



CCA Conversion

**Rights
&
Benefits**
2015

Table of Contents

NALC Resident Officers	2
NALC Branch 294 Officers	3
Welcome Letter	4
NALC’s National Website	5
NALC History	6
2016 Calendar of Events	8
Letter Carrier Pay Schedule	9
2016 Pay Dates and Leave Year	10
Leave	11
Sick Leave	12
Sick Leave for Dependent Care	13
Family and Medical Leave Act (FMLA)	14
Thrift Savings Plan	15
NALC Health Benefit Plan	16
Life Insurance	17
Bidding	18
Flushing Letter Carrier Bid Cycle 2015	19
Overtime Desired Lists	20
Work Assignment List	20
Memorandum of Understanding	21
PAC – Political Action Committee	22
E-Activist	22
FSA and Dependent Care Accounts	23
Triboro Federal Postal Credit Union	23
Community Service	24
Holidays	26

NATIONAL ASSOCIATION OF LETTER CARRIERS



Resident Officers

President- Fredric Rolando

Executive Vice President- Timothy O'Malley

Vice President- Lew Drass

Secretary-Treasurer- Nicole Rhine

Assistant Secretary-Treasury- Judy Willoughby

Director of City Delivery- Brian Renfroe

Director of Safety and Health- Manuel Peralta Jr

Director of Retires Members- Ron Watson

Director of Life Insurance- Myra Warren

Director, Health Plan- Brian Hellman

Board of Trustees

Lawrence Brown, Chair

Mike Gill

Randall L Keller

NALC BRANCH 294



President..... Tony Paolillo
Vice-President Harry Carney
Secretary Keith Bates
Fin. Secretary Todd Akelson
Treasurer Craig Nero
Asst. Sec. Treasurer Ron Oree
Dir. Of City Delivery Joe Salvato
Director of Retirees..... Mark Sobel
Editor Andy Fontanetta
Sgt.-At-Arms Gerry Tripp
Trustee..... Gloria Lum
Trustee..... Michael Moore
Trustee..... Joe Rolleri

BRANCH OFFICE

61-34 188th Street Suite 209
Fresh Meadows, New York 11365

Phone: 718-264-8494(5)

Fax: 718-264-8498

Dear Brother & Sisters,

Congratulations on your conversion to full-time career letter carrier. Branch 294 has created this guide to help you understand your rights and benefits .Theses rights and benefits were achieved from the battles the NALC has fought throughout the years.

Health Benefits: Keep in mind you only have 60 days from your appointment to select a Health Benefits Plan. This guide has provided you with many references, which will help you in your selection.

Life Insurance: As a new employee, you are automatically covered for basic life insurance. You only have 31 days from the date of your appointment to elect Optional insurance. Your opportunities to enroll in Optional insurance after those 31 days are limited. This guide provides the information to assist you with you selection .

We strongly suggest you take the time to review and then decide which is best for you and your family.

In Unionism,
Flushing Letter Carriers, Branch 294
Executive Board

NALC'S National Website

nalc.org – There is a wealth of helpful information on this site. This will keep you updated on all the latest USPS / NALC happenings. Many helpful forms could also be downloaded from this website.

nalc294.com – Flushing Branch 294 also has its own website. There is also a wealth of information on this website, including all local updates. Many helpful forms could also be downloaded from this site.

We “strongly” encourage everyone to visit both of these websites.

Knowledge is Power!

UNION MEETINGS:

The Knights of Columbus
35-79 160th Street
Flushing, NY 11358

The second Wednesday
of every month at 6:00 PM.

