

# The USPS Consultative Process

*It's the Law!*

NAPS Training



## TITLE 39 USC § 1004 - SUPERVISORY AND OTHER MANAGERIAL ORGANIZATIONS:

*(a) It shall be the policy of the Postal Service to provide compensation, working conditions, and career opportunities that will assure the attraction and retention of qualified and capable supervisory and other managerial personnel; to provide adequate and reasonable differentials in rates of pay between in the clerk and carrier grades in the line work force and supervisory and other managerial personnel; to establish and maintain continuously a program for all such personnel that reflects the essential importance of a well-trained and well-motivated force to improve the effectiveness of postal operations; and to promote the leadership status of such personnel with respect to rank-and-file employees, recognizing that the role of such personnel in primary level management is particularly vital to the process of converting general postal policies into successful postal operations.*



# TITLE 39 USC § 1004 - SUPERVISORY AND OTHER MANAGERIAL ORGANIZATIONS (cont.):

*(b) The Postal Service shall provide a program for consultation with recognized organizations of supervisory and other managerial personnel who are not subject to collective-bargaining agreements under chapter 12 of this title.*

*Upon presentation of evidence satisfactory to the Postal Service that a supervisory organization represents a majority of supervisors, that an organization (other than an organization representing supervisors) represents at least 20 percent of postmasters, or that a managerial organization (other than an organization representing supervisors or postmasters) represents a substantial percentage of managerial employees, such organization or organizations shall be entitled to participate directly in the planning and development of pay policies and schedules, fringe benefit programs, and other programs relating to supervisory and other managerial employees.*



# TITLE 39 USC § 1004 - SUPERVISORY AND OTHER MANAGERIAL ORGANIZATIONS (cont.):

*(c) (1) The Postal Service and the supervisors' organization shall, unless otherwise mutually agreed to, meet at least once each month to implement the consultation and direct participation procedures of subsection (b) of this section.*



# Consultative Process Training Objectives

- *Provide background for consultative meetings;*
- *Techniques for developing a professional, respectful, business relationship with Postal leadership;*
- *How to prepare for a consultative meeting;*
- *Participating in the consultative meeting;*
- *Follow-up after the meeting.*



# ***What makes for a Successful NAPS Consultative Meeting?***

TIP

Communication!

Communication!

Communication!



# Consultative Meetings at the USPS District or Local Level

*Effective Consultative Meetings are critical to developing a good working relationship between NAPS and the Postal Service and to properly represent NAPS members.*

- *At the national HQ level there is a requirement for monthly Consultative Meetings.*
- *At the field (Area/District/Local) level there are no timeline requirements – they are established locally.*
- *It is recommended that Consultative Meetings at the field/local level be scheduled on a quarterly or semi-annual basis, although meetings can be scheduled more frequently if necessary.*



# On a scale of 1 – 10, how would you describe your relationship with postal leadership in your respective USPS District?

(1 being non existent and 10 being Excellent)

*Here's a few questions to get us started:*

- *Do you currently have Consultative Meetings?*
- *Do you get things accomplished at your Consultative Meetings?*
- *Do you submit your agenda items in advance?*
- *Do you know what the Postal Service wants to talk about in advance?*





# Step One: Preparing for the Consultative Meeting

- *Consultative Meeting agenda items should be discussed in advance at a branch meeting;*
- *The issues that are discussed at the branch meeting should be developed to be used at a Consultative Meeting;*
- *A request should be made to schedule a Consultative Meeting 4–6 weeks in advance of the date/time that you want to meet with postal officials;*
- *Send a letter to the District Manager/Plant Manager as a formal request to schedule a Consultative Meeting. You may already have worked out the scheduling via phone or informal contact. Send the formal letter too;*
- *Consultative Meetings should be set up well in advance of the date/time you want to meet;*



## Step Two: Preparing the Agenda Items

- *Identify issues that have already been discussed at a regular branch meeting;*
- *Identify other issues that have been identified by branch officers;*
- *Use someone from the branch who is good at writing to develop the questions;*
- *Based on the agenda items you have developed, who from the Postal Service should be attending the meeting? Request that these individuals be in attendance at the Consultative Meeting;*
- *Identify who should be there from the local branch officers and executive board members;*
- *Suggest the amount of time that you will need for the meeting.*
  - *At least an hour;*
  - *Not more than two hours*



