about the postal
community?

Community



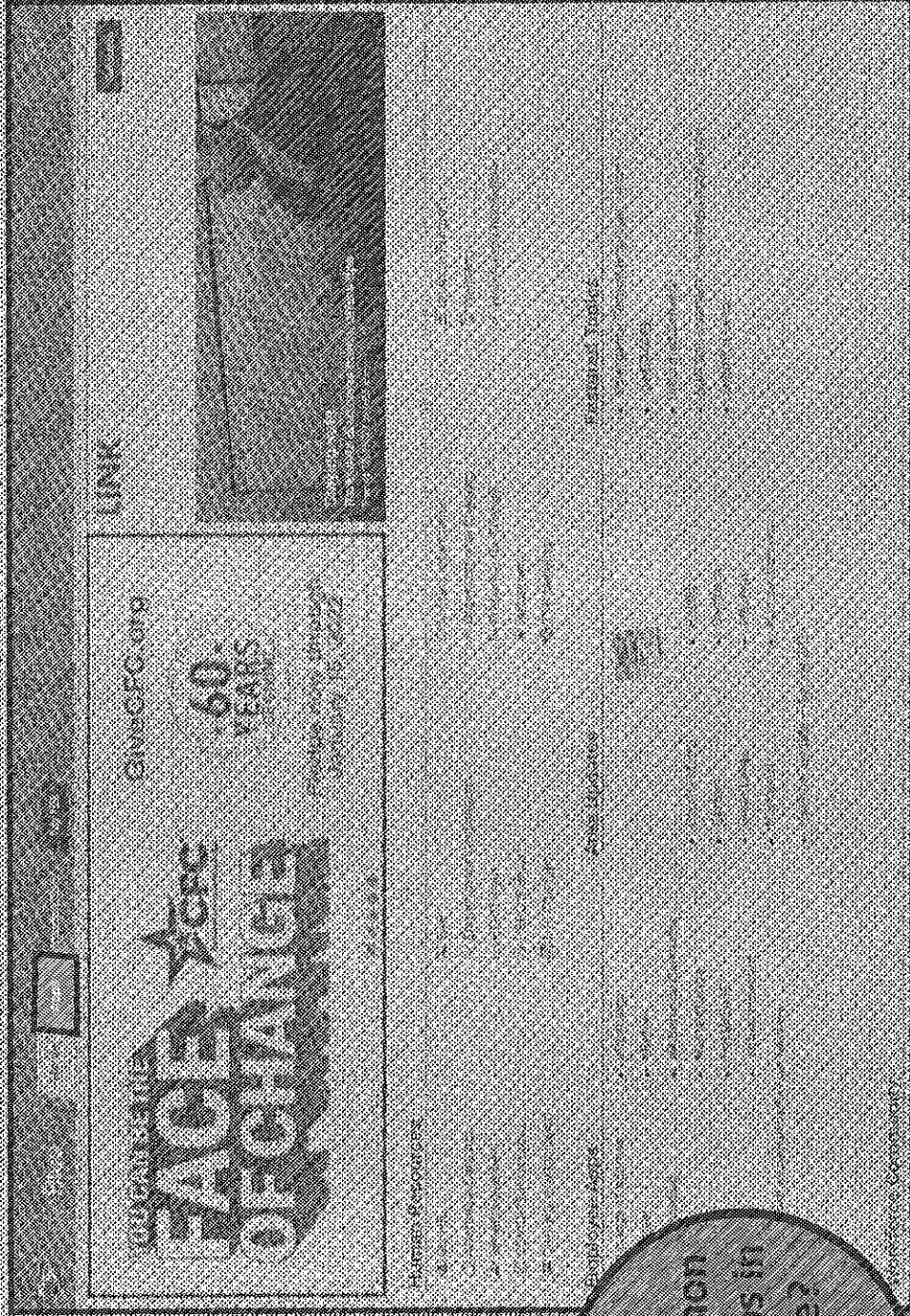
CONTINUOUS
IMPROVEMENT



Employee
DEALS

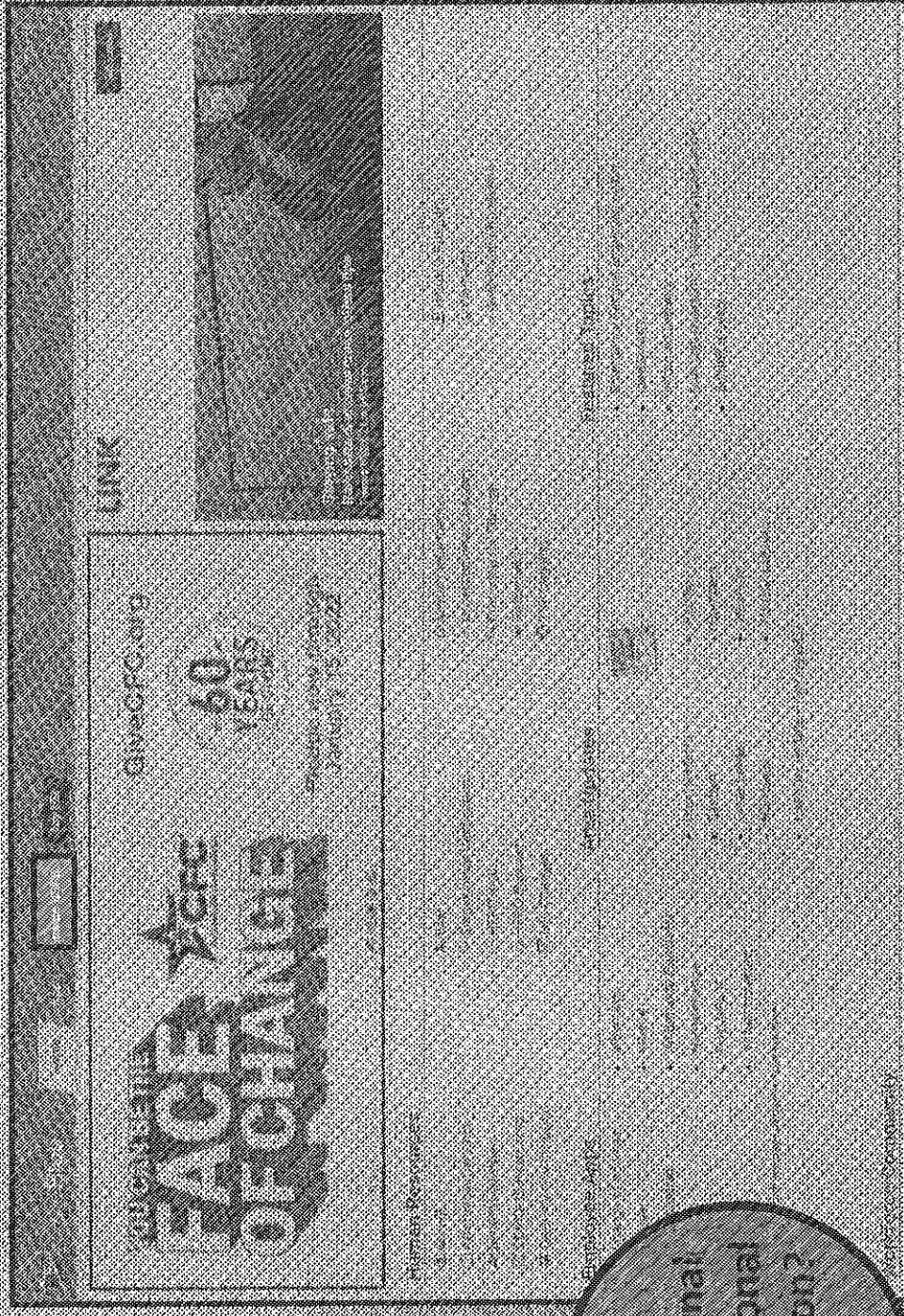
Are you CyberSafe?
At USPS

Apps Tab



Find common applications in one place?

Inside USPS Tab



Find internal organizational information?

Inside USPS Tab

The screenshot shows a web interface with a navigation bar at the top containing 'Home', 'About', 'Careers', and 'USPS'. Below the navigation bar is a search bar with the text 'Search USPS'. The main content area is divided into two columns of links. The left column lists various USPS offices and regions, while the right column lists organizational topics. A 'Log Out' button is visible in the top right corner.

Navigation Bar: Home | About | Careers | USPS

Search Bar: Search USPS

Left Column Links:

- Alaska
- Bay Valley
- Central Plains
- Chicago
- Detroit
- Greater Boston
- Greater Indiana
- Hawaii/PHI
- Houston
- Indianapolis
- Kansas City
- Las Vegas
- New York
- Northern Ohio
- Northern Virginia
- Portland
- Richmond
- Sacramento
- San Francisco
- Santa Fe
- South Central
- Tampa
- Western NY


Right Column Links:

- **Organization Chart**
- Board of Governors
- Executive Leadership Team
- Leadership Organization
- Organization Chart with Photos - pdf
- Organization Chart without Photos - pdf
- Privacy
- News and Information
- Holidays and Events
- Service Alerts
- Postage
- Zip Ratings & ZIPs
- First-class with postage
- Inform Delivery

Log Out


Find internal organizational information?

LiteBlue Summary



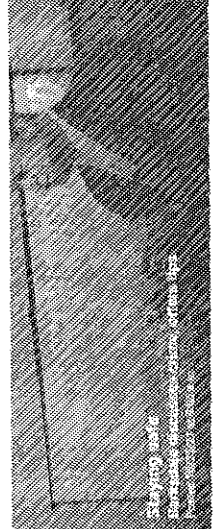
**YOU CAN BE THE
FACE
OF CHANGE**

GiveCFC.org



Pledge now through
January 15, 2022

LINK



Staying Safe
Preventing Illnesses, Injuries

Human Resources

- 🔍 [Search](#)
- 📄 [Affordable Care Act](#)
- 📄 [Benefits Overview](#)
- 📄 [COVID-19 Resources](#)
- 📄 [Coverage and Enrollment](#)
- 📄 [EAP](#)
- 📄 [Employee Verification](#)
- 📄 [FMLA Request](#)
- 📄 [FMLA Support](#)
- 📄 [Life Changes](#)
- 📄 [Secondary Information](#)
- 📄 [Unemployment Complaint](#)
- 📄 [Preparing for Coverage](#)
- 📄 [Retirement](#)
- 📄 [TIP benefits](#)
- 📄 [Unleash Program](#)
- 📄 [Webinars](#)
- 📄 [Workforce Connectors](#)

Employee Apps

- 📱 [Change of address](#)
- 📱 [Dental](#)
- 📱 [Enrollment](#)
- 📱 [Health Savings Account](#)
- 📱 [Life Changes](#)
- 📱 [Medical Records](#)
- 📱 [Name change](#)
- 📱 [PostcardEASE](#)
- 📱 [Virtual Care](#)
- 📱 [Workforce Connectors](#)

Area Updates

- 📄 [Career Alerts](#)
- 📄 [Eastern](#)
- 📄 [Great Lakes](#)
- 📄 [Midwest](#)
- 📄 [Northwest](#)
- 📄 [Pacific](#)
- 📄 [Southern](#)
- 📄 [Western](#)
- 📄 [Workforce Connectors](#)
- 📄 [Workforce Connectors - Spring 2021](#)

Featured Topics

- 📄 [Emergency Fielder Employee Leaflet](#)
- 📄 [EASERMAIL](#)
- 📄 [Employee Delivery](#)
- 📄 [Mail Call Quarterly - Veterans and Military](#)
- 📄 [Submit a Leaflet](#)

Find a one-stop resource for the Postal Service?

Workforce Community

Summary

Compensation

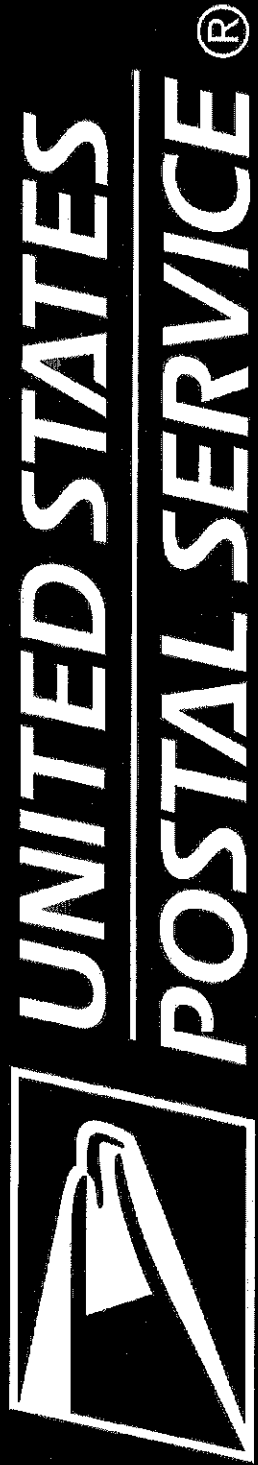
Earnings, Pay

Leave

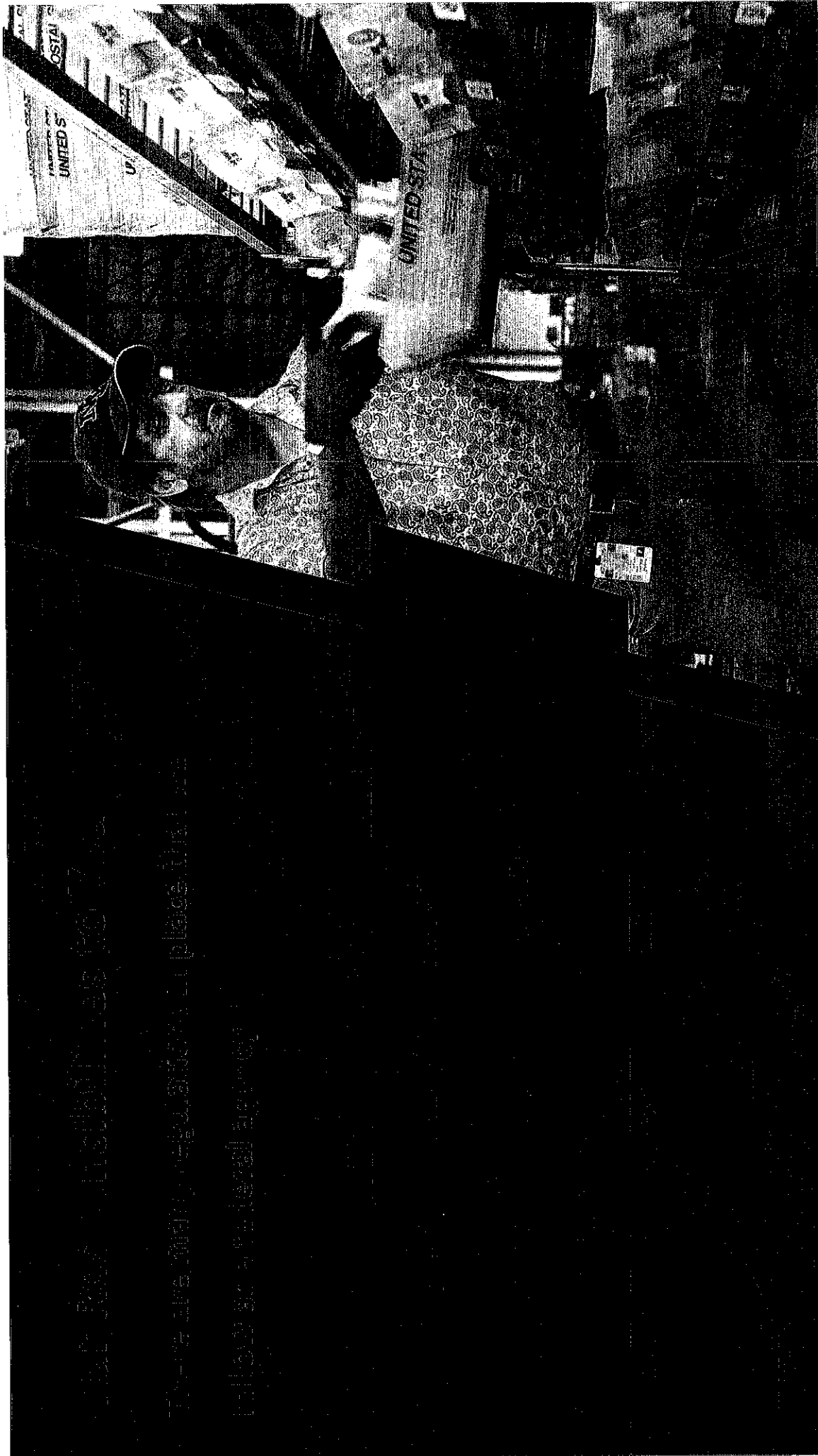
Annual, Scheduled, Unscheduled, Leave Without Pay,
Family Medical Leave, Wounded Warriors Leave

Benefits

Career Development, Health, Employee Assistance
Program, Wellness, LiteBlue, PostalEASE,
Net-to-Bank, Learning Portal



