



NATIONAL ASSOCIATION OF POSTAL SUPERVISORS

National Headquarters
1727 KING STREET, SUITE 400
ALEXANDRIA, VA 22314-2753
(703) 836-9660

May 27, 2022

Board Memo 020-2022: Consultative Meeting Minutes – February and March 2022, and 2022 Spring Executive Board Meeting Minutes

Executive Board,

Attached are the Consultative Meeting Minutes from February and March 2022 with the U.S. Postal Service, and the 2022 Spring Executive Board Meeting Minutes.

Please share this information with your membership.

Thank you and be safe.

NAPS Headquarters



National Association of Postal Supervisors

2022 Spring Executive Board
Meeting March 30 – April 1, 2022

1. Call to order –8:31 AM March 30, 2022 by Board Chairman Tim Ford
2. Invocation – Led by Southern Regional VP Tim Ford
3. Pledge of Allegiance – Led by Central Region VP Craig Johnson
4. Sergeant-At-Arms – Pacific Area VP Chuck Lum, Eastern Region VP Richard Green
5. Roll call – Warden - All Board members present
6. Welcome – Butts, Mulidore, Warden

Ivan: President Ivan Butts welcomed the Executive Board and stated we have a tight agenda. We have the budget to get through. Ivan thanked Chuck for a great LTS. The LTS was well received. Ivan thanked the staff for the new registration process. This process will be used at the National Convention. Congratulations to Marilyn Walton in receiving the Stanley Gold Award. President Butts informed the Board of the events that will take place for the dedication ceremony.

Chuck: Vice President Mulidore welcomed all the Executive Board members. He thanked Ivan for the compliment regarding the LTS. Chuck said everyone made this a great LTS. Chuck said he enjoyed the LTS and thanked everyone for the gift raffle. Chuck is happy to be here for the dedications.

Jimmy: Secretary/Treasurer Warden welcomed all the Board members as well. He was happy to see everyone once again in person and that everyone was doing well. Jimmy thanked everyone for their support the past 6 months as he transitioned into his new position. The transition has been going well. Jimmy asked we not forget those that have lost their lives over the past year. This LTS/Executive Board meeting was special as just two years prior was when the reality of COVID occurred.

The chair, Tim Ford, elected to follow the agenda and program.

7. Chairman's Report – Tim Ford

The past six months have proven to be an exciting yet challenging time for our organization and its members. While we rely on people to complete our mission of processing and delivering the mail, the Postal Service has become increasingly data



National Association of Postal Supervisors

2022 Spring Executive Board
Meeting March 30 – April 1, 2022

driven, giving us more tools to reach even higher levels of efficiency. Our structure is changed, our package volume increases and yet we still remain the most trusted agency in America. We have met the challenges of weather disasters, a pandemic and staffing issues successfully. And the efforts of NAPS on all levels have given us both legal and legislative victories that were a long time in the making.

During these 6 months, as Chairman I have attended numerous ZOOM meetings, all Board meetings with one exception due to medical condition and all consultative meetings with one exception due to a communication error. NAPS Headquarters received one complaint regarding a local Branch election issue that was referred to me from President Ivan Butts. After an investigation involving research, interviews and witnesses and input from our Parliamentarian Dr. Bishop I completed a 4-page response that was submitted to President Butts. This issue has been resolved.

The three resident officers, Ivan, Chuck and Jimmy, all deserve recognition for their assistance and open communication, providing input and guidance for NAPS, engaging our members and making sure we pursue our goals. And fellow Board members all your work has truly made this a successful organization. It should make us all proud to be part of something great. Thank you for everything you do.

8. Minutes of Previous Board Meeting – Warden – Motion by Bob Quinlan to accept the minutes of the Fall 2021 Executive Board meeting as previously submitted to the Board, 2nd by Shri Green. Board Chair Tim Ford stated Motion adopted based on voice vote.

12. Sheri Davies – Conference Direct

Update on the LTS Room pickup was 997 room nights. We made our room pick up. Sponsorship increased from \$9,500.00 which was at the LTS held in March of 2020 to \$29,675.00 for this year March of 2022. A concern where delegates went online and found a lower rate for the same days for the Marriott Chrystal Gateway. Ms. Davies will verify but this has occurred in the past and it was determined the overall cost was higher for such rooms than what was contracted to NAPS. The website has different fees for different days. The overall cost will most likely be higher. There was an issue where some folks when checking in were told their rooms were comped. This was corrected.

An update was given on the 2022 National Convention.



National Association of Postal Supervisors

2022 Spring Executive Board
Meeting March 30 – April 1, 2022

Ms. Davies shared the tentative sites for the 2026 National Convention as Puerto Rico did not qualify (insufficient number of available rooms and distance to the Convention Hall). No other Branch submitted a site for consideration. The Executive Board all agreed any future sites submitted for consideration must allow the Postal Service access as part of the criteria to qualify. If the site won't allow the Postal Service on site, it will not be considered.

9. Secretary/Treasurer's Report – Warden

A. NAPS Investments, Assets & Balance Sheet

As of February 28, 2022, NAPS investments totaled \$11,863,398.20.
On June 1, 2021 NAPS investments totaled \$13,601,587.01. This is a 2022 fiscal year-to-date decrease of \$1,738,188.81 or 12.78%.

As of March 20, 2022 the NAPS General Fund Signature FCU Checking account balance was \$245,117.44 and the Signature FCU Money Market account was \$56,586.09 for a total of \$301,704.53.

B. NAPS Property Inc.

As of February 28, 2022, NPI has \$125,743 in cash on the balance sheet. There are \$133,595 in outstanding liabilities (security deposits, prepaid rents, and accrued expenses), which means all cash is encumbered and there is no free cash flow.

LRB vacated their offices on the 1st and 3rd floors of the building as of January 31, 2022, per the terms of their settlement agreement. They are continuing to pay \$1,000/month for February and March as Comcast internet equipment remains in the storage closet in Suite 105. The settlement agreement provides for monthly payments of \$2,000/month towards the past due balance, which STOLADI will monitor closely.

The current cash projections assume continued vacancy on the 2nd floor. An outside broker has been contracted to lease out the space at the market rate of \$29 psf. The overall pace of leasing activity remains slow, but is anticipated to pick up as the restrictions from the COVID-19 pandemic begin to relax.

The cash forecast for the balance of the fiscal year assumes contributions of \$45K/month from the landlord to cover the deficit created by delinquency from LRB and current vacancies and building operating expenses; however, to the extent vacancies are leased out and LRB continues payments towards their past due balance, these contribution requests may be lowered.



National Association of Postal Supervisors

2022 Spring Executive Board
Meeting March 30 – April 1, 2022

Total Square footage of rentable space is 44,922. This does not include common areas, such as the lobby, hallways and restrooms.

	Total Units	Total Area	Percentage	Monthly Rent	Annual Rent
Occupied	7	15,832.00	35.24	17,786.06	213,432.72
Vacant	4	29,090.00	64.75	0.00	0.00
Total	11	44,922.00		17,786.06	213,432.72

Vacant Square Footage 2021

Suite 100	4,086 sq ft
Suite 200	700 sq ft
Suite 201	10,964 sq ft
Total	15,750 sq ft

C. Web & Social Media Report

As of March 1, 2022, NAPS HQ Social Media results are as follows:

1. Facebook followers as of Feb 28 – 3,310 followers (up from 3,018 Feb last year: up 9.68%)
 - Posts continue to garner an average of approximately ~300-1,000 views; the most engaging posts get ~1,000-4,000 views organically.
 - A few highlights:
 - The post with the highest reach during this period was from 8/25/21 (~4.2k+ reach/views) - NAPS Newsbreak: NAPS Approves USPS EAS Pay Decision Thru May 20, 2023
 - The next highest posts/reach:
 - 3/3/21 (3.7k+): USPS HQ Announces Division Alignment, District Restructurings and Limited Voluntary Early Retirement (VER) → Get the full details here: [https://link.edgepilot.com/s/27706d46/jYCGlqxW9kqsRZ4XNWuSzw?u=https://naps.org/files/galleries/Board_Memo_016-2021_USPS_HQ_Announces_Division_Alignment%2C_District_Restructurings_and_Limited_Voluntary_Early_Retirement_\(VER\).pdf](https://link.edgepilot.com/s/27706d46/jYCGlqxW9kqsRZ4XNWuSzw?u=https://naps.org/files/galleries/Board_Memo_016-2021_USPS_HQ_Announces_Division_Alignment%2C_District_Restructurings_and_Limited_Voluntary_Early_Retirement_(VER).pdf)
 - 2/24/22 (2.7k+): NAPS Newsbreak: The National Association of Postal Supervisors wins on all points before Federal Appeals Court in challenge over Pay, benefits and representation.



National Association of Postal Supervisors

2022 Spring Executive Board
Meeting March 30 – April 1, 2022

https://link.edgepilot.com/s/93e7b5e4/jwi87AVHTOWdlkgnNGr9fQ?u=http://naps.org/files/galleries/Board_Memo_011-2022_NEWSBREAK_NAPS_v_USPS_-_victory!.pdf?fbclid=IwAR2QoAhJkQtkg-E7MeyNq4Rh1WMzEPF6V48eT-hr8KIIKrS-xFbuUqASiDQ

- 1/3/22 (2.3k+): This article discusses a new collaboration between Dr. Joshua Colin, chief Retail and Delivery officer and EVP, and Isaac Cronkhite, chief Logistics and Processing Operations officer and EVP. The process is called the CRDO/CLPO IOP Scorecard. Read more: https://link.edgepilot.com/s/7a61edb5/ekJAaJMWdk_75hUBe3knfA?u=http://naps.org/Post/The-Heat-Is-On
 - 2/24/21 (2.2k+): USPS Facts 📄 #1 --> Zero tax dollars used. The Postal Service receives NO tax dollars for operating expenses and relies on the sale of postage, products and services to fund its operations. Read the top 13 facts here: <https://link.edgepilot.com/s/f9afe08a/XfWtciDpFEO6sqWNBZ5nGg?u=https://facts.usps.com/top-facts/>
 - 7/26/21 (2.1k+): NAPS Executive Vice President Ivan Butts and NAPS Secretary Treasurer Chuck Mulidore attended a town hall style meeting at the Pittsburgh NDC with members of NAPS branch 554.
 - Facebook continues to be highly trafficked and competition for organic views on the timeline is fierce; because so many people are on the platform and more advertisers pay for ads every year, you are competing to have your posts seen (even by people who already follow your page). Each year the NAPS page is competing with more organizations/people/pages to show up in people's timelines when they scroll through Facebook. Boosting posts can be a cost-effective way to get more reach. It is relatively inexpensive and can allow your posts to be seen by more people.
 - Most of your web traffic from social media continues to come from Facebook (90%+); it's still very important to be on the other platforms for visibility (Twitter, Instagram and LinkedIn).
2. Twitter followers as of February 28 – 670
 - Typical monthly impressions are approximately ~3-5k depending on the type of news shared.
 3. Instagram followers as of February 28 – 331
 4. LinkedIn followers as of February 28 – 75
 5. NAPS Website Traffic
 - Your web traffic for 2021 showed a 4.8% overall increase in users over 2020. The number of overall page views increased by 10.63%. Also, the data shows that the users



National Association of Postal Supervisors

2022 Spring Executive Board
Meeting March 30 – April 1, 2022

who are visiting the page are clicking through more pages (less people are leaving after just visiting the first page they land on). We can see this because the bounce rate decreased by 3.27%.

