

**Representing the Stations of  
Encino – Panorama City – Sherman Oaks – Sun Valley – Tarzana – Van Nuys Main**

**VOLUME 55**

**FEBRUARY 2018**

**NUMBER 1**

## **PRESIDENT'S REPORT**

**By JANETTE DOLABSON**

Happy New Year! I hope the new year brings you all health and happiness!

### **Christmas Party-**

On December 16th we held our annual Christmas party. Thank you to all of you who came out. A special thank you to those who helped set up and serve our membership. It's a lot of work and I really appreciate all of you. Thanks to Steve Seyfried, John Burton, Bob Enz, Tracy Mullinax, Raul Dozal, Mayen Macaraeg, Francisco Valenzuela, Paul Jeffrey, William Powers, Sandy Anger, Robert Johnson and Larry Dolabson. A special thanks to President of NALC Branch 1427 Carly Hook who came down and helped set up and serve. Thank you, Santa and Mrs. Clause Tia and John Wilson for giving us your time and helping make all those children happy. Thanks for all the goodies you made for us too, John Wilson, they were delicious. The venue was large and there was plenty of parking and that made it so much easier for everyone.

Even though it was a wonderful event there were some challenges and some issues that we are going to need to address for next year's party. We will look at using sign-up sheets in each office so we can get a good grip on how many are going to attend. It is a family party. This means members and their immediate family. Those who live with them. It does not mean your whole extended family- mothers, fathers cousins, neighbors. Some people brought 10-17 people with them. We can't have that happen next year. So next year it's a member and a spouse/guest and their immediate family (those who live with them only) who will be free. You will be able to sign up at your office. Any other people you wish to bring you will be charged a fee to bring them. The cost will be listed on the sign- up sheet and you will need to pay prior to the event. You will receive tickets with your sign up. If you don't have a ticket you will not gain entrance. Retirees will be able to sign in at the entrance for themselves and a guest/spouse and pay for any additional people they bring with them there. We will have this in the Mail Call prior to the event.

There are lots of kids present. Folks need to behave in a professional way, especially with kids there. We had some folks standing in groups by tables cursing and behaving less than professional and some parents were upset by that. Some of that may be due to the alcohol consumption. We don't want to eliminate serving beer at the party, but we do need to try and control it a bit. So, with that problem we decided that

members and adult guests will receive 2 beer tickets at the front check in. After that, beer will cost 2 dollars a can. Proceeds will go to MDA.

We are also looking at having 2 serving lines for the first round of food. When everyone has been served one time we will end serving to everyone until the kitchen staff and volunteers have eaten. We will then reopen one line for seconds. Since there were some people who did not listen to our request to wait until the volunteers ate before they came back for more food, we feel this is the best way to handle that issue. Most of you were very patient and kind in our request but a few people have made this necessary.

That brings me to another issue. Rudeness to anyone will not be tolerated. If anyone gives us or any of our staff a hard time they will be asked to leave. There is no excuse to behave badly. We will randomly draw tables for service after our invited guest table has been served. If your table is last, sorry. That will be the luck of the draw. No table will be allowed to go to the line before they have been called. Period! end of story. Hopefully with two serving lines the serving will go much faster and folks will be less likely to cut the line. We know you are hungry. We will get to you as fast as we can!

We are also going to start the kid's drawings as soon as the first round of food service has ended, and the volunteers have eaten, before the second round of food is served. That way the kids don't have to wait for Santa Clause so long. They get tired and restless and it would be a good idea to take care of them earlier. We will do the other raffles after the second round of food and the desserts are served. We think the flow will be better.

The branch pays for all the food and beverages and decorations. Decorations belong to the branch. The centerpieces are owned by the branch. Again, this year folks took it upon themselves to take the centerpieces home with them. We like to reuse them. So, if you are one of those people, please refrain from doing so next year. We would appreciate it. If it continues, we will just not have them on the tables.

We love having a Christmas party! Hopefully with these changes, serving will be more efficient and everyone will be fed quickly, and the raffles will be done sooner. Thank you for your patience and support!

**(Continued on Page 5)**

"The MailCall" is published monthly by "Heart of the Valley Branch 2462, NALC, 6910 Hayvenhurst Ave., Suite 101, Van Nuys, CA 91406 in the interest of and for the Letter Carriers of the Van Nuys Post Office and its Stations. **ARTICLES FOR PUBLICATION MUST BE IN THE HANDS OF THE EDITOR ON NIGHT OF THE REGULAR BRANCH MEETING. ALL ARTICLES MUST BE TYPED OR ON COMPUTER DISK WITH SINGLE LINE SPACING.** The Editor reserves the right to delete any article he deem s necessary , improper, or unfit. All opinions expressed are those of the writer and are not necessarily those of the Editor or Branch 2462, NALC. The views expressed in this document are those of the author and do not necessarily represent the official views of the U.S. Postal Service . In the hopes that any material contained herein may be of benefit to your Branch and to the goals of the NALC, permission is granted to copy and/or use any material in this publication with our best wishes.