Module 4: Our Responsibility to You: Safe and Inclusive Workplace



Topics

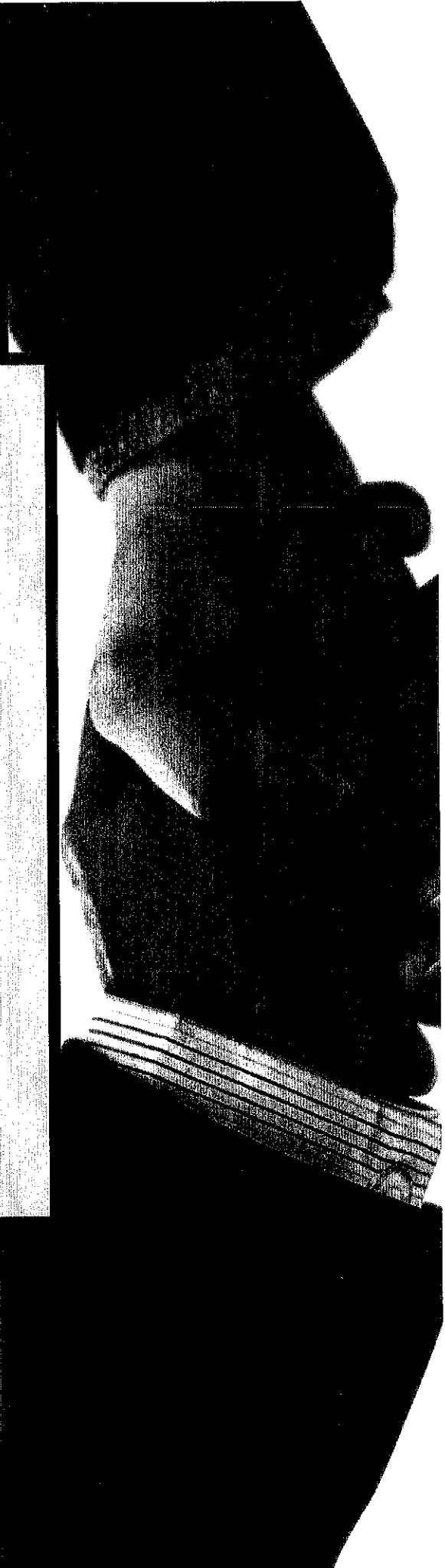
Workplace Safety

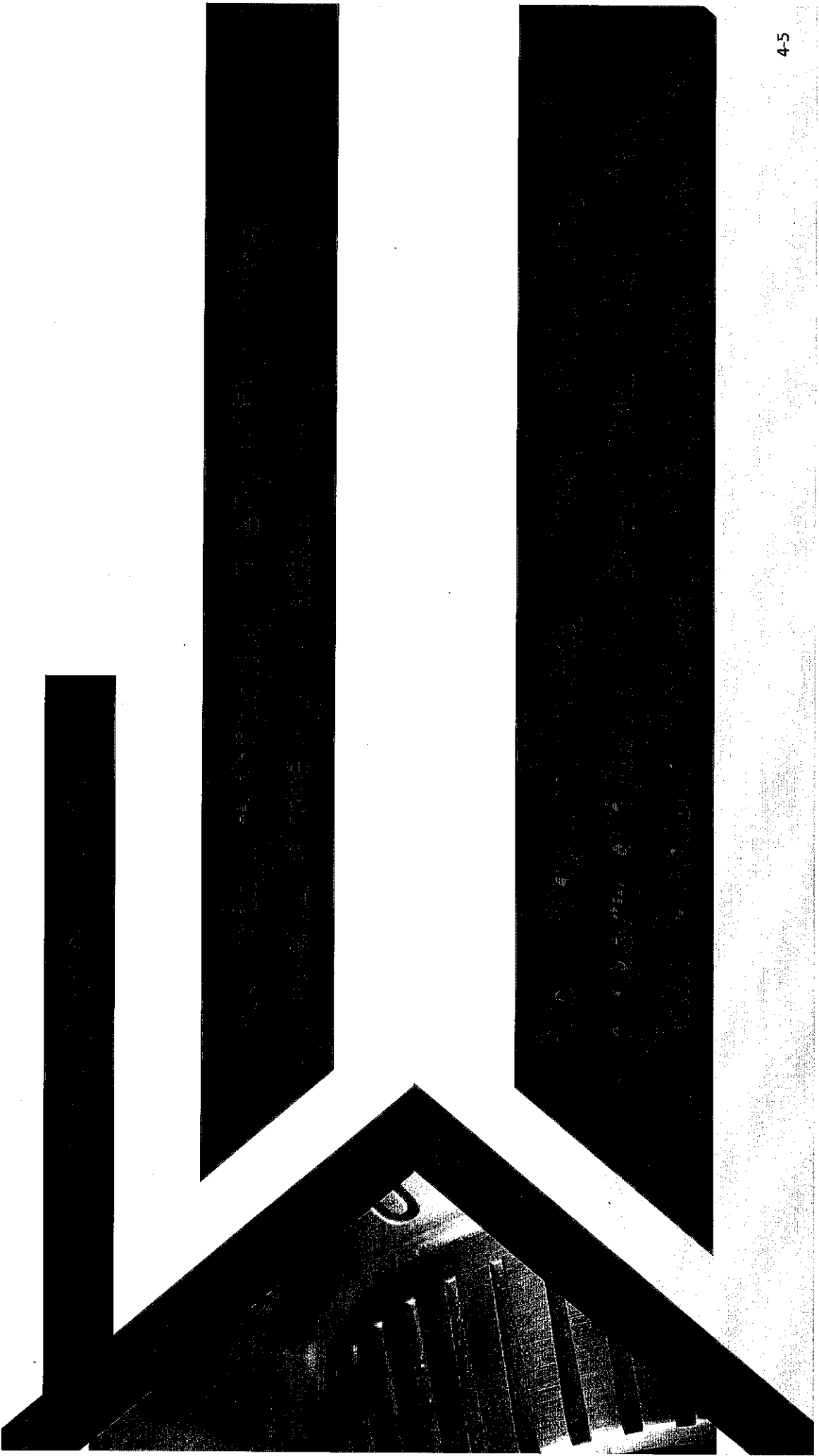
ID Badges, Safety Training, Emergency Action Plans

Safe and Inclusive Workplace

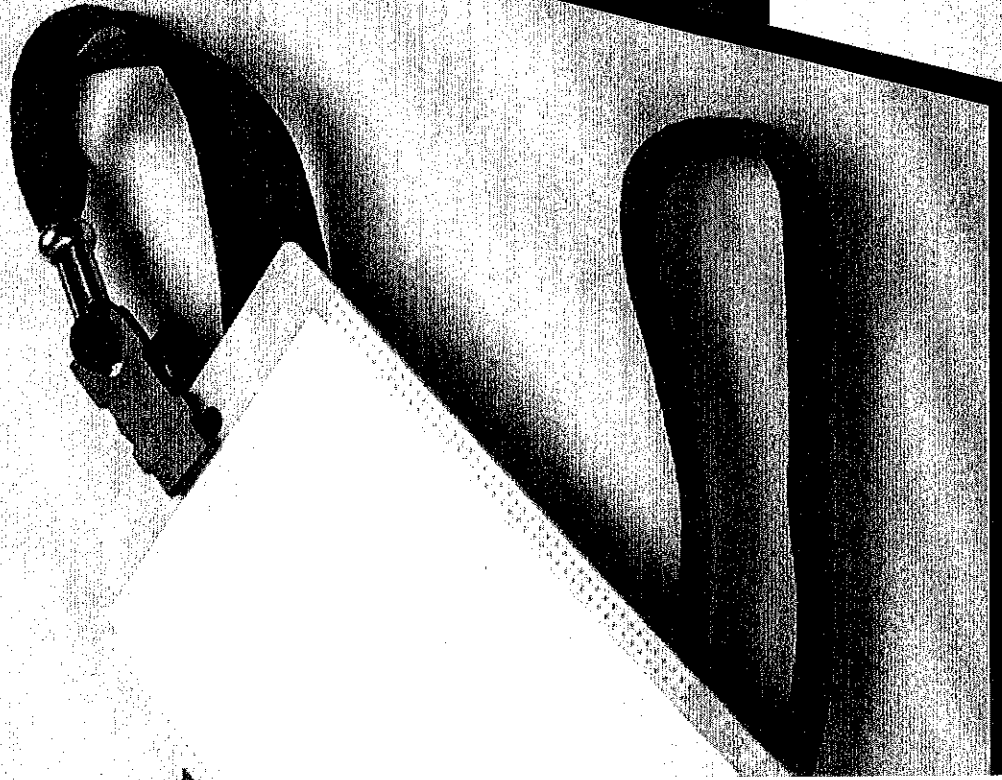
Zero Tolerance, Diversity, Equity, and Inclusion,
Equal Opportunity, No FEAR Act,
Workplace Harassment Prevention

**The unions and management work
together to create a safe work
environment for all employees**



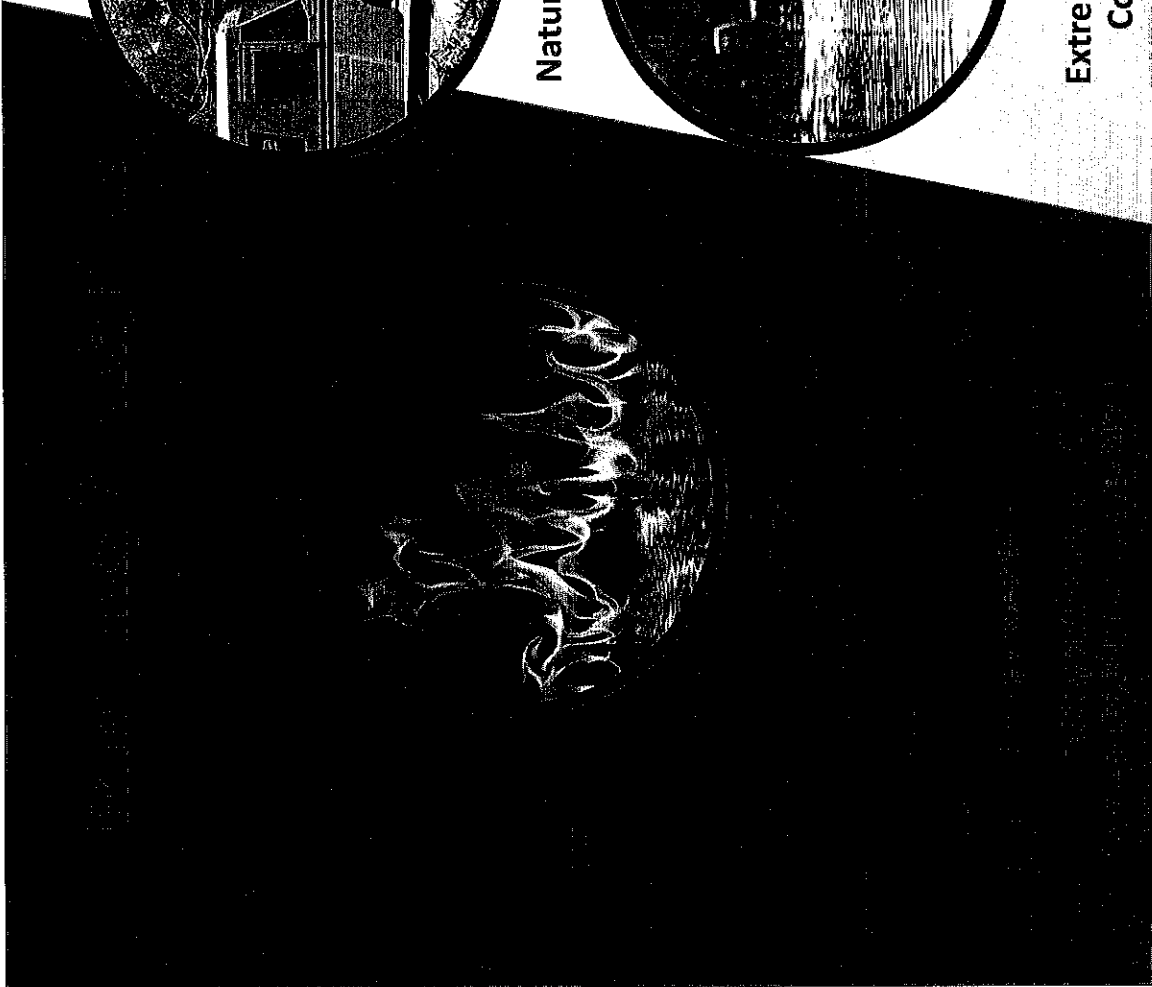


ID Badges



Safety Training

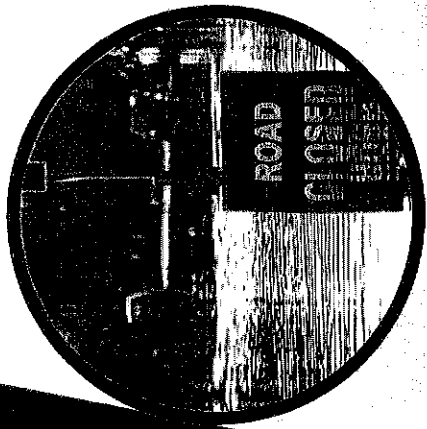




Hazardous Substances



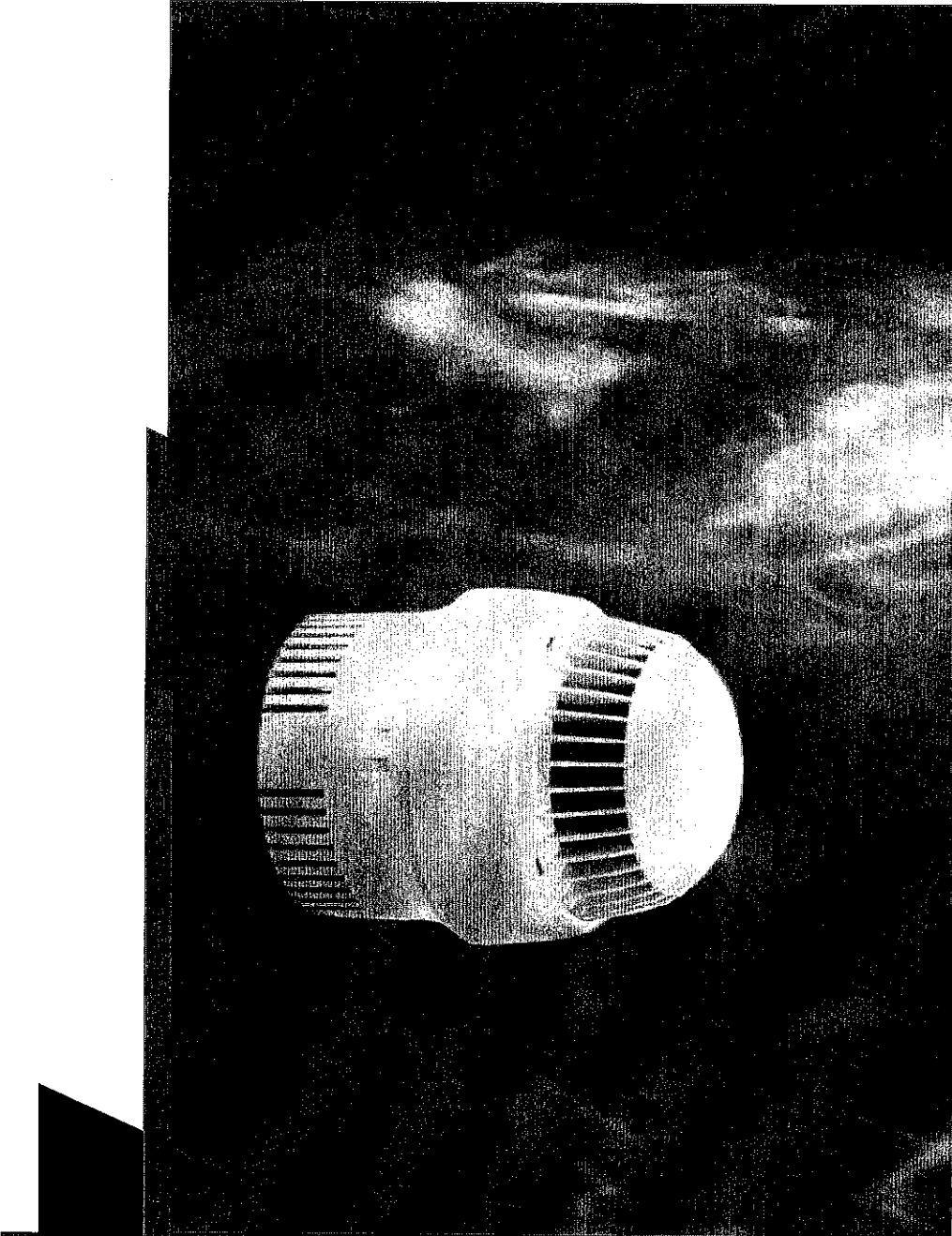
Natural Disasters

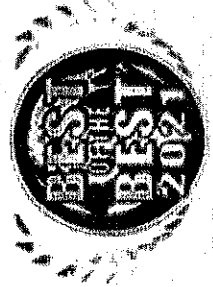
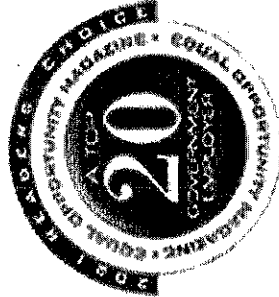
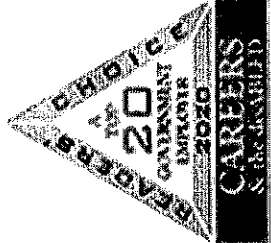
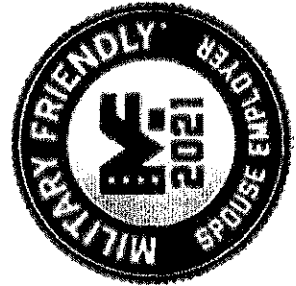
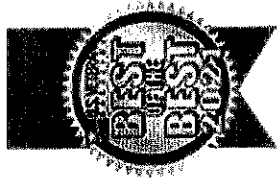


**Extreme Weather
Conditions**

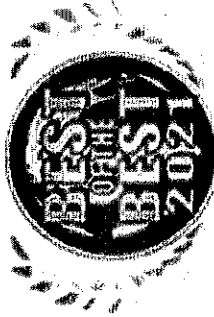


**Geographic-Specific
Risks**

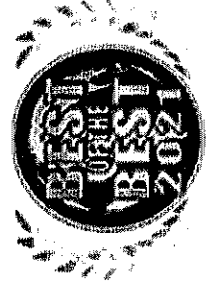
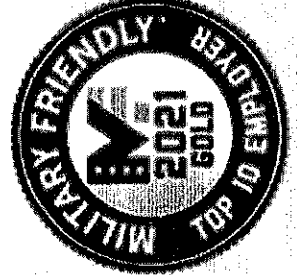




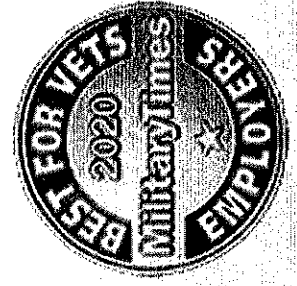
HISPANIC
network



Black & Journal

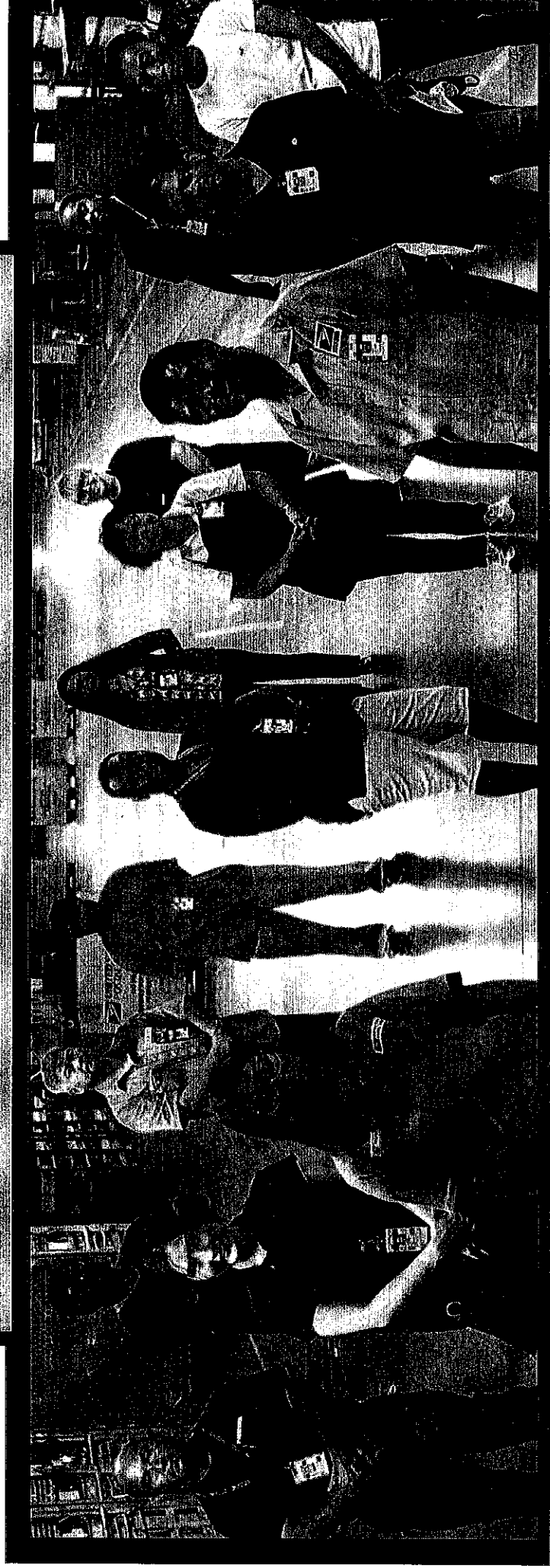


WOMANS
magazine



What Do We Mean by Diversity?