## Step Three: Submit the Agenda Items

- *Submit the agenda item at least 10 business days prior to the Consultative Meeting*
  - *This gives management officials time to investigate allegations, and come up with responses at the Consultative Meeting – reducing the “I’ll get back to you” responses;*
  - *Eliminates individuals being caught off-guard or being pressured to give a less than satisfactory response;*
  - *Provide supporting documentation where indicated.*



# What should an NAPS Consultative Meeting agenda item look like?



## GLPC AGENDA ITEM #3 May 31, 2016

Variance Request by Cheryl Godfrey  
File #: HA-2016-02

Cheryl Godfrey is requesting Variances from Section 6-1 of the Habira Zoning Ordinance as they pertain to minimum front yard and rear yard building setback requirements in Single-Family Residential (R-10) zoning. The subject property consists of 0.43 acres located at 803 West Park Street, which is along the south of the street between Blakely Street and Washington Street. The property has 3 street frontages and contains a single-family home on the eastern portion of the property. The applicant is proposing to construct a new single-family home (28'x47') on the western portion of the property. It is proposed to encroach 5' into the required minimum front yard setback, and encroach 12' into the required minimum rear yard setback. After construction, the applicant is proposing to demolish the older single-family home.

The subject property is unusual in that it is more than sufficiently large for development (18,700-sf), but it is rather wide with shallow depth and has 3 street frontages. \*\* Please refer to attached site plan. The front yard faces north along West Park Street, with the 2 side streets to the east and west being designated as side yards, and the designated rear yard faces the southern property line. The required minimum setback from the northern property line is 35' (60' from the street centerline). The existing home is only about 10' from the northern property line. The home pre-dates Habira's zoning regulations and thus it is grandfathered in legal nonconforming in terms of setbacks. The applicant's new home on the western part of the property is proposed to have its main front wall be 38' from the property line (which complies with setback requirements); but its proposed front porch is 5' feet deep -- thus making it only 30' from the property line. It would therefore project 5' into the front setback area. The applicant is proposing the rear wall of the house to be 18' from the south property line. Because the minimum rear setback in R-10 zoning is 30', this would be a 12' encroachment. There are no issues whatsoever in terms of meeting minimum side yard setbacks.

In preparing this Variance application, the applicant met several times with staff and has sought to follow the spirit and intent of the City's setback regulations. The main front wall of the proposed home will meet the minimum setback requirements, and it is only the covered front porch that will project a few feet into the setback area. Therefore the proposed front yard of the new home will still be fairly similar to a typical front yard in R-10 zoning. The rear yard of the proposed home abuts the "side yard" of a vacant residential lot. A future home on this abutting property would only need to observe a 10' setback distance from the common property line (as a side yard setback). The applicant is proposing the rear wall of their home to be 18' from this same property line. If the applicant's property only had one street frontage along Blakely Street (like the adjacent lot), then this setback distance would only need to be 10' as well. Therefore the applicant's proposed 18' more than meets the "intent" of the minimum setback regulations and would maintain the rhythm of building spacing along Blakely Street.

Variances are reviewed and approved based on a demonstrated hardship that is unique and peculiar to the property or is the result of extraordinary conditions related to a specific situation. In this particular case, the hardship lies with the 3 street frontages and the shallow depth of the lot with an irregular shape. It is true that the eastern portion of the property (where there is the existing home) contains a larger buildable area, but this difference is very slight. Staff is supportive of the applicant's desire to replace the older single-family home with a new home, and remain living in the older home until the new home is complete, and then demolish the old home afterward. (R-10 zoning does not allow more than one home on a lot at one time, and the lot is not quite large enough to split into 2 lots). Although the demolition of the old home upon completion of the new home would automatically be included as part of the new building permit, this should still be included as a stated condition of approval for any Variance that is granted here.



