

# **NPMHU**

# **LOCAL 308**



## **By-Laws**

**Effective October 5, 2023**

## ARTICLE 1

### SECTION 1

This Local shall be known as the National Postal Mail Handlers Union, Local 308, A Division of Laborers International Union of North America, AFL-CIO.

### SECTION 2

The colors of Local 308 will be blue and gold.

## ARTICLE II

### OBJECTIVES-OBLIGATIONS

### SECTION 1

The mission of Local 308 shall be to strive to advance the Mail Handlers Union and the United States Postal Service, and all other Federal Employees (whether or not Postal employees), who wish to affiliate as associate members of this organization.

### SECTION 2

It is the obligation of Local 308 to comply with all rules, regulations, policies, and practices, where applicable, established by the National Postal Mail Handlers Union, A Division of LIUNA, AFL-CIO.

## ARTICLE III

### MEMBERSHIP

### SECTION 1

Consistent with Article III, Section 3 of the Uniform Local Union Constitution (ULUC), individuals may obtain membership by submitting “an application for membership or a dues-deduction authorization form, and by making at least one full payment of dues.”

The current dues for Local 308 members be modified in accordance with the Uniform Local Union Constitution Article VIII section 4.

## SECTION 2

It shall be the duty of all members of Local308 to abide by the by-laws of this Local.

(2-A) These by-laws will be immediately updated after each council meeting and sent to the National President for action.

## SECTION 3

Any member who is not currently a Union representative signing up a non-member (of at least 1 year) shall be paid a bounty of \$25.00 once the new members name is reflected on the dues check off list. New members will receive a Local 308 T-shirt and a copy of the current National Agreement and a Constitution. Any member who is not currently a Union representative who signs up ten (10) new members in a calendar year shall be awarded a light weight Mail Handler Union jacket upon receipt of the tenth new member's completed Form 1187 at Union Headquarters and once the tenth new members name is reflected on the dues check off list. Local Union Council Members will not receive a salary, or a jacket for enlisting new members, as it is already a part of their regular salaried duties.

(3-A) Local Membership Drive – will be conducted each year specified by the Local President. The salary will be increased to \$50.00, only during this period. Local Union Council Members will not receive a salary for enlisting new members, as it is already a part of their regular salaried duties.

## SECTION 4

Upon notification by the Branch President or Shop steward when a member in good standing is hospitalized, he/she will receive a fruit basket, flower basket, or plant, if the condition of the member permits.

In the event of a death of a Dues Paying Member/Retired Member, Spouse, Child or Grandchild, Sibling, Parent or Grandparent; a spray of flowers will be sent to the family or be guided by the family's request if information is received in the office on time. Donations to charitable organizations in the name of the deceased shall not exceed sixty (\$60) dollars.

Upon notification by the Branch President or Shop steward, when a member in good standing or their spouse gives birth to or adopts a child, he/she will receive a fruit or flower basket.

## SECTION 5

This Local Union will have multiple members' events during each calendar year. These events shall be held during various times throughout the year as determined by the Local Executive Board. These events will be scheduled in each geographical area of the Local. The three(3) geographic areas are identified as 1. Philadelphia/New Jersey/Delaware, 2. Harrisburg/Lancaster, 3. Lehigh Valley/Scranton. The Local Executive Board will determine the format and details of



these events. No EAS personnel may attend these Union sanctioned social events, nor can "non-member" mail handlers attend as guests.

Notice of these events will be communicated to the membership through the Local 308 website. Branch Presidents will post notice of these events on all Union bulletin boards when made available. Local Union shall make every effort to ensure that the notice of an event is posted in all smaller offices within their jurisdiction which are not represented by a Branch President.