- Email continues to be a large driver for readership and traffic to your website. The news pages and magazine articles that are posted regularly are also some of the most visited pages. It's important to repost the magazine articles onto the website because this allows members and prospective members another avenue to get this information. It also provides consistent/regular fresh content for the website which is very important for Google and search. Five of your top 25 pages (20%) were from The Postal Supervisor.
- For long term consideration - In addition to the magazine articles, it is worth considering the development of an ongoing content plan to have more original news/blog articles or other types of content written and shared on the website. The articles from The Postal Supervisor get a lot of traction and are great, but if/when it makes sense, it is worth exploring the idea to create more original content and articles exclusively for the website. This could help you continue to grow web traffic, if that is your goal.

D. Membership

As of the January 2022 DCO (reflecting DCO membership through PP1 and PP2) NAPS had 25,299 members (23,921 active and 1,378 associates, 94.55% and 5.45%, respectively). Total membership from a year ago, (PP1 and PP2 2021) was 27,190 (25,852 active and 1338 associate); an overall total SPLY decrease of 1891 members or (6.95%).

As of the January 2022 DCO, the total number of active EAS non-members was 8,819. This number is based on the USPS payroll files of non-member EAS, who are coded non-postmasters. Based on current membership totals, there are approximately 25.85% non-members.

NAPS continues to encourage membership growth by providing sponsors of new members a \$25 NAPS check and have established the "High Five Club" where a member could receive an additional check for \$25.00 a membership pin and certificate.

Local and state branches continue to receive their NAPS Non-Member and Change Summary Reports along with their DCO Report and their Mail Address Report on a monthly basis. In addition, a promotion report is sent to all Executive Board members to share with their respective branches. This report states EAS who have just had their form 50 take effect that specific pay period. This is a good opportunity to contact those newly promoted into management.

E. Expiring Contracts

Per Board motion, contracts expiring prior to the October 2022 Executive Board meeting that are



National Association of Postal Supervisors

2022 Spring Executive Board
Meeting March 30 – April 1, 2022

to be discussed are John Wallace for accounting services and The Stoladi Group for building management NAPS Property Inc. NPI.

DEDICATIONS

An hour and a half recess were held from the Executive Board Meeting to allow for the dedication in the naming of the NAPS Executive Boardroom after Margarete A. Grant who was the first female Resident Officer. Plaques were also placed in the Boardroom honoring past Presidents Ted Keating and Louis Atkins.

Auxiliary Report – President Laurie Butts

SPAC - \$9470 was collected at the LTS for SPAC. President Laurie Butts thanked the Executive Board for their help and support. The Auxiliary was thanked by the Resident Officers and the Executive Board for all the great work they do in supporting NAPS. They have helped NAPS take our PAC to a greater level.

After the auxiliary left the meeting, two Recommendations were presented:

Recommendation # 1 – Submitted by Chuck Mulidore Second by Richard Green

That NAPS give \$10,000.00 to the Auxiliary for expenses towards the 2022 NAPS National Convention. Recommendation – Passed

Recommendation # 2 – Submitted by Ivan Butts Second by Luz Moreno

That NAPS Resident Officers purchase 50 tickets in support of the National Auxiliary luncheon. Two tickets per Board members – NAPS funds will be used for purchase.

Recommendation - Passed

Chuck Mulidore asked for reconsideration referring to Recommendation # 1 to give the Auxiliary \$10,000.00 raising the amount to \$15,000.00. Second by Kevin Trayer. Agreed to re-consideration. The recommendation passed by a 13 to 11 vote raising the amount to \$15,000.00.

10 . First Reading of the 2022-2023 Budget.

A copy of the budget was given to all Executive Board members and then read. The budget presented was for 6/2022 through 5/2023, 2023 LTS budget and the 2022 National Convention. Budget presented stipulated four (4) columns with the first showing projected budget for next fiscal year, second column showing the present year's budget, third column showing actual for first eight (8) of the present fiscal year and the fourth was



National Association of Postal Supervisors

2022 Spring Executive Board
Meeting March 30 – April 1, 2022

the projection for the end of the present fiscal year.

13. Legislative/SPAC Report – Bob Levi

Approximately 20% of the surveys from LTS and Congressional visits have been received. 94% stated overall excellent/good. 95% of first timers rated excellent/good. The Town Hall meeting rated 80% excellent/good and the Legislative Training rated 82% excellent/good. Congressional presentations overall average rated 70% excellent/good as the rating differed for each presenter. 20 laptops were utilized in the room to enable zoom. At times all 20 were being utilized. One concern was one could hear what another on a zoom was saying. It should be spread out more effectively. The Board was informed that at 10:15 today the confirmation will take place to decide the confirming or not of the two new Board of Governors. The signing of HR 3076 will take place next week and it is believed to be taking place in the Rose Garden at the White House. On the surveys there was great positive feedback having members of both political parties (Republican & Democrat) attend and speak at the LTS. The total amount raised at the LTS for SPAC was SPAC \$13,350.00. The online raffle prior to the LTS raised \$15,707.00 This gave a grand total of \$29,057.00 raised.

11. Disciplinary Defense Fund – Al Lum/Chuck Mulidore

Total closed 42 pending 24 Debt Collection Act 11 cases -17%, Elm 650 cases 7-10%, MSPB cases 48-73%. Major issue in MSPB cases is sexual harassment. Average cost per case is \$2,953.90 Total Cost of FY 22 Cases \$76,801.48. A concern that 650 hearings are being denied stating the charges are egregious. Not clear definition of what constitutes as egregious. MSPB cases total 48 Settled 21-44% Win 5-11% Pending 17-35% Withdrawn 1-2% Loss 4-8% DCA (Debt Collection Act) total 11 cases win 4-36% pending 5-46% settled 1 – 9% loss 1-9% Withdrawn 0-0 ELM 650 cases win -2-28.5% loss 3-43%settled 2-28.5% Types of cases being received are: Sexual misconduct – 14, Performance – 15, Finance - 11, Attendance – 9, Violence – 8, Falsification – 4, Theft – 3 Questions and concerns shared regarding charges in the cases. For 2021 Agency Action Sustained 30 cases 76.9% Agency Action Reversed 7 cases 17.9% Agency Action Mitigated 2 cases 5.1%. 2020 80% cases sustained.

Questions were asked what can be done if special exempt are instructed to work and are not being paid. Statue 785.11 (for special exempt) wage and hours revision – employee is entitled to work and get paid for additional hours and does not get compensated they can file a complaint with the department of Labor. The complaint can be filed on line Department of Labor. Wage and hour division.

Consultative – Bruce Nicholson, James Timmons, Denise Fonseca



National Association of Postal Supervisors

2022 Spring Executive Board
Meeting March 30 – April 1, 2022

NATIONAL ASSOCIATION OF POSTAL SUPERVISORS NAPS/USPS March 2022 Consultative Meeting

In Conjunction with the NAPS Spring 2022 Executive Board Meeting

Representing supervisors, managers and postmasters in the United States Postal Service
0330-01 On Form 1187, it is required by USPS that a prospective NAPS member list both their EIN and social security number. Due to the obvious concerns with revealing a social security number, NAPS is inquiring why the USPS still requires a social security number to sign up for NAPS membership, and can we work on changing this?

RESPONSE:

This matter has been discussed with NAPS on previous occasions. The Standard Form (SF) 1187 is not a USPS form, it is an OPM standard form. This form can be designed and edited by the organization. The Postal Service does not require a SSN on the SF-1187. The Employee and Labor Relations Manual, ELM-924.31.d states in part that it is the organizations representative's responsibility to identify each member by SSN OR EIN.

924.31 Function of Organization Representative

The organization representative:

- a. Distributes appropriate forms to members who voluntarily desire to have the Postal Service withhold dues from their salary payments.*
- b. Makes certain that the top portion of the form is completed: indicating the name and alpha code (see 923) of the organization; identifying each member by name, address, and Social Security number or Employee Identification Number; and showing the name and finance number of the installation where such member is officially assigned.*

Both the Human Resources Shared Services Center (HRSSC) and the Eagan Accounting Service Center will process the 1187 with either the SSN or EIN.

Electronic Union Dues Election Process

There is an electronic union dues election process that is separate from the paper SF 1187 form. The union dues electronic file transfer used by NAPS and other organizations requires the SSN as the record key. Programming changes can be made to change the file to use EIN instead of SSN, but there would be an associated cost. It will take several weeks to determine the exact requirements on the modified electronic file and the estimated cost.

0330-02 Recently, two members both of whom report to Headquarters, notified NAPS HQ that they were disapproved when requesting personal absence time. The requests were to take parents to doctor's appointments for medical care. Both have approved FMLA coverage as they are parental caregivers. One of the members is now being told that she cannot have personal absence time for FMLA reasons, and her last request was charged to FMLA sick leave.

