

CENTENIAL YEAR

1926 - 2026

Representing the Stations of

Encino – Panorama City – Sherman Oaks – Sun Valley – Tarzana – Van Nuys Main

VOLUME 63

OCTOBER 2026

NUMBER 9

PRESIDENT'S REPORT

By
JEMMAYEN MACARAEG

YOUR VOICE. YOUR VOTE. OUR UNION.

As union members, we all have a voice—but that voice only matters if we use it.

Our union is strongest when its members participate, speak up, stand together, and take an active role in shaping our future. One of the most important ways you can make your voice heard is by voting.

This election is more than just checking a box. It is your opportunity to have a say in the direction of our union and the leadership that represents you.

When your ballot arrives, please don't put it aside.

Don't wait. **VOTE.**

Ballots are expected to be mailed around September 28. If you do not receive your ballot by October 5, contact the NALC Membership Department at [202-393-4695](tel:202-393-4695) to request a replacement. Replacement requests must be made by 4 p.m. Eastern on October 9.

Your ballot must be received by noon on October 19 to be counted.

I encourage every eligible member: take a few minutes, make your choice, and make your voice heard. Because when we participate, we are not just voting for ourselves—we are standing up for our coworkers, our families, and the future of our union.

DON'T LET SOMEONE ELSE SPEAK FOR YOU.

USE YOUR VOICE. CAST YOUR VOTE.

LET'S MAKE OUR UNION

STRONGER AND BETTER TOGETHER !

OFFICE TIME: KNOW THE CONTRACT AND KNOW YOUR RIGHTS

Management's arbitrary time expectations do not eliminate required carrier duties.

Over the years, the Postal Service has used different systems and time projections to estimate how long carriers should spend in the office and on the street. However, a projected or arbitrary office time does not replace the actual work a letter carrier is required to perform.

Carriers have responsibilities in the morning, on the street, and after returning to the office. The time needed to perform those duties must be considered.

PS Form 3996 — Article 41, Section 3G

Article 41, Section 3G of the National Agreement protects a carrier who properly submits a PS Form 3996, Carrier Auxiliary Control. Management must advise the carrier promptly of the disposition of the request after reviewing the circumstances.

Upon request, the carrier is also entitled to a duplicate copy of the completed PS Form 3996 and PS Form 1571.

Handbook M-41, Section 28 provides the procedures for completing PS Form 3996 when a carrier estimates that the daily workload cannot be completed within the allotted time. It also explains the supervisor's responsibilities regarding the form.

Additionally, Handbook M-39, Section 122.33 requires that, upon request, the employee be provided a PS Form 3996 after the supervisor has been verbally informed of the reason for the request. The employee shall not be denied the form.

Your reporting responsibilities — M-41, Section 131.4

Handbook M-41, Section 131.4 outlines the carrier's reporting requirements.

(Continued on Page 3)

"The MailCall" is published monthly by "Heart of the Valley Branch 2462, NALC, 6910 Hayvenhurst Ave., Suite 104, 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 deems 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.

ATTENDANCE CHART BRANCH MEETINGS

MONTH	J	F	M	A	M	J	J	A	S	O	N
MAIN OFFICE	2	5	5	4	5	5	5	4	3		
ENCINO	1	1	2	1	1	1	1	1	1		
PANORAMA CITY	3	2	2	2	2	1	3	2	2		
SHERMAN OAKS	5	4	6	6	6	5	6	5	6		
SUN VALLEY	0	0	0	0	0	0	0	0	0		
TARZANA	4	3	3	2	1	1	1	1	1		
RETIREE'S	7	6	5	7	7	7	5	5	3		
TOTAL	22	21	23	22	22	20	21	18	16		

NEXT MEETING

TUESDAY
OCTOBER 6th
2026

6:30 p.m.

BRANCH OFFICE

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

Oct 11, 2026

WEB PAGE.... WWW.NALCBRANCH2462.ORG
BRANCH OFFICE.....818-786-8505
O P C PERSONNEL OFFICE.....818-374-5600
[E-Mail.....Branch2462nalc@gmail.com](mailto:Branch2462nalc@gmail.com)

"RETIREE CORNER" ATTENTION: !!!!

We have concluded our Retiree Breakfasts for the year. We hope that all who attended enjoyed a chance to get together to see and talk with those we worked with as Active Carriers. See you next year.