NALC HISTORY

- 1794** – First Letter Carriers appointed by Congress. Letter Carriers collected no salary but were permitted by Congress collect 2 cents for every letter they delivered.
- 1858**- First letter boxes erected on the streets in New York City and Boston.
- 1863**- Free city delivery instituted in large cities.
- 1888**- Law for an eight-hour for carriers, championed by Congressman “Sunset” Cox, enacted.
- 1889**- NALC officially founded at Schaefer’s Saloon in Milwaukee.
- 1890**- Carriers from large cities and NALC held consolidation meeting in New York City. First NALC Convention held in Boston.
- 1891**- Mutual Benefit Association established at NALC Convention in Detroit, MI.
- 1893**- NALC position on eight-hour law interpretation upheld by two Supreme Court decisions: Letter Carriers eventually awarded \$3.5 million in overtime claims.
- 1902**- First gag rule issued.
- 1905**- National Ladies Auxiliary founded at NALC Convention in Portland, OR.
- 1912**- Lloyd-LaFollette Act ended gag rule- postal and federal workers gained right to organize.
- 1915**- 25 Fairmount, WV, Letter Carriers and clerks submitted mass resignations to protest local postmaster’s policies.
- 1917**- NALC affiliated with American Federation of Labor. Women hired as temporary Letter Carriers as men went to war.
- 1920**- Civil Service Retirement Act passed; Letter Carriers received sick leave.
- 1921**- Postmaster General Will B. Hays announced “humanization” policy and officially recognized postal organizations.
- 1930**- NALC reaches 58,000-member mark.
- 1935**- 40-hour workweek established for Letter Carriers.
- 1939**- Golden Jubilee Convention marks NALC’s first 50 years; gold cards for 50yr members established.
- 1945**- Letter Carriers received \$300-a-year wartime bonus.
- 1950**- Twice-a-day delivery ended.
- 1952**- NALC National Headquarters in Washington, DC, Dedicated.
- 1953**- NALC became MDA’s first national sponsor.

1959- NALC supported Legislation which passes creating the FEHB Program which lead the way for the NALC to create the NALC Health Benefit Plan.

1960- NALC Health Benefit Plan begins operation.

1962- President Kennedy signs Executive Order 10988- NALC won the right to represent city delivery carriers in nationwide representation elections.

1964- Nalcrest retirement community for Letter Carriers dedicated. Significant growth in union attributed to the union having its own health plan.

1970- National wildcat strike; Postal Reorganization Act passed and signed into law by President Nixon.

1972- Membership gained power to elect national officers directly.

1974- NALC established the "Hero of the Year" awards.

1976- NALC won "Kokomo" Arbitration, which dealt with time standards.

1982- Fair Labor Standards Act litigation settled. Joint NALC-USPS Employee Involvement Process established.

The "Carrier Alert" Program was created.

1984- Arbitration panel determines the terms of a National Agreement for the first time.

1986- President Sombrotto accepted the prestigious "President's Volunteer Action Award" for the Carrier Alert program from President Reagan.

1989- Union celebrates 100th anniversary in Milwaukee, where it was founded. Union has 316,000 members.

1991- NALC Food Drive begins as a pilot program.

1992- NALC, USPS and other organizations sign Joint Statement on Violence and Behavior in the Workplace.

1993- Hatch Act reform expands political rights for carriers, other postal and federal employees.

1999- Arbitrators elevate all carriers to Grade 6, breaking historic link with postal clerks.

2003- e-Activist Network created to provide instant legislation updates.

2005- NALC creates Leadership Academy. Membership at this time was more than 300,000.

2012- Text messaging instituted as another means for the president to reach members about important issues.

The 20th anniversary of the Food Drive and the 30th anniversary of Carrier Alert.

2013- National Arbitration Award January 10, 2013 full-time work force achieved. Creation of new non-career position City Carrier Assistant (CCA) which has a career path to becoming a full-time Letter Carrier.

2016 BRANCH 294 CALENDER OF EVENTS

January 1, 2016	New Years Day (Branch Office Closed)
January 14, 2016	Union Meeting (Installation of Branch Officers)
January 18, 2016	Martin Luther King, Jr. Day (Office Closed)
February 2, 2016	CCA Workshop/ Seminar
February 10, 2016	Union Meeting/Blood Drive / Hero's Night
February 15, 2016	Presidents Day (Office Closed)
March 9, 2016	Union Meeting
April 13, 2016	Union Meeting /Blood Drive/Hero's Night
May 10, 2016	Branch Softball Season Opens
May 11, 2016	Union Meeting
May 30, 2016	Memorial Day (Office Closed)
June 8, 2016	Union Meeting
June 26, 2016	Branch Picnic (Alley Pond Park-Springfield&76 Ave.)
July 4, 2016	Independence Day (Office Closed)
July 13, 2016	Union Meeting
August 10, 2016	Union Meeting/Blood Drive/Hero's Night
August 15-19, 2016	NALC 70th Biennial Convention
September 5, 2016	Labor Day (Office Closed)
September 14, 2016	Union Meeting
October 10, 2016	Columbus Day/ Softball Championship (Office Closed)
October 12, 2016	Union Meeting (Nominations for 2017, New York State Convention)
October 23, 2016	Retirement Brunch
November 9, 2016	Union Meeting
November 11, 2016	Veterans Day (Office Closed)
November 24, 2016	Thanksgiving Day (Office Closed)
December 11 ,2016	Children's Christmas Party
December 14, 2016	Branch Holiday Party
December 25, 2016	Christmas Day (Office Closed)