ELM 519.731 states: Except as provided for in 519.733, personal absence time is not authorized for a full-day absence, which must be charged to annual leave, sick leave, or LWOP, as appropriate. An exempt employee who plans to be absent from work for more than a half day on a workday should apply in advance for a full day of annual leave, sick leave, or LWOP, unless the absence is for an FMLA-covered condition.

NAPS is requesting the USPS issue a policy statement explaining the proper uses of FMLA covered personal absence time for EAS employees, and that these types of absences are not to be denied for documented FMLA approved cases.

RESPONSE: Issues related to individual employees are not matters which may be included as agenda items.



National Association of Postal Supervisors

2022 Spring Executive Board
Meeting March 30 – April 1, 2022

The Employee and Labor Relations Manual (ELM) currently has provisions addressing authorized leave for approved FMLA cases.

Personal Leave for EAS employees is approved by management at their discretion. While employees on FMLA can be allowed personal leave time for their condition, it should only be granted to the same extent as it is to other employees for non-FMLA reasons, which is covered under the following ELM provisions which includes the limitations and exceptions.

515.42 Leave Type Absences that qualify as FMLA leave may be charged as annual leave, sick leave, continuation of pay, or leave without pay, or a combination of these. Leave is charged consistent with current leave policies and applicable collective bargaining agreements.

519.731 Full-Day Absences

Except as provided for in 519.733, personal absence time is not authorized for a full-day absence, which must be charged to annual leave, sick leave, or LWOP, as appropriate. An exempt employee who plans to be absent from work for more than a half day on a workday should apply in advance for a full day of annual leave, sick leave, or LWOP, unless the absence is for an FMLA covered condition.

519.732 Partial-Day Absences

Normally, personal absence time is limited to no more than half an employee's workday. However, when an unanticipated need for time off occurs after the employee reports to work and the employee is allowed to leave work but is unable to return, the half-day limit does not apply. For example, when an employee gets sick after 2 hours at work and must leave for the remaining 6 hours of the workday, the entire 6 hours is treated as personal absence time. However, managers may disapprove personal leave requests when necessary to carry out their responsibilities to control work hours as set forth in 519.75. In this regard, managers may require the use of an appropriate leave category, for example, sick leave in the case of partial-day absences for FMLA-covered conditions.

519.751 Responsibility

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

FMLA FAQ's

Do I have to approve personal leave for EAS employees for their FMLA condition?

No, not always. Personal leave is at management's discretion. While employees on FMLA can be allowed personal leave time for their condition, it should only be granted to the same extent as it is to other employees for non-FMLA reasons. If an employee's FMLA condition results in frequent absences which exceed the personal leave given to others, personal leave can be denied and the employee can be required to take the leave as FMLA SL, AL or LWOP.

0330-03 NAPS would like to bring back for discussion the issue of hiring. We continue to hear from



National Association of Postal Supervisors

2022 Spring Executive Board
Meeting March 30 – April 1, 2022

members in the field that the hiring process is broken, which leads to shortfalls in a number of employee categories, such as CCA's, MHA's, RCA's, ARC's, and PSE's ... This impacts employee availability, overtime, service and other NPA indicators. As part of the March 2021 NAPS – USPS consultative meeting, NAPS provided USPS with a detailed analysis of the issues surrounding hiring, and suggestions to improve the process. These were not adopted at the time by USPS. NAPS was further told at the time that multiple initiatives around employee retention and hiring practice improvements were in review or in place at USPS HQ to address NAPS' concerns. The prevailing conclusion in the field is that these initiatives have not been effective. NAPS was again briefed as part of the November 2021 consultative by Joseph Bruce, Senior Director of National Human Resources that a new HR hiring system would be piloted by the summer of 2022. Is this pilot timeline still effective, and what plan will be in place prior to the implementation of this new hiring system to correct the inefficiencies in the current process?

RESPONSE:

The material that NAPS provided in March 2021 was an overview of the hiring process and identified challenges with the steps of hiring. These issues have been discussed within Human Resources and enhancements have been made to the hiring process.

For example, additional fingerprinting devices were purchased to support the hiring process by adding more locations and can be utilized by the Postal Service in working with the federal government in providing other services that require fingerprinting.

Comments can be added to postings by Local HR to provide information specific to needs of the facility such as work hours, schedules or use of a personal vehicle. Hiring for peak season is conducted earlier in the year and has been successful.

We are preparing materials for hiring managers, typically installation heads, to help educate them on all of the steps of the hiring process. This will add more transparency to the process and hiring officials will know where applicants and new hires are at in the process and can contact the appropriate department with questions. It should also help to speed up the process in making requests for hire.

The Postal Service continually reviews hiring and its efficiency is demonstrated by the hiring of approximately 200K bargaining unit employees every year. We are averaging the hiring of 1,000 CCAs each week. With a workforce over 600,000 employees and hiring 1/3 of that workforce every year, demonstrates that the issue is not with hiring, but with retention. Therefore, numerous initiatives have been established on improving retention and presented to NAPS for input. Installations are over complement/cap and steps are being taken to reallocate staffing. We have identified 20 vital locations in Customer Services where there is a need to hire but the number of applicants is lacking. Local facilities are encouraged to recruit for job postings and Local HR can provide advice and support in recruitment activities. The Postal Service needs to integrate more than 20 different systems into the new hiring system, and it has been decided to pilot the system in early 2023. This allows for another peak season with successful hiring.

RES - 42 That NAPS Headquarters works with USPS Headquarters and/or the USPS Office of Inspector General to create a strategic locality-pay plan for EAS employees.

Response: This is a request to modify pay policy which is not suitable for this forum.

RES – 43 The MPOO/CSOM and/or district management offices be required by the Postal Service to supply a relief EAS employee or acting supervisor to said office no later than two weeks from the date that an extended leave period began to ensure proper management staffing and, thus, the proper tools are supplied for the successful completion of required duties of said offices.

RESPONSE:

This resolution is not adopted. Managers are responsible for monitoring the day-to-day tasks of their operations or area of responsibility, including scheduling. Individual scheduling is a matter that should



National Association of Postal Supervisors

2022 Spring Executive Board
Meeting March 30 – April 1, 2022

be addressed locally through discussion addressing local operating requirements and available resources. Local management should make every reasonable effort to prevent undue inconvenience and disruption to employees affected when efforts to schedule to meet local operating/business requirements are being made.

RES – 44 NAPS consults with the Postal Service to change the language in ELM Section 519.733 to: “When an exempt employee is directed to work a full day on a holiday or other full day in addition to normal workdays, the supervisor shall grant a full day of personal absence without charging it to official leave, of the employee’s choosing.”

RESPONSE:

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

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

519.7 Nonbargaining Unit Personal Absence

519.71 Definition

Nonbargaining unit employees’ personal absence time is paid time off. It is not charged as annual leave, sick leave, or any other paid leave category. Only FLSA-exempt employees are eligible for such time off.

519.72 Policy

Nonbargaining unit exempt employees are paid on a salary basis. This means that under the FLSA they are not considered to be hourly rate employees. Therefore, partial day absences are paid the same as work time. While exempt employees are expected to work a full day, they may request time off to attend to personal matters during the workday, including time off due to conditions covered by FMLA. If approved, the time off is “personal absence time” and is not charged to annual leave, sick leave, or LWOP.

519.73 Limitations and Exceptions

519.731 Full-Day Absences

Except as provided for in 519.733, personal absence time is not authorized for a full-day absence, which must be charged to annual leave, sick leave, or LWOP, as appropriate. An exempt employee who plans to be absent from work for more than a half day on a workday should apply in advance for a full day of annual leave, sick leave, or LWOP, unless the absence is for an FMLA covered condition.

519.732 Partial-Day Absences

Normally, personal absence time is limited to no more than half an employee’s workday. However, when an unanticipated need for time off occurs after the employee reports to work and the employee is allowed to leave work but is unable to return, the half-day limit does not apply. For example, when an employee gets sick after 2 hours at work and must leave for the remaining 6 hours of the workday, the entire 6 hours is treated as personal absence time. However, managers may disapprove personal leave requests when necessary to carry out their responsibilities to control work hours as set forth in 519.75. In this regard,



National Association of Postal Supervisors

2022 Spring Executive Board Meeting March 30 – April 1, 2022

managers may require the use of an appropriate leave category, for example, sick leave in the case of partial-day absences for FMLA-covered conditions.

519.733 Directed to Work

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

519.74 Administration

519.741 General

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

519.742 Approval

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

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

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

519.743 Full-Day Leave

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

519.75 Management Controls

519.751 Responsibility

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

519.752 Administration



National Association of Postal Supervisors

2022 Spring Executive Board
Meeting March 30 – April 1, 2022

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

RES – 45 Each time a new program or task is assigned to any EAS employee, the USPS will provide NAPS with an outline of how each new program or task is to be integrated into the existing workload and prioritized with current duties.

RESPONSE:

This resolution is not adopted. In keeping with our commitment to continuous improvement, the Postal Service consistently evaluates our processes with the goal of improving processes and tasks for better utilization. When implementing new programs the intent is to be more efficient and make the job easier, for example, OT Admin merged with TACS. A task could be anything that any manager assigns within their office/district/department. Consulting on each assigned task at the national level that was inputted locally is not in the best interest of time for neither the Postal Service USPS nor NAPS. If NAPS at the local level determines that a new task in a facility doesn't add value, that should be discussed with the local manager. If NAPS at the national-level believes that a specific task adds no value to the Postal Service, then it is encouraged to provide that to headquarters for review and consideration.

RES – 46 NAPS enters into consultations with the USPS to finalize and implement a SWCs process that encompasses all duties and responsibilities of a Supervisor, Customer Service, within six months of the acceptance of this resolution.

Response: This resolution is not adopted. We have engaged NAPS on modification to the SWCs model.

RES – 47 NAPS enters into consultations with the USPS to develop and implement a supervisor staffing workload model for mail processing facilities, and that the supervisor staffing workload evaluation process encompass all duties, employees, machinery and responsibilities of SDO positions.

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

RES – 48 NAPS consults with the Postal Service to implement a policy where no NTE details will be granted to craft employees before EAS employees are made aware of and given the first opportunity for the detail.