## Vice President's Report

By  
**John Burton**

### CCA RIGHTS AND BENEFITS

Do you know your rights and benefits as a cca? If you don't do you know where to find them? The best way to find out your rights and benefits is to download the nalc app. in the nalc app you can find everything you need to know about your job as a cca. Once you get the app look up the jcam (joint contract administration manual) in there there's a section called appendix b which has questions and answers for rights and benefits for ccas. some examples are.

23. Do CCAs have a work hour guarantee? Yes, CCAs employed in post offices and facilities with 200 or more work years of employment have a four-hour work guarantee and CCAs employed in all other post offices have a two-hour work guarantee

The Van Nuys installation is a 200-work year office, so you are guaranteed 4 hours of work if you are scheduled.

25. Can CCAs be required to remain on "stand-by" or remain at home for a call in on days they are not scheduled to work? No. you are not on call if you are not scheduled you are not required to answer your phone. If you want to work, then answer your phone otherwise enjoy your day off.

There have been questions now that amazon fresh has ended about being reassigned to another installation appendix b answers that question

26. May CCAs be permanently reassigned from one post office (installation) to another during their appointment? Yes, provided the employee's current appointment is being voluntarily terminated. To avoid a break in service a permanent reassignment to a different installation must be affected on the first day of a pay period

In other words, you must agree to the move and if you do you will lose your relative standing.

Cca's now can be put on our annual leave board per our new local agreement some important things to remember are that there must be a slot available and it is done by seniority.

Also, when you request annual you MUST submit your request 3 working days prior to the schedule being posted.

I have only listed a few items. the best way to protect your job is to be informed so download the nalc app and learn.

### In Unionism

## ATTENDANCE CHART BRANCH MEETINGS

MONTH	J	F	M	A	M	J	J	A	S	O	N
MAIN OFFICE		5									
ENCINO		5									
PANORAMA CITY		2									
SHERMAN OAKS		1									
SUN VALLEY		1									
TARZANA		1									
RETIREE'S		4									
TOTAL		19									

**MEETING PLACE OF BRANCH 2462, NALC  
6910 HAYVENHURST AVE., SUITE 101  
VAN NUYS, CALIFORNIA**

**NEXT MEETING  
\*\*\*6:30 PM\*\*\***

**FEBRUARY  
6th  
"2018"**

**DEADLINE DATE FOR THE NEXT  
ISSUE OF "THE MAIL CALL" IS**

**Feb 9, 2017**

**WEB PAGE.... WWW.NALCBRANCH2462.ORG  
BRANCH OFFICE.....818-786-8505  
O P C PERSONNEL OFFICE.....818-374-5600  
E-Mail.....Branch2462nalc@gmail.com**

### "RETIREE CORNER" ATTENTION: !!!!

Our next Breakfast Meeting will be held at Denny's Restaurant , (Corner of Sherman Way & DeCelis). It will begin at 09:00 AM. The next 2 dates will be January 27th & February 24, 2018 (4th Saturday) So, please mark your calendar.....We hope to see you there. Thank You

**Bob Johnson**

## 2018 PROPOSED BUDGET FOR BRANCH 2462

### ESTIMATED INCOME:

Regular Members	375 at \$730.08	( \$ 28.08 - ppp)	\$273,780.00
Retiree's	110 at \$ 36.00	( per year)	\$ 3,960.00
NALC Health Benefit Reimbursement			\$ 100.00
Interest			\$ 50.00
Other Income			\$ 100.00
TOTAL INCOME			\$277,990.00