## SECTION 6

Holiday Gift Certificates: This is for dues paying members only. The Branch President shall be allotted one certificate for every 15 dues paying members, rounding up to the next certificate. The value of each certificate shall be established by the Local Executive Board and is currently set at \$50.00. The gift certificates shall be provided to the membership by raffle during the Fall/Winter months. It shall be the responsibility of each Branch President to arrange with Local Union Headquarters the delivery of his / her gift certificates.

Members in smaller offices with less than 51 but more than 14 will have their own holiday raffle administered by Chief in Charge.

Members in smaller offices, with less than fifteen (15) members shall be combined in each state and the State Executive Board Member shall be allotted one (1) Holiday Gift Certificate per 15, rounding to the next certificate. The Gift Certificate shall be provided to the member by raffle during the fall/winter months. It shall be the responsibility of the State Executive Board Member to arrange the drawing and delivery of the Gift Certificate. A list of the winners for smaller offices drawings will be sent to all of the Branch Presidents.

## SECTION 7

In branches where the Mail Handler complement is in excess of 50, there shall be a Branch President. In branches with 50 or less mail handlers, the Executive Board shall have discretion to establish or eliminate the Branch President position.

When it is determined by the Executive Board to eliminate the position of the Branch President and there are at least twenty five (25) mail handlers remaining at a facility there shall be named a "Chief Steward in Charge" of that facility and he/she is to be paid at the rate of a Chief Steward in Charge that is established under the current By Laws (8-F).

## SECTION 8

Membership will be governed in accordance with Article III of our Local Constitution.

ARTICLE IV  
OFFICERS AND SHOP STEWARDS

SECTION 1

Our officers shall consist of the following representatives

Local President,  
Vice-President,  
Recording Secretary,  
Treasurer,  
State Executive Board Members, and  
Branch Presidents

The State Executive Board positions are provided for each state within this Local's territorial jurisdiction where the Mail Handler complement is in excess of 100. Branch President positions will be allotted as detailed under Article III, Section 7.

SECTION 2

The Local President shall have the power to appoint, remove and supervise Shop Stewards. Any Steward appointments and/or removals must be submitted in writing to the respective Plant Manager, Postmaster, Branch President, and Local Treasurer specifying name, installation and tour of duty.

SECTION 3

Duties of Officers - (Same as Article IV, Section 5, of our Local Union Constitution).

SECTION 4

The Local President or any full-time Officer of Local 308 shall receive the same amount of vacation and sick leave as he/she would when he/she was on the clock. Leave usage of the Local President and other full-time employees shall be tracked and recorded by the Local Treasurer and reviewed by the Local Executive Board quarterly. Leave usage of the Local Treasurer shall be tracked and recorded by the Local President and reviewed by the Local Executive Board quarterly. The Local President or any full-time officer shall be compensated at their postal rate of pay for any earned but unused leave by the end of their last term of office. The Local President or any full time officer cannot carry over more than **maximum number of annual leave hours regular Mail Handlers are permitted to carry over in a leave year.**

## SECTION 5

No Officer of Local 308 shall be taken off the Postal clock, in an LWOP status (Code 84) and paid their regular Postal salary on a full-time basis without the approval of the Local Executive Board.

(5-A) Any part-time officer or member of Local 308 shall not be allowed to work more than 24 hours per week for 12 consecutive weeks without the prior approval of the Executive Board.

## SECTION 6

State Executive Board Members shall perform duties as described by the Uniform Local Union Constitution. In addition, a report of activity shall be required upon the written request of the Local President.

(6-A) Vacancy – In the event of a vacancy in any office of Local 308, the Local President, with the approval of the Executive Board, shall appoint a replacement for the unexpired term of office. Absent the Local President, the Executive Board shall appoint a replacement for the unexpired term of office.

## SECTION 7

All Officers, Executive Board Members, Local Union Council Members, and Shop Stewards shall attend all meetings of the bodies in which they function. Appropriate justification shall be provided for one's inability to attend such meetings, upon request of the Local President.

(7-A) Attendance at Union Functions –Any Executive Board Member has a right to attend any function that has been sanctioned by Local 308. Prior approval and/or a formal invitation by members are not necessary.