RESPONSE:

This resolution is not adopted. We have discussed this with NAPS on previous occasions. Staffing NTE positions and or details are opportunities usually of a developmental nature and are temporary. The best qualified or suitable individual should be selected.

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

RES – 49 That when an investigative interview (I & I) has been conducted for EAS employees as part of the corrective action process, it is to be completed and issued within 30 days from the date of the I & I, and that any formal corrective action issued beyond 30 days after the I & I should be deemed untimely and procedurally defective

RESPONSE:

This resolution is not adopted. This matter has been discussed with NAPS on previous occasions. The Postal



National Association of Postal Supervisors

2022 Spring Executive Board
Meeting March 30 – April 1, 2022

Service expects that decisions concerning whether disciplinary action will be imposed are to be made without undue delay. Such decisions should be made based on consideration of relevant factors and should comport, where applicable, with regulations delineating elements that should be considered. Some circumstances may allow for such decisions in less or more time than others. Some circumstances may call for investigatory consideration, evaluation, and other situation-specific elements that could require more time than is needed in other circumstances. Whether the duration of the investigation NAPS references in this item is unreasonable can't be answered in this forum. If there are specific concerns from the employee involved and/or the employee's representative, those matters should be raised and discussed with local authorities. While headquarters has an interest in facilitating resolution of employees' concerns, field management is best situated to determine accurately the facts and outcomes in such matters.

The Postal Service will not establish the time limit NAPS recommends in this item. If a NAPS representative representing an employee in a matter under investigation by the OIG wishes to make such an assertion to the OIG or to ask for status information about the investigation, the OIG should be contacted about such a request. Investigations should be completed properly. Whether durations are too short or too long are not matters addressable in this consultative process.

PNC Bank – Stacey Herndon

The situation in Russia is a concern and being closely watched. Oil prices are greatly having an effect. The US Government is about to release oil reserves. Rate hike will occur approximately 1.5% (interest) We will have continued volatility. Volatility will be here for a while. Our portfolio is pretty defensive. This gives us more protection in a downfall. We will see decelerating growth. We won't see a 12% growth like last year. Looking at a 5% to a 6% annual return. It is believed the market wasn't prepared for higher oil prices and the war in Ukraine. Inflation projected to normalize to 2% – 2.5% in 2023. Our portfolio's Mutual Fund with exposure to Russia is .1% - \$12,000.00 Our exposure is very low as we have a conservative portfolio. We still need to be prepared for volatility.

2026 National Convention

As stated in the NAPS Constitution Article 7 Section 4.

The Executive Board voted on the Convention site for the 2026 National Convention. One site was previously submitted by Branch 216 for consideration which was San Juan Puerto Rico. San Juan did not qualify as the hotels did not release sufficient number of rooms. Conference Direct requested proposals from hotels throughout the country. Seven (7) hotels that responded and meeting our criteria were shared with the Board. Site cities considered were Indianapolis Indiana, Chicago Illinois, Memphis Tennessee, Cleveland Ohio, San Francisco California and two sites in Orlando Florida. Discussion was held. A vote was taken and Cleveland Ohio and San Francisco California were the top two choices. Neither received a majority of the vote therefore a runoff occurred. San Francisco



National Association of Postal Supervisors

2022 Spring Executive Board
Meeting March 30 – April 1, 2022

California was selected as the site for the 2026 National NAPS Convention.

Bruce Moyer – Legal Counsel Update

Montgomery case (Scialla and Simpson) Judge ruled motion for summary judgement. Dismissed NAPS from the case approximately a year ago. NAPS filed for summary judgement and won. The defendant does have the avenue of filing former-consideration or an appeal.

NAPS lawsuit – The court responded to interpretation of the law as determining representation. The case was remanded to seek a determination on SDA and pay comparability back to the District Court. UPMA has asked the court to reconsider by asking the full appellate court to reconsider the three panel's (Judge's) decision. We believe it is very unlikely the court will take the case as the three-judge panel's decision was unanimous. Petitions are filed but limitedly granted. The Postal Service has until April 8th, 2022 to file should they decide. Until the matter is final in the appellate court it won't be sent back to the District Court as remanded. Should the appellate court not take the case then there is an option to appeal to the Supreme Court. There is a possibility a settlement between NAPS and the Postal Service should both sides be willing. Legally UPMA can only represent Managers and Postmasters. But they can sign up supervisors as members they just cannot represent them outside of disciplinary issues. NAPS represents Managers, Postmasters and Supervisors in all aspects.

Cushman & Wakefield – Eric Berlin Senior Director, Jessica Miller Managing Director

The Realtor company of Cushman & Wakefield effective January 1, 2022 has been contracted by NAPS to be the realtor in seeking tenants for the vacant space in the NAPS building. Prior the Stoladi company was the realtor. NAPS signed an agreement with Cushman & Wakefield for one (1) year.

Cushman & Wakefield has offices throughout the country and works with a great deal of Associations and non-profits. They have a sub-market just for Old Town Alexandria. Vacancy in Old Town is 11%. Sub leases brings it to 12%. Usually, Old Town is in single digit vacancy. Old Town has the lowest sub-market vacancy in Northern Virginia. We are seeing a market in educational and medical use. It's still an issue with folks working from home as many companies are still allowing this. They are targeting small businesses for non-profit buildings. Concession packets have changed but the rents are remaining high in other buildings in Old Town. We have lowered our rent per square footage but limiting the concessions. The current trend has been many are renewing but with shorter term leases and leasing lesser square footage in other buildings. It would be difficult to convert some of the space to residential as we are part of the King Street condominium association. A presentation was given to the Executive Board pertaining to vacant space in



National Association of Postal Supervisors

2022 Spring Executive Board
Meeting March 30 – April 1, 2022

Old Town and their plan to have the vacant space leased in the NAPS building. They are considering doing an open house. Approximately 75% of the brokers have not seen our property.

Committee Updates

President Butts announced he formed a new committee. NAPS Property Inc. (NPI) This committee will review NPI. Luz Moreno has been assigned as Committee Chair. Members of the committee will be Richard Green and Jaime Elizondo.

Ethics – Craig Johnson, Roy Beaudoin, Richard Green, Tommy Roma, Marilyn Walton

A concern was presented to President Butts who referred it to the Executive Board Chair during the Executive Board meeting. The concern was then given to the ethics committee who met and investigated. They also spoke with the individual in question. It was determined no ethics violation was found.

Constitution & By Laws – Jaime Elizondo, Bill Austin, Dan Mooney, Myrna Pashinski, John Valuet

The committee led by Chair Jaime Elizondo submitted resolutions for consideration to change the Constitution & Bylaws at the upcoming National Convention in New Orleans. Seven (7) Resolutions were submitted. All seven (7) Passed and will be submitted for consideration to the body at the National Convention.

SWC – Tommy Roma, Jimmy Warden, Tony Dallojacono, Troy Griffin, John Valuet, John Aceves

Attendees

Committee Members
Tommy Roma – Chair
Jimmy Warden
Tony Dallojacono
Troy Griffin
John Valuet
John Aceves

Ivan Butts
Chuck Mulidore

On March 15, 2022 a zoom meeting was held with the Resident Officers and the committee members. The Postal Service had previously discussed and presented the Resident Officers with a SWCs proposal. The proposal was shared with the committee and feedback was asked. The new proposal basically keeps the present format of SWCs but recommendations were made to add credit for specific employee groups.



National Association of Postal Supervisors

2022 Spring Executive Board
Meeting March 30 – April 1, 2022

There is concern that the work load-based program previously built is not being incorporated into the new SWCs proposal. The new SWCs proposal does not eliminate any credit presently given to an Office/Station/Branch. Credit is being proposed to be granted for RCAs-ARCs, Relief Postmaster, Sunday hubs, change to the 35-1 ratio and changing the requirement to be authorized a SCSS. There was discussion on whether the new proposal helps the larger cities or the suburbs. There was also discussion regarding the previous work load-based program as some of the supervisor's duties are no longer being performed by a supervisor.

Recommendations were made by the committee members for President Butts to send a counter proposal to the Postal Service.

I would like to thank my committee members Jimmy, Tony, Troy, John and John for their dedication to this project.

Respectfully

Tommy Roma

SWCs Committee Chair

Chair Tommy Roma acknowledged and thanked his committee.

Duties and Responsibilities Committee – Shri Green, Roy Beaudoin, Luz Moreno, Tim Needham

Two Recommendations were submitted for consideration to change language in the Officer Duties and Responsibilities:

Recommendation #8

That a new paragraph 5 be added to the Expense Allowance section of the NAPS Officers Duties & Responsibilities to address outgoing board member's national convention expenses and a new paragraph read as follows:

During a national convention, if a current NAPS Executive Board member (Regional Vice President or Area Vice president) is not re-elected or elected to a new position on the executive board, NAPS Headquarters will reimburse the outgoing board member's related national convention expenses for their return trip home for the day following the last official day of the national convention. This one day of reimbursement will include; airfare, baggage fees, mileage, parking fees, meals for self and one (1) guest and one day of substitution pay. In the event the outgoing board member is approved in advance by the NAPS president to return home on the second day following the close of the national convention, total return travel reimbursement paid by NAPS Headquarters will include the following; one (1) additional hotel night stay plus applicable taxes, airfare, baggage fees, mileage, parking fees, two days of substitution pay, and two days of meals for self and guest.



National Association of Postal Supervisors

2022 Spring Executive Board
Meeting March 30 – April 1, 2022

Recommendation – Passed

Recommendation # 9

That the new paragraph 5 added to Expense Allowance section of the NAPS Officers Duties and Responsibilities to address outgoing board member's national convention expenses and new paragraph 5 read as follows:

During a national convention, if a current NAPS Executive Board member (Regional Vice President or Area Vice president) is not re-elected or elected to a new position on the executive board, NAPS Headquarters will reimburse the outgoing board member's related national convention expenses for their return trip home for the day following the last official day of the national convention. This one day of reimbursement will include; airfare, baggage fees, mileage, parking fees, meals for self and one (1) guest and one day of substitution pay. In the event the outgoing board member is approved in advance by the NAPS president to return home on the second day following the close of the national convention, total return travel reimbursement paid by NAPS Headquarters will include the following; one (1) additional hotel night stay plus applicable taxes, airfare, baggage fees, mileage, parking fees, two days of substitution pay, and two days of meals for self and guest. The outgoing board members will not have access to their former board allowance account starting the first day following the final adjournment or close of the national convention.

