

The Twig of the Branch



Branch 1477 West Coast Florida Letter Carriers



Serving:

**St. Petersburg — Largo — Dunedin — Pinellas Park — Indian Rocks Beach
Punta Gorda — Englewood — Bradenton Beach — Palmetto — Ellenton**

VOLUME 640

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PRESIDENT'S REPORT

By President Joe Henschen

Twitter @ JaHe1

Good Directions, the following is an email to the Region 9 Branch Presidents from NBA Davidson. There is no need to paraphrase this. Local leadership has attempted to get this information out through the Stewards for some time now. It's up to the membership to do their part. Object when you are faced with these situations.

This is in response to some troubling issues popping up around the region. Specifically, this office has become aware of instances where management is issuing employees discipline based solely on information derived from computer programs, e.g., DMS, DOIS, PET or any other program. With respect to management utilizing computer programs for the sole purpose of discipline, there are several memorandums of relevance.

M-00394, dated 8/22/1979, states in part:

Daily volume estimations recorded for individual routes in accordance with these procedures **will not constitute the basis for disciplinary action** for failure to meet minimum casing standards.

M-01444, dated 7/30/2001, provides in part:

Daily piece counts (PCRS) recorded in accordance with the above-referenced systems (POST or DOIS) **will not constitute the sole basis for discipline.**

M-01458, dated 3/13/2002, explains in part:

MSP does not set performance standards, either in the office or on the street. With current technology, MSP records of scan times are not to be used as timecard data for pay purposes. **MSP data may not**

NEXT BRANCH MEETING AT THE HALL AND VIA ZOOM: THURSDAY, JUNE 8, 2023

constitute the sole basis for disciplinary action.

M-01664, dated 7/30/2007, reads in part:

DOIS projections are not the sole determinant of a carrier's leaving or return time, or daily workload. As such, **the projections cannot be used as the sole basis for corrective action.**

M-01769, dated 09/16/2011, states in part:

The subject office efficiency tool is a management tool for estimating a Carrier's daily workload. The office efficiency tool used in the Greater Indiana District or any similar time projection system/tool(s) will not be used as the sole determinant for establishing office or street time projections. Accordingly, the resulting projections **will not constitute the sole basis for corrective action.**

As noted above, for a period of at least 44 years, it has been codified repeatedly that management's tools, (e.g., DOIS, PET, DMS,), or whatever the next computer program the USPS uses, cannot be the sole basis for disciplinary action. **AGAIN**, if management attempts to do so, make sure these memorandums are included and this contention is made in every single grievance related to this issue. I cannot stress this enough, we must not permit management to bastardize these programs and memorandums, thereby, weaponizing this data against our Letter Carriers.

On that same note, make sure your members know when management questions them about their office time, street time, estimates, stationary events, etc.; whether it is in casual conversation on the workroom floor or in a more formal investigative manner, they must invoke their Weingarten Rights. If questioned by management about data derived from these computer programs, Letter Carriers should simply inform management, during the times in question, they were performing their Letter Carrier duties. Management is attempting to have Letter Carriers say something they can somehow spin as an admission of wrongdoing. Branch Presidents, this is where the shop Stewards need to be ready to assist our members during these interviews and file the necessary grievances.

Also, there have been several phone calls concerning management attempting to use the "flagged" parameters outlined in

M-01983, Technology Integrated Alternate Route Evaluation and Adjustment Process. Let there be no mistake those times which are flagged within DSR for the TIAREAP process are **NOT DELIVERY STANDARDS!!!!!!** M-01983 explains the sole purpose of those parameters with the following:

The above-listed parameters **are not delivery standards** and are used for the purpose of assisting the evaluation team in identifying potential anomalies.

If management states these are standards, **FILE A GRIEVANCE!** If management states you have 22 minutes to load, **FILE A GRIEVANCE!** If management states you only have an hour in the office, **FILE A GRIEVANCE!** If management tries to limit your PM Office Time, **FILE A GRIEVANCE!** If management tries to impose upon a Letter Carrier any street standard, **FILE A GRIEVANCE!**

M-00209 states in part:

It is recognized that changes in work and time standards will be initiated only at the national level.