The richness of people's viewpoints, experiences,
cultures, and backgrounds



What Does Equity Mean?

Fairness and
Justice

Recognizing we
don't all start from
the same place

Process to identify and
overcome unintentional
barriers

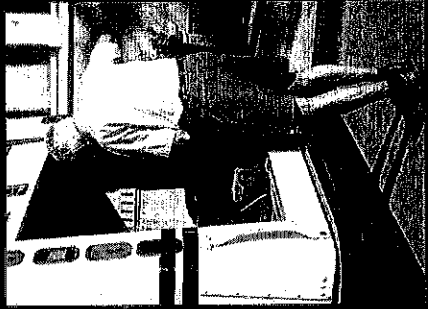


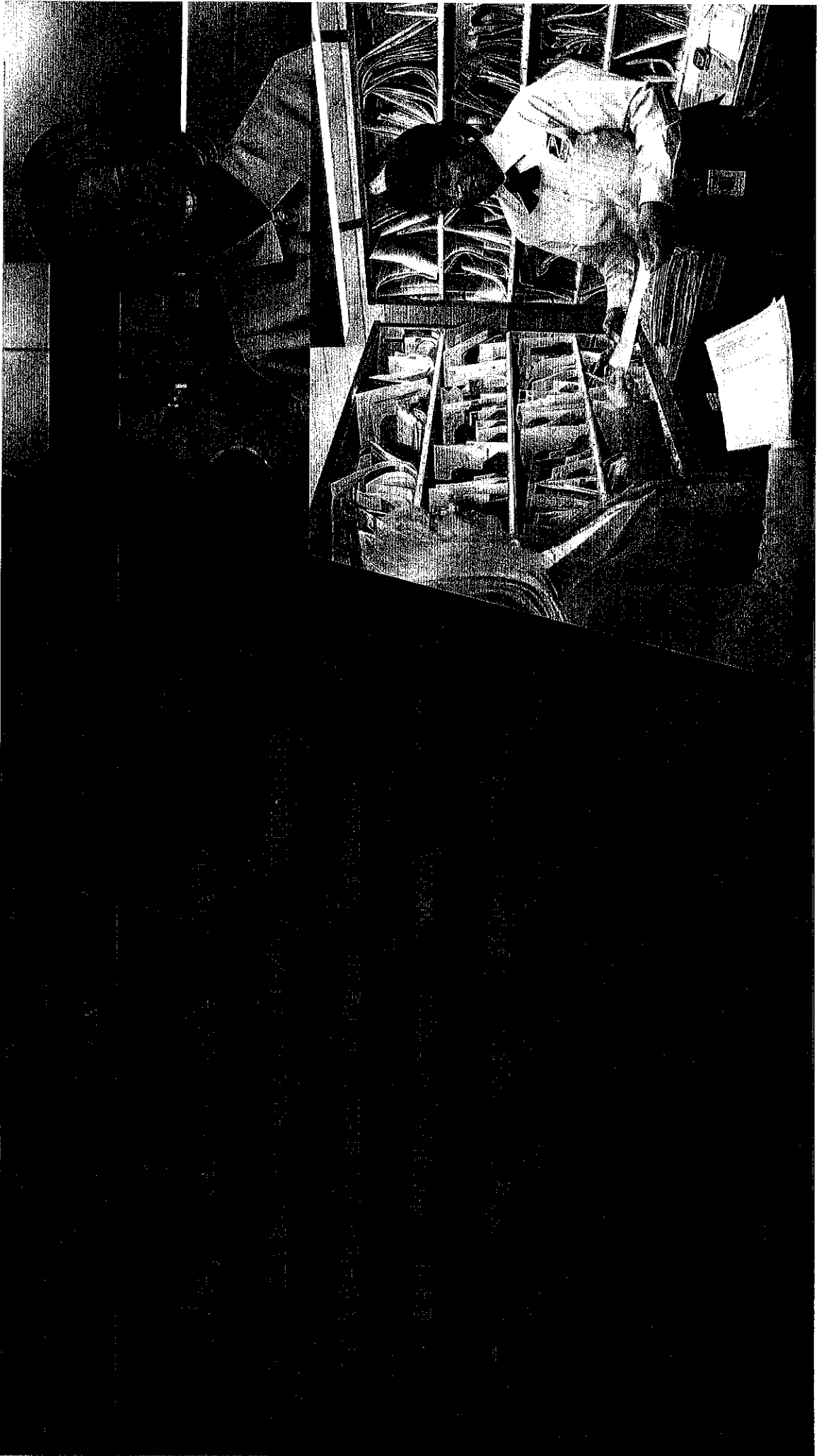
How Would You Define Inclusion?

Leveraging the effectiveness of our organizational diversity in ways that make our employees feel valued and included

- Inclusion flourishes in an environment that enables employees to contribute their unique and individual or group characteristics
- Helps all employees feel part of the organization's diversity efforts







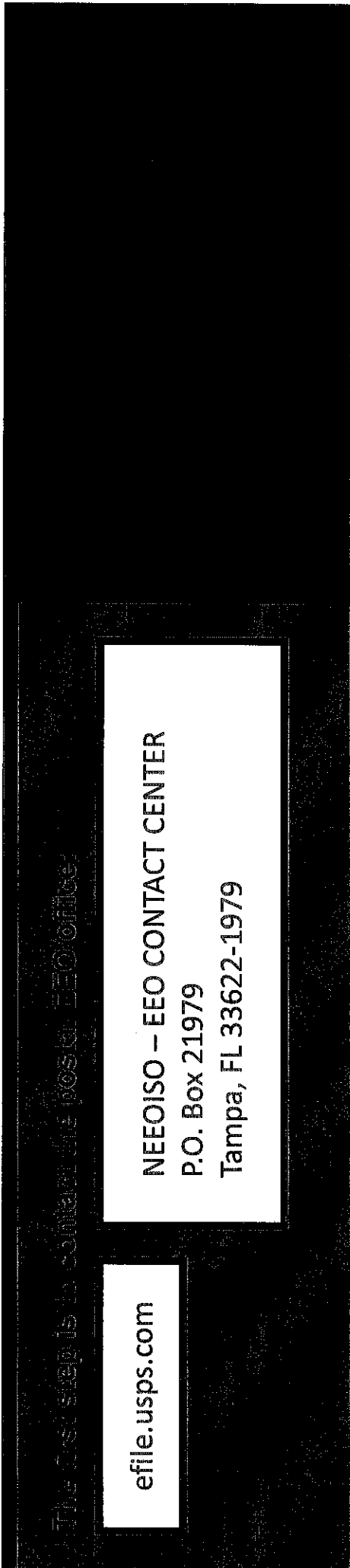
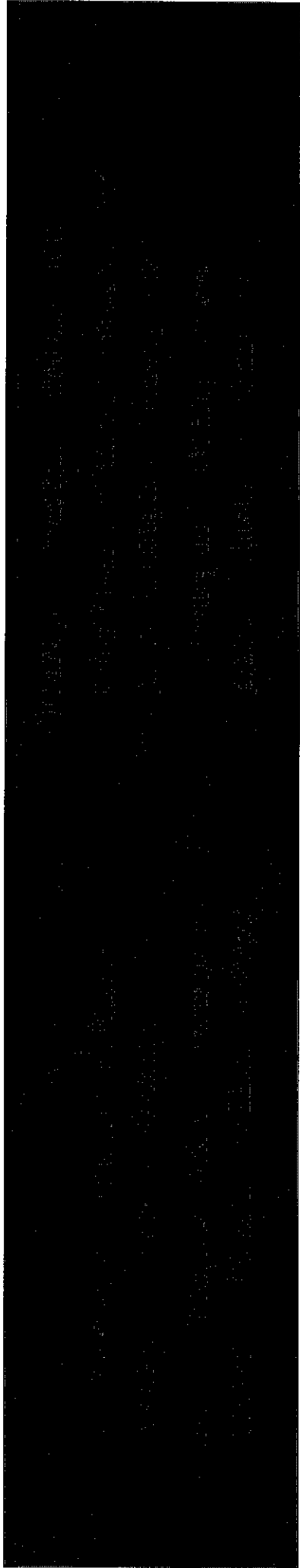


Any supervisor, manager, or HR

US Postal Inspection Service

1077-202-1115

Equal Employment Opportunity (EEO)



The first step is to contact the Postal EEO office:

efile.usps.com

NEEOISO – EEO CONTACT CENTER
P.O. Box 21979
Tampa, FL 33622-1979



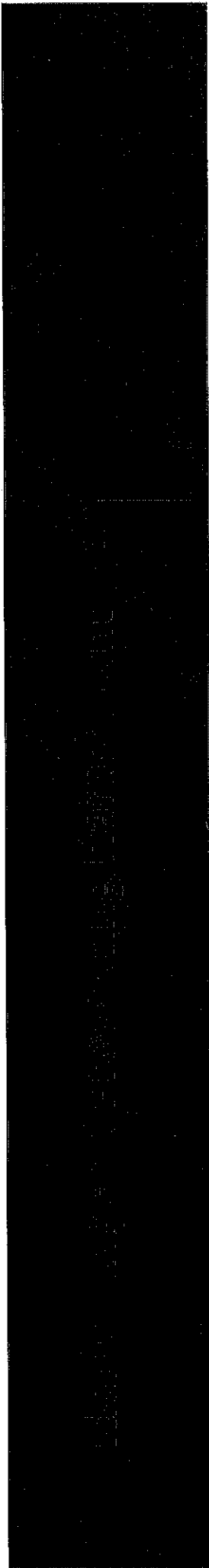
Name	Address	City
[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]



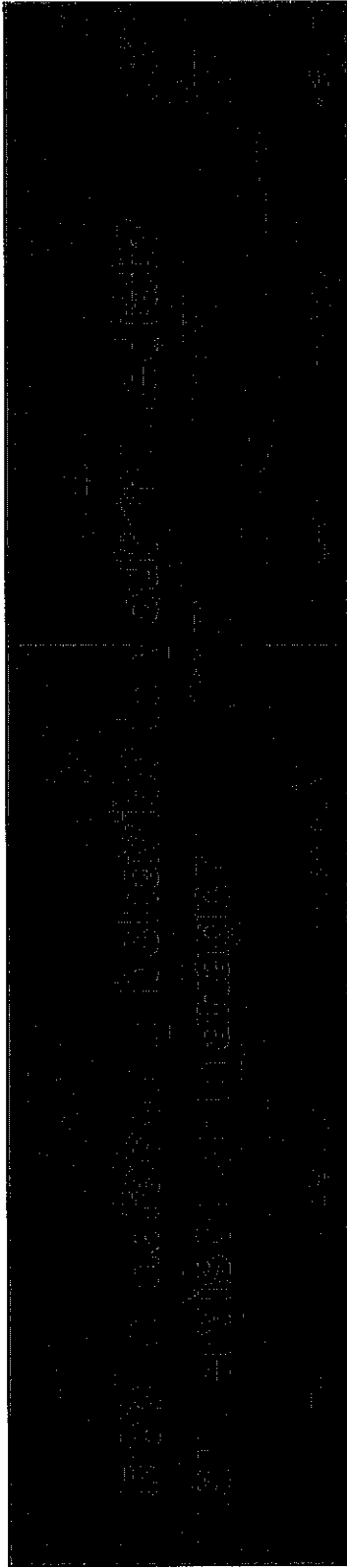
File an EEO complaint

Participate in an investigation of
an EEO complaint

Oppose an illegal employment
practice/whistleblower actions



Unwelcome verbal or physical conduct that demeans or shows hostility or aversion toward an individual or group of individuals or in retaliation for EEO activity



Resources

- **Poster 72, Equal Employment Opportunity is the Law**
 - **Poster 159, Workplace Harassment, Know Your Rights, Take Responsibility!**
 - **Postal Service Publication 133, What You Need to Know about EEO**
 - **Employee and Labor Manual (ELM) 660, Conduct**
 - **Employee and Labor Manual (ELM) 670, Diversity, Equal Employment Opportunity, and Prevention of Employment Discrimination**
 - **Publication 533, Employee's Guide to Understanding, Preventing, and Reporting Harassment**
- Additional information on EEO procedures and timelines are in your Employee Reference Guide**

EQUAL EMPLOYMENT OPPORTUNITY IS THE LAW

Federal law requires the Postal Service to provide equal employment opportunities for all employees and applicants for employment, regardless of race, color, sex, religion, age, disability, or national origin.

WORKPLACE HARASSMENT KNOW YOUR RIGHTS! TAKE RESPONSIBILITY!

ELIMINATING WORKPLACE HARASSMENT
The United States Postal Service is committed to providing a work environment free from harassment based upon race, color, religion, sex (including pregnancy, sexual orientation, gender identity, and gender expression), national origin, age, marital status, genetic information, or service status, protection or advancement of any process or procedure, or any process or procedure designed to remedy discrimination.

The Postal Service workplaces must be one in which all employees are treated with dignity and respect by supervisors, subordinates and coworkers. Supervisors and managers will take prompt action to prevent, address, and remedy workplace conduct that is contrary to this policy.

REPORTING UNAPPROPRIATE BEHAVIOR
Employees who witness inappropriate behavior in the workplace, even if it does not meet the legal definition and violates workplace policies and standards of conduct, should report it to their supervisor or manager. The Postal Service will take disciplinary action if the conduct does not meet the level of harassment as defined in the law as such conduct, and will address workplace conduct that does not meet the level of harassment as defined in the law as such conduct, and will address workplace conduct that does not meet the level of harassment as defined in the law as such conduct.

WORKPLACE HARASSMENT IS ILLEGAL
The Postal Service will not tolerate workplace harassment based on race, color, religion, gender identity, sexual orientation, national origin, age, marital status, genetic information, or service status.

REGULATION IS CLEAR
The Postal Service will not tolerate workplace harassment based on race, color, religion, gender identity, sexual orientation, national origin, age, marital status, genetic information, or service status.

ADDITIONAL RELIEF
If you are the victim of harassment, you may seek relief through the EEO process.

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Equal employment opportunity is the law. Federal law requires the Postal Service to provide equal employment opportunities for all employees and applicants for employment, regardless of race, color, sex, religion, age, disability, or national origin.

Postal Service employees, managers, and supervisors are prohibited from engaging in harassment based on race, color, sex, religion, age, disability, or national origin. Harassment includes verbal abuse, threats, physical contact, and hostile work environment.

Employees who witness inappropriate behavior in the workplace, even if it does not meet the legal definition and violates workplace policies and standards of conduct, should report it to their supervisor or manager. The Postal Service will take disciplinary action if the conduct does not meet the level of harassment as defined in the law as such conduct, and will address workplace conduct that does not meet the level of harassment as defined in the law as such conduct.