Recommendation – Passed

The Officers Duties & responsibilities will be update with the changes adding the new paragraph 5 in the Expense allowance Section.

Chair Shri Green acknowledged and thanked her committee.

Legislative Committee – Marilyn Walton, Chuck Mulidore, Richard Green, Dee Perez,
Bob Quinlan, Kevin Trayer

Western Region VP Legislative Report Marilyn Walton

Communicated weekly COVID updates provided by my Congressman John Garamendi
Communicated all legislative alerts to our members
During the Western Region Training Seminar, we conducted a very successful SPAC raffle our goal was \$5,000 we exceeded that goal and raise \$7,300!



National Association of Postal Supervisors

2022 Spring Executive Board
Meeting March 30 – April 1, 2022

Attended Congressman's Mike Thompson annual Christmas celebration at the culinary institute in NAPA Valley. As he is a member of the Ways and Means Committee me and my team had an opportunity to express our concern about HR 3076 which was being stall in his committee
Attended all branch meetings & zoom meetings and provided legislative updates and promoted SPAC and encouraged all to donate to SPAC

California Branches have had two additional SPAC fundraisers for 2022, Los Angeles Branch 39 in January and Margarete A Grant Branch 127 in February.

California NAPS members participated in the February National NAPS Virtual SPAC and several other members won our bids on the virtual prizes!

We just hosted our 23rd Annual California Postal Legislative Coalition event February 6th. Because we were still dealing with COVID issues we conducted the event via zoom. Our Keynote speaker was Dr Shirley Weber, California State Secretary she is a strong proponent of Vote by Mail Dr Weber informed us that over 19 million Californians voted by mail in the 2020 elections and the 2021 Recall elections.

California continues to encourage vote by mail and as an extra incentive the return envelope is postage paid!

We had national and state representatives of all Postal Unions, Management Associations, NARFE and a representative from Alameda County AFLCIO! It was a great informative event and I want to thank President Ivan Butts, bringing greetings and welcomes to our annual event. Also, a special thanks you to Chuck Mulidore, Executive VP, Jimmy Warden, National Secretary/Treasurer and Bob Levi for his knowledgeable and informative presentation during our event. I was honored to be the co-host with my partner Ron Jones, California State Vice President NALC!

California was notified in January that we were leading the nation in SPAC donations! We are fired up and intend to continue to lead the nation with SPAC donations. We are planning a big event for our 100th Anniversary of the California State Branch in April at our state convention and a very ambiguous SPAC fundraiser!

marilynwalton@comcast.net

New York Area Legislative Report

Dioenis "Dee" Perez

With regards to events supporting our legislative Postal initiatives are the following that my membership and I have supported in the NY Area thus far.

1. On 12/14/2021 - Bob Levy notified me that Joe Morelle running for the congressional seat was having a meeting and NAPS was invited to attend. I was able to provide two members from Branch 11 President Scott Englert and his legislative chair Jessmer Spencer to attend this Rochester NY event, however, due to the COVID-19 spread, the event was canceled.



National Association of Postal Supervisors

2022 Spring Executive Board
Meeting March 30 – April 1, 2022

2. On 1/7/2022 - I messaged out my Area Distribution list that the SPAC Raffle & Prizes for the LTS was now open for business.
3. On 1/25/2022 - I held a ZOOM meeting with my NY Area, Puerto Rico, and the US Virgin Islands and had NAPS legislative chair Bob Levy & Executive VP Chuck Muldaur speak about the upcoming LTS and bills that needed everyone's support primarily bill HR 3076 which is sponsored by congresswomen Carolyn Maloney.
4. On 2/3/22 - I messaged out to my Area Distribution list to go on the NAPS website and support the NAPS Legislative Action Center and to communicate support to their Representative for HR 3076, which was being voted on today.
5. On 2/12/2022 - Resident officer secretary/ Treasurer Jimmy Warden spoke at FDR Station Plaza in Manhattan thanking Carolyn Maloney personally for her Postal Reform Bill HR 3076 and having it passed through congress in a bi-partisan consensus. Attending this event were members led by Tom Huges President of Branch 100.
6. On 2/13/2022 - Resident officer secretary/ Treasurer Jimmy Warden spoke at FDR Station Plaza again, only this time he thanked majority leader Senator Chuck Schumer for introducing the bi-partisan bill HR 3076 that was passed by congress into the senate for final approval. Majority house leader senator Chuck Schumer promised to have this bill passed in the senate. Again Branch 100 President Tom Huges and his members were present in supporting this legislation.
7. On 3/1/2022 - I messaged out my Area Distribution list as an additional reminder to use the NAPS Action Center and remind their legislative leader to put this bill HR 3076 up for a vote ASAP.

Respectfully,

Dioenis "Dee" Perez

516-503-2220

Integrity, Dignity & Respect

NAPS NY Area VP

nyavpdee@aol.com

Michiana Area Legislative Report

Kevin Trayer, Michiana Area VP

In the Michiana area I'm proud to say the membership worked hard on HR 3076 to get to the finish line. Both Indiana and Michigan held state convention with SPAC raffles.

This year's LTS attendance is not as strong as previous years. There are many reasons; first many of Michigan's members wouldn't meet with them. I have a face-to-face meeting Congressman Fred Upton. Just as HR 3076 was a top priority. We need to roll up sleeves and get HR 3077 passed.



National Association of Postal Supervisors

2022 Spring Executive Board
Meeting March 30 – April 1, 2022

This year we have the Central Region Training symposium, Michigan state Convention our national convention.

SPAC collections will be a priority at both of our events being held in the Michiana Area.

Submitted by

*Kevin Trayer, Michiana Area VP
kevintrayer@att.net*

Legislative Report

Bob Quinlan, Southeast Area VP

Well as you all know it's been a busy year for Postal Reform. Our big push was for HR3076 and we finally managed to get it passed in the house. This was due to a Team effort back home and from our resident officers here in D.C.

I have to give a shot out to our State Legislative for Florida & Georgia they did an excellent job in spreading the word.

I have already contacted both Senators Marco Rubio and Rick Scott to please support the bill when it comes to the senate. Here is the list from the vote in Florida as you can see Florida did very well.

FLORIDA CONGRESSMEN AND THEIR VOTE ON HR 3076

20 Yeas – 7 Nays

Bilirakis, Rep, Yea
Buchanan, Rep, Nay
Cammack, Rep, Nay
Castor, Dem, Yea
Cherfilus-McCormick, Dem, Yea
Crist, Dem, Yea
Demings, Dem, Yea
Deutch, Dem, Yea
Diaz-Balart, Rep, Yea
Donalds, Rep, Nay
Dunn, Rep, Yea
Frankel, Dem, Yea
Franklin, Rep, Nay
Gaetz, Rep, Nay
Gimenez, Rep, Yea
Lawson, Dem, Yea



National Association of Postal Supervisors

2022 Spring Executive Board
Meeting March 30 – April 1, 2022

Mast, Rep, Yea
Murphy, Dem, Yea
Posey, Rep, Nay
Rutherford, Rep, Yea
Salazar, Rep, Yea
Soto, Dem, Yea
Steube, Rep, Nay
Waltz, Rep, Yea
Wasserman-Schultz, Dem, Yea
Webster, Rep, Yea
Wilson, Dem, Yea

Bob Quinlan
bqiq@aol.com

Eastern Region Legislative Report

Since our last meeting members across the region have engaged with their legislative members to drive home the importance of passing postal legislation. The executive board members of the Eastern Region have made the ask of our members through in person and zoom meetings to become involved in the legislative process by reaching out to their senators/congressmen/women by utilizing emails sent to membership by Bob Levi to engage their representatives concerning the importance of supporting postal legislation. The work of our members came to fruition as HR 3076 was passed by both houses of Congress and is awaiting President Biden's signature. At the Eastern Region Cabinet Meeting Executive Vice President Chuck Mulidore provided a briefing of the upcoming legislative agenda and an overview of the upcoming legislative conference. The members were engaged and motivated to do everything asked at the grassroots level to drive NAPS' legislative agenda. They are looking forward to LTS. From a fundraising perspective \$4555.00 was raised for SPAC at the Eastern Region Cabinet Meeting.

Sincerely,

Richard Green
NAPS Eastern Region Vice President

Committee Chair Marilyn Walton thanked her committee members

PFP Advisory Committee – Dan Mooney, Brian Wagner, Richard Green, Troy Griffin, Dee Perez,

Committee updated the board on the FY21 NPA mitigation that NAPS presented to USPS HQ in Dec of 2021. NAPS had asked for FY21 NPA to be set aside and everyone given a 3% raise based on impacts of the ongoing COVID pandemic. The Postal Service decided to continue with NPA even though it wasn't till June (75% thru the FY) that a scorecard was released and then everyone was relegated to a nationally scorecard. The mitigation NAPS presented was based on factual events



National Association of Postal Supervisors

2022 Spring Executive Board
Meeting March 30 – April 1, 2022

that happened in FY21 that were major impacts on postal operations. Despite those facts outlined in mitigation, the postal service denied NAPS its mitigation request for an extra one-half percent. The Committee then updated the board on the various timelines that USPS HQ's gave NAPS the FY22 NPA goals, weights and targets. It was given to NAPS in four pieces. NAPS also asked USPS for specific historical information on scores and data to help review FY22 NPA goals. NAPS was not given any of that information. As a result, NAPS again asked that FY22 NPA be set aside, and everyone given a 3% raise based on the fact that NAPS was not given an opportunity to be a part of the development and goal setting for FY22 NPA.

Committee chair Dan Mooney thanked the PFP committee, Brian Wagner, Dee Perez, Richard Green and Troy Griffin for their work.

Postmaster – Tim Needham, Dee Perez, Kevin Trayer, Kelly McCartney

The postmaster committee met on Thursday 3/31/22. We discussed obtaining or creating a distribution list for the postmaster members to share information and utilize to communicate future zoom meetings. The group would like to have an initial meeting with the national postmaster committee to involve them in setting up monthly training via zoom. The training topics would incorporate naps issues as well as education in their duties and responsibilities as a postmaster for the USPS. The committee plans to discuss a membership drive with our national committee utilizing our current members to recruit new postmaster members. Zoom meetings would be scheduled on a monthly basis. I would like to thank my committee Dee, Kelly, and Kevin.