Letter Carrier Pay Schedule

City Carrier Wage Schedule: Effective Nov. 14, 2015

The following salary and rate schedule is for all NALC-represented employees.

2011-2016 National Agreement

Date	Type of Increase*	Amount
Jan. 2013**	COLA	\$146
July 2013***	COLA	\$541
Nov. 16, 2013	General wage increase	1%
Jan. 2014	COLA	\$0
July 2014	COLA	\$686
Nov. 15, 2014	General wage increase	1.5%
Jan. 2015	COLA	\$0
July 2015	COLA	\$0
Nov. 14, 2015	General wage increase	1%
Jan. 2016	COLA	TBD

* Value of COLAs depends on changes in the level of the Consumer Price Index. While CCAs are not eligible for COLAs, they will receive the general wage increases above, as well as increases of 1%, 1% and 1.5% in November 2013, 2014 and 2015, respectively.

** This COLA, calculated in 2013, was deferred and paid after release of the January 2014 CPI.

*** This COLA, calculated in 2013, was deferred and paid after release of the July 2014 CPI.

Note that the full COLAs will be added to the salaries of all steps in Table 1 and Step O of Table 2, with proportionate application of the COLA to Steps A-N of Table 2.

Table 1: City Carrier Schedule

RSC Q (NALC)

This schedule applies to all carriers with a career appointment date prior to January 12, 2013

Basic Annual Salaries																Most Prev.
CC Grade	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	Step
1	47,215	51,100	52,608	55,495	55,893	56,293	56,684	57,081	57,480	57,873	58,271	58,667	59,065	59,465	59,859	398
2	49,201	53,333	53,428	56,385	56,814	57,246	57,670	58,096	58,529	58,946	59,378	59,809	60,233	60,670	61,097	432
Part-Time Flexible Employees - Hourly Basic Rates																
1	23.61	25.55	26.30	27.75	27.95	28.15	28.34	28.54	28.74	28.94	29.14	29.33	29.53	29.73	29.93	
2	24.60	26.67	26.71	28.19	28.41	28.62	28.84	29.05	29.26	29.47	29.69	29.90	30.12	30.34	30.55	
Full-Time/Part-Time Regular Employees - Hourly Basic Rates																
1	22.70	24.57	25.29	26.68	26.87	27.06	27.25	27.44	27.63	27.82	28.01	28.21	28.40	28.59	28.78	
2	23.65	25.64	25.69	27.11	27.31	27.52	27.73	27.93	28.14	28.34	28.55	28.75	28.96	29.17	29.37	
Step Increase Waiting Periods (In Weeks)																
Steps (From-To)	A-B	B-C	C-D	D-E	E-F	F-G	G-H	H-I	I-J	J-K	K-L	L-M	M-N	N-O	YRS.	
Grades 1 - 2	96	96	44	44	44	44	44	44	44	34	34	26	26	24	12.4	

Table 2: City Carrier Schedule

RSC Q7 (NALC)

This schedule applies to all carriers with a career appointment date on or after January 12, 2013

