

Limitations on the Employment and Utilization of Casual Employees

With the recent negotiation and ratification of the 2006 National Agreement, strict enforcement of the contractual limitations on the Postal Service's employment and utilization of casual employees has once again become an NPMHU priority. The new National Agreement between the NPMHU and the USPS makes only minimal changes in this area (specifically, improved reporting under Article 7 and its MOUs), as the NPMHU successfully retained the crucial language prohibiting the employment of casuals "in lieu of" full or part-time employees. So it is especially timely to review the rules governing casual employees, and to focus our collective efforts on enforcement of these rules.

1. Casuals are outside of the bargaining unit represented by the NPMHU, and the Union does not bargain with regard to their pay, benefits, or working conditions. The Union does, however, have a right to bargain about the effect that having casual employees has on career mail handlers.
2. Casuals may be hired on an unlimited basis during two Accounting Periods (now Casual Exception Periods) each fiscal year. The Postal Service must notify the Union of the two periods selected for each fiscal year at least six (6) months in advance of the beginning date of the affected period(s). Installations that employ 7 or fewer career mail handlers but qualify for one casual pursuant to the separate Letter of Intent may not employ more than one mail handler casual at any time; there are no Exception Periods for those offices.
3. The casual cap is 12.5%, and is measured by installation. The measurement is performed on the basis of each Accounting Period (now Casual Exception Period), such that the cap is violated if it was exceeded by the Postal Service "at any time" during the Accounting Period. Moreover, the cap is measured against all casuals on the rolls, not only those who actually work or are utilized, and includes mail

handler casuals and any non-mail handler casuals who perform mail handler work. Under a recent Step 4 settlement, temporary agency employees also may be used as part of the supplemental workforce, but they are subject to the casual cap and all of the other contractual limits and reporting requirements imposed on the employment and use of casuals.

With the recent negotiation and ratification of the 2006 National Agreement, strict enforcement of the contractual limitations on the Postal Service's employment and utilization of casual employees has once again become an NPMHU priority.

4. A Letter of Intent in the National Agreement authorizes the parties to allow in excess of 12.5% casuals for certain limited situations. The key point to remember about this LOI is that having casuals in excess of 12.5% requires approval or concurrence of the National parties — that is, Local Union representatives do not have the authority, absent approval from the National Office, to allow the Postal Service to have more than 12.5% casuals in any installation.
5. Any individual casual may be hired in the mail handler craft, at most, for two 90-day periods in a calendar year, plus another 21-day period during one of the Accounting Periods (now Casual Exception Periods) without any casual cap. Note that the parties have a pending National arbitration over whether these casuals can be utilized in the mail handler craft after being employed for two 90-day periods in another craft during the same calendar year.

(continued on page 2)

Limitations on the Employment and Utilization of Casual Employees

(continued from page 1)

6. To measure against the cap, the parties look to the number of casuals on the rolls of the Postal Service during any Accounting Period (now Casual Exception Period), rather than the number of casuals who actually worked or the hours worked by such casuals. If a casual is on the rolls, that casual must be counted against the cap even if he or she did not work during the relevant Accounting Period or Casual Exception Period.

7. There are a few restrictions on the Postal Service's use of non-mail handler casuals to perform mail handler work. (In most circumstances, this refers to clerk casuals, although the same rule would apply to casuals from other crafts.) These restrictions are as follows:

The Postal Service is required to make a "realistic assessment" of the craft in which the casual is "reasonably anticipated" to perform his or her work. If the casual is expected "to be utilized primarily" as a mail handler, then he or she must be given the appropriate designation/activity ("DesAct") code — that is, 62-0 — as a mail handler casual.

Although non-mail handler casuals may be used, from time-to-time, to perform mail handler work, such casuals who are used in this manner will count toward the cap, whether they were used for 5 minutes, 5 hours, or 5 days during the relevant Accounting Period.

8. With regard to the effect that casuals may have on PTF hours, there is language in the National Agreement providing as follows: "During the course of a service week, the Employer will make every effort to ensure that qualified and available part-time flexible employees are utilized at the straight time rate prior to assigning such work to casuals."