Thank You

FRANK BRASH RETIREE LUNCHEON BRANCH 2462 SUNDAY MORNING OCTOBER 4, 2026 MONTEREY AT ENCINO GOLF COURSE

16821 Burbank Blvd, Encino, CA 91436

Doors Open 12:00 PM
Lunch Served 12:30 PM

**All Carriers that have retired since
November 2025
are FREE including 1 guest.**

**ALL GOLD CARD MEMBERS
are FREE including 1 guest.**

**Any Family Member of Deceased
Branch Member
Is FREE**

**ACTIVE and RETIRED MEMBERS
Price is \$ 10.00**

**ALL OTHER GUESTS
Price is \$ 15.00**

**Active Carriers are Welcome
For Further Information Contact**

**TRACY MULLINAX or TIA WILSON
At the Union Office
(818) 786-8505**

PRESIDENTS REPORT

(Continued from Page 1)

Among other things:

- 131.41: Carriers must verbally inform management when they believe they cannot case all distributed mail, perform required duties, and leave on schedule or complete delivery of all mail.
- 131.42: Management must be informed in advance of the scheduled leaving time when possible.
- 131.43: Carriers must complete applicable items on PS Form 3996 when overtime or auxiliary assistance is authorized.
- 131.44: Undelivered mail must be reported on PS Form 1571, including mail distributed to the route but not cased and taken for delivery.
- 131.45: Carriers must not curtail or eliminate scheduled delivery or collection trips unless authorized by management.
- 131.46: Carriers must document on PS Form 1571 the mail curtailed before leaving and add mail that was not delivered when returning to the office.

Using a time projection does not eliminate these reporting requirements

VEHICLE INSPECTIONS ARE WORK

Vehicle inspections are an important safety responsibility and must be given appropriate office time.

Handbook M-41, Section 832.1 requires carriers to inspect the vehicle as described in USPS Notice 76, Expanded Vehicle Safety Check, for deficiencies, body damage and inoperable items.

Section 842.1 requires mechanical defects, failures and major body damage to be reported on PS Form 4565, Vehicle Repair Tag, as soon as they are noticed.

Handbook M-41, Section 922.51(f) addresses the credit for vehicle inspections on PS Form 1838-C during route inspections. The minimum allowance is three minutes, but a proper inspection may require additional time.

Notice 76 also specifies that carriers should perform certain inspection items with assistance from another person when possible.

Safety should never be sacrificed to meet an arbitrary time projection.

HOLD MAIL AND ACCOUNTABLE ITEMS3. Sign the form and give it to a unit manager.

These duties may be performed in the morning or afternoon, depending on the circumstances.

There is no arbitrary five-minute rule.

The guidance makes an important point: there is no set time established for completing these p.m. office duties. Carriers are responsible for estimating the time necessary to complete their assigned work. Management, in turn, has a

responsibility to manage the workload within the requirements of the applicable handbooks.

REST BREAKS ARE CONTRACTUAL

City letter carriers are entitled to two paid 10-minute rest breaks during each eight-hour workday. If the local branch has selected an office break, that break is taken on office time. Longer breaks may also be established through past practice or an LMOU (Local Memorandum of Understanding).

The Joint Contract Administration Manual (JCAM), page 41-28, addresses contractual breaks. National Arbitrator Britton ruled that the Postal Service must ensure employees stop working during an office break and that contractual breaks cannot simply be waived. **Do not skip your contractual breaks** simply because management is pushing an arbitrary schedule.

Carriers must be afforded appropriate office time to process hold mail.

The procedures are found in **Chapter 2 of Handbook M-41, and Handbook M-39, Section 117.1(k)** provides that hold mail should be placed in a central location only when space is not available at the carrier's case.

Accountable and special-service mail must also be handled on office time.

Handbook M-41, Section 261.11 identifies accountable items as:

- Keys
- Postage due
- Customs duty
- Special services mail

Section 261.12 generally requires carriers to report to the finance cage for accountable items.

The handbook makes clear that processing these items is office work. Carriers should be on office time when handling accountable items, whether in the morning before leaving for the route or after returning.

P.M. OFFICE DUTIES

Returning from the street does not mean a carrier's workday is over.

Handbook M-41, Section 4 addresses p.m. office functions, while **Handbook M-39, Section 127 — Office Work When Carriers Return From Route** requires management to observe and direct carrier activity upon return.