M-00360 provides in part:

These grievances involve disciplinary actions as a result of route management. In keeping with the principle of a fair day's work for a fair day's pay, it is understood that there is no set pace at which a Carrier must walk and no street standard for walking.

M-00304 supplies in part:

Each of these cases involve a disciplinary action as a result of route management. In keeping with the principle of a fair day's work for a fair day's pay, it is understood that there is no set pace at which a Carrier must walk and no street standard for walking.

As noted above, there is no set pace at which a Carrier works on the street, which is in keeping with the fair day's work for a fair day's pay principle. Once more, if management tries to impose any street standard or demonstrated performance, **FILE A DAMN GRIEVANCE!**

Speaking of TIAREAP, I want you to know Region 9 DLTs, REATS, and LOCs are fighting every day and not giving in. RAA Ali handles all things TIREAP, as the NALC ART for Region 9, and he is in constant communication with the parties. A little update on TIREAP results in Region 9, thus far:

Number of Zones adjusted	Number of Full-Time Routes created	Number of Auxiliary Routes created	Number of Full-Time Routes reduced to an Auxiliary Route
73	48	44	1

Regardless of your feelings on the process, the results speak for themselves. So far, in Region 9, this process has resulted in a net gain of 47 full-time duty assignments, not counting the number of Carrier Technician positions added. That is 47 more career City Letter Carriers added through the TIAREAP process. The fact is unilateral Mail Count and Route Inspections are a nightmare, they result in overburdened routes, grievances, and undue stress on the Letter Carriers. And yes, we file grievances on improper unilateral inspections and often we are successful months or years down the road, and some Letter Carriers may even receive money. However, the goal is to fix the problem of overburdened routes and build the routes to as near eight hours as possible; not have Carriers burdened with huge routes for months and years in hopes of a couple of dollars in grievance payouts.

Contrary to some people's opinion, not every Carrier wants money, they want a route that is not overburdened. If we are trying to fix the workroom floor and stress on the Letter Carrier, we first need to ensure their routes are as near eight hours as possible. Thereafter, we need to fight tooth and nail to fix the underlying problems in those offices.

To conclude, the TIREAP process allows Letter Carriers to have a seat at the table. Is it perfect? No, but is it better than the alternative, i.e., unilateral route inspections, hell yes! In Region 9, our TIREAP representatives have been told repeatedly not to deviate from the parameters of the process. And they will continue not to do so. If for any reason we believe there are any games being played, or other issues in the process, we will identify them and elevate those matters to the national parties.

On a final note, unfortunately, as all of you know, management is creating and/or fostering a toxic work environment throughout our region. We need to fight back, via the grievance procedure, on every aspect of this toxic environment. This office is laser focused on attacking this on all fronts, whether it is via the JSOVBW, Mutual Respect Atmosphere, Article 8 grievances, 12/60 violations, discipline, OWCP issues, medical limitations, light duty, etc. In

the coming months we will be rolling out training, grievance starters and more to address the toxic work environment. In the meantime, keep filing grievances, PS Forms 1767, labor charges, EEOs, or whatever other avenues at your disposal to address management's improper behavior.



Hubble's Troubles

*By Executive Vice President,
Chris Hubble*

The grievant failed to provide "an accurate estimate" for the delivery of their route...

The above statement is bothersome. It seems to me that if a Carrier is expected to make an "estimate", then it is unreasonable for management to fault a Carrier when the estimate proves not to be "accurate". An estimate is, by definition, a "rough calculation", while accurate means "having no errors". Thus, the two terms are, at least in my mind, somewhat peculiar.

In the above charge, the grievant notified management of their inability to complete the route in 8 hours via PS Form 3996 on the day in question. (*Don't forget to ask for a copy of said PS Form 3996*) The Carrier's reason(s) for their request for overtime and/or auxiliary assistance were listed on their PS Form 3996.

The request was disapproved by management of the Carrier's request for auxiliary assistance needed to complete their route on the day in question for the reason the "DOIS says...." In that insistence, management violated M-01664 (DOIS projections) and M-01769 (Office Efficiency Tool, aka PET) by using the DOIS Program to determine the Carrier's leaving and return times for the day in question.