Committee Chair Tim Needham thanked his committee members being Kevin Trayer, Dee Perez and Kelly McCartney.

Training and Advocacy – Myrna Pashinski, Brian Wagner, Tim Ford, Richard Green, Chuck Lum,

EB Training Committee Spring Board Meeting

A zoom meeting was held. Discussed were the previous emails sent out from Brian on each of the modules we've been working on.

We talked about adding the ELM Chapter 7 portion about Supervisors and Managers being required to provide the training. We agreed we should add to the 650 training only as an additional defense to discipline issues.

Myrna purchased 30 thumb drives for the executive board and Brian will copy the modules to give to each board member to use for trainings in their areas. This was completed and given to each Executive Board member.



National Association of Postal Supervisors

2022 Spring Executive Board
Meeting March 30 – April 1, 2022

As a committee we are going to look further at modules on Balloting and Elections, Updating Constitution and Bylaws for branches and where to add Garrity, Kalkines and Miranda rights into which training module.

Submitted by:

NAPS EB Training Committee

Myrna Pashinski
Brian Wagner
Tim Ford
Richard Green
Chuck Lum

Committee Chair Myrna Pashinski thanked her committee members.

Plant Committee – Chuck Lum, Ivan Butts, Jaime Elizondo, Shri Green, and Luz Moreno:

Plant Staffing Committee Survey performed with plant employees. Concentrated on the tasks and frequency to perform the Organizational Effectiveness. Logistic, processing and maintenance received a survey after. Uncertain as to what the results will be used for. Also, would like to know the percentage that took the survey.

Committee Chair Chuck Lum acknowledged and thanked his committee members

Membership – All Executive Board members are responsible to increase membership. The board did receive an update from NAPS Membership Coordinator Emily on getting updated branch officer profiles, as well as a discussion of new finance numbers from USPS causing some issues with NAPS membership program.

14. Final Reading of the Budget – Warden

Discussion was held regarding the budget which consisted of next fiscal year's budget, the 2022 National Convention and the 2023 LTS. Concerns were raised regarding the expenses for the 2021 National Convention. The Board was informed of some of the additional expenses that was not budgeted for due to COVID and also the SPAC reception and the grab and go lunch on Monday. President Butts stated he would establish a Budget Committee to review the expenses of the 2021 National Convention.



National Association of Postal Supervisors

2022 Spring Executive Board
Meeting March 30 – April 1, 2022

There was a Motion submitted Luz Moreno 2nd by Kevin Trayer.

Motion # 1

I move that we accept the 2022-2023 budget was proposed by the National Secretary/Treasurer.
Voting Yes – Butts, Mulidore, Warden, Roma, R. Green, Johnson, Walton, Austin, Perez, Dallojacono, Griffin, Needham, Trayer, Moreno, Mooney, Quinlan, Beaudoin, Pashinski, Lum
Voting No – McCartney, S. Green, Elizondo, Valuet, Wagner Motion Passed 19-5

15. 68th National Convention

Seat selection drawing was held and sections chosen by region for the 68th National Convention seating and the Friday night Grand Banquet.

Motions & Resolutions

Motion # 2

That NAPS and the resident officers accept the four (4) amendment of the NAPS and STOLADI agreement as presented with the terms stated in the Agreement from March 2, 2022 to February 28, 2025. Submitted by Brian Wagner 2nd by Tommy Roma Motion Passed 24 – 0

Recommendation # 10

Effective for the calendar year 2022 and each calendar year thereafter active, associate and auxiliary members, whose total calendar year contribution to NAPS' Supervisor Political Action Committee (SPAC) is \$1,000 or more (President's Ultimate SPAC level) will be the only SPAC level to receive an invitation for self and one (1) guest to attend the following year's SPAC Reception.

Submitted by Brian Wagner 2nd by Chuck Lum Recommendation – Failed

Recommendation # 11

Effective September 1, 2022 in odd-numbered years, the annual NAPS SPAC Reception will be held during the Legislative Training Seminar (LTS) and in even-numbered years, the SPAC Reception will be held during the NAPS national convention. In the event, LTS and the national convention are held during the same odd-numbered year, the SPAC Reception will be held at the national convention.

Submitted by Brian Wagner 2nd by Luz Moreno Recommendation – Failed



National Association of Postal Supervisors

2022 Spring Executive Board
Meeting March 30 – April 1, 2022

Recommendation # 12

That the NAPS resident officers enter into discussion with NAPS Account, Jack Wallace, to reach a reasonable agreement to renew Jack Wallace's current service contract for five (5) years that includes a contract fee of \$3,900 per month over the length of the five-year contract. In the event the resident officers cannot reach a reasonable contract agreement with Jack Wallace, the resident officer will seek new accounting services per NAPS' current Contract Policy.

Submitted by Brian Wagner 2nd by Kelly McCartney Recommendation - Passed

17. New Business

Where do we stand with the New Supervisor Program (NSP)? Are there pilots being conducted. A meeting was held with the resident officers and the Postal service and we were told we could participate to review the new training modules.

Pilot with craft unions on how to improve employee retention. We were not made aware. This was mentioned at the Central Region. A pilot was conducted in Warren Michigan, Denver Colorado, Louisville Kentucky and also in Wisconsin. CCAs are placed on a route and only work 8 hours and the retention has greatly improved. CCAs don't get moved for 60 days. Not allowed to work over a certain period of hours.

President Butts and the Board thanked Tim Ford, Bob Quinlan, Roy Beaudoin and Tim Needham for their dedicated work and friendship to NAPS as they will not seek re-election.

18. 68th National Convention Board Meeting – Saturday August 6, 2022 Hyatt Regency N.O.
Fall EB Meeting Dates –October 22, 2022 – October 27, 2022.

19. Declaration of Officers

Board members were asked to state their intentions. The following was declared by each present Board member:

Ivan Butts – Will be running for National President
Chuck Mulidore – Will be running for Executive Vice President
Jimmy Warden – Will be running for Secretary Treasurer
Tommy Roma – Will be running for Northeast Regional V.P.
Richard Green - Will be running for Eastern Regional V.P.
Craig Johnson - Will be running for Central Region V.P.
Tim Ford – Will not be running for Southern Regional V.P.



National Association of Postal Supervisors

2022 Spring Executive Board
Meeting March 30 – April 1, 2022

Marilyn Walton – Will be running for Western Regional V.P.

Bill Austin – Will run for New England Area V.P.

Dee Perez – Will run for New York Area V.P.

Tony Dallojacono – Will run for Mideast Area V.P.

Tim Needham – Will not be running for Pioneer Area V.P.

Troy Griffin – Will run for Capital-Atlantic Area V.P.

Kevin Traylor – Will be running for Michiana Area V.P.

Luz Moreno – Will be running for Illini Area V.P.

Dan Mooney - Will be running for North Central Area V.P.

Kelly McCartney – Will be running for Mink Area V.P.

Bob Quinlan – Will not be running for Southern Area V.P.

Roy Beaudoin – Will not be running for Central Gulf Area V.P.

Shri Green – Will run for Cotton Belt Area V.P.

Jaime Elizondo – Will run for Southern Regional V.P.

John Valuet – Will run for Northwest Area V.P.

Myrna Pashinski – Will run for Rocky Mountain Area V.P.

Chuck Lum – Will run for Pacific Area V.P.

20. Good of the Association

Executive Board Members who elected not to run for re-election being Tim Ford, Bob Quinlan, Roy Beaudoin and Tim Needham thanked the Board for their partnership and friendship.

21. Final Remarks

President Butts thanked the Board for the great work during the Spring Board meeting. Ivan also thanked Chuck and Bob once again for running a great LTS. He thanked those Board members who are not running for re-election for all their years of service. It was great seeing everyone and it is an honor working in this position. Safe travels home.

22. Closing prayer – Led by Illini Area V.P. Luz Moreno

23. Bob Quinlan made a motion to adjourn Second by Roy Beaudoin. All were in favor.

Respectfully Submitted,

James "Jimmy" Warden

NAPS Secretary Treasurer



NATIONAL ASSOCIATION OF POSTAL SUPERVISORS

National Headquarters
1727 KING STREET, SUITE 400
ALEXANDRIA, VA 22314-2753
(703) 836-9660

February Consultative Meeting Agenda February 23, 2022 via Zoom

US Postal Service Headquarters

Bruce Nicholson, USPS Labor Relations
James Timmons, USPS Labor Relations

National Association of Postal Supervisors

Ivan Butts, NAPS President
Chuck Mulidore, NAPS Executive VP
Jim Warden, NAPS Secretary Treasurer
Tim Ford, NAPS Chairman of the Board
(via telecon)

Delegates at the 2021 National Convention expressed by resolution, the following issues for discussion:

- RES -30 NAPS requests that the Postal Service compensates all special-exempt and non-exempt EAS employees who work anonscheduled day in a service weekat a rate of 150% of their calculated base hourly rate for all hours workedon a nonscheduled day.
- Response:** This is a request to modify pay policy and should be provided during pay consultations, Title 39 1004(e).
- RES -31 NAPS consults with the USPS to implement a COLA adjustment process to the EAS pay package.
- Response:** This is a request to modify pay policy and should be provided during pay consultations, Title 39 1004(e).
- RES -32 NAPS consults with the USPS to reimburse the full cash value to the postal employee who controls the unused benefit (lostbenefit).
- Response:** This is a request to modify fringe benefit programs and should be provided during pay consultations, Title 39 1004(e).
- RES -33 No EAS supervisor shall earn less than 5% more than the top of the pay scale of any craft employee they supervise, and that no manager or postmaster shall earn less than 5% more than the top of the pay scale of any employee they supervise, including subordinate EAS employees.
- Response:** This is a request to modify pay policy and should be provided during pay consultations, Title 39 1004(e).

RES -34 The current waiting period for higher-level compensation for EAS employees be abolished, and a new, higher-level compensation procedure be created that would serve to acknowledge and compensate EAS employees immediately when they are required to perform higher-level duties in shift durations.