Basic Annual Salaries																Most Prev.
CC Grade	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	Step
1	36,814	38,459	40,106	41,751	43,399	45,043	46,690	48,335	49,983	51,627	53,274	54,920	56,567	58,213	59,859	1,647
2	37,575	39,255	40,936	42,615	44,295	45,974	47,655	49,336	51,017	52,697	54,377	56,055	57,736	59,416	61,097	1,681
Hourly Basic Rates																
1	17.70	18.49	19.28	20.07	20.86	21.66	22.45	23.24	24.03	24.82	25.61	26.40	27.20	27.99	28.78	
2	18.06	18.87	19.68	20.49	21.30	22.10	22.91	23.72	24.53	25.34	26.14	26.95	27.76	28.57	29.37	
Percent Step O																
1	61.50%	64.25%	67.00%	69.75%	72.50%	75.25%	78.00%	80.75%	83.50%	86.25%	89.00%	91.75%	94.50%	97.25%	100.00%	
2	61.50%	64.25%	67.00%	69.75%	72.50%	75.25%	78.00%	80.75%	83.50%	86.25%	89.00%	91.75%	94.50%	97.25%	100.00%	
Step Increase Waiting Periods (In Weeks)																
Steps (From-To)	A-B	B-C	C-D	D-E	E-F	F-G	G-H	H-I	I-J	J-K	K-L	L-M	M-N	N-O	YRS.	
Grades 1 - 2	46	46	46	46	46	46	46	46	46	46	46	46	46	46	46	12.4

City Carrier Assistant Schedule

Hourly Rates RSC Q4 (NALC)

CCA Grade	BB	AA
1	16.06	17.40
2	16.39	17.74

2016 Pay Dates and Leave Year

2016 Pay Period Inclusive Dates

Pay Period	Week One	Week Two	Pay Date	Holidays
01	12-28 to 01-01	01-02 to 01-08	01-15	01-01
02	01-09 to 01-15	01-16 to 01-22	01-29	01-18
03	01-23 to 01-29	01-30 to 02-05	02-12	
04	02-06 to 02-12	02-13 to 02-19	02-26	02-15
05	02-20 to 02-26	02-27 to 03-04	03-11	
06	03-06 to 03-11	03-12 to 03-18	03-25	
07	03-19 to 03-25	03-26 to 04-01	04-08	
08	04-02 to 04-08	04-09 to 04-15	04-22	
09	04-16 to 04-22	04-23 to 04-29	05-06	
10	04-30 to 05-06	05-07 to 05-13	05-20	
11	05-14 to 05-20	05-21 to 05-27	06-03	
12	05-28 to 06-03	06-04 to 06-10	06-17	05-30
13	06-11 to 06-17	06-18 to 06-24	07-01	
14	06-25 to 07-01	07-02 to 07-08	07-15	07-04
15	07-09 to 07-15	07-16 to 07-22	07-29	
16	07-23 to 07-29	07-30 to 08-06	08-12	
17	08-06 to 08-12	08-13 to 08-19	08-26	
18	08-20 to 08-26	08-27 to 09-02	09-09	
19	09-03 to 09-09	09-10 to 09-16	09-23	09-05
20	09-17 to 09-23	09-24 to 09-30	10-07	
21	10-01 to 10-07	10-08 to 10-14	10-21	10-10
22	10-15 to 10-21	10-22 to 10-28	11-04	
23	10-29 to 11-04	11-05 to 11-11	11-18	11-11
24	11-12 to 11-18	11-19 to 11-25	12-02	11-24
25	11-26 to 12-02	12-03 to 12-09	12-16	
26	12-10 to 12-16	12-17 to 12-23	12-30	

2017 Pay Periods Begin

Pay Period	Week One	Week Two	Pay Date	Holidays
01	12-24 to 12-30	12-31 to 01-06	01-13	12-25 and 01-01

LEAVE

As a CCA you were given very limited leave. You received 1 hour of Annual Leave (AL) for every 20 hours you work during a pay period. There was a maximum of 80 hours earned in every pay period. After the 360 days of work a CCA was let go for a 5 day break. During this time a CCA would receive a check for any annual leave not used and they would start at zero hours when they returned from their break. CCAs were not given any Sick Leave (SL).

Here is a leave chart for full time regulars:

Leave Category	Creditable Service	Maximum Leave Per Year
4	Less than 3 years	4 hours for each full biweekly pay period; i.e., 104 hours (13 days) per 26-period leave year.
6	3 years but less than 15 years	6 hours for each full biweekly pay period plus 4 hours in last full pay period in calendar year; i.e., 160 hours (20 days) per 26-period leave year.
8	15 years or more.	8 hours for each full biweekly pay period; i.e., 208 hours (26 days) per 26-period leave year.