Later that day, the Carrier sent a message via RMS to their supervisor to ask for further instructions at three o'clock (15:00) and was directed to finish their route. The grievant followed their instructions.

M-00326 says in relevant part:

"...the grievant did inform management of their inability to complete their routes in 8 hours. Further, it was demonstrated that they were ordered by management to complete their route. (Although

there was no expressed authorization to complete the delivery of the mail on an overtime basis, the permissions would be inherent in the authorization to continue delivery after notification that the grievants were unable to complete the routes....”

There are other street factors that DOIS projections don't consider such as weather conditions, traffic, road construction, growth, etc. Supervisors follow DOIS and don't consider any of the factors mentioned above as well as others not specifically listed when making decisions on PS Form 3996. Once again, the Letter Carrier is automatically denied the extra time needed to complete their assignment when many different factors may be present. DOIS will make the exact same street time projections for any route every day regardless of what circumstances are present.

Rules must be reasonable. The rule that a Letter Carrier must make it back for the time approved on PS Form 3996 - even when they reach out for further instructions, and are told to complete their route, and follow the instructions given is not a reasonable rule. The idea that a Letter Carrier must make a certain street time *“estimate”* regardless of the above referenced circumstances violates the Letter Carrier's responsibilities and requirements found in Handbook M-41.

The supervisor should tell the Letter Carrier in the morning (before they leave the office) what to do with the mail if they're unable to comply with the instruction of being back at a certain time. If a supervisor instructs a Letter Carrier to curtail mail and/or *“manage”* the mail, they should tell the Letter Carrier how much mail to curtail and provide the Letter Carrier with a signed PS Form 1571 in accordance with Section 112.2 J of the M-39 Handbook (Page 2). If a supervisor doubts a Letter Carrier's effort, then they have the right to do street supervision so long as it's not covert, better yet, to *“saddle up and get on the bike and ride”* with the Letter Carrier all day. (...or in the back of the LLV :)

Section 115.4 of the M-39 Handbook requires managers to maintain an atmosphere of mutual respect for each other's roles and responsibilities. Management failed to follow this basic labor relations principle by placing the grievant in a *“Catch-22”* situation on the day in question.

Management gave the grievant instructions that were impossible to follow in the morning on that day. This left the Carrier with a choice of bringing mail back without authorization, delivering the rest

of the mail without authorization, or reaching out to the office for further instructions and following the instructions given. Regardless of which choice the grievant made, management would have recorded the overtime as *“unauthorized overtime”* on PS Form 1017-B. This is a clear breach of Section 115.4 of the M-39 Handbook.

As you can see, any time-projection tool being used by management doesn't change the fact that it cannot be used as the sole determinant of a Letter Carrier's daily workload projections. Letter Carriers are still responsible for estimating the amount of time it will take to complete their assigned duties, and management still has a responsibility to manage that workload within the confines of the handbook language.

Minutes of May 11, 2023 Membership Meeting



**Recording/Financial
Secretary**
Ken Grasso

Meeting called to order at 7:00 p.m. by President Joe Henschen.

Invocation by Vice President Greg Welsh.

Pledge of Allegiance: led by President Joe Henschen.

Minutes of previous meeting: Motion to accept the Minutes as printed in the Twig. Motion by Jim Bumbul, seconded by Terry Johnson, Motion passes.

Reading of Official Correspondence: by Ken Grasso: One

Application of New Members: by Ken Grasso –

Christina Costello—St. Petersburg
JayShawn King—St. Petersburg
Randal Labrecque—St. Petersburg
Sarah Collins—St. Petersburg
Raguel Gonzalez—St. Petersburg
Robert Corkhill—St. Petersburg

Michael Murray- St. Petersburg

Branch by the Numbers: As of the latest PP the Dues Roster has 818 Active Members with 785 paying dues. 9 paying Direct Dues We have 18 members on OWCP, 3 are on Military Duty, 21 Members on LWOP for Medical or Discipline Reasons. Retirees 564 (90 Gold Cards). 1382 Total Members.