### JANUARY 2016 THRU DECEMBER 2016

ESTIMATE EXPENDITURES	BUDGET 2017	SPENT 2017	BUDGET 2018
NALC Per Capita Tax:			
Regular Members			
375 at \$ 220.74	\$74,884.00	\$80,344.00	\$82,777.50
Retiree's			
110 at \$ 7.00	\$805.00	\$773.01	\$770.00
State Per capita Tax:			
Regular Members			
375 at \$ 10.40	\$3,848.00	\$3,933.20	\$3,900.00
Retiree's			
110 at \$ .50	\$57.50	\$64.40	\$55.00
1 Contingency Fund (regular members)			
(375 @ 2.00 x 26 pay periods)	\$19,240.00	\$19,674.00	\$19,500.00
2 Contingency Fund (retired members)			
(110 @ .50 x 26 pay periods)	\$1,495.00	\$1,638.00	\$1,430.00
3 Branch Officers Salary	\$42,000.00	\$42,000.00	\$42,000.00
4 The Mail-Call	\$6,500.00	\$5,425.95	\$6,000.00
5 Mail-Permit (Includes postage)	\$1,800.00	\$1,640.00	\$1,800.00
6 Postage Expense	\$600.00	\$111.96	\$600.00
9 Harry Brenneman Award	\$250.00	\$227.32	\$250.00
10 Office Expense	\$7,000.00	\$7,512.55	\$8,000.00
12 Retiree's Luncheon	\$2,500.00	\$2,026.82	\$2,500.00
13 Installation of Officers	\$500.00	\$184.47	\$---0---
14 Branch Telephones	\$2,000.00	\$1,178.30	\$1,400.00
15 Bond for Officer's	\$300.00	\$210.00	\$300.00
16 Office Supplies	\$1,000.00	\$1,003.83	\$1,200.00
17 Labor-Management Meetings	\$200.00	\$---0---	\$200.00
18 Refreshments	\$800.00	\$402.54	\$800.00
19 Donations	\$800.00	\$1,175.00	\$1,200.00
20 Equipment Repairs	\$500.00	\$466.00	\$750.00
21 Equipment Purchase	\$2,000.00	\$---0---	\$2,000.00

ESTIMATE EXPENDITURES	BUDGET 2017	SPENT 2017	BUDGET 2018
22 Election Expense	\$2,500.00	\$2,527.36	\$---
23 Miscellaneous Expense	\$100.00	\$---0---	\$150.00
24 Public Relations	\$500.00	\$162.24	\$1,500.00
25 Station Expense	\$1,600.00	\$1,600.00	\$1,600.00
26 Educational & Training	\$17,500.00	\$22,269.30	\$20,000.00
27 Publications	\$20.00	\$20.00	\$20.00
28 Local Negotiations	\$3,000.00	\$108.75	\$---0---
29 Branch Picnic	\$---0---	\$---0---	\$---0---
30 Lost Time Account	\$15,500.00	\$10,700.00	\$15,500.00
31 Insurance cost	\$1,000.00	\$942.00	\$1,100.00
32 Office Rental	\$26,000.00	\$27,975.83	\$32,400.00
33 Gas Utility	\$300.00	\$283.05	\$325.00
34 Food Drive	\$4,000.00	\$1,468.55	\$4,000.00
35 Ray Kreyer Award	\$600.00	\$573.91	\$600.00
36 C.O.A. Mail Call	\$50.00	\$---0---	\$50.00
37 Route Inspection Expense	\$---0---	\$---0---	\$---0---
38 Mileage (@.54 per mile)	\$1,000.00	\$1,032.39	\$1,100.00
39 Scholarship Expense	\$200.00	\$200.00	\$200.00
40 Electric Utility	\$1,600.00	\$1,443.15	\$1,600.00
41 Dues & Membership Expense	\$700.00	\$1,454.40	\$790.00
42 Janitorial Expense	\$900.00	\$900.00	\$900.00
43 MDA Expense	\$500.00	\$363.60	\$500.00
45 Bass Calendars	\$1,600.00	\$1,600.00	\$1,600.00
46 Christmas Open House	\$6,000.00	\$7,228.08	\$7,000.00
47 Independent Medical Exam	\$---0---	\$---0---	\$---0---
48 Organizing Expense	\$---0---	\$---0---	\$---0---
49 Cellular Phone	\$---0---	\$-91.80	\$200.00
50 Greeting Cards	\$10.00	\$---0---	\$10.00
51 On-Line Service	\$1,200.00	\$1,056.32	\$1,200.00
53 NALC Store Expense	\$800.00	\$1,275.00	\$1000.00
54 Deaf/Inter-Sign Language	\$---0---	\$---0---	\$---0---
55 General Taxes	\$500.00	\$473.33	\$600.00
56 Cable Expense	\$1,250.00	\$1,213.0648	\$1,250.00
57 Retiree Breakfast Expense	\$2,000.00	\$2,481.01	\$2,500.00
59 Workers Compensation Ins	\$1,000.00	\$6,275.00	\$2,000.00
99 Non-Numbered Items	\$---0---	\$257.39	\$---0---
TOTALS	\$265,009.50		\$277,127.50

**JANUARY 2016 THRU DECEMBER 2016  
BALANCE SHEET**

INCOME	\$277,990.00
EXPENDITURES	\$277,127.50
 BALANCE	 \$862.50

The above report will be submitted to, and voted on by the general membership of Branch 2462 at the regular meeting to be held in the month of February 2016.