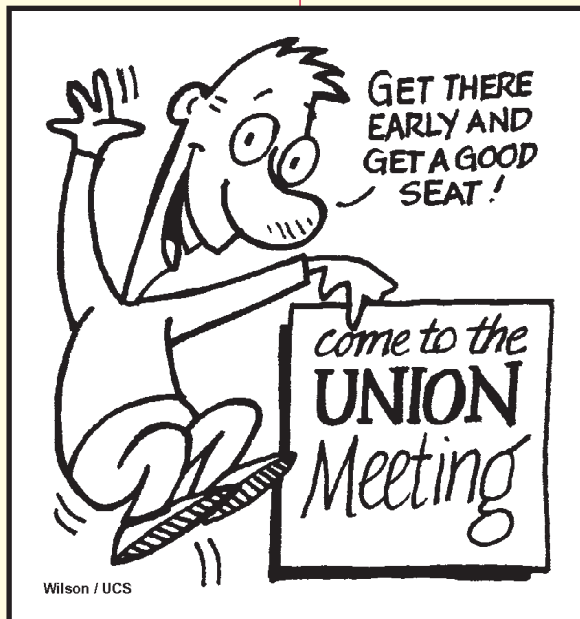
9. Under Article 8.5D, casuals are among the other employees who are supposed to be scheduled for overtime ("to the extent practicable") before any regular employees are forced to work overtime. At the same time, it is agreed that mail handlers who are full-time regulars on the ODL or the

Full-Time Volunteer Lists for daily or after-tour overtime must work overtime before casuals get overtime under Article 8.5D.

10. As for holidays, all casuals, even if it requires overtime, are supposed to be the first employees to work on holidays pursuant to the pecking order included in Article 11.6B.

11. Casuals also are mentioned in other provisions contained in the National Agreement, including Article 6.3D, Article 12.3E3a, Article 12.5B, Article 12.6C5a2, and Article 13.4A. For example, in accordance with the 2001 APWU National Arbitration decision (Case No. H0C-NA-C 12) addressing Article 12.5C5a of the APWU National Agreement (which

mirrors Article 12.6C5a2 of the NPMHU National Agreement), before there is a reduction in the number of mail handlers in an installation, the Postal Service, to the extent possible, "must eliminate all casual employees to the extent that it will minimize the impact on the regular workforce." The parties to that case also "agreed that the Employer is only obligated to separate casual workers if doing so would yield sufficient hours for a regular workforce clerk, that is, eight hours within nine or ten hours, five days a week."



12. Under the National Agreement, the Postal Service is required to provide the Union, principally at the Local level, with certain reports every Accounting Period in order to help the Union monitor the number of casuals being employed and the usage of these casuals. These reports have been improved in recent years, notably under the terms of the 1998 and 2006 National Agreements:

- the reports are now by Installation
- the reports list the number and work hours of mail handler casuals calculated and listed for each Friday of each Accounting Period
- the reports for non-mail-handler casuals in mail-handler-only operations will be provided to all installations with at least 50 mail handlers.

With regard to **mail handler casuals**, the 990 Report (AAW990) on mail handler casuals is now issued bi-weekly, and contains an overview of the number of casuals who worked on the

second Friday of the Pay Period, with the total hours worked by casu­als for the entire period. In addition, the 996 Report (AAW996) on mail handler casu­als also is now issued bi-weekly, and will list the number and work hours of mail handler casu­als calculated and listed for each Friday of each Pay Period. These mail handler casual reports are generated by the USPS nationwide data center in Eagan, MN.

The reason for bi-weekly reporting stems from the Casual Exception Periods adopted, as described in paragraph 4 above. Although the parties have agreed that the new reporting procedures have no substantive impact on the provisions of Section 7.1B, the reports previously generated on an “accounting period” basis — especially the 990 and 996 Reports concerning mail handler casu­als — are being provided to the Union on a pay period basis, within 14 days of the close of each pay period. This represents a change in the frequency with which the reports are provided. Moreover, to be considered timely, grievances initiated after a transition period ending on August 16, 2004 now have to be filed within 14 days of receipt of the pay period report which ends each four-week Casual Exception Period.

With regard to **non-mail-handler casu­als**, the TAC100R7 Reports are supposed to be issued by Accounting Period, but they often are issued more sporadically because they are generated at the District level. Local Union representatives sometimes have to call the District office in order to get these reports. In some places, these reports are kept only a few weeks by postal management, after which time they are destroyed, so you have to be certain to obtain and review the reports promptly.

13. The parties also have reached agreement on the implementation of the 12.5% cap and measurement of the cap on an installation-wide basis. The cap is applicable to all installations, which are defined to include all facilities for which a mail handler career employee is entitled to bid, as provided in Article 12.3C of the National Agreement. The Postal Service retains the right to add installations, consolidate installations, and discontinue installations in accordance with Article 12, and the required reports will be adjusted to reflect such changes as soon as reasonably practicable thereafter.