I would like to welcome Kelly Bins of Absolute Quality Interpreting Services.

Treasurer: Chuck Cavicchio—President Henschen read the balances. Motion to accept the Report of the Treasurer by Tom Phillips seconded by Eric Short. Motion passes.

Director of Insurance: Tom Phillips—Eye Glass Applications for March and April totaled \$1205.56.

Political District 13 Liaison: Tom Phillips—State of Florida changed the procedure for getting a mail in ballot, now you must request that ballot for the Supervisor of Elections office.

Trustee Report: Shiela Bradley—Books in order, will meet on the 21st to do April's books.

Vice President Report: Greg Welsh—You must do what you must do to keep yourself safe. Summer heat is getting near.

Executive Vice President: Chris Hubble—The Postal Pulse came out and if you look in the upper right-hand corner your EIN number is printed so not really an anonymous thing if you complete it. Also discussed the proper way to submit a 3996. If a supervisor calls you on your cell phone my advice to you is—don't answer it.

Welfare Reports:

Sad:

- Billy Truax, Retiree Madeira Beach—Sister passed away.
- Luis Cason, Carrier St. Pete Beach—Is ill.
- Jasmine Jones, Carrier Seminole—Brother passed away from injuries in auto accident.
- Janet Dejesus Pagan, Custodian Gateway—Son passed away.
- Jackie Genes, Carrier St. Pete Beach—Father passed away.
- Tammy Weber, Carrier Crossroads—out following a back injury.

Glad:

Promotions to Full-Time Regular

Wilmarie Rosado—St. Petersburg
Ekresha Thompson—St. Petersburg

Presidents Report:

This Saturday May 13 is the Food Drive and we have secured bags for the entire Branch except the Rural Carriers. Have gotten phone calls about supervisors not pushing the cards or bags to go out. We have been doing this for 31 years now. It makes a difference if we have bags. President Henschen and Executive Vice President Chris Hubble attended a Kickoff in Tampa today at Metropolitan Ministries and was filmed by 3 local tv stations.

Last Weekend's State/Region 9 training was well organized. President Henschen, Chris Hubble, Eric Short, Tiffany Naughton, Olbin Flores-Elvir, Scott Held, Wyatt Stribling, and Gary Johnson were in attendance. It was a different format in that they didn't have to bounce around to a lot of different rooms and only went to 2 rooms.

June 23-24, 2023: OWCP Training hosted by the Branch which is limited to 30 participants.

President Henschen spoke about the NALC Auxiliary and its importance to the NALC. It was started in 1905 and the auxiliaries have been a vital part the the Unions success. Branch 1477's Charter Auxiliary 181 was first recognized with a charter on September 24, 1924. Earlier this month the Ladies Auxiliary 181 announced after 99 years as an organization that it has been dissolved.

There's been some confusion relating to COVID memo's and social distancing. We are hearing Carriers having not been told that some of these Memos have expired.

The Maximum annual leave carryover amount of 520 hours was extended into the 2024 leave year. NALC and the Postal Service have agreed to a MOU (M-01993) extending the carryover limit. This MOU will expire on December 31, 2024.

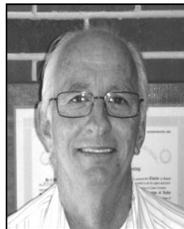
All local Scholarships must be submitted by May 31, 2023. The committee will then review them.

Old Business/New Business

The new roof installation has been completed this

week.

Door Prize Drawing
Lotto-Ticket Winner
Joe Henschen



Legislative Update

By Gene Carroll, CDL District 15



Retiree Update

*By Director of Retiree Affairs,
O.D. Elliott*

Deferred Annuities

Deferred annuities are when a Carrier (or other Postal Employee) leaves the USPS before being eligible for regular retirement, with plans to take their retirement later, when they become eligible.

Should the carrier die while in this “waiting” period, their surviving spouse would have no entitlement to any annuity, since none had been earned. The carrier’s estate would only be entitled to any funds contributed to the retirement plan prior to having left the service. Also, health benefit entitlements are lost under a CSRS-deferred annuity and are suspended with the FERS-deferred retirement.