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

0222 -01 NAPS is requesting USPS to consider increasing the hiring cap by the percentage that is over the acceptable amount of total OT % being used in each Area Office YTD.

Response: Hiring of non-career employees and CAP allowances are subject to collective bargaining with the respective union. CAP allowances can be found in Article 7 of the applicable national agreement. Each District and Division is responsible for ensuring the number of non-career employees does not exceed the established caps.

0222 -02 Amazon daily emails from areas greater than ten miles away are constantly flooding email inboxes, is there anything the USPS can communicate to our partners at Amazon to prevent targeting every office without doing a mass email distribution list that 99.9% of the time has nothing to do with individuals in these offices or the area where most work?

Response: Amazon communicates directly with designated district coordinators unless contacted by a local facility. There is a process for local facilities to communicate directly with Amazon. Local managers should be careful not to include an MPOO, District or Area group list when messaging Amazon or Amazon will use the "reply all" feature assuming that the sender wanted everyone included on the response.

0222 -03 NAPS is requesting USPS look into the TACS issue and allow the TACS backup person to do TACS whenever the lead 7 clerk is off as opposed to being off for more than three days only, which presents a hardship to offices at times?

Response: This agenda item has been addressed recently in prior consultative meetings. In installations that are authorized a Lead Clerk, local management can determine the clerk(s) within the installation to train as a "backup lead 7 clerk" to perform TACS related duties. A relief (backup) lead clerk serves as a replacement when the lead clerk is off on non-scheduled days or leave.

There is no requirement to change an existing duty assignment of a level 6 clerk to perform as a relief lead clerk. **NOTE:** The relief clerk is paid in accordance with ELM 233.3.

1021-06 Currently, the field is being informed that to train a backup lead 7 clerk to perform TACS-related duties, it must be on their bid, otherwise,

they cannot be trained. The consequences of this issue will lead to EAS performing the necessary TACS functions, therefore allowing the APWU to

file a grievance and win due to EAS performing work craft work.

In installations that are authorized a Lead Clerk, local management can determine the clerk(s) within the installation to train as a "backup lead 7 clerk" to perform TACS related duties. A relief (backup) lead clerk serves as a replacement when the lead clerk is off on non-scheduled days or leave.

*There is no requirement to change an existing duty assignment of a level 6 clerk to perform as a relief lead clerk. **NOTE:** The relief clerk is paid in accordance with ELM 233.3.*

233.3 Criteria for Evaluating Mixed Assignments

233.3.b. Regularly scheduled on intermittent days in two bargaining unit positions. When a full-time employee is regularly scheduled on intermittent workdays to perform the work of two separate bargaining unit positions in different grades, the employee is placed in the position in which more than 50 percent of the time is spent. If the time is equally divided, the employee is placed in the higher grade position.

1121-07 Can the official backup to a lead 7 clerk have TACS access automatically without filling out a PS Form 1723 every time they cover the lead 7 clerk's absence?

Response: There is no requirement to change an existing duty assignment of a level 6 clerk to perform as a relief lead clerk. The relief clerk is paid in accordance with ELM 233.3.

0222-04 NAPS is requesting whether the newly developed Headquarters POD positions will be given a posted schedule by every Tuesday and will they be paid T-Time for hours in excess of 8.5 in a day, or all hours on a non-scheduled day?

Response: Supervisor t-time is provided to supervisors that oversee bargaining unit employees and employees assigned to the POD are administrative jobs and are not front-line supervisors. A significant number of employees assigned to the POD, about 90%, are Level 19 positions such as Delivery Support Specialist, Post Office Support Specialist and Retail Support Specialist and are classified as Non-Exempt and thus eligible for overtime pay.

Schedules are posted weekly with locations that employees are expected to conduct their work. The locations are identified based on current performance. The schedule could change during the week if there are needs in those facilities such as reporting earlier and later in the day.

Although jobs have set days off and a schedule, it's subject to change based on the job description. The job descriptions for the Level 19 positions contain special requirements, that state "Willingness to travel and work nights and weekends as needed"

0222 -05 Has the USPS resumed a policy of creating ad hoc detail positions that are not officially posted? NAPS was informed that USPS had eliminated all details prior to, and during, the most recent Reduction in Force.

Response: Policies concerning Detail / ADHOC positions have not changed. Detail positions were not "eliminated" due to the 2021 Administrative Restructuring and the Reduction in Force that followed. In a few isolated instances it was recommended to managers to end a detail to a job that was being eliminated as part of the restructure.

0222 -06 NAPS is requesting a position review for IT Client Support Specialist III, EAS 23 based on ELM 222 Requesting A Job Evaluation Review. Based upon the attached documentation NAPS believes this position was misclassified as part of the most recent EAS Reduction in Force and should be a level EAS 25, with a 4% upgrade.

Background:

What was once called Field IT was cut severely as a result of the most recent EAS RIF, and with the cut the Level 23 position now covers multiple districts and unlike other EAS positions was not upgraded and the lower-level employees have also taken on greater responsibility and service area as well. On May 8th the District IS Manager was changed to an IT Client Support Specialist III which was to standardize the name to align with HQ and other positions that already existed at HQ. At that time there was the level I and II already at HQ and the Level III was titled Supervisor. With a team of 5 employees 3 level 19s (IT Client Support Specialist I) and 2 level 21s (IT Client Support Specialist II).

Within the Postal Service there are 60 positions (attached) that follow that same structure a level III (EAS-25), a level II (EAS-23) and level I (EAS-21). The position of IT Client Support Specialist III was the only one that was a EAS 23 all others a EAS 25 or higher (only 2 were higher).

This was escalated to HR (response attached and below) and on June 7th USPS responded that the Level III title was incorrect and then proceeded to change the positions to Level II (EAS-23); Level I (EAS-21) and the 19 an IT Client Support Specialist (without a level).

Not only has the workload changed (such as multiple days of overnight travel for various site installs and upgrades) but the service area change alone is enough to justify the level changes.

Response: In 2021, Human Resources updated and re-evaluated the HQ and Field IT Client Support jobs in preparation for the restructure. To review and evaluate the jobs, managers were interviewed, focus groups and surveys were conducted with incumbents. IT HelpDesk ticket data was analyzed, and market research was conducted on comparable jobs.

The analyses identified that, prior to the restructure, Field IT positions were spending a considerable amount of time performing non-IT work such as providing A/V support for meetings, managing SharePoint sites and tracking Cybersecurity training compliance. As part of the restructure, Field IT positions were re-aligned under Headquarters IT and supervisors' span of control was increased from 1-2 subordinates to 4-5. Non-IT work was eliminated through communications and reinforcement of standard processes such as submitting work requests through the ServiceNow IT HelpDesk system.

After the restructure, all IT Client Support positions are assigned work through the ServiceNow IT HelpDesk system. As a result, while domiciled IT Client Support positions are expected to provide on-site IT support locally, all other requests are assigned based on availability, rather than based on other designations such as Area or District. Therefore, the system allows work to be more evenly distributed across the entire IT Client Support group.

As a result of these changes, both the Field and HQ IT positions now perform the same work. Based on the evaluation of the work, it was determined that pay grade EAS-23 is appropriate for the supervisory job.

NATIONAL ASSOCIATION OF POSTAL SUPERVISORS

NAPS/USPS March 2022 Consultative Meeting

In Conjunction with the NAPS Spring 2022 Executive Board Meeting

Representing supervisors, managers and postmasters in the United States Postal Service

0330-01 On Form 1187, it is required by USPS that a prospective NAPS member list both their EIN and social security number. Due to the obvious concerns with revealing a social security number, NAPS is inquiring why the USPS still requires a social security number to sign up for NAPS membership, and can we work on changing this?

RESPONSE:

This matter has been discussed with NAPS on previous occasions. The Standard Form (SF) 1187 is not a USPS form, it is an OPM standard form. This form can be designed and edited by the organization. The Postal Service does not require a SSN on the SF-1187. The Employee and Labor Relations Manual, ELM-924.31.d states in part that it is the organizations representative's responsibility to identify each member by SSN OR EIN.

924.31 Function of Organization Representative

The organization representative:

- a. Distributes appropriate forms to members who voluntarily desire to have the Postal Service withhold dues from their salary payments.*
- b. Makes certain that the top portion of the form is completed: indicating the name and alpha code (see 923) of the organization; identifying each member by name, address, and Social Security number or Employee Identification Number; and showing the name and finance number of the installation where such member is officially assigned.*

Both the Human Resources Shared Services Center (HRSSC) and the Eagan Accounting Service Center will processed the 1187 with either the SSN or EIN.

Electronic Union Dues Election Process

There is an electronic union dues election process that is separate from the paper SF 1187 form. The union dues electronic file transfer used by NAPS and other organizations requires the SSN as the record key. Programming changes can be made to change the file to use EIN instead of SSN, but there would be an associated cost. It will take several weeks to determine the exact requirements on the modified electronic file and the estimated cost.

0330-02 Recently, two members both of whom report to Headquarters, notified NAPS HQ that they were disapproved when requesting personal absence time. The requests were to take parents to doctor's appointments for medical care. Both have approved FMLA coverage as they are parental caregivers. One of the members is now being told that she cannot have personal absence time for FMLA reasons, and her last request was charged to FMLA sick leave.

ELM 519.731 states: Except as provided for in 519.733, personal absence time is not authorized for a full-day absence, which must be charged to annual leave, sick leave, or LWOP, as appropriate. An exempt employee who plans to be absent from work for more than a half day on a workday should apply in advance for a full day of annual leave, sick leave, or LWOP, unless the absence is for an FMLA-covered condition.

NAPS is requesting the USPS issue a policy statement explaining the proper uses of FMLA covered personal absence time for EAS employees, and that these types of absences are not to be denied for documented FMLA approved cases.

RESPONSE: Issues related to individual employees are not matters which may be included as agenda items. The Employee and Labor Relations Manual (ELM) currently has provisions addressing authorized leave for approved FMLA cases.

Personal Leave for EAS employees is approved by management at their discretion and is covered under the following ELM provisions which includes the limitations and exceptions.