For most installations, the 12.5% cap came into effect on the first day of Accounting Period 7 of Fiscal Year 1999. There was a limited exception for any installation that was at more than 12.5% in AP5 of fiscal year 1998. Those installations had until the end of AP9 of 1999 to get down to the

12.5% limitation. At no point during this “ramping down” period were those installations allowed to increase their number of casual employees. In addition, any installation that has 7 or fewer career mail handlers and had at least one mail handler casual on the rolls at any time during fiscal year 1998 will be allowed to employ one casual employee.

14. By definition under Article 7.1B, “[i]n the event that the Employer exceeds the 12.5 percent limitation, a remedy, if any, will be determined by the individual facts and on a case-by-case basis.” Normally, remedies should include monetary payments, at the overtime rate, for all casu­als over the limit, as set forth in the reports or otherwise proven by the Union.

15. Casual employees are limited to two 90-day periods per calendar year. Currently pending in National-level arbitration is the question whether the Postal Service may employ a casual employee for two 90-day periods in the mail handler craft after employing that casual, during the same calendar year, in another craft covered by the 1978 National Agreement.

16. In a historic National-level award issued in August 2001, Arbitrator Das agreed with the NPMHU and found that Section 7.1B establishes a separate restriction on the employment of casual employees, in addition to the number that may be hired and the limited duration of their employment terms. He found that the Postal Service may only employ casual employees to be utilized as a limited term supplemental work force and not in lieu of career employees. He found that the Downes Memorandum, issued on May 29, 1986, sets forth a jointly endorsed understanding as to the circumstances under which it is appropriate to employ (hire) casual employees to be utilized as a limited term supplemental work force consistent with Section 7.1B:

Generally, casu­als are utilized in circumstances such as heavy workload or leave periods; to accommodate any temporary or intermittent service conditions; or in other circumstances where supplemental workforce needs occur. Where the identified need and workload is for other than supplemental employment, the use of career employees is appropriate.

The parties at the National Level have agreed that this Das Award is binding on the Postal Service and the NPMHU, that all pending cases are to be reviewed for application of this award, and that all employment and utilization of casu­als in the future must comply with this award.

(continued on page 4)

Limitations on the Employment and Utilization of Casual Employees

(continued from page 3)

17. Proper enforcement of the Das Award and the prohibition on the employment of casuals in lieu of full- or part-time career employees is crucial. The NPMHU routinely conducts training on the enforcement of this provision, and members of the NPMHU Contract Administration Department are always available for advice and consultation on specific situations. Nonetheless, the following guidelines bear repeating in this newsletter:

First, it is important to remember that “in lieu of” cases are contractual cases, and therefore the Union bears the burden of proof. Thus, the Union, acting through its local representatives, must obtain the documentation and otherwise collect the information needed to prove a violation. This requires careful preparation and collection of information, including not only the reports that are automatically generated under the National Agreement, but also the routine submission of information requests and regular observation and monitoring of the employment of casual employees.

Second, as a general matter, the Union’s strongest case occurs when postal management employs casuals in an installation on a routine and/or year-round basis. In these circumstances, management will have a difficult, if not impossible, time explaining why the employment of casuals was temporary or supplemental or for a limited term (as allowed by the National Agreement), rather than in lieu of, in place of, instead of, or in substitution for career employees (as prohibited by the National Agreement).

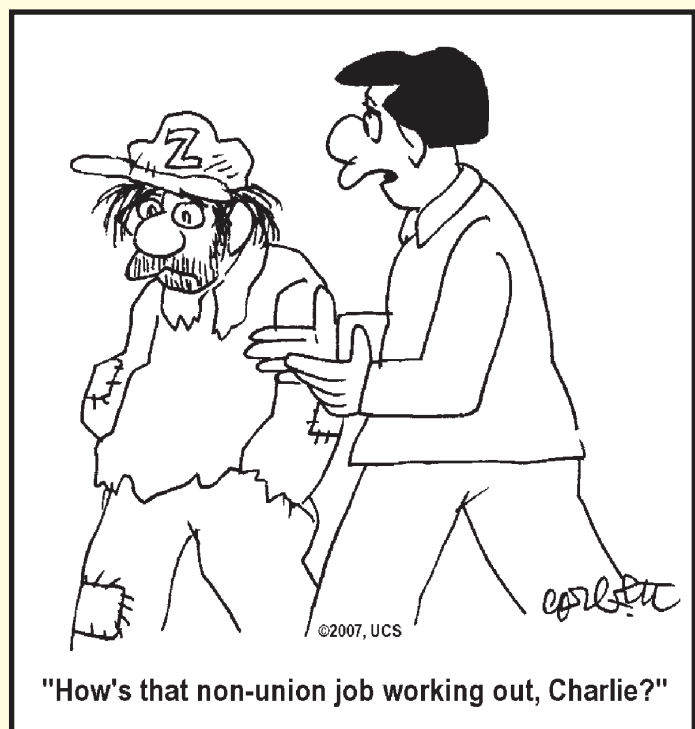
Third, even in the absence of year-round employment, there are a huge variety of circumstances in which management violates the National Agreement by employing casuals in lieu of career employees. As noted above, the governing rule comes from the May 29, 1986 Downes Memorandum, which contains the parties’ mutual understanding of the circumstances appropriate to employ (hire) casual employees:

Generally, casuals are utilized in circumstances such as heavy workload or leave periods; to accommodate any temporary or intermittent service conditions; or in other circumstances where supplemental workforce needs occur. Where the identified need and workload is for other than supplemental employment, the use of career employees is appropriate.