# Consultative Agenda Item: #

*Involuntary Reassignments -EAS employees not given opportunity for input, used as punishment, 1723's not provided, Supervisors are moved to different stations, told they have no set job assignment they can be moved it is management's discretion.*

## **NAPS position:**

*Reassignments of EAS employees should be governed by USPS Handbooks and Manuals and instructions from USPS headquarters. In addition, the attached letter on Involuntary Reassignments issued by Megan Brennan, USPS COO and Executive Vice President, Labor Relations dated, August 24, 2013 should be provided to local management and the instructions in the letter should be adhered to.*

## **NAPS recommended resolution to this issue:**

*That all current involuntary details of EAS employees be terminated and that all EAS employees on involuntary details be returned to their regular assignments*



# Consultative Agenda Item: #

*Redundant Reports/logs - Several logs and reports created within the past few months duplicates information already entered in the PM Report, and generated by the IIMS program*

## **NAPS position:**

*NAPS has brought this issue to the national level and instructions have been issued to the field to work with NAPS to eliminate redundant reports and logs. See letter from the Vice President, Delivery, Dean Granholm dated April 6, 2012.*

## **NAPS recommended resolution to this issue:**

*NAPS and management agree to schedule a separate meeting to review redundant reports and that management accept recommendations from NAPS as to the elimination of reports that we can agree are redundant or unnecessary. NAPS will provide the reports and forms that we believe are duplicitous and will request that duplicitous reports/checklists and forms be eliminated.*



# Consultative Agenda Item: #

*Information request presented by NAPS to assist in representation of NAPS members in disciplinary actions and other representative matters are not being responded to. This includes issues that have been brought to the Postal Area office.*

## ***NAPS position:***

*NAPS is once again providing a copy of all information requests that have not been responded.*

## ***NAPS recommended resolution to this issue:***

*That management be required to provide responses to information requests in a timely manner.*



# Consultative Agenda Item: #

*Supervisors working off the clock, Supervisors' time is being deleted or changed not reflecting actual hours worked. EAS employees actual work hours are not matching what's in TACS - Automatic clock rings (Days off and actual starting & ending times incorrect).*

## **NAPS position:**

*EAS special-exempt employees must be compensated for hours worked outside of their normal schedule beyond 8.5 hours per day and 40 hours per week. A letter issued by Vice President, Labor Relations, Doug Tulino, dated April 12, 2012 fully addresses the issue of special-exempt EAS employees being compensated for work outside of their normal schedule.*

*With respect to schedules of Exempt EAS employees, a letter from the USPS COO and Executive Vice President, Megan Brennan, Vice President, dated April 25, 2012, fully addresses the issue and provides instructions on the proper scheduling of Exempt employees and that their schedules should not be over 8 hours/40 hours per week. Also, special-exempt supervisors are instructed to work 8 1/2 hours, because of the provision that the first half hour (30 minutes) after 8 hours of work is not compensable.*

## **NAPS recommended resolution to this issue:**

*That the District comply with the letter from VP Tulino and instruct all EAS that unauthorized changes in employee clock rings will not be tolerated. The District should undertake a review of all supervisors TACS schedules to ensure that the TACS schedules actually mirror the hours that the employee is EAS employee is scheduled to work.*





# Consultative Agenda Item: #

*Employees being placed on Emergency placement not in compliance with the guidelines issued by the Postal Service.*

## **NAPS position:**

*Due to abuses in the use of Emergency Placement for EAS employees, NAPS has sought relief from the Postal Service. In a letter to the field from Vice President, Labor Relations, Doug Tulino, dated October 29, 2009, that outlines the expectations for the use of Emergency Placements on EAS employees.*

## **NAPS recommended resolution to this issue:**

*That management complies with ELM 651.4 of the ELM and also complies with the instructions of the Vice President, Labor Relations, Doug Tulino. Emergency Placement should not be used as double-jeopardy.*



## During the Consultative Meeting:

- *Stay on the agenda – do not discuss issues that were not on the agenda;*
- *Introduce all attendees;*
- *Make sure someone is taking all notes;*
- *Remember, you have a time limit;*
- *Dress professionally;*
- *Be courteous, professional – make eye contact;*
- *If multiple representatives from NAPS are in attendance, let each attendee be the lead on each of the agenda items;*
- *At the end, thank the management officials for meeting with you and your NAPS board members/representatives.*



## After the Consultative Meeting:

- *Quickly debrief each other about what you saw and heard;*
- *Have the note-taker develop your formal minutes of the meeting;*
- *Share the draft notes with all attendees;*
- *Follow-up on items that were agreed to but not implemented;*
- *Get ready for your next Consultative Meeting.*



*Thank You!*



*Questions?*