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PRESIDENTS REPORT

(Continued from Page 3)

This includes ensuring **carriers promptly clock back into the office** (MV 722) and that clerks are available to check accountable items efficiently and promptly.

Handbook M-41, Section 42 addresses the disposition of collected mail. Carriers should clock back into the office after unloading the vehicle and before disposing of collected mail.

Sorting mail collected from the route (Clean up) and other end-of-day activities are to be performed on office time.

UNDELIVERED MAIL AND PS FORM 1571

Processing undelivered mail is also an office duty.

Handbook M-41, Section 44 — Undelivered Mail and Section 441 — Processing Undelivered Mail establish the procedures for processing forwardable and undeliverable mail.

Section 442 — Completing PS Form 1571 requires the carrier to:

1. Obtain PS Form 1571 after returning from the route.
2. Add mail that was not delivered but was returned to the office.
3. Sign the form and give it to a unit manager.

These duties may be performed in the morning or afternoon, depending on the circumstances.

There is no arbitrary five-minute rule.

The guidance makes an important point: there is no set time established for completing these p.m. office duties.

Carriers are responsible for estimating the time necessary to complete their assigned work. Management, in turn, has a responsibility to manage the workload within the requirements of the applicable handbooks.

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stop working during an office break and that contractual breaks cannot simply be waived.

Do not skip your contractual breaks simply because management is pushing an arbitrary schedule.

THE BOTTOM LINE

Management may use projections and estimates, but those projections do not eliminate the work that carriers are required to perform.

Vehicle inspections, accountable items, hold mail, collected mail, undelivered mail, PS Forms 3996 and 1571, rest breaks, and other required office duties are part of the job

The carrier has a responsibility to accurately estimate the time needed to perform the work and communicate with management. Management has a responsibility to manage the workload consistent with the National Agreement and applicable USPS handbooks.

If you are not allowed to perform required office duties or are not afforded adequate time to perform them, notify your shop steward or branch officer. The Contract Administration Unit advises that these situations should be investigated and, when appropriate, a grievance should be filed.

**KNOW YOUR CONTRACT. KNOW YOUR RIGHTS.
DO THE WORK PROPERLY, SAFELY, AND WITH THE
TIME NECESSARY TO DO IT RIGHT.**

WHY PROTECTING OFFICE TIME MATTERS TO YOUR ROUTE

Losing office time can make your route look shorter than it really is. When management reduces the amount of office time expected for a route, the impact can go far beyond simply having less time to complete your morning duties.

Office time is part of the total time needed to perform the route. If required office duties are not properly recognized or the average office time is artificially shortened, the route may appear to require less total time to complete. That can create the impression that the route has more available time for street work.

And when management believes a route has additional available time, that time can potentially be used to add more street work to the route.

For example:

Imagine a route historically requires:

1 hour of office work + 7 hours of street work = 8-hour route

If the office portion is artificially reduced to 30 minutes, the route can appear to have additional time available.

That doesn't mean the carrier suddenly has less work to perform in the office. The work is still there.

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Vice President Report

By
Calvin Brookins

Part-time flexible questions and answers (Part Three):

I'm writing this article in multiple parts; this will be part three.

Beginning in the *2019-2023 National Agreement*, the Postal Service and NALC agreed to a Memorandum of Understanding (MOU) Re: City Carrier Assistants – Conversion to Career Status.

This MOU, beginning on page 154 of the *2023-2026 National Agreement*, provides automatic conversion to career for city carrier assistants (CCAs) who have not yet been converted to career status by the time they reach 24 months of relative standing in their installation. The agreement ensures that these employees are converted to part-time flexible (PTF) career status in their installation, rather than continuing as non-career employees.

Prior to the *2019-2023 National Agreement*, there were very few PTFs in the city carrier craft nationwide and the PTF classification was being phased out. This MOU applies to every office throughout the country, providing a light at the end of the tunnel giving additional rights and benefits, as well as peace of mind, to non-career carriers. As a result of this 24-month automatic conversion, offices throughout the country have seen the return of PTF letter carriers.

Within branch 2462 jurisdiction we have recently had City Carrier Assistant's (CCA's) converted to Part Time Flexibles (PTF's) as per this MOU.

This article will point out differences between the PTF and CCA classifications and may help answer many questions for those making that transition.

Q. As a PTF, may I voluntarily transfer to another installation?

A. Career employees wishing to transfer to another installation must serve a lock-in period in their current installation before being eligible to transfer. Local transfers (within the district to which the employee is currently assigned or to an adjacent district) require an 18-month lock-in period, while all other transfer requests require a 12-month lock-in period.