The Downes Memo must be applied to the particular facts and circumstances at each installation.

Fourth, the Das Award is effective both retroactively and prospectively. Thus, many pre-Das arbitration decisions — both National and Regional — remain extremely relevant to the presentation of the Union’s case.

During prior trainings presented by the NPMHU’s National Office, there have been lengthy discussions about planning and implementing a practical strategy for filing and then resolving — either through settlement or arbitration — a case alleging the improper employment of casuals “in lieu of” of career employees, and it is impossible and unwise to repeat those discussions here. Suffice it to say that all National and Regional CAD representatives are familiar with these matters, and all National and Regional representatives are prepared to assist Local Union officers and stewards on these issues whenever they are called upon to do so.



At bottom, Local Union officers and stewards at each and every installation employing mail handlers are urged to enforce these provisions with extreme vigilance. Only in this way will the contractually negotiated limitations on the employment and utilization of casual employees have their intended effect. The National Office has copies of the 2005 “Casuals In Lieu Of” Training Manual on CD-ROM and hard copy, so Local Union Officers or Stewards who need a copy should contact Deborah Bowie at the National CAD.

Recent Regional Arbitration Awards

“The great aim of education is not knowledge but action.”

~ Herbert Spencer

A good Union representative is always learning, not only from his or her own experience, but also from the experiences of others.

All of our Union brothers and sisters depend on their Union representatives to present their grievances and arbitrations in an effective manner. And one way to keep alert to alternative approaches and strategies is to read the results — the wins and the losses — of actual arbitration decisions. Indeed, frequently the eventual outcome of an arbitration hinges on the quality of the grievance investigation and documentation that is initially completed by the Union steward.

Your best source to obtain copies of actual arbitration awards is the NPMHU’s own web-based MAILES system (Mail Handlers Arbitration Interactive Library Search System). If you have not done so already, sign up for your own username and password on the NPMHU webpage. MAILES is fully searchable, and it is a valuable resource that every Union representative should be taking advantage of. Should you need more information about the MAILES system, please feel free to contact the Contract Administration Department at NPMHU Headquarters in Washington, DC.

DISCLAIMER: *The arbitration awards described below might be helpful to you; but remember, these are summaries only. You should review the complete decision before deciding whether and how a particular decision might help in the handling of a pending grievance or arbitration.*

Article 7.1B, Casuals in Lieu of Career Employees (Arbitrator Trosch, 7/12/2005)

GRIEVANT: Class Action (Charleston P&DC)

CASE NO: C00M-1C-C 04161789

BACKGROUND: This grievance alleged that the Postal Service employed casuals in lieu of career employees in violation of Article 7.1B. In a January 30, 2004 letter to the plant manager, a steward (who also was the Union’s advocate at the hearing) stated the Union’s belief that the Postal Service was employing casuals in lieu of career employees. The plant manager responded on February 10, 2004, advising the Union that he had requested approval from the area office to hire six part-time flexibles. The parties met again on May 26 and discussed some hiring that had occurred and some mail handlers who left the craft. (From February 10 to May 26, two mail handlers had been added and three left the Postal Service.) The Union reiterated its concern that casuals were being used as part of the regular workforce and advised the Postal Service, in a May 28 memorandum, that it intended to file a “casuals in lieu of” grievance. It invited the Postal Service to provide “justification” for its casual utilization.

ISSUE: Whether the Postal Service employed casuals in lieu of career employees in violation of Article 7.1B.

AWARD: The grievance is granted in part and denied in part. The matter is remanded to the parties for appropriate action consistent with the directions and guidance of the arbitrator, who retained jurisdiction to resolve any disputes concerning the application of the remand and any resulting remedy.