The same loss of entitlement can occur when a person is on Worker’s Compensation (OWCP) and is subsequently separated from the USPS. While they continue to draw their entitlement from the Dept. of Labor, they are not an employee. If they should die from a condition other than their job-related injury/illness, their spouse would lose that income.

A person who is on OWCP and has been separated from the rolls of the Postal Service needs to file for disability retirement within one year of the separation. If they are eligible for regular retirement at the time of separation, they need to apply for an immediate retirement. They can elect to stay on Compensation, but by taking their regular retirement, it would guarantee their surviving spouse an annuity should death occur outside the compensatory condition.

Sen. Brian Schatz (D-HI) and Rep. Don Beyer (D-VA) reintroduced the Comprehensive Paid Leave for Federal Employees Act (H.R. 856/S. 274). The bill would provide up to 12 weeks of paid family and medical leave for federal employees, including Postal Service employees.

Employees could use this paid leave for personal illness, caring for a family member, or time off work needed for a family member leaving or returning from active military duty. Currently, federal employees are entitled to 12 weeks of leave under the Family and Medical Leave Act (FMLA) for such reasons, but it is not guaranteed paid leave.

Sen. Schatz and former Rep. Carolyn Maloney (D-NY) introduced the same bill in the 117th Congress, but the legislation did not reach the floor of either chamber.

Currently, the legislation has 10 cosponsors in the Senate, nine Democrats and one Independent, and 27 cosponsors in the House, 26 Democrats and one Republican.

The House Committee on Oversight and Accountability held a hearing to examine the Office of Personnel Management’s (OPM) effectiveness. OPM Director Kiran Ahuja testified, and committee members questioned her on the steps OPM is taking to improve efficiency, teleworking policies for the federal workforce, and on the implementation of health care provisions included in the Postal Service Reform Act.

Chairman James Comer (R-KY) and Rep. Virginia Foxx (R-NC) questioned Ahuja on OPM’s readiness to implement the Postal Service Health Benefits (PSHB) program by 2025. Ahuja recognized the “aggressive timeline” and assured the committee that the agency was on track for successful implementation under the law. The new program will potentially serve 2 million new enrollees.

Overall, committee members expressed their frustrations with OPM’s retirement services delays. Several Republican members attributed these wait times to increased teleworking that started during

the COVID-19 pandemic, and they requested figures on the number of federal employees still working remotely.

NALC

Auxiliary 181 News

Dottie Turr-Hutchinson

In 1924 Auxiliary 181 was created by 20 ladies. Their purpose was to better conditions of Letter Carriers and their families and to encourage them to register and exercise their right to vote. Only four short years before, women were granted voting rights in the USA, so these ladies took the 19th Amendment very seriously and rallied forth.

After 99 busy, helpful, and rewarding years we have decided that our purpose has been fulfilled. Our membership has fallen, our age and health issues have grown. With sorrow, and satisfaction of our duties completed, we have dissolved Auxiliary 181 as of April 2023. We donated funds to Branch 1477 to be used to help Letter Carriers in need.

With all our projects, fund raisers, meetings, meals, and ups and downs our group has become very close. So much so, that right after disbanding our next order of business was when to get together again—this time just for socialization. Freda's, of course! No need to vote, it's a favorite spot of ours. So July 12th at noon, it is!

We mourn the loss of our good friend Sally Madden, who has dealt with debilitating cancer of the spine and repercussions for many years. We will miss her cheerful calls, perpetual smiles, and positive encouragements. She was such a lovely lady, in every sense of the word. Our sincere condolences go out to her family and friends.

- Pat O'Donnell's health has improved and can be reached at Mease Manor (727) 549-1786.
- Diana Keller has taken over sales of Arslan Uniforms when Joyce retired.
- Sue Elliott's plans on a Naples mini-vacation while Denny attends the Union convention in August. She is semi-retired from tailoring, still walks twice a day with a group in her neighborhood, and she and Denny welcome new granddaughter Juniper, 13 years after Zoe.
- Alice Wannike is keeping up with her

granddaughter Megan, who graduated with honors from university in Scotland and now works in antiquities books at the U of Tampa.