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Summary

Workplace Safety

ID Badges, Safety Training, Emergency Action Plans

Safe and Inclusive Workplace

Zero Tolerance, Diversity, Equity, and Inclusion,
Equal Opportunity, No FEAR Act,
Workplace Harassment Prevention



UNITED STATES
POSTAL SERVICE®

*Measure of Your Responsibility to Us:
Sanctity of the Mail and Society*

Summary

Sanctity of the Mail

Privacy Act, Personally Identifiable Information

Safety Guidelines

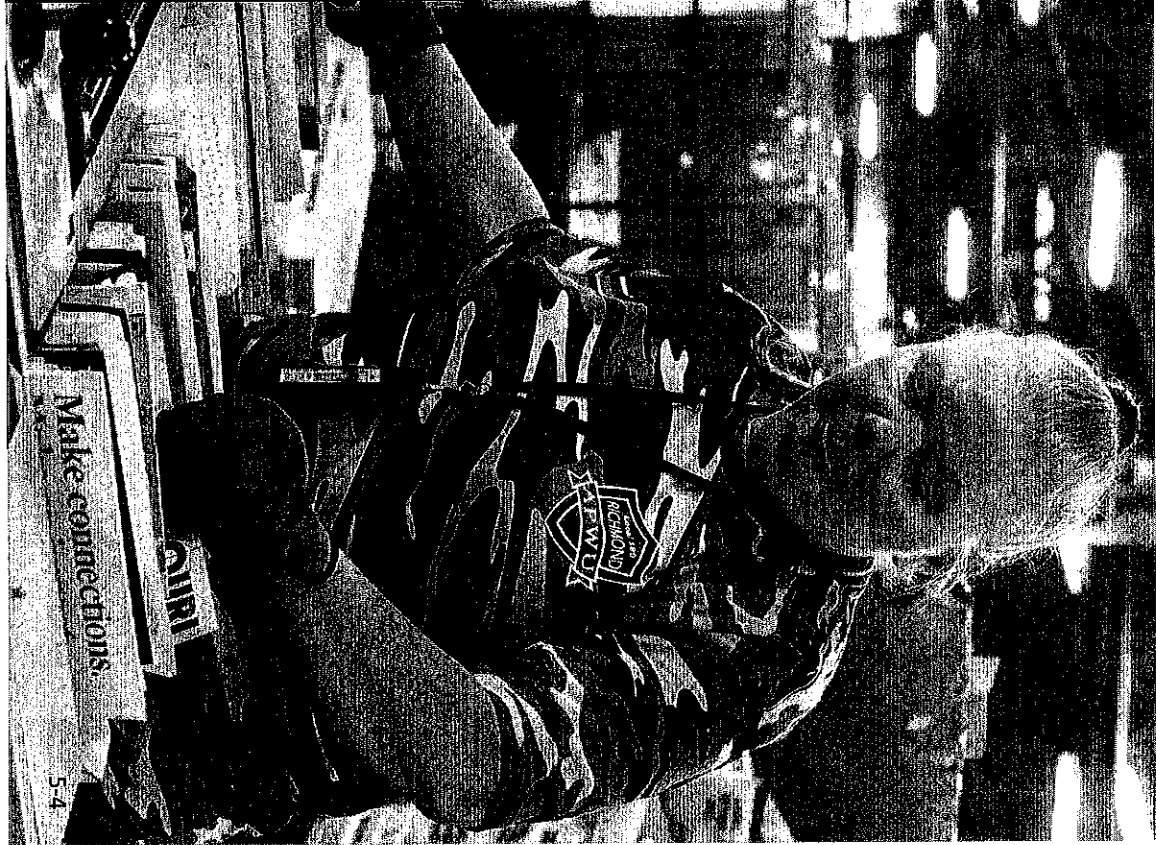
Accident Reporting, Ergonomics, Safe Driving, Heat Stress

Proper Mail Handling

Loose, Suspicious, Anonymous, Identifiable, Dangerous Goods

IT Requirements





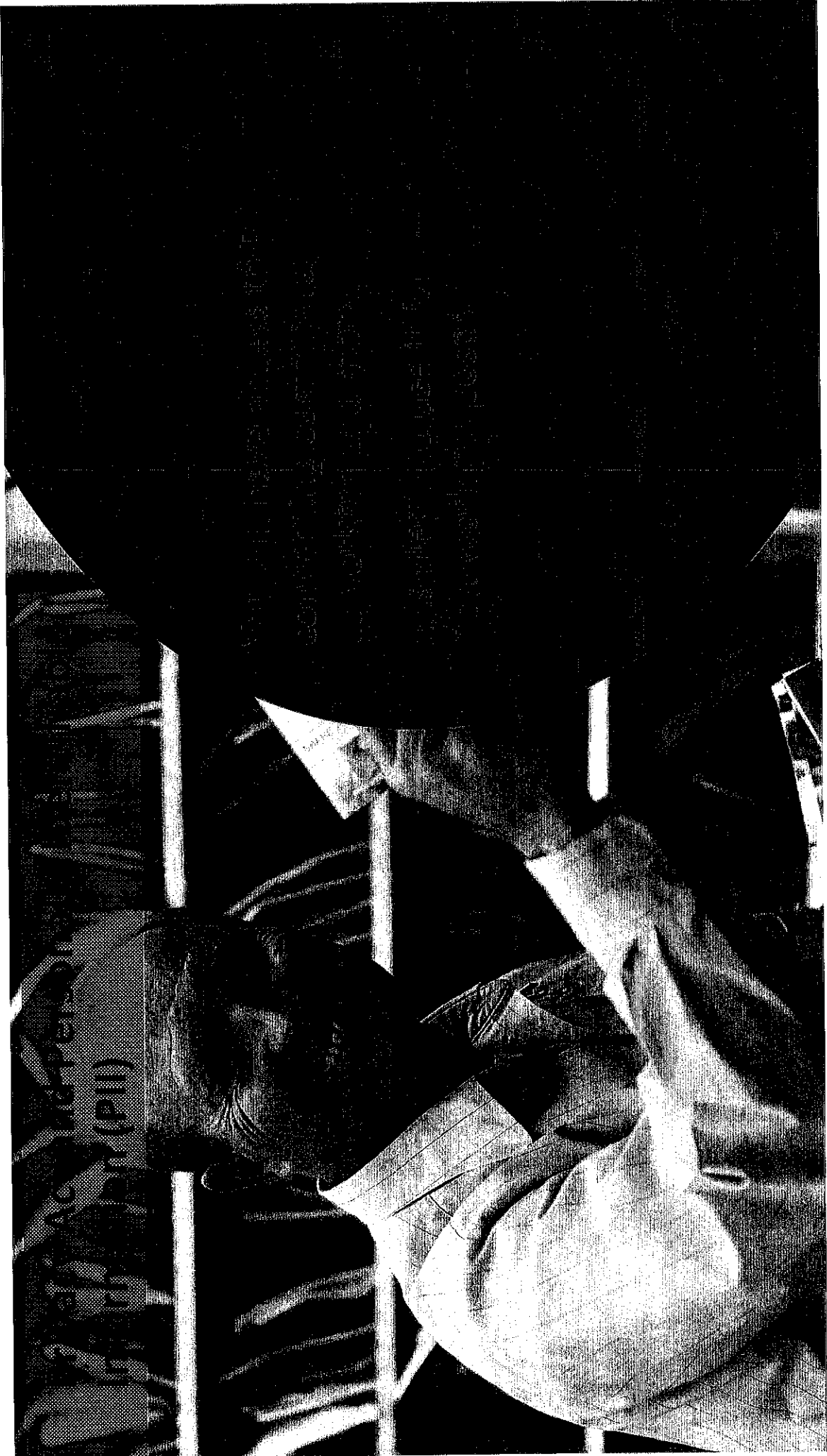
Postal Inspection Service



Federal law
enforcement agency

Protect mail, employees,
customers

Audit postal facilities



Safety Guidelines

Policies



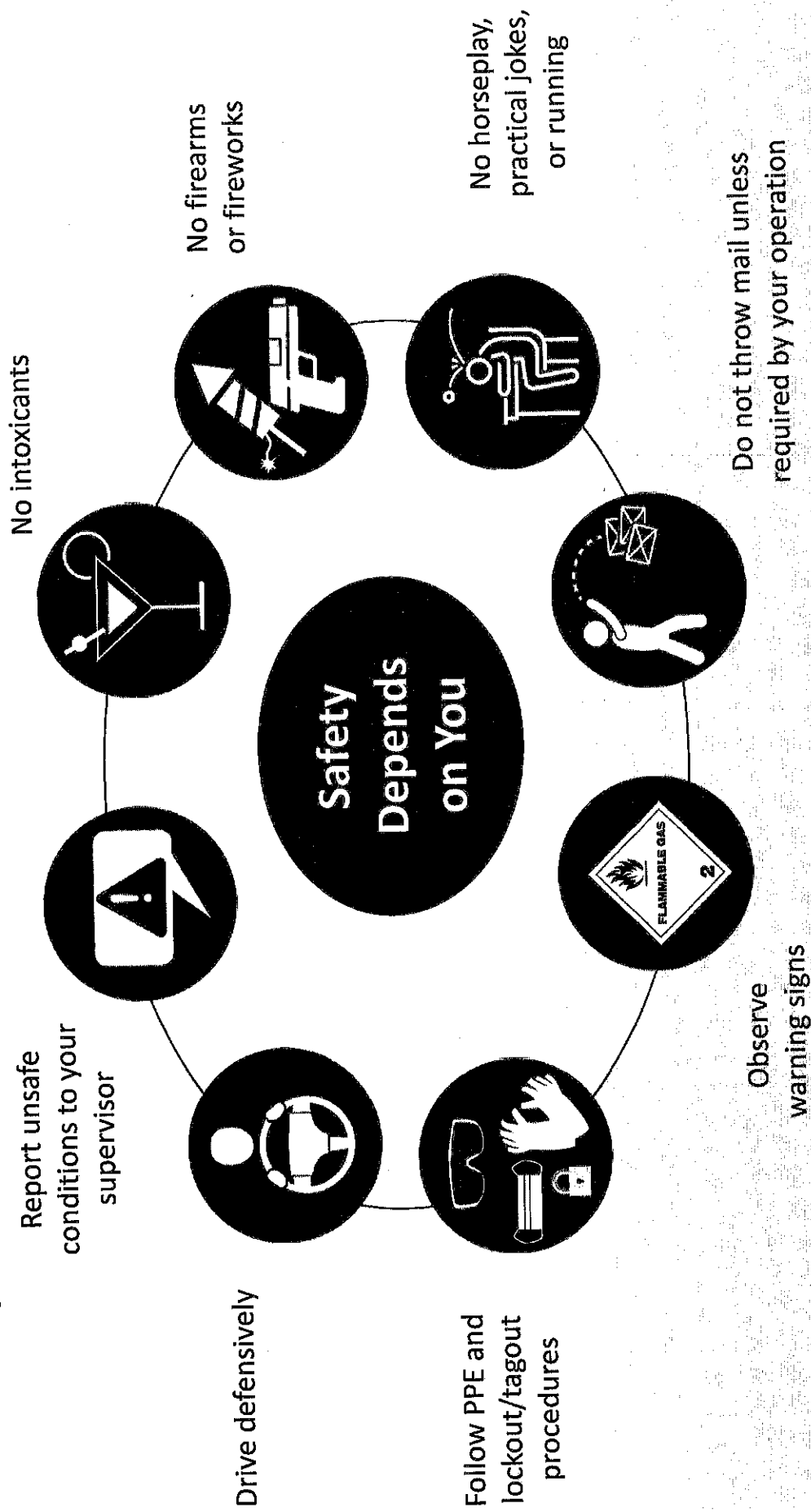
Safety Depends on You



Procedures



General Safety Rules



Proper Footwear

Postal Shoe Policy

You are required to wear approved slip resistant shoes at all times!
 Proper slip resistance shoes keep you and other safe.



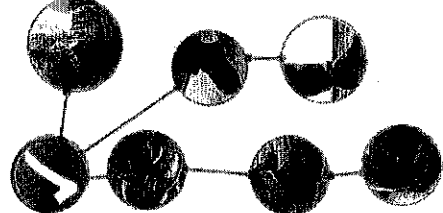
APPROVED SHOES



NOT APPROVED SHOES

All employees MUST wear proper footwear while on the workwear floor. Shoes MUST be fully enclosed on all sides and are made of leather (canvas and nylon are NOT allowed). Employees who wish to request an exception to these rules for a medical reason MUST submit a written request involving all medical documentation to the Human Resources Manager for prior approval. **RANDOM SHOE INSPECTIONS** may be conducted at any time. Proper fit, good condition of leather and shoe, and all relevant states must be intact. Employees wearing shoes that are not authorized or shoes that are inadequate will be subject to administrative action.

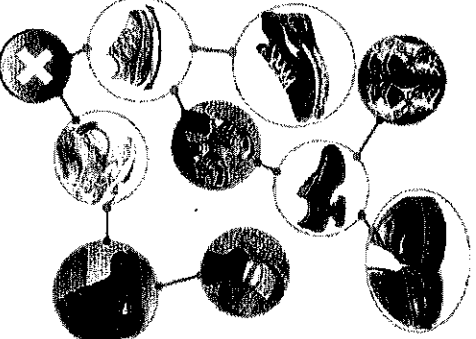
APPROVED



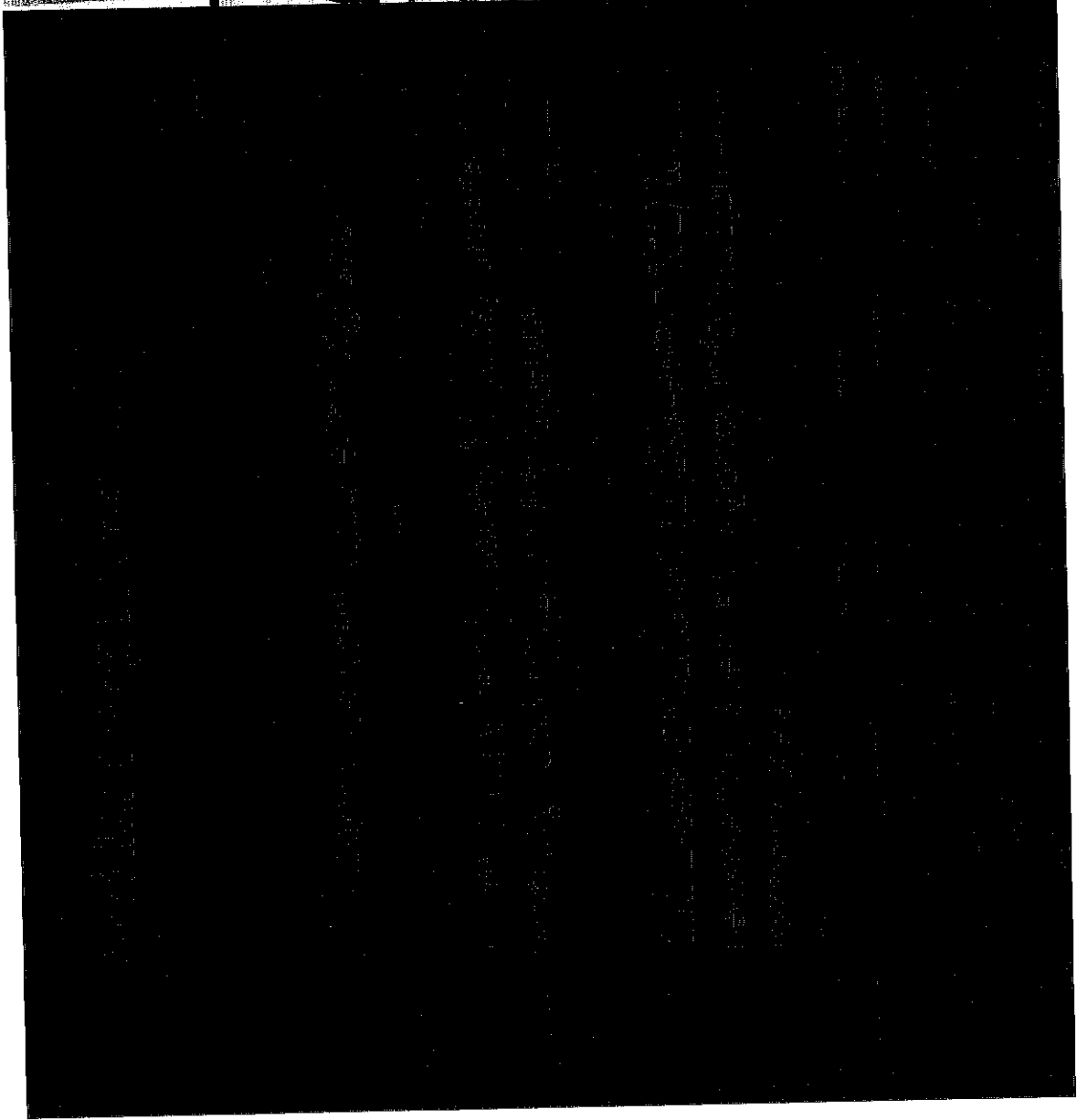
- Heels less than 1 1/2 inches
- Sole height is 1/2 inch or less
- Must be leather
- Must be fully enclosed

PROHIBITED

- Spiked heels
- Canvas, cloth, mesh or nylon
- Tennis, athletic, jogging or sneakers that are not made of leather
- Open toe, open heel, sandals, house slippers
- Z-Coil, flip-flops or platform shoes



Thank you for following safety rules.