OF NOTE: Article 7.1B has been the subject of National and Regional level arbitration awards for years. In the most crucial National level award, Arbitrator Das concluded that the provision recognized the employment of casuals as a supplemental workforce, but prohibited the

(continued on page 6)

Recent Regional Arbitration Awards

(continued from page 5)

employment of casuals “in lieu of” employees in the regular workforce. Das concluded that the determination of whether casuals were being employed as a supplemental workforce was a question dependent on the local facts and circumstances, and he incorporated the language of the 1986 Downes Memorandum, recognizing it as an understanding between the parties describing the circumstances under which it was appropriate to employ casuals as a supplemental workforce. The Downes Memorandum provides as follows: “Generally, casuals are utilized in circumstances such as heavy workload or leave periods; to accommodate any temporary or intermittent service conditions; or in other circumstances where supplemental workforce needs occur. Where the identified need and workload is for other than supplemental employment, the use of career employees is appropriate.”

Arbitrator Das’s conclusion that the “casuals in lieu of” language established a restriction on the employment of casuals did not end the disputes concerning the language; it only shifted the issues to the Local level when a grievance alleging a specific violation is filed. A review of the post-Das cases reveals that many of the disputes center on the application of the language of the Downes Memorandum to particular fact situations. Often inherent in such cases are questions concerning the burden of proof and burden of coming forward and producing evidence. In this case, the question is whether the continual employment of casuals at a generally steady level for well over one year established a *prima facie* case of a violation of Article 7.1B or at least shifted the burden of proceeding to the Postal

Service, such that management could present evidence to show that employment of casuals was appropriate under the Downes Memorandum.

This arbitration award illustrates how the burden of proof may shift from the Union to management, and vice versa, depending on the nature of the evidence provided by the parties in support of their positions:

[The Postal Service] further argued that if the Arbitrator concluded that the Union had presented sufficient evidence to support a prima facie case, the Postal Service had met that burden by articulating appropriate reasons

for the employment of casuals. Management asserted that it raised a number of bases for the utilization of casuals consistent with the Downes memorandum during the processing of the grievance. At that point, the Postal Service argued, the burden shifted back to the Union to establish that the reasons were a pretext. In its brief it discussed the evidence concerning employees on

light and limited duty, employees on higher level details, employees on extended leave or pending removal, employees on leave for union activity or on military leave, heavy leave usage and positions withheld under Article 12, all of which, it argued, established that the casuals had be employed as a supplemental workforce under the Downes memorandum.

Further, this award demonstrates that the Postal Service must provide specific — rather than general — reasons for the hiring of casual employees at the installation. The Postal Service is required to provide the facts that underlie the articulated need rather than just general statements repeating bases mentioned in the Das Award and/or the Downes Memorandum. For example:



At the hearing the Postal Service contended, without any supporting data that it was responding to “unacceptably high” leave without pay or unscheduled leave rates. Even considering the chart the Postal Service introduced at the hearing and to which the Union objected, the evidence does not rise to the level of the type of circumstances described in the Downes memorandum. Moreover, had the basis of the chart been presented earlier in the procedure, the fact that casual hours did not exceed “non work” hours of regular mail handlers, apparently hours of leave or other circumstances in which regular mail handlers did not work, did not establish a reason for the employment of the casuals. The Postal Service did not present any data that might support its general statements of high leave usage, acceptable or not, or why whatever the leave usage rates may have been either unanticipated or not temporary or intermittent.

The Arbitrator therefore concluded that some level of specificity is needed when the USPS asserts that Local conditions created a need for casual employees. Article 15.2 Step 2(2) calls for specificity at Step 2, and the parties must comply, among other reasons, to ensure the fairness of the grievance process and for the parties’ stated desire to try to resolve disputes at the lowest possible level (Article 15.3A). Here, the general, open-ended language of the Step 2 denial meant that the Postal Service only could claim coverage for employees on limited and light duty, and for employees on choice vacation, as justifications for the employment of casuals. Evidence and argument concerning other justifications arguably encompassed by the Downes Memorandum was excluded as new evidence and new argument.

At bottom, there was sufficient evidence for the Arbitrator to conclude that at least some of the casuals were employed in violation of Article 7.1B. Under the circumstances presented by the record, the Arbitrator remanded this portion of the case to the parties, directing that they attempt to reach agreement on which of the light or limited duty situations were temporary and of those, which situations ultimately left a regular duty assignment uncovered at times absent the assignment of a casual. The Arbitrator rejected any

claim that heavy leave usage during choice vacation periods might justify the employment of casuals, in large part because management witnesses conceded that career staffing decisions already took account of this vacation leave.

In conclusion, although the Postal Service generally believed that there were a number of situations causing the absence or shortage of regular mail handlers to perform regular duty assignments, the record did not reflect the analysis or decisional process that brought the Postal Service to that belief. The Arbitrator looks for some nexus between the asserted reason and the employment and utilization of casuals, and the only nexus he could identify was based on temporary limited or light duty assignments.