# PRESIDENT'S REPORT

(Continued from Page 1)

## Steward Training Class

We will be holding a Steward training class. I will be notifying those shop stewards, I feel should attend this class. Also, if you are someone who feels you would be interested in becoming a steward, please notify me at the office 818 786-8505 and we will have you attend this class. The tentative class date will be Thursday January 25th at 6:30 PM. I will have a sign up sheet posted in your stations so if you receive the Mall Call after that date you will have prior notification. We will cover basic informal A grievance writing and how to properly fill out PS Form 8190 grievance form.

## Back Pay Update

Active city carrier assistant (CCA) letter carriers will receive their back pay in their Feb. 9, 2018, paychecks. A CCA's back pay will cover the period from Nov. 26, 2016, through Sept. 15, 2017. This payment will include the 2.2 percent general wage increase and the addition of two \$0.50-per-hour step increases in the new CCA pay scale where applicable. The two \$0.50-per-hour step increases are payable at 12 and 52 weeks of service.

Letter carriers who converted from CCA to career during the back pay period received the career portion of their back pay today and will receive the back pay for their time spent as a CCA in their Feb. 9, 2018, paycheck. Reporting requirements and PS Form 3996

I love this article from the Postal Record by Executive Vice President Brian Renfroe. Since we have a lot of issues coming at us about 3996's. This is great information and advice! It is as follows:

"The beginning of a new year is often a good time to get back to basics and sharpen our focus on how we deal with situations we face on a regular basis. For letter carriers, the morning routine of estimating workload and, when necessary, requesting auxiliary assistance is one of those situations. Handbook M-39, Handbook M-41 and several national-level settlements have defined a process that both letter carriers and managers are required to follow when a letter carrier cannot complete his or her daily assignment within their normally scheduled timeframe. Some detailed advice that covers a variety of situations on this subject can be found in the "DOIS Projections, PS Form 3996 and PS Form 1571" section beginning on page 83 of the NALC City Carrier Assistant Resource Guide. The guide was created for CCAs, but this section is applicable to all letter carriers. It is available in the "Resources" section of the NALC website under "Workplace Issues." Some basic advice on how letter carriers can best handle these situations is below.

1. Verbally inform your manager. Sections 131.41 and 131.42 of Handbook M-41 require you to verbally inform your manager when you believe you cannot carry all the mail distributed to your route in eight hours or within your normal schedule.

2. Request PS Form 3996. Section 122.33 of Handbook M-39 requires the manager to provide you with a PS Form 3996 when you request it. When you request a 3996, no matter what your manager says to you, say, "I am requesting a 3996" and explain the reasons for your request. If you are

denied the form, immediately request to see your shop steward.

3. Fill out the form completely. It is important that you fill out the form completely. In the reason for the request box, write down why you believe you cannot complete your assignment in eight hours. Fully explain the reasons for your request. General comments such as "heavy volume" or "route overburdened" are not enough in this section. Sometimes managers will tell you that you don't need the requested overtime or auxiliary assistance because of what DOIS projects for your route. Multiple national-level settlements (e.g., M-01664 and M-01769) have held that these time projections are not the sole determinant of your daily workload. Nothing can replace the opinion of the professional letter carrier. Simply provide your best estimate and the reasons why and move on to Step 4.

4. Keep your cool. Don't lose your cool. While this process can be frustrating, you will do nothing to help yourself by becoming angry. If your manager denies your request for overtime or assistance, tell him or her that you will do your best. Politely ask what you should do if you are not able to deliver all the mail and return to the office when they want you back.

5. Don't argue. There is no reason to argue with your manager at this point. The best thing you can do is tell your manager that you will do your best and ask for a copy of your 3996. Section 122.33 of Handbook M-39 requires managers to provide you with a copy if you request it. Finish your office work and go to the street. All you have to do is your best. Work professionally. Never compromise your safety or skip breaks or lunches to make it back to the office by a certain time.

6. Don't make decisions. Letter carriers get paid to deliver mail. Managers get paid to make decisions. If you realize that you will not be able to deliver all the mail and make it back to the office by the time the manager approved, you should do everything you can to put any further decisions in the manager's hands. The best way to handle this situation is to call your supervisor per local instructions. If you have no local instructions, try calling around two hours before the time you are scheduled (approved on PS Form 3996) to be back. Let your supervisor know where you are and how long you think it will take you to finish. Ask whether they want you to bring the mail back or finish the route. Follow whatever instructions your supervisor or manager gives you. If the supervisor or manager refuses to tell you what to do with the rest of the mail or if you can't finish your assigned duties in the amount of time initially specified by your supervisor, you should return to the office in the allotted time and ask for further instructions. Again, you should follow whatever instructions your supervisor or manager gives you."