Whether a CCA must serve a "lock in" when they are converted to career status is addressed by the parties on page 12-46 of the JCAM:

A CCA who is converted to career status is required to serve a lock-in period for transfers, just like any other newly hired career letter carrier is required to serve.

There are specific factors that management must consider fairly when evaluating transfer requests. These factors are referred to as "normal considerations." These normal considerations and other requirements governing voluntary transfers are codified in the Memorandum of Understanding Re: Transfers on pages 187-190 of the 2023 National

Agreement. The MOU Re: Full-time Regular Opportunities – City Letter Carrier Craft allows letter carriers who were PTFs on Aug. 7, 2017, the ratification date of the 2016 National Agreement, to transfer without being subject to normal transfer considerations. This provision does not apply to PTFs achieving career status after Aug. 7, 2017.

Q. I am having surgery and may not be able to carry a route until I recover. As a PTF, can I request a light-duty assignment?

A. Article 13 of the National Agreement includes PTFs among the employees who may submit a written request, accompanied by a medical statement from a licensed physician, for light duty following an off-duty illness or injury from which the carrier has not yet fully recovered:

ARTICLE 13 ASSIGNMENT OF ILL OR INJURED REGULAR WORK-FORCE EMPLOYEES

Section 2. Employee's Request for Reassignment

A. Temporary Reassignment

Any full-time regular or part-time flexible employee recuperating from a serious illness or injury and temporarily unable to perform the assigned duties may voluntarily submit a written request to the installation head for temporary assignment to a light duty or other assignment. The request shall be supported by a medical statement from a licensed physician or by a written statement from a licensed chiropractor stating, when possible, the anticipated duration of the convalescence period. Such employee agrees to submit to a further examination by a physician designated by the installation head, if that official so requests.

B. Permanent Reassignment

1. Any ill or injured full-time regular or part-time flexible employee having a minimum of five years of postal service, or any full-time regular or part-time flexible employee who sustained injury on duty, regardless of years of service, while performing the assigned duties can submit a voluntary request for permanent reassignment to light duty or other assignment to the installation head if the employee is permanently unable to perform all or part of the assigned duties.

Career employees must have five years of career service to be eligible to apply for permanent reassignment due to a non-job-related injury or illness.

Q. What about my health insurance? What are the changes? What are my options?

A. PTF letter carriers are entitled to participate in the Postal Service Health Benefits (PSHB) Program. You have 60 days to enroll in a PSHB plan from the date you became a career employee. This 60-day limit applies to CCAs converted to PTF and letter carriers hired directly to career positions as a PTF. Recently converted CCAs should have received a package of information in the mail that included a brochure listing the available plans and their cost. Newly hired PTFs should have received this information during orientation. Your right to these benefits, and to have a large portion of their cost paid for by the Postal Service, is covered by Article 21 of the National Agreement:

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Vice President Report

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ARTICLE 21 BENEFIT PLANS

Section 1. Health Benefits

B. The bi-weekly Employer contribution for self only, self plus one, and self and family plans is adjusted to an amount equal to 72.0% in 2023, 2024, 2025, and 2026 of the weighted average bi-weekly premiums under the FEHB/ PSHB Program* as determined by the Office of Personnel Management. The adjustment begins on the effective date determined by the Office of Personnel Management in January 2023, January 2024, January 2025, and January 2026.

If as a CCA you were enrolled in the USPS Non-Career Employee Health Benefits Plan, your enrollment in that plan is terminated either: 1) the last day of the month that is 28 days after you are converted to a career position, or 2) if you choose to enroll in a PSHB plan, the date your PSHB coverage begins, whichever is earlier. It is recommended that you enroll in the PSHB as soon as possible to avoid any gap in coverage or to start receiving health benefits.

Q. Do I receive dental and vision insurance?

A. The Federal Employees Dental and Vision Insurance Program (FEDVIP) is a voluntary program designed to provide supplemental dental and vision benefits, which are available on an enrollee-pay all basis (no government contribution toward premiums) to federal civilian and U.S. Postal Service employees, retirees, and their family members. Letter carriers are eligible to enroll in FEDVIP upon conversion to career status. For more information on available plans and their associated costs, visit benefeds.com.