Article 7.3 & the “200 or More Man Years” Threshold (Arbitrator Javits, 2/28/2007)

GRIEVANT: Class Action (Rochester, NY)

CASE NO: B00M-1B-C-0610243

BACKGROUND: The grievance alleged that the Postal Service violated Article 7.3 of the National Agreement by failing to convert 21 part-time flexible mail handlers (PTF) who worked at least eight (8) hours a day and forty (40) hours a week to full-time positions. All of these part-time employees worked at the Rochester L&DC for at least six (6) months. The Union claimed that, under the maximization provision of Article 7.3, the parties agreed to maximize the number of full-time regular mail handlers and minimize the number of PTF mail handlers. The Service insisted, however, that the Rochester L&DC was not “an installation with more than 200 or more man years of employment in the regular work force,” as set forth in the first sentence of Article 7.3. For that reason, the Postal Service claimed that the maximization provision of Article 7.3 was not applicable.

ISSUE: Did the Postal Service violate Article 7.3 of the National Agreement by not converting PTF mail handlers to full-time positions when they otherwise met the criteria? If so, what shall be the remedy?

(continued on page 8)

Recent Regional Arbitration Awards

(continued from page 7)

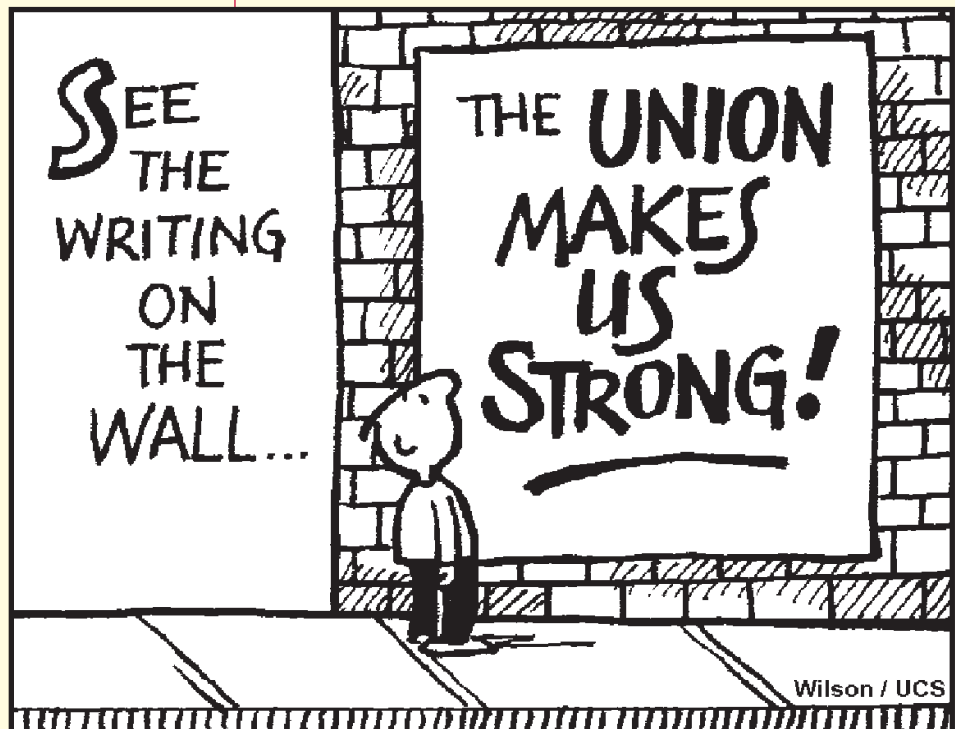
AWARD: The maximization provision found in Article 7.3 is separate and independent from the requirement that the installation meet the “200 or more man years” threshold. The Union has established that the PTF employees have met the criteria of Article 7.3 to be converted to full-time employees. The grievance is sustained and the remedy requested by the Union is granted.

OF NOTE: In relevant part, Article 7.3 of the National Agreement provides as follows:

“The Employer shall staff all postal installations which have 200 or more man years of employment in the regular work force as of the date of this Agreement with 90% full-time mail handlers... The Employer shall maximize the number of full-time employees and minimize the number of part-time employees who have no fixed work schedules in all postal installations. A part-time flexible employee working eight (8) hours within ten (10), on the same five (5) days each week over a six-month period will demonstrate the need for converting the assignment to a full-time position.