515.42 Leave Type Absences that qualify as FMLA leave may be charged as annual leave, sickleave, continuation of pay, or leave without pay, or a combination of these. Leave is charged consistent with current leave policies and applicable collective bargaining agreements.

519.731 Full-Day Absences

Except as provided for in 519.733, personal absence time is not authorized for a full-day absence, which must be charged to annual leave, sick leave, or LWOP, as appropriate. An exempt employee who plans to be absent from work for more than a half day on a workday should apply in advance for a full day of annual leave, sick leave, or LWOP, unless the absence is for an FMLA covered condition.

519.732 Partial-Day Absences

Normally, personal absence time is limited to no more than half an employee's workday. However, when an unanticipated need for time off occurs after the employee reports to work and the employee is allowed to leave work but is unable to return, the half-day limit does not apply. For example, when an employee gets sick after 2 hours at work and must leave for the remaining 6 hours of the workday, the entire 6 hours is treated as personal absence time. However, managers may disapprove personal leave requests when necessary to carry out their responsibilities to control work hours as set forth in 519.75. In this regard, managers may require the use of an appropriate leave category, for example, sick leave in the case of partial-day absences for FMLA-covered conditions.

519.751 Responsibility

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

FMLA FAQ's

Do I have to approve personal leave for EAS employees for their FMLA condition?

No, not always. Personal leave is at management's discretion. While employees on FMLA can be allowed personal leave time for their condition, it should only be granted to the same extent as it is to other employees for non-FMLA reasons. If an employee's FMLA condition results in frequent absences which exceed the personal leave given to others, personal leave can be denied and the employee can be required to take the leave as FMLA SL, AL or LWOP.

0330-03 NAPS would like to bring back for discussion the issue of hiring. We continue to hear from members in the field that the hiring process is broken, which leads to shortfalls in a number of employee categories, such as CCA's, MHA's, RCA's, ARC's, and PSE's ... This impacts employee availability, overtime, service and other NPA indicators. As part of the March 2021 NAPS – USPS consultative meeting, NAPS provided USPS with a detailed analysis of the issues surrounding hiring, and suggestions to improve the process. These were not adopted at the time by USPS. NAPS was further told at the time that multiple initiatives around employee retention and hiring practice improvements were in review or in place at USPS HQ to address NAPS' concerns. The prevailing conclusion in the field is that these initiatives have not been effective. NAPS was again briefed as part of the November 2021 consultative by Joseph Bruce, Senior Director of National Human Resources that a new HR hiring system would be piloted by the summer of 2022. Is this pilot timeline still effective, and what plan will be in place prior to the implementation of this new hiring system to correct the inefficiencies in the current process?

RESPONSE:

The material that NAPS provided on March 2021 was an overview of the hiring process and identified challenges with the steps of hiring. These issues have been discussed within Human Resources and enhancements have been made to the hiring process.

For example, additional fingerprinting devices were purchased to support the hiring process by adding more locations and can be utilized by the Postal Service in working with the federal government in providing other services that require fingerprinting.

Comments can be added to postings by Local HR to provide information specific to needs of the facility such as work hours, schedules or use of a personal vehicle. Hiring for peak season is conducted earlier in the year and has been successful.

We are preparing materials for hiring managers, typically installation heads, to help educate them on all of the steps of the hiring process. This will add more transparency to the process and hiring officials will know where applicants and new hires are at in the process and can contact the appropriate department with questions. It should also help to speed up the process in making requests for hire.

The Postal Service continually reviews hiring and its efficiency is demonstrated by the hiring of approximately 200K bargaining unit employees every year. We are averaging the hiring of 1,000 CCAs each week. With a workforce over 600,000 employees and hiring 1/3 of that workforce every year, demonstrates that the issue is not with hiring, but with retention. Therefore, numerous initiatives have been established on improving retention and presented to NAPS for input. Installations are over complement/cap and steps are being taken to reallocate staffing. We have identified 20 vital locations in Customer Services where there is a need to hire but the number of applicants is lacking. Local

facilities are encouraged to recruit for job postings and Local HR can provide advice and support in recruitment activities. The Postal Service needs to integrate more than 20 different systems into the new hiring system, and it has been decided to pilot the system in early 2023. This allows for another peak season with successful hiring.

RES - 42 That NAPS Headquarters works with USPS Headquarters and/or the USPS Office of Inspector General to create a strategic locality-pay plan for EAS employees.

Response: This is a request to modify pay policy which is not suitable for this forum.

RES – 43 The MPOO/CSOM and/or district management offices be required by the Postal Service to supply a relief EAS employee or acting supervisor to said office no later than two weeks from the date that an extended leave period began to ensure proper management staffing and, thus, the proper tools are supplied for the successful completion of required duties of said offices.

RESPONSE:

This resolution is not adopted. Managers are responsible for monitoring the day-to-day tasks of their operations or area of responsibility, including scheduling. Individual scheduling is a matter that should be addressed locally through discussion addressing local operating requirements and available resources. Local management should make every reasonable effort to prevent undue inconvenience and disruption to employees affected when efforts to schedule to meet local operating/business requirements are being made.

RES – 44 NAPS consults with the Postal Service to change the language in ELM Section 519.733 to: “When an exempt employee is directed to work a full day on a holiday or other full day in addition to normal workdays, the supervisor shall grant a full day of personal absence without charging it to official leave, of the employee’s choosing.”

RESPONSE:

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

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

519.7 Nonbargaining Unit Personal Absence

519.71 Definition

Nonbargaining unit employees’ personal absence time is paid time off. It is not charged as annual leave, sick leave, or any other paid leave category. Only FLSA-exempt employees are eligible for such time off.

519.72 Policy

Nonbargaining unit exempt employees are paid on a salary basis. This means that under the FLSA they are not considered to be hourly rate employees. Therefore, partial day

absences are paid the same as work time. While exempt employees are expected to work a full day, they may request time off to attend to personal matters during the workday, including time off due to conditions covered by FMLA. If approved, the time off is "personal absence time" and is not charged to annual leave, sick leave, or LWOP.

519.73 Limitations and Exceptions

519.731 Full-Day Absences

Except as provided for in 519.733, personal absence time is not authorized for a full-day absence, which must be charged to annual leave, sick leave, or LWOP, as appropriate. An exempt employee who plans to be absent from work for more than a half day on a workday should apply in advance for a full day of annual leave, sick leave, or LWOP, unless the absence is for an FMLA covered condition.

519.732 Partial-Day Absences

Normally, personal absence time is limited to no more than half an employee's workday. However, when an unanticipated need for time off occurs after the employee reports to work and the employee is allowed to leave work but is unable to return, the half-day limit does not apply. For example, when an employee gets sick after 2 hours at work and must leave for the remaining 6 hours of the workday, the entire 6 hours is treated as personal absence time. However, managers may disapprove personal leave requests when necessary to carry out their responsibilities to control work hours as set forth in 519.75. In this regard, managers may require the use of an appropriate leave category, for example, sick leave in the case of partial-day absences for FMLA-covered conditions.

519.733 Directed to Work

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

519.74 Administration

519.741 General

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

519.742 Approval

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

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

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

519.743 Full-Day Leave

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

519.75 Management Controls

519.751 Responsibility

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

519.752 Administration

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

RES – 45 Each time a new program or task is assigned to any EAS employee, the USPS will provide NAPS with an outline of how each new program or task is to be integrated into the existing workload and prioritized with current duties.

RESPONSE:

This resolution is not adopted. In keeping with our commitment to continuous improvement, the Postal Service consistently evaluates our processes with the goal of improving processes and tasks for better utilization. When implementing new programs the intent is to be more efficient and make the job easier, for example; OT Admin merged with TACS. A task could be anything that any manager assigns within their office/district/department. Consulting on each assigned task at the national level that was inputted locally is not in the best interest of time for neither the Postal Service USPS nor NAPS. If NAPS at the local level determines that a new task in a facility doesn't add value, that should be discussed with the local manager. If NAPS at the national-level believes that a specific tasks adds no value to the Postal Service, then it is encouraged to provide that to headquarters for review and consideration.

RES – 46 NAPS enters into consultations with the USPS to finalize and implement a SWCs process that encompasses all duties and responsibilities of a Supervisor, Customer Service, within six months of the acceptance of this resolution.

Response: This resolution is not adopted. We have engaged NAPS on modification to the SWCs model.

RES – 47 NAPS enters into consultations with the USPS to develop and implement a supervisor staffing workload model for mail processing facilities, and that the supervisor staffing workload evaluation process encompass all duties, employees, machinery and responsibilities of SDO positions.

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

RES – 48 NAPS consults with the Postal Service to implement a policy where no NTE details will be granted to craft employees before EAS employees are made aware of and given the first opportunity for the detail.

RESPONSE:

This resolution is not adopted. We have discussed this with NAPS on previous occasions. Staffing NTE positions and or details are opportunities usually of a developmental nature and are temporary. The best qualified or suitable individual should be selected.

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

RES – 49 That when an investigative interview (I & I) has been conducted for EAS employees as part of the corrective action process, it is to be completed and issued within 30 days from the date of the I & I, and that any formal corrective action issued beyond 30 days after the I & I should be deemed untimely and procedurally defective

RESPONSE:

This resolution is not adopted. This matter has been discussed with NAPS on previous occasions. The Postal Service expects that decisions concerning whether disciplinary action will be imposed are to be made without undue delay. Such decisions should be made based on consideration of relevant factors and should comport, where applicable, with regulations delineating elements that should be considered. Some circumstances may allow for such decisions in less or more time than others. Some circumstances may call for investigatory consideration, evaluation, and other situation-specific elements that could require more time than is needed in other circumstances. Whether the duration of the investigation NAPS references in this item is unreasonable can't be answered in this forum. If there are specific concerns from the employee involved and/or the employee's representative, those matters should be raised and discussed with local authorities. While headquarters has an interest in facilitating resolution of employees' concerns, field management is best situated to determine accurately the facts and outcomes in such matters.

The Postal Service will not establish the time limit NAPS recommends in this item. If a NAPS representative representing an employee in a matter under investigation by the OIG wishes to make such an assertion to the OIG or to ask for status information about the investigation, the OIG should be contacted about such a request. Investigations should be completed properly. Whether durations are too short or too long are not matters addressable in this consultative process.