Product: [Redacted] Complaint: [Redacted]

Product Name: [Redacted]

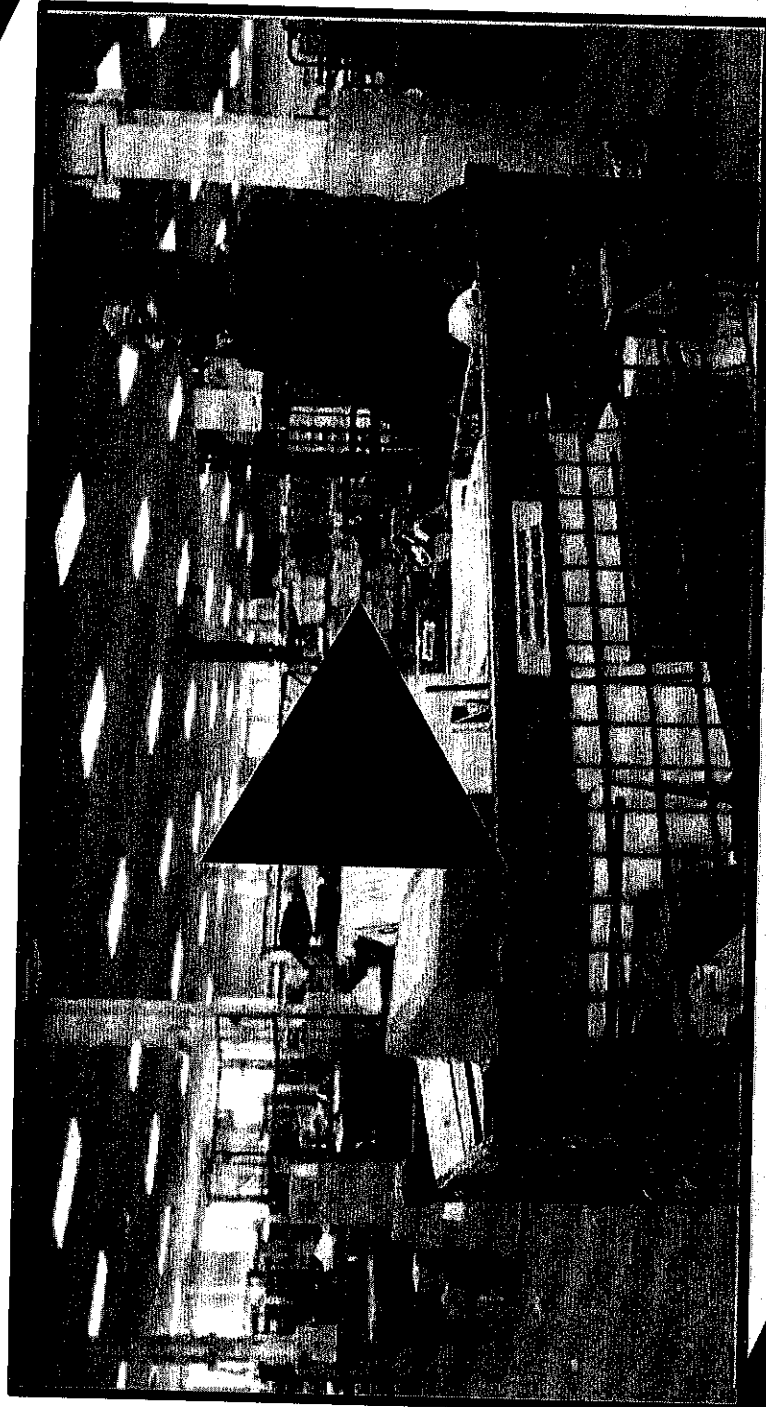
Working under [Redacted]
Defective [Redacted] and [Redacted]
[Redacted] with [Redacted]

[Redacted] [Redacted] [Redacted] of [Redacted]
[Redacted] [Redacted]

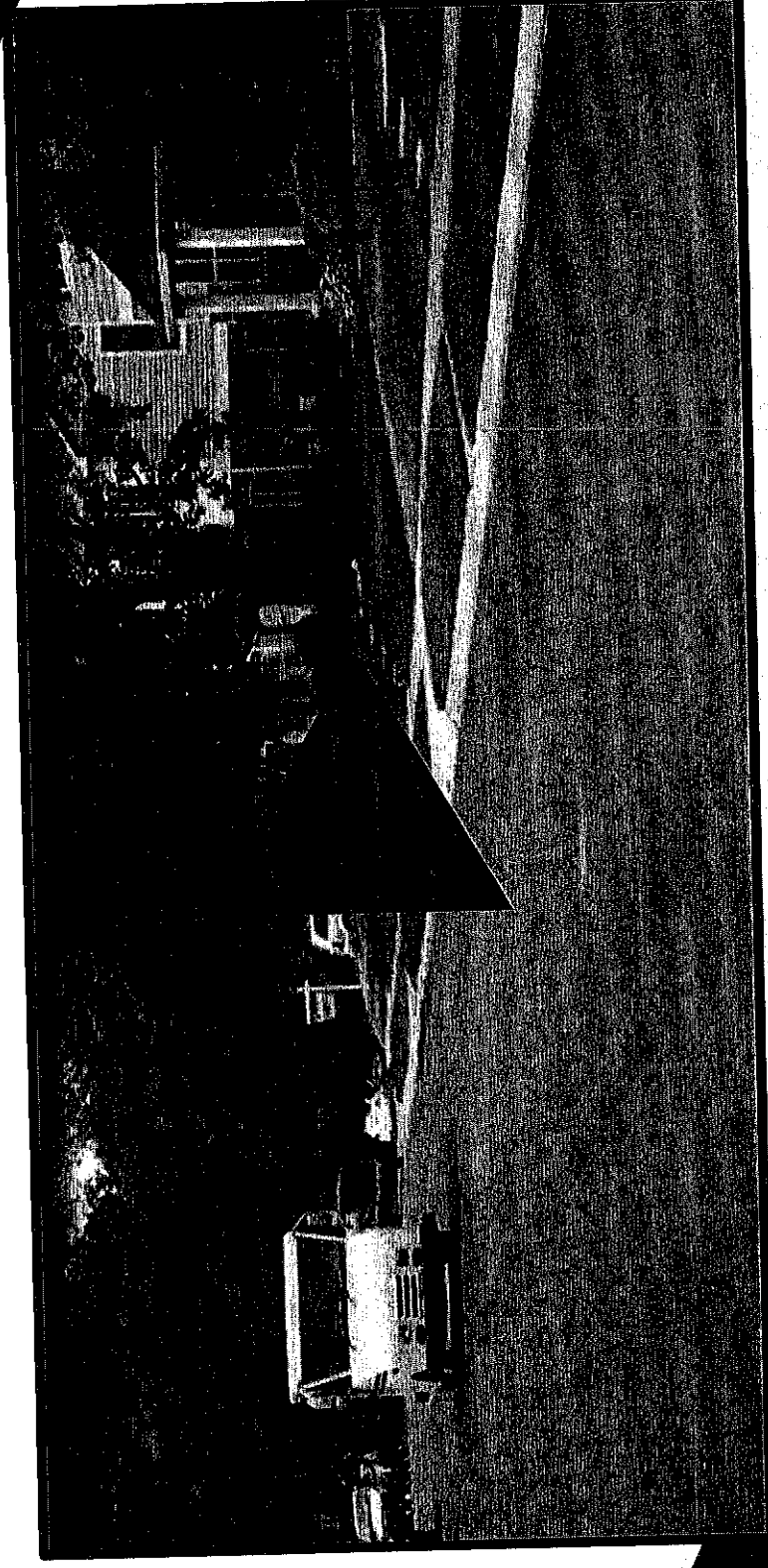
Excessive noise

[Redacted] [Redacted] [Redacted]
[Redacted] [Redacted] [Redacted]
[Redacted] [Redacted] [Redacted]