The first 3yrs as a full time regular you will receive 13days of annual leave. After 3yrs and before the 15yrs you will receive 20 days of annual leave. The max for annual leave is after 15yrs and that is when a full time regular receives 26 days of annual. You are also given all your leave time at the beginning of the year. This way you can bid on vacation throughout the year. Also if you want to save your annual leave you can. You will not receive a check at the end of the year for unused annual leave. Instead you can carry it over to the following year. In fact you can carry over up to 11 weeks or 440hrs to the following year.

Full time regular carriers also earn sick leave. You will receive 4hrs of sick leave bi weekly. You will also carry all sick leave that you earn over from year to year. It will come in handy god forbid you ever need it for a long term injury or sickness. Use it wisely.

SICK LEAVE

Full time regular carriers also earn sick leave. Sick leave is an extremely important benefit for letter carriers and it is one of the big “perks” of being converted to full-time career status. Sick leave is accrued at the rate of four hours per pay period. Unlike annual leave the accrual rate does not change based on your total years of creditable service. You earn it at the same rate throughout your career. Also, unlike annual leave, sick leave is not credited to you at the beginning of the year or at the time you convert to full-time status. Sick leave is earned “as you go” and credited to your balance each pay period you are in a pay status.

Form 3971 , Request for, or Notification of, Absence (Sick Leave)

PS Form 3971 is the form used to request sick leave. The ELM, Section 513.34 states below what you should do when requesting sick leave, as well as what your supervisor should do after you request the leave:

513.34 PS Form 3971, Request for Notification of Absence

513.341 General

Request for sick leave is made in writing, in duplicate, on PS Form 3971. If the absence is to care for a family member, this fact is to be noted in the Remarks section.

513.342 Approval or Disapproval

The supervisor is responsible for approving or disapproving requests for sick leave by signing PS Form 3971, a copy of which is given to the employee. If a supervisor does not approve a request for leave as submitted, the Disapproved block on the PS Form 3971 is checked and the reason(s) given, in writing, in the space provided. When a request is disapproved, the granting of any alternate type of leave, if any, must be noted along with the reason for the disapproval. AWOL determinations must be similarly noted.

Remember to always submit your request in duplicate, as it states in the ELM. Also make sure your supervisor responds to your request. If your supervisor denies your leave request and you feel it was wrongly denied, consult with your shop steward or an NALC branch officer.

SICK LEAVE FOR DEPENDENT CARE

There are certain situations that allows you to use sick leave to care for a family member. This is called sick leave for dependent care. Letter carriers are allowed to use up to 80 hours of sick leave each year to care for sick or injured family members, which is addressed in ELM 513.2 below:

513.12 Sick Leave for Dependent Care

A limited amount of sick leave may also be used to provide for the medical needs of a family member. Non-bargaining unit employees, and bargaining unit employees if provided in their national agreements, are allowed to take up to 80 hours of their accrued sick leave per leave to give care or otherwise attend to a family member (as defined in 515.2(a), 515.2(b), and 515.2 (c) with an illness, injury, or other condition that, if an employee had such a condition, would justify the use of sick leave. If leave for dependent care is approved, but the employee has already used the maximum 80 hours of sick leave allowable, the difference is charged to annual leave or to LWOP at the employee's option. (See 515 for information about FMLA entitlement to be absent from work.)

As defined in ELM 515.2, these are the family members for whom you are allowed to use sick leave for dependent care:

- a) Son or daughter- biological, adopted, or foster child, stepchild, legal ward, or child who stands in the position of a son or daughter to the employee, who is under 18 years of age or who is 18 or older and incapable of self-care because of mental or physical disability.
- b) Parent- biological, adoptive, step or foster parent or any other individual who stood in that position to the employee when the employee was a child.
- c) Spouse- husband or wife.

Note: You are only allowed to use up to 80 hours of your accrued sick leave per calendar year for the purpose of sick leave for dependent care. If your supervisor approves dependent care beyond that, you will be required to use your annual leave or leave without pay (LWOP) to cover your absence.

Family and Medical Leave Act (FMLA)

FMLA was enacted by Congress in 1993, which requires many employers, including the Postal Service, to give employees time off work without penalty to respond to serious family and medical problems. To be eligible for FMLA protected leave you must have worked for the Postal Service for at least 12 months, also accrued at least 1,250 work hours during the 12 month period immediately preceding the leave.

