

Welcome to the Mail Handler Assistant Orientation

WHAT IS A UNION AND WHAT DOES A UNION DO FOR YOU? A union is an organized group of workers formed to protect their rights and their interests. The National Postal Mail Handler Union is one of the unions that is recognized by the Postal Service that does that. The Postal Service also recognizes Clerks who have their own union, just like Letter Carriers and Rural Carriers have their own. But as Mail Handlers we fall under The National Postal Mail Handlers Union (NPMHU) who represents more than 47,000 Mail Handler Craft Members in Postal Service facilities across the United States.

The **National Office** which governs all Mail Handlers and their local Unions across the country is in Washington DC.

National President – Paul Hogrogian

National Secretary-Treasurer – Kevin Tabarus

Five (5) Vice Presidents help govern their Regions (Northeastern, **Eastern**, Western, Southern, Central)

Our National Vice President – Eastern Region Vice President John Gibson

The National Office Information:

National Postal Mail Handlers Union

815 16th Street NW Suite 5100

Washington DC 20006

202-833-9095

202-833-0008 (fax)

www.npmhu.org

Our Local Union, **Local 305**, is one of the unions that make up the National Postal Mail Handlers Union. Local 305 represents over 3,200 members in Maryland, Washington DC, North Carolina, Virginia, and West Virginia (except for Wheeling).

The Local 305 officers are:

Local 305 President – Felandria Jackson

Local 305 Treasurer – LaFon Robinson

Local 305 Vice President – Joseph “Joe” Page Jr

Local 305 Recording Secretary – Marcus Anderson

Local 305 Maryland State Representative – Michael Perry

Local 305 DC Representative – Demetria Spratley

Local 305 Virginia State Representative – Marvin Simpson, Jr.

Local 305 North Carolina State Representative – Cynthia Brown

Local 305 West Virginia State Representative – Tim Powers

The Local 305 Office Information:

Local 305

4907 Fitzhugh Avenue Suite 100

Richmond, Virginia 23230

804-358-4664

804-342-1082 (fax)

www.L305.org

MAIL HANDLER ASSISTANTS (MHAS)

- Non-Career Mail Handler Bargaining Unit Employee
- Hired for 360 days with a 5-day break in service, if reappointed
- 90 workdays/120 calendar days on the rolls

MONEY AND WAGES

- Step A - \$19.02 – Level 4 and \$19.52-Level 5
- Step B – \$20.01 – Level 4 and \$20.51 – Level 5
- MHAs will advance to Step B after 26 weeks
- Night differential 6pm-6am Additional 98cent-Lvl 4 - \$1.03-Lvl 5
- Overtime – Work over 8 hours in a day and work over 40 hours in a week @ 1 ½ basic rate
- Guaranteed at least 4 hours, if scheduled to work
- May be separated for lack of work

LEAVE

- Annual Leave – What it is?
 - How is it accumulated?
- 5-day break-will get paid lump sum for any unused accumulated annual leave
- 40 hours of advanced annual leave upon completion of a 360-day appointment, if then immediately reinstated for another 360 day appointment
- Use PS Form 3971 (Absence of Notification)
- Annual Leave Book
- Unscheduled Leave (including late)

HOLIDAYS

- Six (6) days will be considered holidays for MHAs
- Annual Leave In Lieu of Holiday Pay (6 or 8 hours, as applicable)
- Will probably work 12 hours the day of the holiday, two days before, and the day before the holiday (10 holidays a year for FTRs)

HIGHER LEVEL

- Equipment Operator (Forklift, mule, riding jack, tow motor) – need training and license
- AFCS Machines – O10 Unit (training)
- PS Form 1723-Higher Level Assignment – 76cent more (example attached)

HEALTH INSURANCE

- Within 60 days of your hire date need to apply through www.liteblue.usps.gov
- Effective the first day of the 1st pay period that begins after Human Resources Shared Service Center (HRSSC) receives enrollment forms
- 1st Appointment - If self, pay \$63, If self + one = \$149.80, Family \$212.10
- 2nd Appointment – If self, pay \$63, If self + one = \$107.00, Family \$151.50
- Can apply for Postal Service Health Benefit plan if rehired for a second appointment as an MHA but will be responsible for the full cost

INJURY COMPENSATION

- The Federal Employee's Compensation Act (FECA) ensures that a federal employee or a postal worker injured on the job receives partial reimbursement of income and full reimbursement for medical expenses when it has been determined that an injury occurred while on duty.

CAREER OPPORTUNITY

- The only way to become a regular employee
- Will be converted based on relative standing

DISCIPLINARY ACTION

- Always ask for a Union Steward if a Management official needs to have a discussion with you
- Always see a Union Steward if a Management official issues you any type of discipline
- Contact a Union Steward immediately if you are escorted out of the building.
- MHAs are not protected by the progressive discipline requirement that Full Time Regulars are
- If you have worked under 90 days or haven't been employed over 120 calendar days, you **can** be separated and it **might** not be grievable
- Be Regular in Attendance (no absences, no lates) especially if you have not worked over 90 days or been employed over 120 calendar days
- Cell phones
- Failure to follow instructions/Improper Conduct

IMPROPER CONDUCT

- Zero Tolerance – chances are you will be terminated if there is a physical altercation whether you were the initiator or not...walk away from possible verbal or physical altercations, whether a co-worker or supervisor/manager. Request or come see a Union Representative to mediate the dispute.
- Do not DRINK alcohol and/or use Illegal Substances on the premises (this includes the parking lot)
- Do not BRING alcohol and/or illegal substances on the premises (this includes the parking lot)
- Firearms are prohibited on the premises (this includes the parking lot)
- Stealing or misappropriation of postal supplies is strictly prohibited...you will be terminated.

WHAT DOES THE UNION DO FOR YOU?

- NPMHU negotiated your position- **wouldn't be here if not for the Union**
- Just negotiated more favorable language for MHAs in the new contract
- Have some protections under the National Agreement, unlike Casuals, grievances can be filed on your behalf when there is a dispute between either the individual employee or a group of employees and management about hours, wages, and/or work conditions, etc. You are covered under the Collective Bargaining Agreement except while under 90 workdays/120 calendar days – but we can still represent some of your interests during that time

- Union Stewards on every tour
- Union Plus Membership
 - Credit Card
 - Car Rental
 - Supplemental Life and Accident Insurance Plans
 - Affordable Homeowners Insurance
 - Other benefits
- VEBA (Volunteer Employee Benefit Association)
 - Scholarships for dependents (must be a member for 2 years)
 - Death Benefits (must be a member for 2 years)
 - Sick Pay (must be a member for 5 years)
- Can Participate in Union Functions
 - Union Meetings
 - Annual Affairs
 - Elections
- **STRENGTH IN NUMBERS**

Union Dues are \$ 32 / pay period, and some, but not all of the major expenditures the Union incurs to represent Mail Handlers are:

- Affiliation Dues
- Salaries and Expenses reimbursement
- Printing, Postage, and Educational Materials
- Training Expenses
- Supplies and Equipment
- Labor Board Expenses

- Other legal Expenses
- Organizing Expenses
- Negotiations Expenses
- Arbitration Expenses

Some of the activities your Union engages in on Mail Handlers' behalf are:

- Negotiation of National and Local Agreements
- Filing and Negotiating Grievances
- Organizing
- Preparing necessary paperwork
- Informing the membership of Union activity, positions on disputed issues, and policy
- Meetings for the members
- Support for fair labor legislation
- Attend Labor/Management meetings
- Newsletters and other mailings sent to your home
- Posting information on the Union bulletin boards