- Sandy Hart still volunteers with PACE and Hospice twice a week, sewing useful items for wheel chairs, walkers, and beds. She enjoys time with her family.
- Shirley Moran travels to see family all over the country.
- Zulma Betancourt, still delivering mail, enjoys her new grands and their parents.
- Joyce stays busy with her family, church, and sorority. She's going to visit her brother in his lake house in Illinois in June.
- I've slowed down so much since getting ovarian cancer this past year. I've missed crafts and cooking with kindergarteners, Green Thumb children's programs, and time with my grands and family. Now I'll miss Auxiliary activities....

Looking back, we want to thank Joyce Keller, Sandy Hart, Sue Elliott, Gerry Bourlon, Shirley Moran, Pat O'Donnell, Alice Wannike, Zulma Betancourt, Dottie Tutt-Hutchinson, Roger and Susan Chavez, Alvern Brown, Melissa Williams, Carole Skrobacz, and Diana Keller for their many years of service. Some of the ladies have supported their husband's union over 50 years!

Although the next members have passed, their contributions merit recognition, too. They are Sally Madden, Marlene Markey, Margaret Perkins, Mary Richards, Kathy Northup, Amy Keyes, June Layner, Dorothy Nelson, Margaret Sturgis, Florence May, Eleanor Marshick, and Eleanor Tuttle.

Thank you to our Letter Carriers who continue to make their rounds, despite heat of day, rain, hurricanes, darkness, unleashed dogs, and grumpy, complaining customers and managers. We appreciate and support you!

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STAMP OUT HUNGER 2023



In the Office

(information provided by President Joe Henschen)

Letter Carriers are required to perform certain tasks in the morning, before leaving for the route, and in the afternoon, upon returning to the office.

During the route inspection and adjustment process, which is now, pretty much ongoing with the Technology Integrated Alternate Route Evaluation and Adjustment Process (TIAREAP) office tasks are given office time credit when you are being counted doing your normal office work. Without prepping for a route count and inspection formally done unilaterally by management. The fear is some tasks may not be given proper credit.

Here are some of those tasks relating to office activities Letter Carriers should perform while clocked on office time.

Workhour Workload Reports Under the TIAREAP memo, the daily posting of the Workhour Workload Report (all routes) is required in each office. Carriers should monitor this report daily, on the clock. The report will reflect on the prior days' volumes and times. If inaccurate information appears on the form: volumes missing, or auxiliary assistance was not recorded the Daily posting of the Workhour Workload Report gives every Letter Carrier the opportunity to review data recorded for their assignment daily and annotate irregularities. Take the time to monitor this form.

Vehicle inspections. Letter Carriers should ensure they inspect their delivery vehicle according to USPS Notice 76, Expanded Vehicle Safety Check every day before operating the vehicle. Vehicle inspections should be performed as soon as possible after clocking in to allow Letter Carriers to promptly report vehicle deficiencies to management. Any deficiencies found to include body damage discovered on the vehicle should be reported on Form 4565, Vehicle Repair Tag. **The minimum time allowance for performing vehicle inspections is three minutes; however, it may take longer, do it the same way every day.**

Hold mail. Letter Carriers have certain responsibilities when it comes to processing hold mail. Mail may be held for many reasons, including customers temporarily away or a 10-day hold in anticipation of processing a change of address. The procedures for processing hold mail vary based on the type of mail and the reasons for the hold.

Handbook provisions instruct management to have Letter Carriers retain hold mail at the carrier case. **Review the Hold Mail for resume or return to sender dates daily.**

Accountable items/special services mail. Accountable items are keys, postage due, customs duty and special services mail. Letter Carriers receive these items in the morning from the accountable clerk. At some offices, the items are delivered to the Carrier at his/her case. Carriers receive office time credit for processing accountable/special services mail. Handbook M-41 discusses time credit for these items: Registered, Certified, COD, Customs, Express Mail, and Postage-Due; Keys; Form 3868; Signing For, Returning Funds and Receipts. The combined time to travel from the Carrier case to the place within the work unit where registered, certified, postage-due, COD, and customs mail is obtained is all time allied to your casing duties. Credit for time is also included in the time for obtaining and returning keys. If accountable mail is identified while performing street duties, whether it is delivered or returned, the carrier will receive the actual time for clearance of the piece. Letter Carriers should ensure that they are on office time when handling accountable items, whether in the morning before leaving for the route or in the afternoon upon returning. **A central location for self-service of Accountable Items is not mentioned anywhere in the Handbook and Manuals and should be addressed immediately.**