Thrift Savings Plan

Now that you're a career letter carrier, you are entitled to a retirement plan known as the Thrift Savings Plan (TSP). The TSP was authorized by Congress in 1986 as part of the Federal Employees Retirement System Act.

Open Season:

There are 2 open seasons for TSP each year. These open seasons last 2 and a half months.

New Employee:

A career employee is eligible to make an election to begin contributing to TSP beginning with the second open season after the career appointment. An employee who is hired during an open season, but before the election period, has the current open season counted as one of the required two.

For example:

- a) Career employees hired from January 1 through June 30 are first eligible to make an election during the open season from the following November 15 through January 31.
- b) Career employees hired from July 1 through December 31 are first eligible to make an election during the open season from the following May 15 through July 31.

Contributions:

As a new career employee you are automatically enrolled in TSP. You are contributing 3 % of your pay to your TSP account. The USPS will match up to 5%. It is highly recommended you contribute 5% to get the full match by the USPS.

TSP website- www.tsp.gov

Phone- 1-877-968-3778

NALC Health Benefit Plan

20547 Waverly Court, Ashburn, VA 20149-0001 • 1-888-636-NALC (6252)

As a CCA your Healthcare options were very limited, as a regular carrier you now have many options to choose from. One option to consider, is the NALC Health Benefit Plan. This plan is union owned, union operated and nonprofit. You can choose from a consumer driven plan as well as high option and value option for both yourself and your family. All of the plans have Cigna healthcare and CVS/Caremark as providers. These providers have extensive networks throughout the country. You can see more details on the NALC Health Benefit plan at www.nalchbp.org.

The NALC is just one of many options you will have for your healthcare needs. You can compare this plan with other plans at

www.opm.gov/healthcare-insurance/healthcare/plan-information/compare-plans/

This site will give you the best information on all the plans you may be considering. You can do a side by side comparison to give you the best view of the plans available to you. This gives you the opportunity to weigh all options and choose the plan that best suits the needs of you and your family.

At the end of every year, during the open season, you will have a chance to change your plan. Since the plans and your needs may change, it is important to stay informed and review all changes when they are made available to you.

LIFE INSURANCE

Federal Employees' Group Life Insurance (FEGLI)

Almost everyone needs life insurance, how much you need is for you to decide. FEGLI is a life insurance program for federal and postal employees. Through the Federal Employees' Group Life Insurance (FEGLI) Program, federal employees have several choices in selecting the amount of life insurance that's right for them. All information for life insurance could also be found at opm.gov. Here are the options of life insurance you are eligible for.

Basic Insurance:

As a career employee, you are automatically enrolled in basic insurance unless you waive this right. Basic insurance equals to your annual rate of pay rounded up to the next even thousand, plus an additional two thousand dollars. The cost of Basic Insurance is shared between you and the Postal Service. You pay two-third of the cost and the Postal Service pays one-third. Your age does not affect the cost of Basic Insurance.

Optional Insurance:

Optional Insurance is an addition to basic. You must be enrolled in basic in order to be eligible for this insurance. FEGLI offers three types of Optional Insurance:

Option A - Standard, in the amount of \$10,000

Option B - Additional, in an amount from one to five times your annual rate of basic pay after rounding your salary up to the next even \$1,000.

Option C - Family, one to five multiples of coverage for your spouse and your eligible dependent children. Each multiple is equal to \$5,000 for the death of your spouse and \$2,500 for the death of each eligible child.

You pay the full cost of Optional Insurance, and the cost depends on your age.

Website for information:

<http://www.opm.gov/healthcare-insurance/life-insurance/reference-materials/postal-booklet.pdf>

Online form: <http://www.opm.gov/forms/pdf-fill/sf2817.pdf>

BIDDING

As a career letter carrier you have the right to bid on, and hold specific duty assignments based on seniority. A vacant or newly established duty assignment not under consideration for reversion shall be posted within fourteen calendar days from the day it becomes vacant or is established. The Vacancy Notice (Bid Sheet) normally comes out every month. It is sent to every station and the bidding period will stay open for ten days. Check the NALC bulletin board for a posting of the Flushing Carrier Bid Cycle for the entire year.

