

Local Grievance # _____

Issue Statement (Block 15 of PS Form 8190):

1. Did management violate Chapters 1 and 9 of Handbook M-41, *City Delivery Carriers Duties and Responsibilities*, via Article 19 of the National Agreement by instructing Letter Carrier(s) at the **[Station/Post Office]** on **[date(s)]** not to take personal needs time on office time and instead on street time, and if so, what should the remedy be?
2. Did management violate Chapter 2 of Handbook M-39, *Management of Delivery Services*, via Article 19 of the National Agreement by instructing Letter Carrier(s) at the **[Station/Post Office]** on **[date(s)]** not to take personal needs time on office time and instead on street time, and if so, what should the remedy be?

Union Facts and Contentions (Block 17 of PS Form 8190):

Facts:

1. Letter Carrier(s) **[Name(s)]** delivered **[route #(s)]** on **[date(s)]**.
2. On **[date(s)]**, Letter Carrier(s) **[Name(s)]** were instructed by Supervisor/Manager(s) **[Name(s)]** not to take personal needs time while in the office. **[Explain specifics]**
3. On **[date(s)]**, Letter Carrier(s) **[Name(s)]** were instructed by Supervisor/Manager(s) **[Name(s)]** not to take personal needs time while on office time. **[Explain specifics]**
4. Section 121.12 of Handbook M-41 states:

Time standards for carrier office work (see exhibit 121.12) represent the minimum acceptable standards.

5. Section 922.51.g of Handbook M-41 states:

Line 20, Personal Needs, etc. An allowance of 5 minutes is permitted on the first trip for personal needs, obtaining hat and coat from wall racks before leaving office, visiting swing room to obtain rain gear from locker, etc. An additional 2 minutes is allowed on the second trip, and an additional 2 minutes is allowed on the third trip.

6. Section 222.214.g of Handbook M-39 states:

Line 20, Personal Needs, Etc. An allowance of 5 minutes is permitted on the first trip for personal needs, obtaining hat and coat from wall racks before leaving office, visiting swing room to obtain rain gear from locker, etc. An additional 2 minutes is allowed on the second trip of a two-trip route.

Note: This is an office function and must not be taken on street time.

7. Article 19 of the National Agreement states in relevant part:

Those parts of all handbooks, manuals and published regulations of the Postal Service, that directly relate to wages, hours or working conditions, as they apply to employees covered by this Agreement, shall contain nothing that conflicts with this Agreement, and shall be continued in effect except that the Employer shall have the right to make changes that are not inconsistent with this Agreement and that are fair, reasonable, and equitable.

8. JCAM page 19-1 states:

Handbooks and Manuals. Article 19 provides that those postal handbook and manual provisions directly relating to wages, hours, or working conditions are enforceable as though they were part of the National Agreement. Changes to handbook and manual provisions directly relating to wages, hours, or working conditions may be made by management at the national level and may not be inconsistent with the National Agreement. A challenge that such changes are inconsistent with the National Agreement or are not fair, reasonable, or equitable may be made only by the NALC at the national level.

Contentions:

1. Management violated Chapters 1 and 9 of Handbook M-41 and Chapter 2 of Handbook M-39 via Article 19 of the National Agreement on **[date(s)]** by not allowing Letter Carrier(s) to take personal needs time on office time **[Explain specifics]**. This fact is supported by statements from the Letter Carrier(s) **[name]** in the grievance file.
2. The Union contends management's actions in disallowing letter carriers to use personal needs time in the office as provided in Handbooks M-39 and M-41 are a violation of Article 19.
3. Article 19 contains the process by which the Postal Service may propose changes to handbooks and manuals. The union contends management has not

notified the union at the national level of changes to either the M-39 or the M-41 regarding personal needs time.

4. The union contends that due to management's failure to properly change the handbook language, the current language must remain and violations are enforceable through the grievance/arbitration procedure via Article 19.

Remedy (Block 19 of PS Form 8190)

1. That management cease and desist violating Chapter 1 and 9 of the M-41 and Chapter 2 of the M-39 via Article 19 of the National Agreement.
2. That management shall provide Letter Carriers with personal needs time in the office daily, in accordance with the M-41 and M-39 Handbook.
3. That management shall ensure time used for personal needs is properly credited to each route/carrier on office time.
4. Letter Carrier(s) **Name(s)** be paid a lump sum of \$50.00 for each violation to encourage contract compliance.
5. All payments associated with this case be made as soon as administratively possible, but no later than, 30 days from the date of this agreement. Proof of payment be provided to **NALC Official** upon payment.



National Association of Letter Carriers Request for Information

Date _____

Supervisor Customer Services

Station/Installation

Dear _____,

Pursuant to Article 17 and 31 of the National Agreement, I am requesting the following information:

1. Workhour/workload reports for **[dates]**.

I am also requesting time to interview the following individuals:

1. **Name**
2. **Name**
3. **Name**

Your cooperation in this matter will be greatly appreciated. If you have any questions concerning this request, or if I may be of assistance to you in some other way, please feel free to contact me.

Sincerely,

Request received by: _____

Shop Steward
NALC

Date: _____



National Association of Letter Carriers Request for Steward Time

To: _____
(Manager/Supervisor)

Station/Post Office

Manager/Supervisor _____

Pursuant to Article 17 and 31 of the National Agreement, I am requesting the following steward time to investigate a grievance. I anticipate needing approximately _____ (hours/minutes) of steward time, which needs to be scheduled no later than _____ in order to ensure the timelines established in Article 15 are met. In the event that more steward time is needed, I will inform you as soon as possible. Your cooperation in this matter will be greatly appreciated. If you have any questions concerning this request, or if I may be of assistance to you in some other way, please feel free to contact me.

Sincerely,

Shop Steward
NALC

Request received by: _____
Date: _____