Q. Are there any other programs that will help me save money on my healthcare costs?

A. As a career employee, you are automatically eligible to contribute to a flexible spending account (FSA) on a pre-tax basis. An FSA allows you to pay for eligible out-of-pocket healthcare and dependent care expenses with pre-tax dollars. By using pre-tax dollars to pay for eligible healthcare and dependent care expenses, an FSA gives you an immediate discount on these expenses that equals the taxes you would otherwise pay on that money. For plan information and enrollment options, go to fsafeds.com.

Q. Do I now receive life insurance?

A. Employees converted to career status, and those hired directly to career, are automatically enrolled in Federal Employee Group Life Insurance (FEGLI) for basic life insurance coverage, unless this coverage is waived. Basic coverage begins the first day in a pay and duty status after conversion. USPS pays the entire cost of the basic coverage. The coverage is the annual rate of base pay rounded up to the next \$1,000 plus \$2,000. You may choose to increase the amount of life insurance coverage up to five times your annual salary or provide optional coverage for your spouse and eligible dependent children; however, the employee pays these additional premiums entirely. To enroll, you must submit a

completed Life Insurance Election form (SF 2817) to your local personnel office within 60 days of either your conversion to career, or the date you were hired, if hired to a career position. Eligibility to enroll in optional insurance after your first 60 days is limited. Open season for FEGLI is rare, and the most recent FEGLI open seasons were held in 1999, 2004 and 2016. Outside of an open season, eligible employees can enroll or increase their coverage by taking a physical exam or with a qualifying life event (QLE). For more information on FEGLI and a list of QLEs, visit opm.gov/healthcare-insurance/life-insurance.

Q. What about retirement? Do I start earning it? How does it work?

A. Upon entering career service, employees are enrolled in the Federal Employees Retirement System (FERS). FERS is comprised of three components: FERS Basic Benefit Plan, Social Security and the Thrift Savings Plan (TSP). The basic benefit plan and Social Security portion of your retirement are defined benefits, while the TSP is similar to a 401(k) retirement plan. Career employees have control over their TSP. The Postal Service automatically contributes 1 percent of your base pay and will match employee contributions up to 5 percent of their base pay. Although participation in TSP is voluntary, letter carriers are automatically enrolled, and 5 percent of your base pay is deducted each pay period and deposited into your TSP account, unless you elect to change or stop the contributions. For more information on retirement, please visit the NALC website or contact the NALC Retirement Department at 202-393-4695.

Q. Can I opt for a carrier technician assignment? If so, do I receive carrier technician pay?

A. Temporarily vacant carrier technician positions are higher-level assignments and thus are not subject to opting under the provision of Article 41, Section 2.B. Rather, temporarily vacant carrier technician positions must be filled in accordance with Article 25, and as a career letter carrier, you are now entitled to the provisions outlined in this article. Employees detailed to carrier technician positions under the provisions of Article 25, Section 4 are entitled to higher-level pay as if promoted to the position. These provisions are outlined below:

ARTICLE 25 HIGHER LEVEL ASSIGNMENTS

Section 1. Definitions

Higher level work is defined as an assignment to a ranked higher level position, whether or not such position has been authorized at the installation.

Section 2. Higher Level Pay

An employee who is detailed to higher level work shall be paid at the higher level for time actually spent on such job. An employee's higher level rate shall be determined as if promoted to the position.

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Vice President Report

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Section 4. Higher Level Details

Detailing of employees to higher level bargaining unit work in each craft shall be from those eligible, qualified and available employees in each craft in the immediate work area in which the temporarily vacant higher level position exists. However, for details of an anticipated duration of one week five working days within seven calendar days) or longer to those higher level craft positions enumerated in the craft Article of this Agreement as being permanently filled on the basis of promotion of the senior qualified employee, the senior, qualified, eligible, available employee in the immediate work area in which the temporarily vacant higher level position exists shall be selected.

Q. An unassigned regular (UAR), PTF and CCA all have requested to opt (hold down) on the same vacant route for the same time period. Who gets the hold-down?

A. Full-time reserve, UARs and PTFs have first preference, by use of their seniority, to be awarded a hold-down assignment prior to a CCA. This is outlined in Article 41, Section 2.B of the National Agreement as follows:

ARTICLE 41 LETTER CARRIER CRAFT

Section 2.B Seniority

3. Full-time reserve letter carriers, and any unassigned full-time letter carriers whose duty assignment has been eliminated in the particular delivery unit, may exercise their preference by use of their seniority for available craft duty assignments of anticipated duration of five (5) days or more in the delivery unit within their bid assignment areas, except where the local past practice provides for a shorter period.