FLUSHING LETTER CARRIER BID CYCLE 2015

<u>OPEN</u>	<u>CLOSE</u>	<u>TAKES OVER BID</u>
December 31	January 9	January 24
January 28	February 6	February 21
February 25	March 6	March 21
March 25	April 3	April 18
April 22	May 1	May 16
May 20	May 29	June 13
June 17	June 26	July 11
July 15	July 24	August 8
August 12	August 21	September 5
September 9	September 18	October 3
October 7	October 16	October 31
November 4	November 13	November 28
December 2	December 11	

NOTE: According to the contract, the successful bidders for the last bid series in November will not be placed in bid until January 2016.

OVERTIME DESIRED LISTS

As a career letter carrier you now have the option of signing up for one of two overtime lists. By signing the overtime desired list (ODL), you are committing to work any and all overtime assigned to you including your non- schedule (ns) day.

WORK ASSIGNMENT LIST

The second list is referred to as the work assignment list. Signing this list commits you to only working overtime on your own assignment on your regularly scheduled days.

Note: There is a Memorandum of Understanding Between the United States Postal Service in Flushing and Branch 294, which affords newly converted CCAs a seven (7) day sign up period.

Memorandum of Understanding

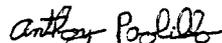
Between the
Flushing, NY United States Postal Service
and Branch 294 NALC

March 21, 2014

RE: NEWLY CONVERTED CCAs TO REGULAR CARRIER / REASSIGNED
REGULAR CARRIERS

The undersigned parties agree that employees who transfer from another installation to the Flushing Installation, or are converted to full-time will be afforded one week (seven (7) calendar days) window beginning on the day of their transfer/appointment, to sign this Overtime Desired List (OTDL) in their respective station. After the seven (7) day sign-up period expires, the carrier's request will fall under the guidelines of J-Cam article 8.5. The newly converted CCAs, or Reassigned Regular Carriers, will be placed at the bottom of the OTDL at this time. Anytime before this date will count as missed opportunities. This agreement will remain in full force for the length of the current contract.


MANAGEMENT OFFICIAL


NALC PRESIDENT

PAC – Political Action Committee

Link: <http://www.nalc.org/depart/legpol>

Letter Carrier Political Fund – This is our political action fund. We contribute to the politicians who support Letter Carriers, and our causes (Saturday mail delivery, health & retirement benefits, etc.) donations. The union is not allowed to use union funds to contribute to politicians, so this is our only way to lobby. We ask that all letter carriers contribute to this. Remember give now before you won't have a check to deduct from, the job you save with your contribution may be your own.

E- Activist

Link: <http://nalc.org/depart/legpol/e-activist>

Congress will continue to attack, go after your benefits you currently have. As an E-Activist you will receive emails from the NALC, when we have to act on these issues. We strongly urge you to become part of this national grassroots effort to protect everything that our brothers and sister carriers before us fought and sacrificed so hard for.

FSA and Dependent Care Accounts

Flexible Spending Accounts and Dependent Care Accounts are used to offset some of your out of pocket health care and dependent care expenditures. At the end of every year there is an Open Season when you can choose to contribute to these funds. You must choose wisely however, because whatever you take out for the calendar year must be used or you will lose it. It is recommended starting low and working your way up as you begin to understand how much money you are going to spend annually on co-pays, glasses ,dental, etc. You can choose to take out up to \$2500 per year for FSA. Dependent Care Accounts are for carriers who have young children (or stepchildren) who are in daycare or use babysitters. The caregivers must be accredited with tax ID's in order to qualify as a dependent care provider, so paying an in-law or older sibling will not be reimbursable. You can take out up to \$5000 for dependent care annually, and this too is use it or lose it. There is currently a three month grace period into the following year on both accounts in case you have money left, but try to use it all in the same calendar year. The most important part of these accounts are they come out of your check pre-tax, which is a sizable savings.

Triboro Federal Postal Credit Union

The Credit Union is located at 142-02 20th Ave. Flushing, NY 11351, phone # 718-961-7585.

It's a great way to start saving for a rainy day. There is no open season for the credit union, you just have to give them a call.

COMMUNITY SERVICE

NALC FOOD DRIVE

The NALC Food Drive was started in October 1991 with 10 cities running it on a trial basis. It was an immediate success. In 1993 it was moved to its new annual date in May. Now each year on the day before Mother's Day, Letter Carriers from all over the country pull double duty. They continue the normal job of providing America with the best mail delivery in the world and they collect food for local food pantries.