## SECTION 8

### Compensation for Union Officials

The salary structure for the elected union officials is as follows:

(8-A) Council members, excluding any full time Local Union Representative will be compensated at their Postal straight-time rate of pay for conducting council business on their respective non-scheduled days of their regular Postal work schedule.

(8-B) When an officer is not working at their Postal job because of an illness or injury and they are working in the field on union business, they shall be paid their regular Postal salary. The only exception is when he/she is receiving Workers' Compensation.

(8-C) Elected officers simultaneously holding two elected positions will be compensated appropriately for each position.



(8-D) All Local Members will be compensated as follows with prior approval of the Local President:

- 1.) Regular postal salary while on official union business.
- 2.) Postal straight time rate (excluding any full time Local Union Representative) while on official union business on a non scheduled day or off tour of their regular Postal work schedule, not to exceed eight (8.0) Hours, unless authorized by the Local President.
- 3.) Postal salary shall be verified by the submission of a current earnings statement.
- 4.) A Local Member shall be compensated for all lost Holiday Leave Pay while on Union LWOP (Code 84). In order to receive compensation for the lost Holiday Leave Pay, a member shall provide a copy of their USPS Employee Earning Statement and TACS reports as proof of the lost pay.

(8-E) Steward Compensation: shall be paid quarterly and prorated if the steward does not serve the entire period. Steward compensation will be as follows:

- 1.) Chief Steward in Charge-- a flat yearly rate of \$2200.00, (\$550.00 quarterly) per year.
- 2.) Chief Stewards -- a flat yearly rate of \$2000.00, (\$500.00 quarterly) per year.
- 3.) Stewards -- a flat yearly rate of \$1600.00, (\$400.00 quarterly) per year.
- 4.) Alternates -- a flat yearly rate of \$800.00, (\$200.00 quarterly) per year.

(8-F) Sunday Premium will be paid to all Local Members while on official union business if Sunday is a part of their regular Postal work schedule.

(8-G) Lost Annual and Sick Leave. Union Members shall be compensated at their Postal straight-time rate for all lost Annual and Sick leave due to Union LWOP (Code 84). Union LWOP balances shall be documented by the submission of the member's USPS Employee Earnings Statement for each pay period(s) in which the Union LWOP was incurred and compared with the corresponding voucher for that period. Any questions regarding lost leave shall be resolved by the Local Executive Board.

(8-H) These bylaws shall include the current salary of all elected union officials.

Local President:	<b><u>\$116,186.00</u></b>
Vice President:	\$ 11,910.34
Treasurer:	<b><u>\$ 91,186.00</u></b>

PA State Rep:	\$ 10,827.18
NJ State Rep:	\$ 10,827.18
DE State Rep	\$ 10,827.18
Recording Secretary:	\$ 10,827.18
Branch President:	\$ 7,261.54

(8-I) Full time Local Union officers shall receive cost of living adjustments equal to those received by Mail Handlers in Table 1 of the Mail Handler wage chart. **The full-time Local Union officers' salaries shall be updated in the current by-laws to reflect all cost of living adjustments.**

(8-J) In any year that contains 27 pay periods (every 19 years) all union officers receive their normal biweekly pay in pay period 27.

## SECTION 9

### Severance Pay

As Amended By the National Convention  
August 17-19, 1992  
Resolution No. 1 of the 1992 National Convention  
(Passed August 19, 1992)

This labor organization will no longer consider proper nor tolerate the existence of severance pay, monetary awards or incentives, or bonus plans for elected leaders, officers or representatives, at either the National Union or any Local Union. No such person shall receive severance or bonus payments. Any funds set aside for such purposes which have not already been paid to any individual, shall be returned and become the property of the National or Local Union, as appropriate.