From an analysis of the plain language of Article 7.3, the arbitrator concluded that the language and structure of Article 7.3 points in the direction of treating the maximization provision (“The Employer shall maximize”) independently of the first sentence governing the ratio of full- to part-time employees. Fortunately, the parties’ Contract Interpretation Manual (CIM) also provides useful guidance on this issue. The CIM initially begins by discussing how and when the “200 or more man years” is to be computed. The next paragraph provides, “As outlined below, Section 7.3 contains additional provisions, *applicable to offices of any size*, which

provide for the creation of full-time positions” (emphasis added). The CIM then specifically recites those provisions, including the maximization provision. Thus, by its explicit terms, the CIM articulates the parties’ joint interpretation that the last two sentences of Article 7.3 (i.e., the maximization provision and the “8 hours within 10” provision) apply to “offices of any size.” Moreover, the preface to the CIM makes it clear that the “positions of the parties contained in the CIM are binding on the arbitrator in any regional level arbitration case... in which the CIM is introduced,” and the introduction to the CIM provides that “the positions of the parties as set



forth in the CIM are binding on the Arbitrator, in accordance with the provisions of Article 15.4A6, in any Regional level arbitration case in which the CIM is introduced.” Based on these provisions, the Arbitrator was obliged to apply the CIM to the instant case. Here, the CIM is clear: the maximization provision of Article 7.3 and the last sentence of Article 7.3 are separate and independent from the installation size threshold found in the first sentence of Article 7.3.

Attention NPMHU Officers and Shop Stewards: Please Lead by Example and Support the Mail Handlers PAC

As representatives of the NPMHU, the membership routinely looks to you for guidance and leadership on issues affecting many facets of their workplace and livelihood and, by extension, many issues related to their lives away from the Postal Service. The NPMHU Political Action Committee is one very important, but yet very easy way that you, and approximately 2,800 other officers and stewards across the country, can further demonstrate your leadership qualities — by financially supporting and electing to the United States Congress individuals who have demonstrated their commitment to protecting and defending the Union Movement, the United States Postal Service, and, in particular, the interests of hard-working Mail Handlers.

By contributing to the Mail Handlers PAC, not only will you be doing your part to elect Members of Congress who will work to defend your rights and benefits, but you also will be setting an excellent

leadership example for the membership in your facility, and throughout your Local Union. Many of our representatives already contribute to the Mail Handlers PAC. If you are not currently a PAC member, please consider starting your contributions

today. While we encourage all NPMHU members to contribute at whatever level they can, remember that it takes a minimum contribution of only \$26 per year (or only \$1 per pay period) to be a PAC Member. You can contribute by check or money order,

or you can initiate a salary allotment through the PostalEASE website or by calling PostalEASE at (877) 477-3273. We have included in this issue of Union Time specific instructions on how to initiate your PAC salary allotment.

Please take a couple of minutes, right now, to become a NPMHU PAC Member, and proudly demonstrate to the Mail Handlers that you represent that you are, as always, prepared to lead by example.

(continued on page 10)



You also can make your PAC Contribution by bi-weekly salary allotment through PostalEASE (access by phone or on the web)

PostalEASE by TELEPHONE:

Dial **1-877-4PS-EASE (877-477-3273)** and follow the prompt for the Employee Services Main Menu.

When prompted Press **#1** for PostalEASE

When prompted, enter your eight-digit USPS employee identification number.

When prompted again, enter your USPS PIN number. (This is the same as the PIN number you use for telephone bidding and/or other payroll allotments.)

When Prompted, Choose Option **#2** (to select payroll allotments)

Then Choose Option **#1** (to select allotments)

When prompted Press **#2** to continue

When prompted Press **#3** to add the allotment

When prompted for the routing number enter **054001220**

When prompted for the account number enter the following: **11260001** _ _ _ _ - _ _ _ - _ _ _ _ (the last nine digits of your account number is your social security number — this information will allow us to identify you as the PAC contributor).

Press **#1** if correct

When prompted Press **#1** for “checking”

When prompted, input the bi-weekly dollar amount of your PAC allotment.

Press **#1** if correct

When prompted Press **#1** to process

You will be provided a confirmation number as well as the start date for the salary allotment.

For your records:

Record the confirmation number _____

Record the start date of the salary allotment _____

Press **#1** to repeat or Press **#9** to end call.