CARRIER HEROES

Six days a week, in every city and town across America, proud union letter carriers travel the streets and byways, serving every home and business along their routes. Because these brothers and sisters are everywhere, every day, they represent the front line of safety for many in our communities, not only the elderly or the young, but Americans of every age and in every station of life.

These good men and women believe that serving America means more than delivering the mail. For them, a vital part of "universal service" is a sense of universal caring.

There are tens of thousands of courageous letter carriers all across America whose daily deeds of bravery and simple compassion make us all proud:

- Letter carriers put their own lives and safety at risk.
- Letter carriers cast a watchful, protective eye over the neighborhoods they serve.
- Letter carriers selflessly give of their own personal time and talents to help the needy.
- Letter carriers raise millions of dollars for MDA.
- Letter carriers collect tens of millions of pounds of food each year in NALC's National Food Drive.

For letter carriers, to serve means to protect, to assist, to help every citizen at any time the opportunity arises.

On duty or off, letter carrier heroes generously deliver that "extra service" to the American public every day, and in doing so they proudly carry on a great tradition of delivering for America, six days a week.

CARRIER ALERT

Carrier Alert is a program designed for letter carriers to check on the elderly and handicapped. If you see things are not normal at their houses, inform your supervisor so these customers can be checked up on. There have been many stories of carriers checking up on people and finding something is wrong. In many of these cases they have saved lives. Just remember when you have an elderly customer that you should treat them as you would want someone to treat your mother or grandmother.

DELIVERING THE CURE (MDA)

America's letter carriers have helped lead the search for cure for neuromuscular diseases for half a century. The NALC was the first national sponsor of the Muscular Dystrophy Association and letter carriers are among MDA's top fund-raisers, collecting more than \$20 million in the past 15 years alone to finance research and provide care and services for children and adults with muscular dystrophies.

As new career employees we welcome any help with raising money for this great cause. You can help by being involved in fundraising events that we will have to support MDA. If you have new ideas on fundraisers we can have please bring these ideas up at our monthly meetings.

POSTAL EMPLOYEES' RELIEF FUND (PERF)

After September 11 2001 many customers would comment on how seeing letter carriers gave them a sense of normalcy. We heard the same things after Superstorm Sandy. After every disaster the letter carriers are there. What happens when the letter carriers are the ones affected? That is what the Postal Employees Relief Fund is for. If you are ever in need because disaster has stuck you and your family you can apply for help from PERF. You have a 120 days after the tragedy to apply for help. If you ever need this help and are not sure what to do then contact the branch office and we will help in anyway we can.

COMBINED FEDERAL CAMPAIGN (CFC)

The Combined Federal Campaign is a federal government program that allows federal employees, including letter carriers, to donate to charitable organizations of their choice by designating an amount to be deducted from their paychecks. Employees may give to more than one charity. Participation is strictly voluntary.

CFC is one of the largest workplace giving programs in the country—federal employees and military personnel donate millions of dollars each year to thousands of charities and causes, a few dollars at a time, simply by filling out one form during the CFC drive period at the end of each year. An NALC representative or manager may provide forms and information on CFC during that period, or you can ask for information on how to designate donations.

Two charitable causes that letter carriers may want to consider supporting through CFC are:

The Muscular Dystrophy Association (MDA), the NALC's official charity (CFC No. 10561).

The Postal Employees Relief Fund (PERF), a program administered by NALC and several other postal unions and management organizations that provides assistance to postal employees who are victims of natural disasters or home fires (CFC No. 10268).

Holidays

After conversion to full-time career status, employees are entitled to holiday pay. There are 10 days which are considered holidays for full-time career employees:

Article 11, Section 1 of the National Agreement lists those 10 days which shall be considered holidays:

Article 11, Section 1. Holidays Observed

The following ten (10) days shall be considered holidays for full-time and part-time regular scheduled employees hereinafter referred to, in this Article, as “employees”:

New Year’s Day

Martin Luther King, Jr.’s Birthday

Presidents Day

Memorial Day

Independence Day

Labor Day

Columbus Day

Veterans Day

Thanksgiving Day

Christmas Day

BACK COVER