Ergonomics Video

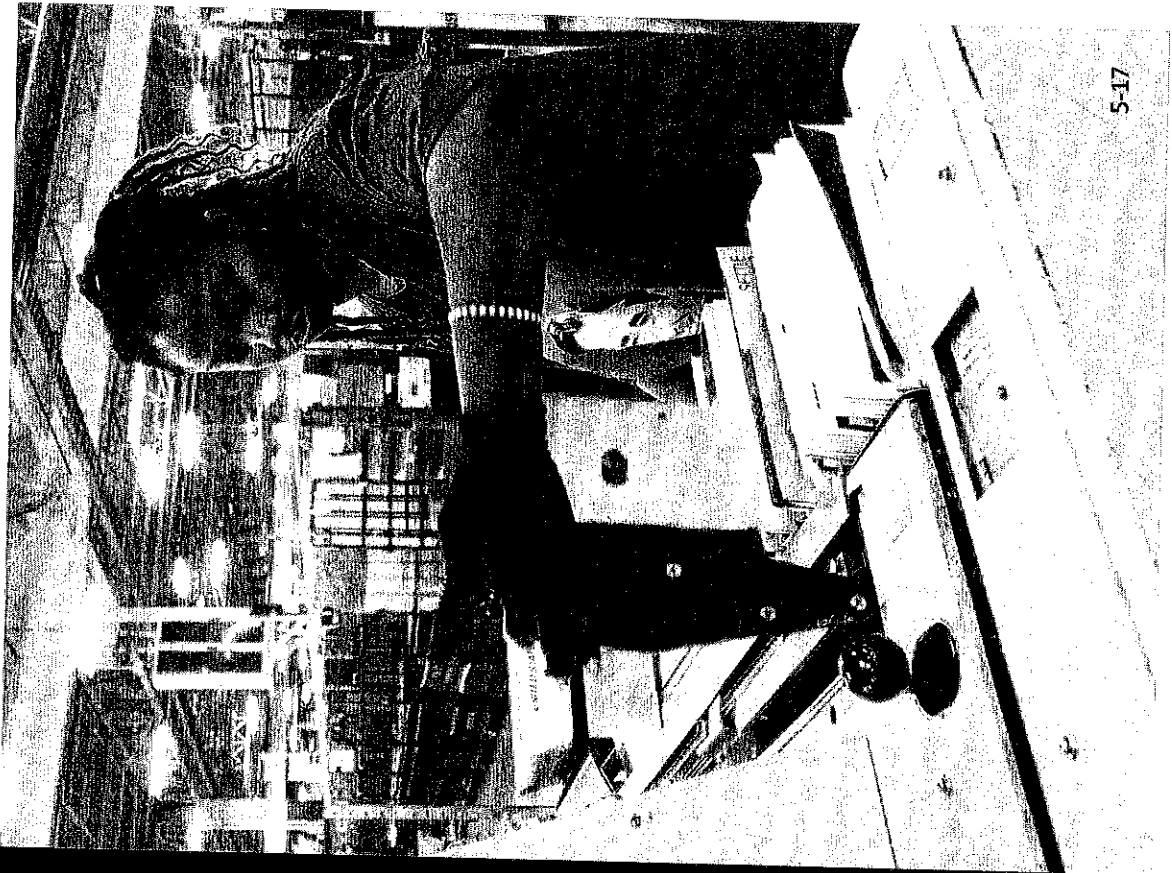


Distracted Driving Video

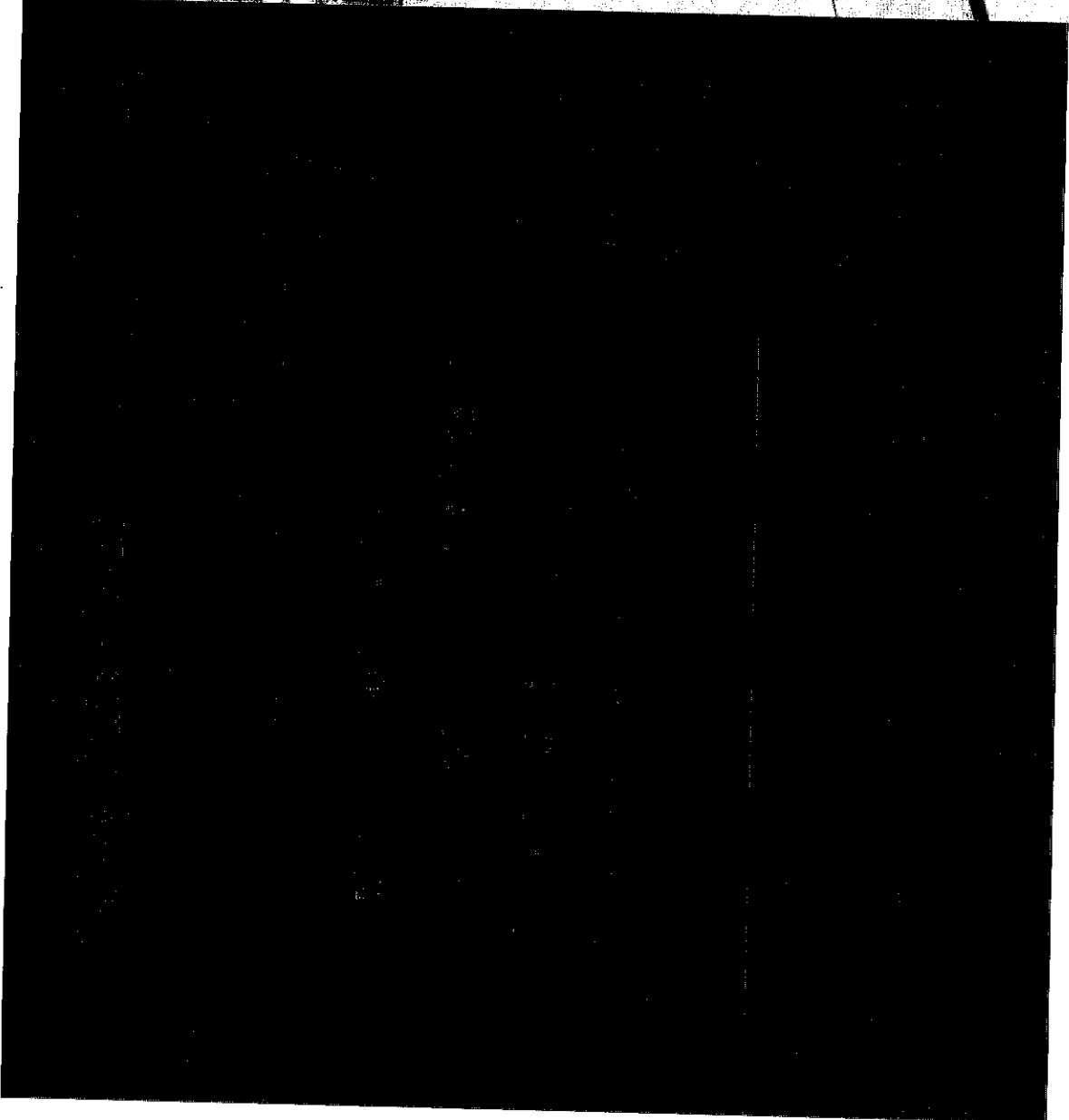


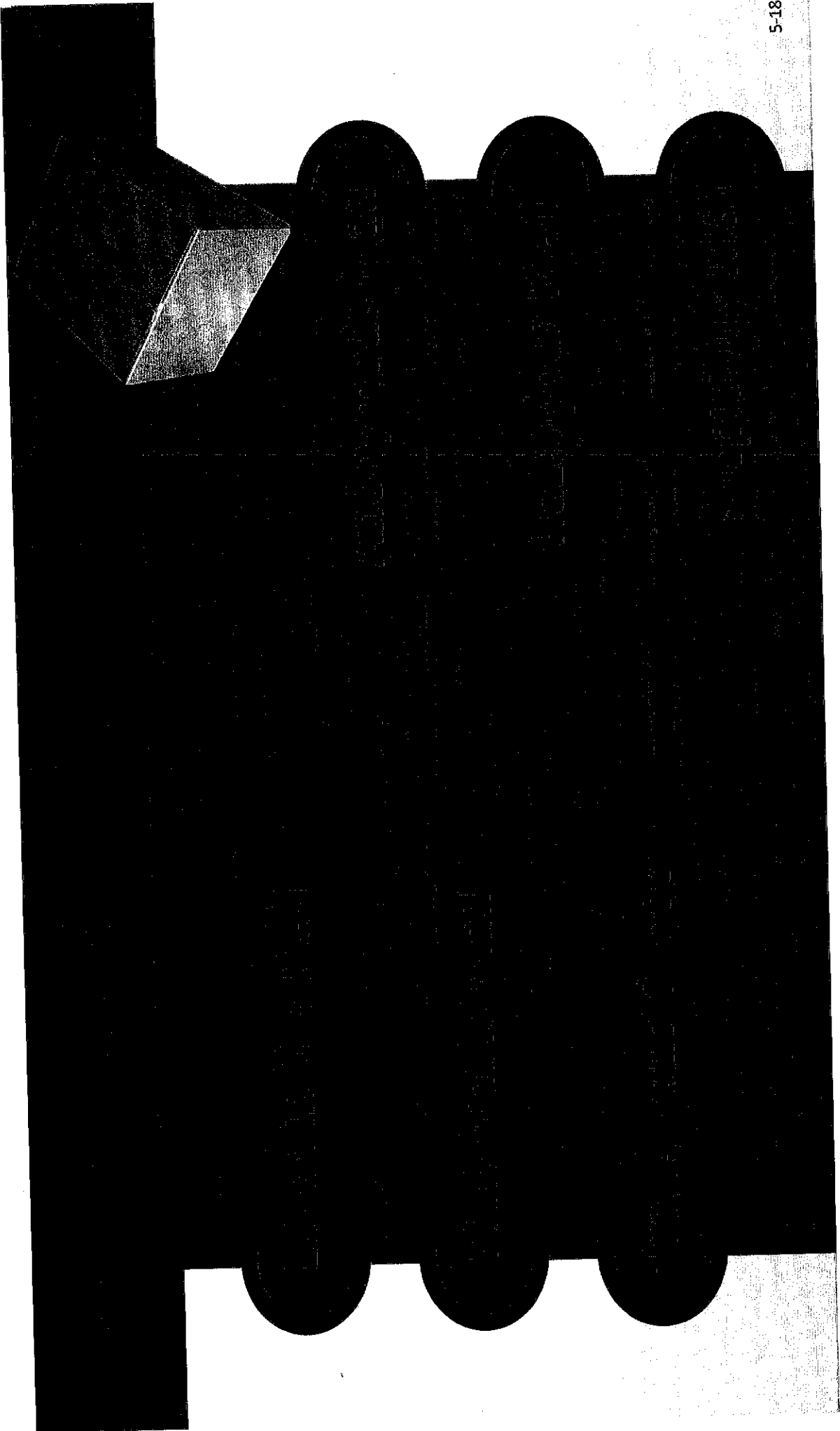
Heat Stress Video

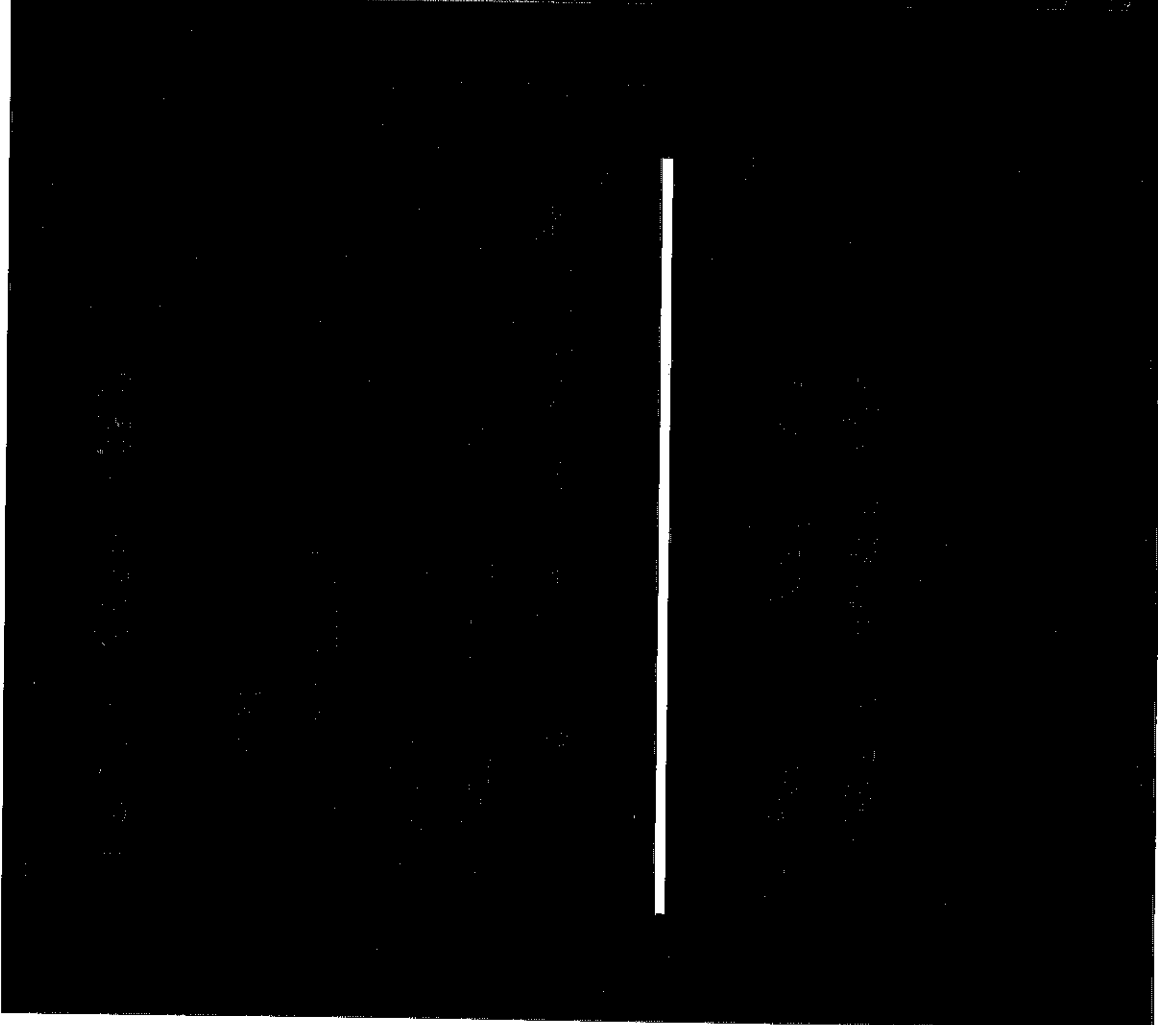




5-17

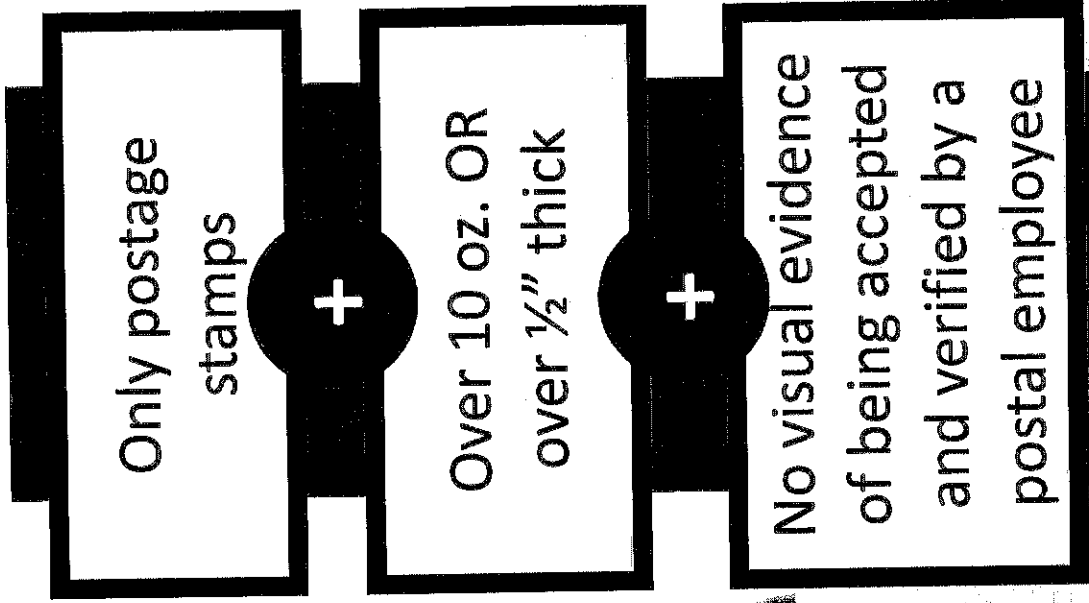
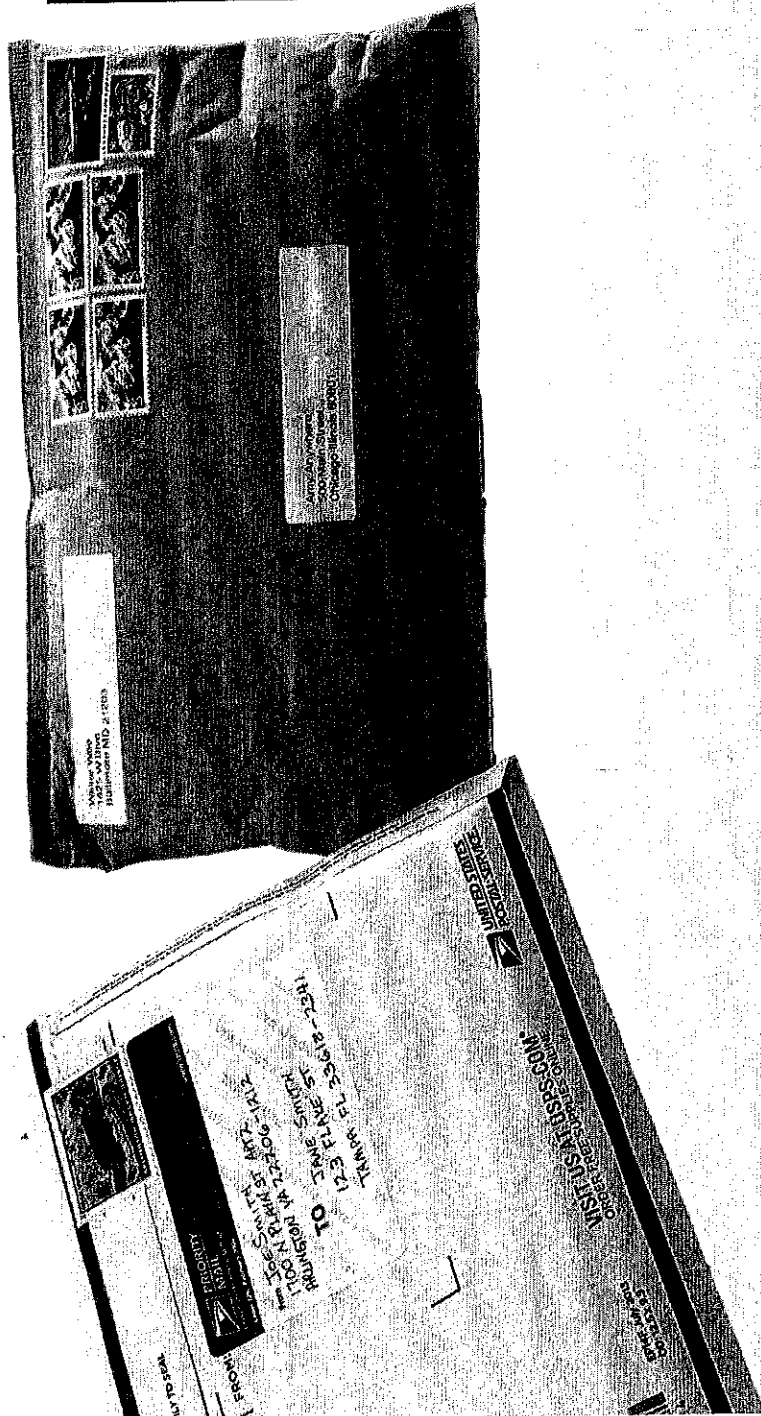






Anonymous Mail

Promptly report Anonymous Mail to your supervisor

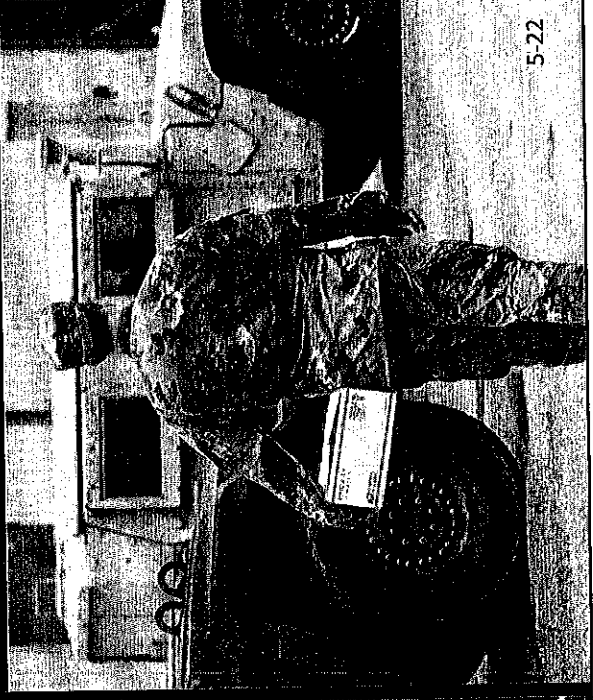
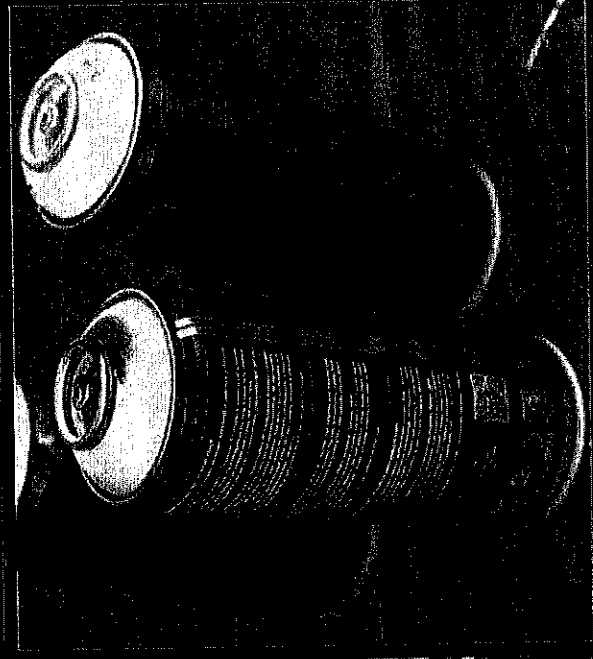
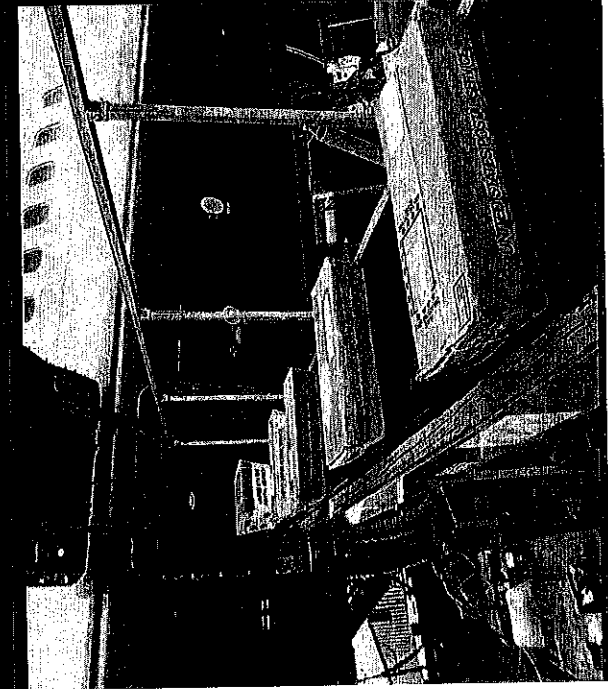




point of entry into the mailstream
5-21

HAZMAT and Dangerous Goods

Certain substances can pose a risk to health and safety. They are called Hazardous Materials (HAZMAT), when sent domestically, and Dangerous Goods when sent internationally.



Dangerous Goods Video

Welcome

Help

Page 1 of 42

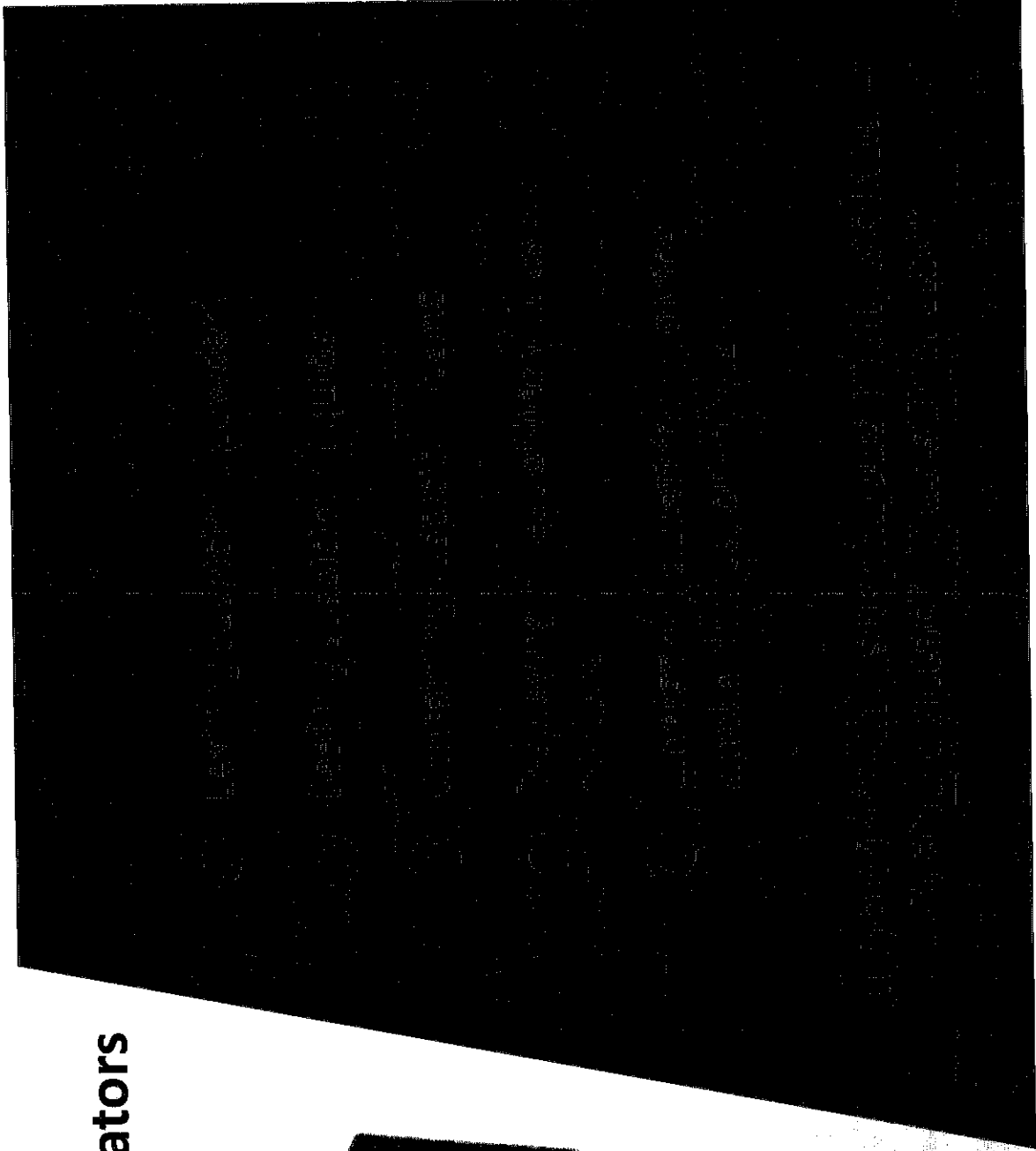
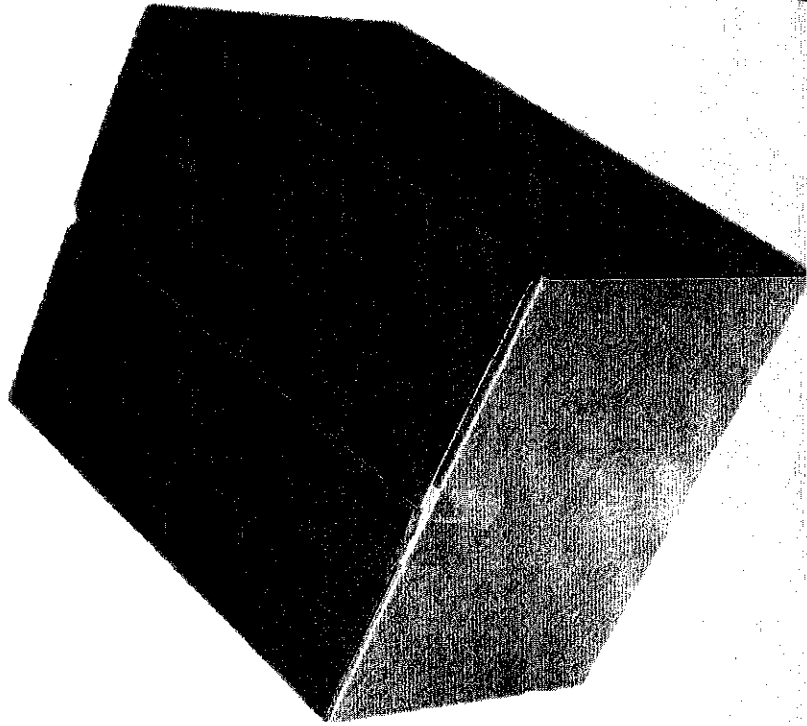
Audio On Page