PostalEASE on the WEB:

To initiate your bi-weekly PAC contribution on the web, simply go to **www.liteblue.usps.gov**

Enter your eight-digit USPS Employee ID Number and your USPS PIN

Follow the link to PostalEASE — you will again be asked to enter your Employee ID Number and USPS PIN

Follow the link for PAYROLL – Allotments/NTB

Continue to the ALLOTMENTS section

Your ROUTING TRANSIT NUMBER is: **054001220**

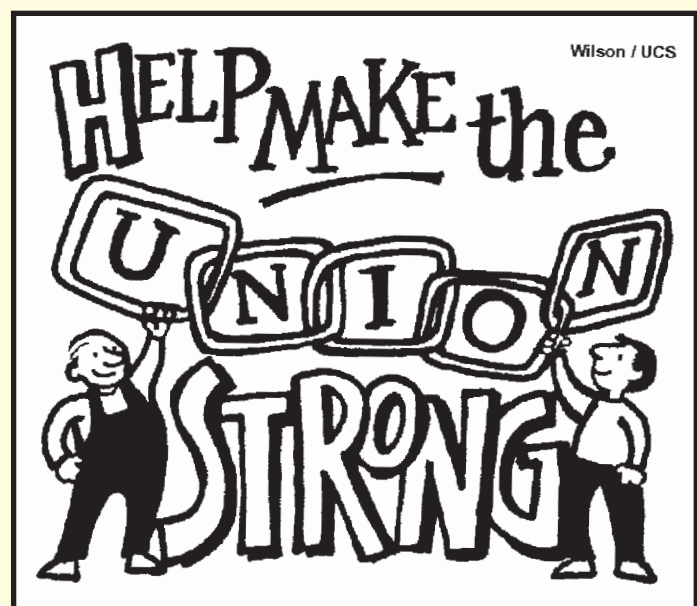
Your ACCOUNT # will be:

11260001 _ _ _ _ - _ _ _ - _ _ _ _ (the last nine digits of your account number is your social security number — this information will allow us to identify you as the PAC contributor).

For ACCOUNT TYPE — please select “CHECKING”

When prompted, please input the AMOUNT that you would like to contribute to the PAC each pay period.

To process your PAC allotment, you will need to select the VALIDATE button, and to finalize the transaction, please select SUBMIT. Be sure to print out a copy of the confirmation page for your records.



Notice Concerning Contributions:

Contributions to the Mail Handlers PAC are not deductible as charitable contributions for purposes of federal income taxes. In addition, federal law requires that the Mail Handlers PAC report to the Federal Election Commission the name, mailing address, occupation, and name of employer for each individual whose contributions in any calendar year total in excess of \$200. Please also note that the Mail Handlers PAC has political purposes, and that all members have the right to refuse to contribute, and the right to revoke their authorization for any continuing contributions, without any reprisal.



CUT HERE AND RETURN TO NPMHU PAC

PAC Contribution by Personal Check, Money Order or Credit Card:

You can contribute directly to the Mail Handlers PAC by filling out the following information and mailing it to the P.O. Box listed below. Please enclose your check or money order, or provide authorization to charge your credit card.

HERE IS MY CONTRIBUTION OF (PLEASE CHECK ONE):

\$26 (Member) \$52 (Sponsor) \$100 (Activist) \$250 (Leader) \$500 (Ambassador) other amount _____

Name _____

Address _____

City _____

State _____

Zip _____

PLEASE CHARGE MY CREDIT CARD: VISA MasterCard

Account Number _____

Expiration Date _____

Signature _____

MAIL TO: Mail Handlers PAC
P.O. Box 65171
Washington, DC 20035

If necessary, you may FAX your credit card authorization to: **202-785-9860**



In This Issue of *UnionTime*

■ Limitations on the Employment and Utilization of Casual Employees

■ Recent Regional Arbitration Awards

- Article 7.1B, Casuals in Lieu of Career Employees (Arbitrator Trosch , 7/12/2005)
- Article 7.3 & the "200 or More Man Years" Threshold (Arbitrator Javits, 2/28/2007)

■ **Attention NPMHU Officers and Shop Stewards: Please Lead by Example, and Support the Mail Handlers PAC**



1101 Connecticut Ave NW
Suite 500
Washington, D.C. 20036
(202) 833-9095
www.npmhu.org

THE NEWSLETTER FOR NPMHU OFFICERS & SHOP STEWARDS



Presorted First Class
U.S. Postage
PAID
Permit No. 13
Washington, D.C.

In This Issue of *UnionTime*

■ Limitations on the Employment and Utilization of Casual Employees

■ Recent Regional Arbitration Awards

- Article 7.1B, Casuals in Lieu of Career Employees (Arbitrator Trosch , 7/12/2005)
- Article 7.3 & the "200 or More Man Years" Threshold (Arbitrator Javits, 2/28/2007)

■ *Attention NPMHU Officers and Shop Stewards: Please Lead by Example, and Support the Mail Handlers PAC*



11010
1101 Connecticut Ave NW
Suite 500
Washington, D.C. 20036
(202) 833-9095
www.npmhu.org

THE NEWSLETTER FOR NPMHU OFFICERS & SHOP STEWARDS