**"THE MAIL CALL"**  
**BRANCH 2462, NALC**  
**Steve Seyfried, Editor**  
**6910 Hayvenhurst Ave., # 101**  
**Van Nuys, CA 91406**

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**Address Service Requested**

**Branch Meeting Minutes**

**January 2, 2018**

**By**

**Steve Seyfried, Secretary**

The Meeting was held at the Branch 2462 Union Hall 6910 Hayvenhurst Ave, Van Nuys California. It was called to order by PRESIDENT J. DOLABSON at 6:54 p.m. The Pledge of Allegiance was led by Sgt-at-Arms RAUL DOZAL

**MOMENT OF SILENCE-----In Memory All members of the NALC and U S Military who have passed in 2017.**

**Thank you all for your Service**

**ROLL CALL OF OFFICERS**

**PRESENT---** J. DOLABSON, BURTON, SEYFRIED, MULLINAX, JOHNSON, JEFFREY, MACARAEG, WILSON, DOZAL, L. DOLABSON, ENZ

**ABSENT---NONE**

**MINUTES ACCEPTED AS PRINTED IN MAIL CALL**

**CORRESPONDENCE READ**

**APPLICATION FOR MEMBERSHIP**

**CARLOS ROSAS, ANA ORTEGA, CYMONE NELSON, ERIC RODRIGUEZ, NATHANIEL TREADWELL**

**BILLS READ---NONE**

**COMMITTEE REPORTS**

**AUDIT COMMITTEE** Budget meeting will be on Jan 4th and the Audit will take place on Jan 30th at 6:30 pm at the Union Office.

**HEALTH & SAFETY** Doors closed, and seat belts fasten at all times.

**TRUSTEES** No Report

**RETIREEES** 4 retiree's present tonight.

Saturday breakfast. will begin again starting in January 4th Sat

**MDA FUND--DOZAL** Currently \$1042.00 in fund

**HBR--L. DOLABSON** National has new phone menu when you call them, be sure to listen carefully. If you have not received your new health card, contact Larry.

**MDA--MACARAEG** Now have MDA coin jars in all stations. Special Thanks to DAN RATHBONE "The Uniform Guy" for his donation of \$ 135.00 and to LESLIE MICHELSEN for her donation of \$ 50.00.

**MBA--ENZ** No Report

**EAP--DANIELS** No Report

**EDITOR--SEYFRIED** No Report

**FINANCIAL/TREASURERS REPORT--JOHNSON--NONE**

**VICE-PRESIDENT BURTON** CCA's will get their back pay on February 9, 2018. Deadline for those wishing to apply to the NALC Leadership Academy is February 28<sup>th</sup>.

**PRESIDENT J. DOLABSON** Gave her report which will be published in the MailCall

**EXECUTIVE BOARD MINUTES READ**

**OLD BUSINESS**

**The following actions were taken by the Executive Board since the November, 2015 General Meeting:**

1. Board authorized the payment of \$ 787.80 to renew the membership of 2 members for 1 year in the L A County Federation of Labor.
2. Board authorized the expenditure of \$ 300 to renew the carbonite on line back up programs for all Branch computers.
3. Board authorized the expenditure of \$ 100 as a donation to the Salvation Army for Christmas
4. Board authorized the expenditure \$ 100 as a donation to Toys for Tots
5. Board authorized the expenditure of \$ 100 as a donation to the American Cancer Society.
6. Board authorized the expenditure of \$ 100 as a donation to Mend's Toy for Child
7. Board authorized the expenditure of \$ 100 as a donation to Wounded Warriors
8. Board authorized the expenditure of \$ 1000.00 to send 4 members, to be chosen by the President, to the Article 12 Training Class in Ontario, CA on Sunday January 21, 2018.

**NEW BUSINESS---NONE**

**UNDERLINED INDICATES UNANIMOUS VOTE**

**Good of the Association**

The Secretary would like to say thank you to Brother PAUL JEFFREY for taking notes at the November Regular meeting. You did a great job Paul and your help as always is much appreciated.

**MDA DRAWING**

\$ 4 BOB JOHNSON--RETIREE--\$ 2 DONATED  
\$ 6 JESSICA LEE--ENCINO  
\$ 8 DAN RATHBONE--RETIREE--DONATED

Meeting Adjourned 7:55