Rest breaks. City Letter Carriers are entitled to two paid 10-minute rest breaks during each eight-hour workday. One of these rest breaks may be taken in the office-on-office time. **Letter Carriers should never skip their negotiated rest breaks whether they are taken in the office or on the street.**

Office time upon return. Oftentimes, afternoon office duties can be unclear for City Letter Carriers. Handbook M-41 directs letter carriers to clock to office time first and then perform additional office duties. **There is no set time to clear or complete your PM Office Duties.** The Handbooks state the Carrier unit managers should observe and direct Carrier activity when carriers return from the route. Observe such things as: See that Carriers promptly clock in on return to the office. See that clerks are available to check in accountable items as efficiently and promptly as possible. Carriers should clock back into the office immediately after unloading their vehicle and before disposition of collected mail. Sorting of outgoing collection mail and all other end-of-day activities should be conducted on office time.

Letter Carriers should also return accountable items to the clearing clerk for proper clearance while on office Processing Undelivered Mail Follow procedures to process forwardable and undeliverable mail (1) that you didn't process before leaving the office and/or (2) that you picked up on route. After processing, place this mail in throwback case.

Undelivered Mail Report. There are times where it is proper to bring back undeliverable mail due to unavoidable or hazardous circumstances such as animal interference, missing mail receptacles, etc. However, in any situation where mail is not delivered, Letter Carriers should document the reason on PS Form 1571, Undelivered Mail Report on the clock.

These are just a sample of the activities Letter Carriers must do on office time.¹

Letter Carriers should ensure that they are making proper clock rings to reflect Auxiliary Assistance

Although not an office function, in the TIREAP memo. The PS Form 3999 process includes a requirement for a consultation to be conducted with the Carrier. The 3999-consultation process offers Carriers the opportunity to provide feedback when a PS Form 3999-Digital Street Review (DSR) is created or when a manager accompanies a Letter Carrier on the street to perform a traditional PS Form 3999. The PS Form 3999 process and required posting of the Workhour Workload Report apply to all offices nationwide, regardless of whether they are or are not being evaluated and adjusted.²

¹ Information based on NALC Contract Talk, September 2019

² M-01982 TIREAP MEMO

Steward Meeting Attendees

Meeting was held at the Hall and on Zoom and led by President Joe Henschen and Executive Vice President Chris Hubble.

April 27th:

Anthony Roger, Patrick Jacques, Eric Short, Scott Held, Sheldon Jones, Javier Urrutia, Oblin Flores-Elvir, Heather Manley, Brian Andrews, Mike Oster, Donny DeMilta, Joshua Wheeler, Scott Archbold,

May 18th:

Anthony Roger, Tim Cox, Patrick Jacques, Eric Short, Scott Held, Javier Urrutia, Oblin Flores-Elvir, Patrice Cannonier, Heather Manley, Brian Andrews, Mike Oster, Donny DeMilta, Mark Patrick, Erica Baker, Tiffany Naughton, Wyatt Stribling, Cheryl Anderson, Alan Pollard, Tonya Lee, Suzzette Brown

South Meeting

May 17th:

Joe Henshen, Chris Hubble, Erica Baker, Chris Kotonski, Josh LaGrew, Rui Almeida, Dennis Leach, Lisa Barth, Dean Kauffman, Caleb McMahan, Jacob Brian Andrews

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June, 2023

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1 Executive Board	2	3
4	5 Pinellas Park Retiree Breakfast	6 St. Pete Retiree Breakfast	7 Largo Retiree Breakfast	8 General Membership	9	10
11	12	13	14 South Branch Meeting	15 Steward's Meeting	16	17
18 Father's Day	19 Juneteenth	20	21	22	23	24
25	26	27	28	29	30	