## SECTION 10

Meal Vouchers: If a Member of Local 308 performs official Union business they shall be entitled up to **\$40.00** for meals, up to a maximum of **\$80.00** per day, for every four hours worked away from their regular reporting office or facility while conducting Union business. Itemized receipts must be submitted with all meal reimbursement requests. If receipts are not provided, the voucher will be discussed at the next Executive Board meeting for approval or disapproval. The Local President or any other full-time employee as well as the Local Treasurer shall not be entitled to an allowance for meals while performing duties at Local Union Headquarters unless attending an official meeting or training class where a meal is provided.

(10-A) For the purpose of expediting union business, meals will be paid by the Union for Council members, Executive Board members, and Shop Stewards attending training classes or meetings.



## SECTION 11

The Local will make available shop steward badges for all shop stewards in Local 308.

## SECTION 12

Upon acceptance of or application for a management position, any elected or appointed Union Representative shall resign his/her position with the union. Upon failure to do so, the position shall be declared vacant.

## SECTION 13

If a voucher is in dispute, it shall be referred to the Local Executive Board for discussion and a ruling will take place at the next Board meeting. Upon identifying a voucher in dispute the President and/or Treasurer, shall promptly notify the individual the reason(s) the voucher is not being paid as submitted, and when the Executive Board will discuss the disputed voucher. Once a decision is made the submitting member will be promptly notified of the outcome.

## SECTION 14

The Local President shall be authorized to spend up to \$5,000.00 without first polling the Executive Board subject to the ULUC requirement that expenditures for office rent, equipment costing in excess of \$1,000, etc, must have prior approval of the Executive Board.

## SECTION 15

When a member fails to make financial obligations to Local 308 within the prescribed time limit of ninety (90) days the member shall be deemed suspended and not a member in good standing without further notice. Financial obligations are defined as the "payment of membership dues."

## SECTION 16

No overtime rates will be paid to any union member for any union-related activity.

# ARTICLE V

## MEETINGS

### SECTION 1

The Union will not pay for any air travel to any Local meeting.

#### A.) Council Meetings

- 1.) Such Council shall meet at least once each year upon 30 days notice.

- 2.) Any Council Member traveling 60 miles or more, home to destination to attend council meetings will be afforded lodging at the expense of the Local. Council Members traveling less than 60 miles may be afforded lodging for other than normal circumstances at the approval of the Local President.

#### B) Executive Board Meetings

The Executive Board shall meet at least once every three months, or more frequently at the discretion of the Local President or when requested to do so by a majority of the Executive Board of this Local Union.

#### C) Unit Meetings

- 1.) These By-Laws will be available at all Unit Meetings for review.
- 2.) All members of this Local may participate at any unit meetings outside of their own Branch with prior approval by the Local President after notifying and consulting with the unit's Branch President, as necessary.
- 3.) All shop stewards will attend all unit union meetings unless otherwise excused by the Branch President. Failure to do so may result in removal. Furthermore, quarterly compensation will not be paid for unexcused absences.
- 4.) Members in good standing who are assigned to facilities not represented by a Branch President will be invited to attend unit meetings for a designated facility within their geographic area. The Local President will determine the appropriate branch meeting for each small office. Upon notification of a scheduled unit meeting, this information will be shared with the members from smaller office using the Local 308 website.

D) Mileage rate will be in accordance with the IRS index. The Local's Treasurer will update the index on an as-needed basis.

### ARTICLE VI

#### QUALIFICATION FOR OFFICE

##### SECTION 1

In accordance with Article VII of the Local Union Constitution.

## ARTICLE VII

### NOMINATION AND ELECTION OF OFFICERS/CONVENTIONS

#### SECTION 1

In accordance with Article VI of the Uniform Local Union Constitution.

#### SECTION 2

##### A.) Conventions

- 1.) Guidelines for Delegates at the Convention: Will be prepared for each convention by the Executive Board and the Local Union Council.