Dangerous Goods Non-Acceptance Funnel

Welcome to Dangerous Goods for Non-Acceptance Personnel Training

UNITED STATES POSTAL SERVICE

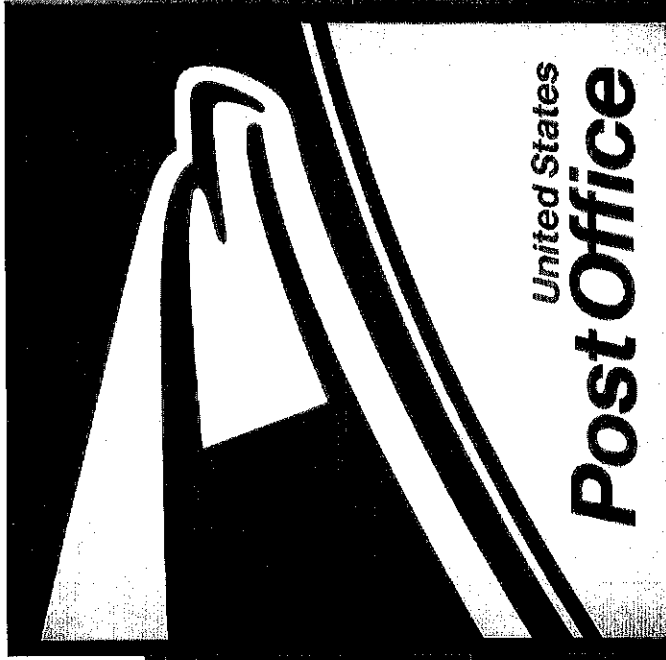
Suspicious Mail Indicators



Information Technology Requirements



Summary





Summary

Sanctity of the Mail

Privacy Act, Personally Identifiable Information

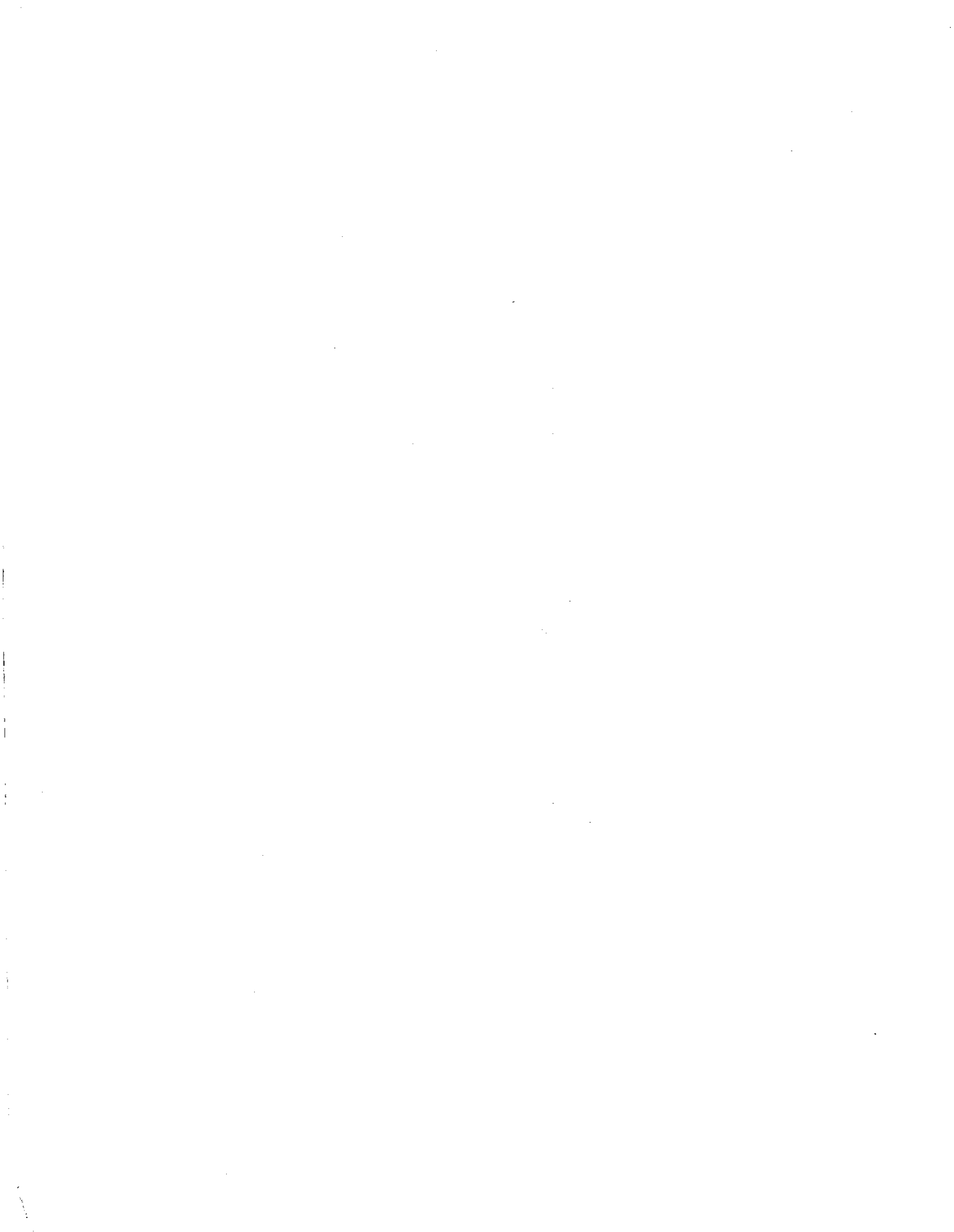
Safety Guidelines

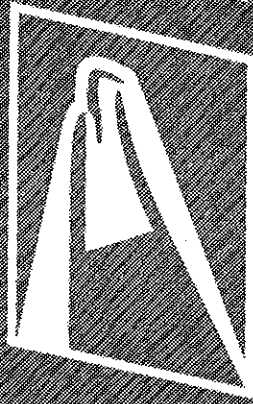
Accident Reporting, Ergonomics, Safe Driving, Heat Stress

Proper Mail Handling

Loose, Suspicious, Anonymous, Identifiable, Dangerous Goods

IT Requirements





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Module 6: Code of Conduct and Ethics

Topics

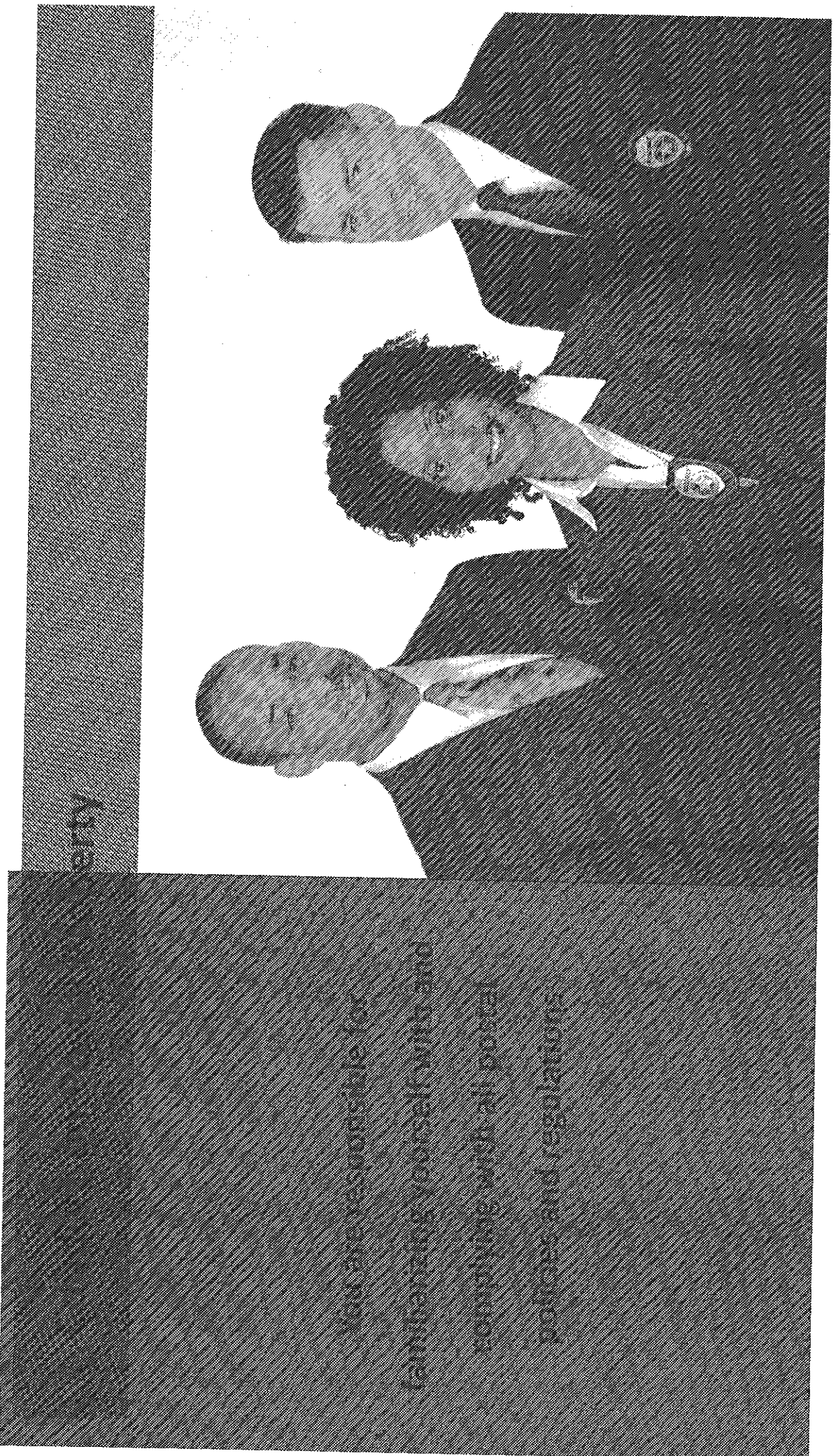
Conduct on Postal Property

Disturbances, Inspection, Gambling, Alcohol, Drugs and Smoking, Firearms, Soliciting, Public Assembly, Photography, Drivers, Voter Registration, Discrimination

Ethics

Conflicts of Interest, Impartiality, Gifts, Second Jobs, Hatch Act, Sanctity of the Mail, Theft, Voyager Cards

You are responsible for familiarizing yourself with and complying with all postal policies and regulations



Preservation of Property

Prohibited:

- Littering
- Spitting
- Creating a hazard
- Throwing articles from a building
- Climbing upon the roof or any part of the building
- Willfully destroying, damaging, or removing any property

Comply with official signs and with directions of Security Force personnel or other authorized individuals.

Disturbances

Prohibited:

- Disorderly conduct
- Loud and unusual noise
- Anything that impedes or disturbs the general public



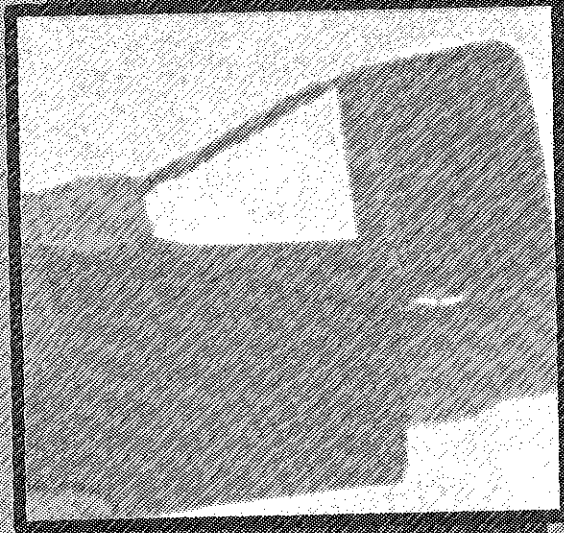
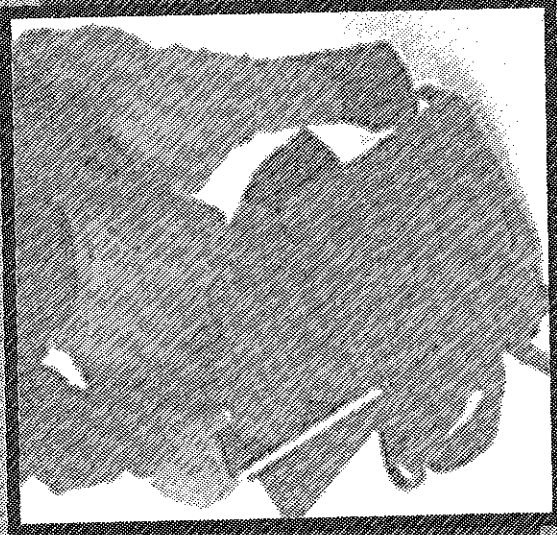
Inspection

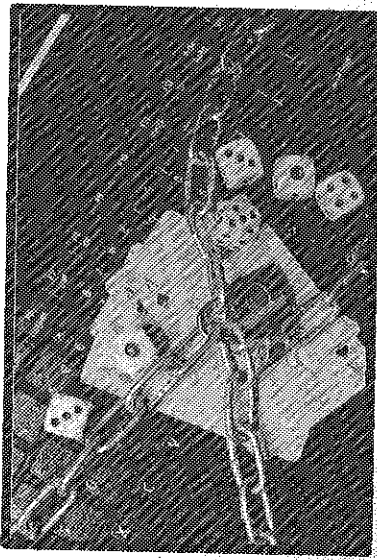
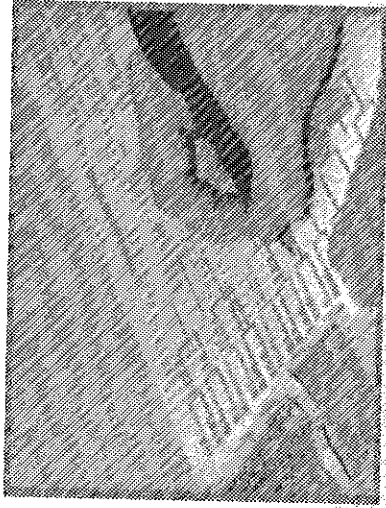
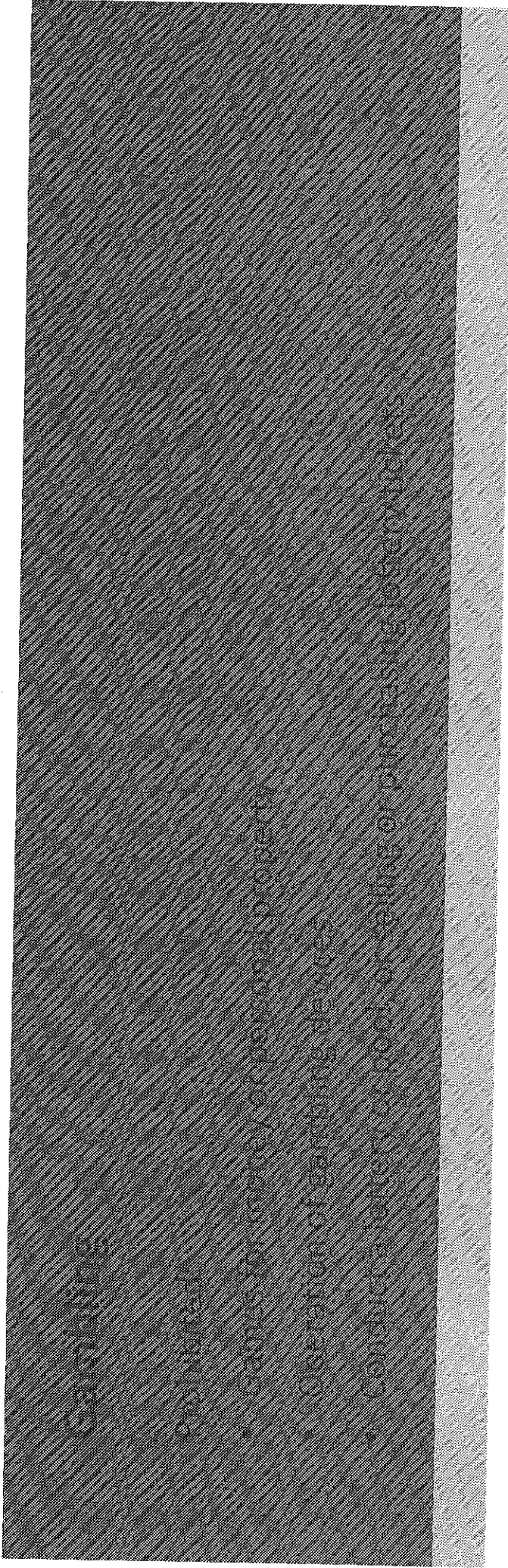
Purses, briefcases, other containers, vehicles and their contents are subject to inspection

Items brought into customer mailing acceptance are **not** subject to inspection

Refusal of inspection may result in denied entry

Inspection may accompany arrest





Alcohol, Drugs, and Smoking

Employees may not:

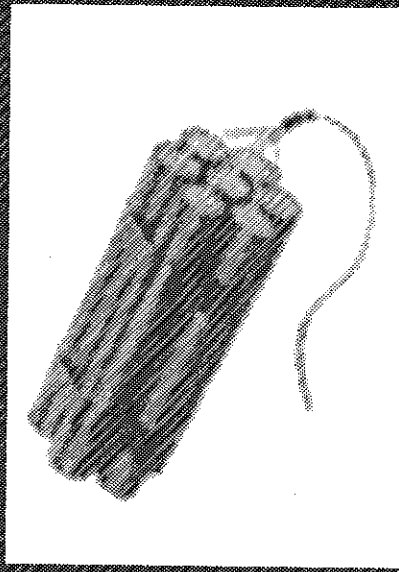
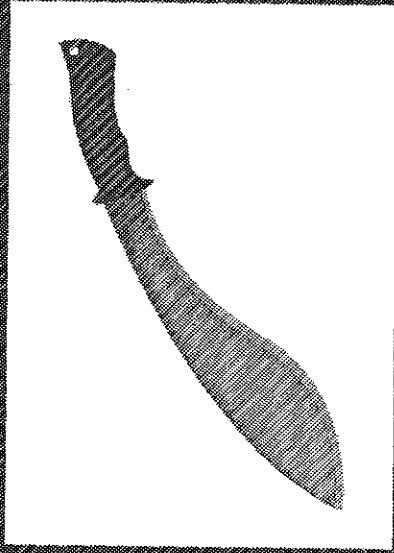
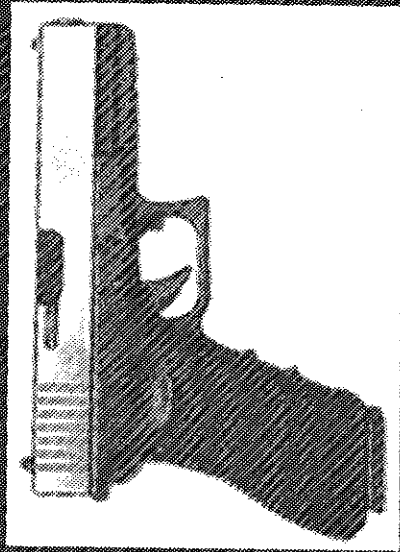
- Be under the influence of alcohol or any illegal drug on postal property, when operating a motor vehicle, or any time you are on duty
 - Marijuana is illegal under federal law and is considered an illegal drug under postal policy
- Be under the influence of prescription drugs that make it unsafe for you to do your job
- Smoking in any postal building or around the mail



Firearms and Weapons

Prohibited either concealed or open carry:

- Firearms
- Dangerous or deadly weapons
- Explosives



Soliciting, Electioneering, Collecting Debts, Vending, and Advertising

Prohibited except as otherwise authorized:

- Soliciting money
- Campaigning for elections
- Collecting private debts
- Commercial soliciting and vending
- Displaying or distributing commercial advertising
- Soliciting petition signatures
- Polls and surveys
- Impeding entrances and exits

Commercial or
nonprofit activities
performed under USPS
contract

Solicitation of USPS and
other federal military or
civilian personnel

Public Assembly and Public Address

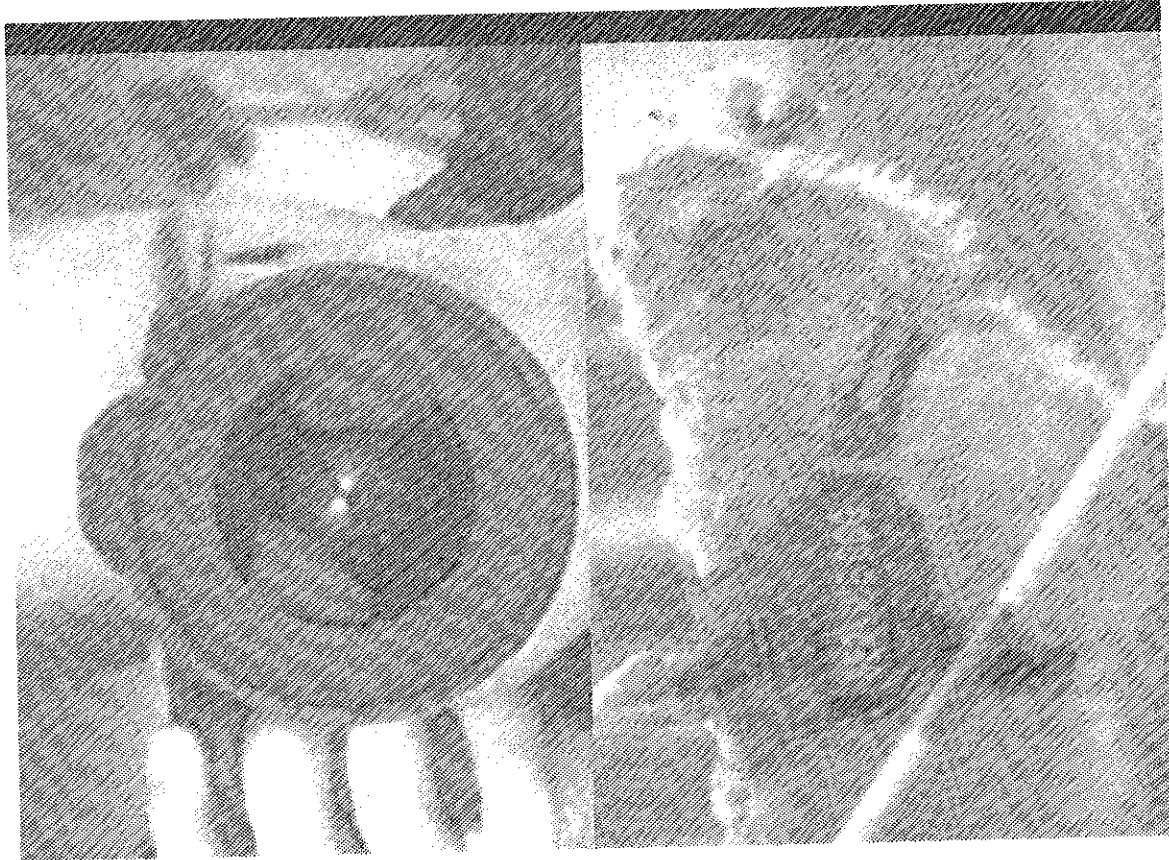
The public may not distribute literature, picket, assemble, or demonstrate in lobbies or other interior areas.

No posting of literature except official notices on postal premises.



Photography

Only photographs for news purposes are permitted, all other photographs require permission



Drivers

If you drive a vehicle for the Postal Service, you:

- Must have a valid license and registration
- Must observe all safe driving practices while operating postal vehicles

No blocking of:

- Driveways
- Entrances
- Walkways
- Loading areas
- Fire hydrants

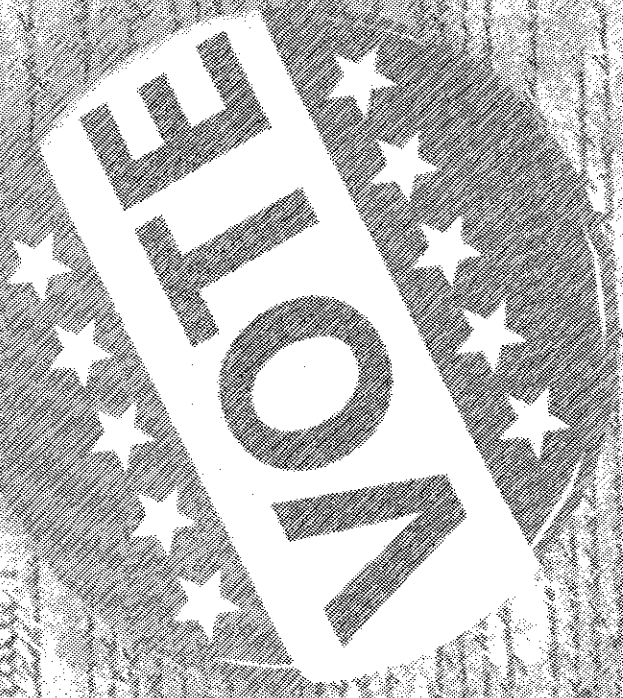


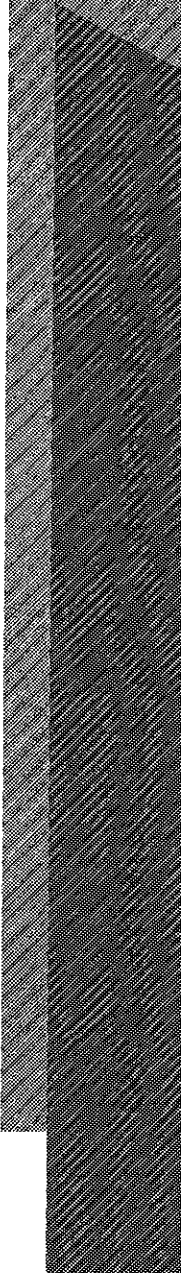
Voter Registration

May be conducted
on postal property
only with the
approval of the
postmaster or
installation head

NOVEMBER 2008

5-14





Not permitted on postal property

Support of diversity and inclusion in interactions with coworkers and customers is expected

- Race
- Color
- Religion
- Genetic information
- National origin
- Sex (including pregnancy, sexual orientation, and gender identity, including transgender status)
- Age (40+)
- Physical or mental disability
- Past, present, or future military service
- Political affiliation
- Marital status
- Status as a parent

**For the past several years, the public has
voted the Postal Service as the most trusted
government organization**

You maintain that trust



Ethics Contact

The Ethics Office is here to advise you.

If an ethics question arises, please do not hesitate to contact us in advance.

Email: ethics.help@usps.gov

Telephone: (202) 268-6346

Summary

Conduct on Postal Property

Disturbances, Inspection, Gambling, Alcohol, Drugs and Smoking, Firearms, Soliciting, Public Assembly, Photography, Drivers, Voter Registration, Discrimination

Ethics

Conflicts of Interest, Impartiality, Gifts, Second Jobs, Hatch Act, Sanctity of the Mail, Theft, Voyager Cards

You are responsible for familiarizing yourself with and complying with all postal policies and regulations



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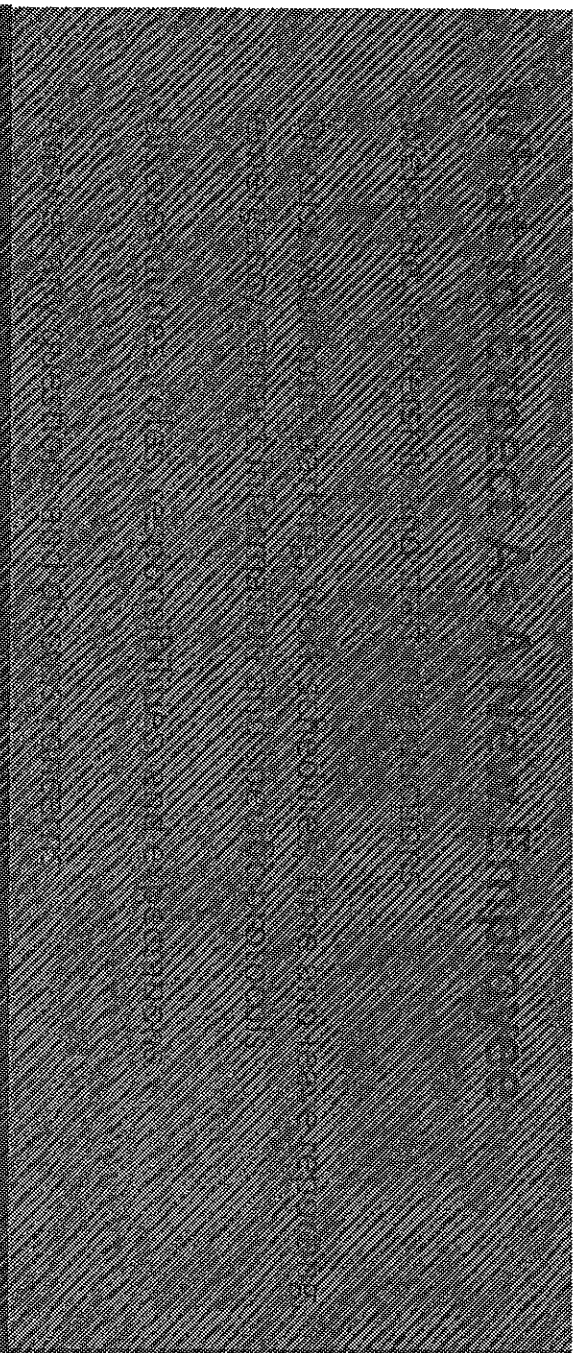
Module 7: What to Expect As A New Employee

Topics

Arriving at Your Work Location

Employee Probationary Process

Welcome to the Postal Service!



Post-Orientation Training



- Shadow a current carrier
- Learn to drive a postal vehicle
- Rural Carrier Academy (4 days)
- On-the-Job Training

Employee Probationary Process

You will be evaluated as you learn new job duties

- 30-day, 60-day, and 80-day reviews will provide feedback for continued improvement
- PS Form 1750, *Employee Evaluation and/or Probationary Report*
- How you are doing, assistance needed, and action plans to help develop

Provides you with information, tools, and support to succeed

UNITED STATES POSTAL SERVICE® Employee Evaluation and/or Probationary Report
File Instructions are Reverse

1. Employee's Name: John Doe, M.L.S.M. 2. Employee's Employer Agency: _____

3. Title: _____ 4. Job Station: _____ 5. Appointment Date: _____ 6. Date: _____

7. Number of days report is: 30 days. 8. Number of days report is: 60 days. 9. Number of days report is: 90 days. 10. Number of days report is: 120 days. 11. Number of days report is: 150 days. 12. Number of days report is: 180 days. 13. Number of days report is: 210 days. 14. Number of days report is: 240 days. 15. Number of days report is: 270 days. 16. Number of days report is: 300 days.

17. Employee's supervisor and title: John Doe, M.L.S.M. 18. Employee's supervisor and title: John Doe, M.L.S.M. 19. Employee's supervisor and title: John Doe, M.L.S.M. 20. Employee's supervisor and title: John Doe, M.L.S.M. 21. Employee's supervisor and title: John Doe, M.L.S.M. 22. Employee's supervisor and title: John Doe, M.L.S.M. 23. Employee's supervisor and title: John Doe, M.L.S.M. 24. Employee's supervisor and title: John Doe, M.L.S.M. 25. Employee's supervisor and title: John Doe, M.L.S.M. 26. Employee's supervisor and title: John Doe, M.L.S.M. 27. Employee's supervisor and title: John Doe, M.L.S.M. 28. Employee's supervisor and title: John Doe, M.L.S.M. 29. Employee's supervisor and title: John Doe, M.L.S.M. 30. Employee's supervisor and title: John Doe, M.L.S.M.

31. Date of report: 1/1/20 32. Date of report: 1/1/20 33. Date of report: 1/1/20 34. Date of report: 1/1/20 35. Date of report: 1/1/20 36. Date of report: 1/1/20 37. Date of report: 1/1/20 38. Date of report: 1/1/20 39. Date of report: 1/1/20 40. Date of report: 1/1/20 41. Date of report: 1/1/20 42. Date of report: 1/1/20 43. Date of report: 1/1/20 44. Date of report: 1/1/20 45. Date of report: 1/1/20 46. Date of report: 1/1/20 47. Date of report: 1/1/20 48. Date of report: 1/1/20 49. Date of report: 1/1/20 50. Date of report: 1/1/20

3. **DEFINITIONS** 8. **ADMINISTRATIVE** 14. **UNUSUAL** 15. **NOT CARRIED**

Coach: Examples of Substantive Performance Levels

A. Work Quantity

- Meets or exceeds standard speed of work up to and including the standard.
- Accomplishes standard in an efficient and timely manner.
- Meets or exceeds standard of work when competing assignments.

B. Work Quality

- Meets or exceeds standard of work.
- Meets or exceeds standard of work when competing assignments.
- Meets or exceeds standard of work when competing assignments.
- Meets or exceeds standard of work when competing assignments.

C. Dependability

- Meets or exceeds standard of work.
- Meets or exceeds standard of work when competing assignments.
- Meets or exceeds standard of work when competing assignments.
- Meets or exceeds standard of work when competing assignments.

D. Work Habits

- Meets or exceeds standard of work.
- Meets or exceeds standard of work when competing assignments.
- Meets or exceeds standard of work when competing assignments.
- Meets or exceeds standard of work when competing assignments.

E. Work Initiative

- Meets or exceeds standard of work.
- Meets or exceeds standard of work when competing assignments.
- Meets or exceeds standard of work when competing assignments.
- Meets or exceeds standard of work when competing assignments.

F. Required Contact

- Meets or exceeds standard of work.
- Meets or exceeds standard of work when competing assignments.
- Meets or exceeds standard of work when competing assignments.
- Meets or exceeds standard of work when competing assignments.

How Evaluation Should Be Made?

Yes No

Form 1750, November 2017

3 - Forward to: **Customer Service Center**

Additional Resources

Use the Additional

Resources job aid in your

Employee Reference Guide

to learn more about your responsibilities,

benefits, and opportunities with the

Postal Service

For useful information on business initiatives, employment opportunities, and USPS forms (handbooks, manuals, publications, management instructions, posters, etc.), visit http://about.usps.com/
To view the Human Resources web page, visit http://hr.usps.gov/humanresources/Professionalportal/ehm/hdfrd/home.stm
To start owning your career, visit learning portal support at https://usps.csoi.com/catalog/CustomPage.aspx?id=20000615
To view Poster 7, <i>Rules and Regulations Governing Conduct on Postal Property</i> , visit http://about.usps.com/posters/pos7/welcome.htm
To view Poster 158, <i>Possession of Firearms and Other Dangerous Weapons on Postal Property is Prohibited by Law</i> , visit http://about.usps.com/posters/pos158/welcome.htm
For additional information about the Hatch Act and other ethical conduct matters, call the HQ Ethics Helpline at (202) 268-6346, or email ethics.help@usps.gov
To view the Domestic Mail Manual, visit http://pe.usps.com/text/dmm300/dmm300_landing.htm
To view the International Mail Manual, visit http://pe.usps.com/text/dmm/welcome.htm
To view Poster 138, <i>Keep the Mail Safe</i> , visit http://about.usps.com/posters/pos138.pdf
To view Poster 289, <i>Domestic Hazardous Materials Warning Labels and Markings</i> , visit http://about.usps.com/posters/pos298.pdf
To view Poster 701L, <i>CHECK FIRST! Dangerous Goods in International or APO/FPO/DPO Mail</i> , visit http://about.usps.com/posters/pos701l.pdf
To view Poster 702, <i>Dangerous Goods Warning Labels Prohibited in International Mail</i> , visit http://about.usps.com/posters/pos702.pdf
To view Publication 52, <i>Hazardous, Restricted, and Perishable Mail</i> , visit http://pe.usps.gov/qm/mf/pubs/Pub52/pub52.pdf

Employee Characteristics



Welcome to the Postal Service

WELCOME



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