## ARTICLE VIII

### DUES

#### SECTION 1

In accordance with Article VII of the Local Union Constitution.

## ARTICLE IX

### INCOME AND DISBURSEMENTS

#### SECTION 1

In accordance with the Uniform Local Union Constitution, a financial report will be presented at all meetings of this Local Union. Financial reports shall not be posted on public bulletin boards but will be posted under password protection on the Union's web site. The Local Treasurer shall provide a statement of all cash receipts and cash disbursements cited in each quarterly financial report which are based upon authenticated documents on file at Local 308's headquarters. The Local Treasurer will make available at the Branch/Council/Executive Board meetings and the Local's web site the completed 990 and 990T Tax Forms to the Local Union Council and the membership of this Local. In addition, he/she shall provide an accounting of all required LIUNA pension payments to the Local Union Council. The Treasurer will draft disbursements only when funds are available.



ARTICLE X  
CHARGES, TRIALS AND APPEALS

SECTION 1

In accordance with Article X of the Local Union Constitution.

ARTICLE XI  
CONSTITUTIONAL AMENDMENTS

SECTION 1

This Uniform Local Union Constitution shall be subject to amendments at the National Convention of the National Mail Handlers' Union. Between such National Conventions, amendments may be enacted by the National Executive Board, with the approval of two-thirds of the Local Presidents and shall be subject to review at the next National Convention.

ARTICLE XII

BY-LAW AMENDMENTS

SECTION 1

These By-Laws shall be subject to Amendments by the Local Union Council.

- A.) All proposals must be sent to the National Postal Mail Handlers Union, Local 308 (A Division of Laborers International Union of North America, AFL-CIO), 117 Neshaminy Rd. Croydon PA. 19021 via email, fax, or regular mail, for approval.
- B.) The Local Union Council shall formulate the By-Laws of this Local Union. However, such By-Laws shall be effective only after written approval by the National President. Such By-Laws shall not conflict with the Mail Handlers' Uniform Local Union Constitution and the National Mail Handlers' Constitution.
  - 1.) These Local By-Laws shall be subject to amendments at the Local Council Meetings. Revisions can be made only if two thirds of the total Council Members vote in favor of the revisions.

## ARTICLE XIII

### HEALTH PLAN REPRESENTATIVES

#### SECTION 1

Mail Handlers' Health Plan – The Health Plan Representative will be appointed by the Local President, on an as-needed basis, to provide assistance regarding the Mail Handlers' Health Plan to all members and associate members. Local Branch Presidents are responsible for ensuring representation at the health fair in their own facility

## ARTICLE XIV

### RETIREEES

#### SECTION 1

The Union shall give a watch or jacket to all Mail Handler retirees, as selected by the retiree, who have been members in good standing for ten continuous years or more at the time of retirement. The Branch President of the Unit must fill out a Retiree Gift Recommendation Form for each member and submit it to the Local union office. If the retiring mail handler works in a smaller office not represented by a Branch President, the Treasurer shall complete the Retiree Gift Recommendation Form for the member upon notification of retirement. The ten-year requirement can be waived due to extenuating circumstances.

## ARTICLE XV

### FINANCE - INSURANCE AND SAVINGS

#### SECTION 1

This Local will insure Officers on leave full-time from the Postal Service, paying full premium on their life insurance, retirement and health benefits at the same rates as if they were employed on a full-time basis with the Postal Service.

#### SECTION 2

Part-time Officers who exceed 1,040 hours (LWOP) due to union-related business will have their retirement credited at the appropriate rate by this Local provided the union related business has been approved by the Local Executive Board in accordance with the provisions of the ULUC.

## ARTICLE XVI

### OFFICE STAFF

#### SECTION 1

The Local Office Staff will report directly to the Local President.

- A.) The office staff's salary and other benefits will be granted upon the approval of the Executive Board.

NOTE: These By-Laws incorporate Council Meeting Minutes from May 1975 through October 2023(inclusive).