4. Part-time flexible letter carriers may exercise their preference by using their seniority for vacation scheduling and for available full-time craft duty assignments of anticipated duration of five (5) days or more in the delivery unit to which they are assigned. City carrier assistants may exercise their preference (by use of their relative standing as defined in Section 1.f of the General Principles for the Non-Career Complement in the Das Award) for available full-time craft duty assignments of anticipated duration of five (5) days or more in the delivery unit to which they are assigned that are not selected by eligible career employees.

Q. I have opted on a temporary vacancy. Can management move me to another assignment?

A. Article 41, Section 2.B.5 of the National Agreement requires management to honor opts for the duration of the vacancy. These rules apply to all carriers who are properly awarded a hold down assignment:

ARTICLE 41 LETTER CARRIER CRAFT

Section 2.B Seniority

5. A letter carrier who, pursuant to sub sections 3 and 4 above, has selected a craft duty assignment by exercise of seniority shall work that duty assignment for its duration.

The opting carrier awarded the hold down works the assignment until the regular carrier returns, a new regular carrier is assigned, or as outlined below. Opting carriers are entitled to work the regular schedule/hours of the assignment but are not automatically entitled to the assignment's scheduled day off. A carrier may be removed from the hold down only to provide work for a full-time carrier who does not have sufficient work for a full-time assignment. When a CCA or PTF letter carrier on a hold-down is converted to full-time regular and assigned to a residual vacancy pursuant to Article 41, Section 1.A.7, the employee may voluntarily choose to end the hold-down and assume the new assignment at any time. This right is explained in the MOU Re: Opting Duration found on pages 227-228 of the 2023 National Agreement.

While PTFs deliver mail in the same manner as CCAs, there are many differences between the two classifications. PTFs are career employees, thus they are entitled to increased benefits and subjected to different rules. New PTFs should review the points above and refer to the NALC Letter Carrier Resource Guide for more information.

**Remember, you can only protect your rights,
if you know what those rights are.
In Unionism**



Health Benefits Report

By

Edgar Solis

Be sure to download our app to check the other free benefits we have like hello heart, hinge, priority health, and many more!

For safety

Remember we are headed to colder season meaning we still must drink water half a gallon works fine we may not sweat as much as in the summer but we can still be dehydrated! At least 4 to 6 cups a day and same for when you are actually working! Take care y'all !!

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**Branch Meeting Minutes
September 1, 2026**

**By
Steve Seyfried, Secretary**

The Meeting was held at the Branch 2462 Union Hall 6910 Hayvenhurst Ave, #104 Van Nuys California. It was called to order by PRESIDENT MACARAEG at 7:17 p.m.

The Pledge of Allegiance was led by Sgt-at-Arms GODDARD
MOMENT OF SILENCE--In Memory of all Active & Retired members who have passed this year.

ROLL CALL OF OFFICERS

PRESENT— MACARAEG, SEYFRIED, MULLINAX, WILSON, GODDARD, JEFFREY, SOLIS, MILTON, MARISCAL

ABSENT—BROOKINS, PEREZ, MORALES

MINUTES ACCEPTED AS PRINTED IN MAILCALL

CORRESPONDENCE READ

APPLICATION FOR MEMBERSHIP--NONE

BILLS READ--NONE

COMMITTEE REPORTS

AUDIT & BUDGET—TRUSTEES No Report

SAFETY & HEALTH--MARISCAL Mgt is making a big push to watch Carriers on the street and issuing discipline for various things they find. Carriers should always be aware of their surroundings and always practice Heat safety

RETIREEES--WILSON Retiree's present tonight.

MDA FUND--GODDARD \$ 3953.00 in the fund

HBR--SOLIS Spoke on the Health Plan App which can help with many questions and concerns.

MDA— Coordinator position open

MBA--MILTON Spoke on the many Insurance Plans being offered to both fulltime and CCA Carrier's through the Mutual Benefits Plan. For further information contact me at the Union Office.

EDITOR--MARISCAL Paper was prepared and mailed last week. Sufficient funds are on deposit at P. O.

POLITICAL REPORT--JEFFREY Recent Ex Order from Trump is on again off again so we will have to wait and see what the courts decide.

FINANCE REPORT--MULLINAX If you receive a check from the Branch please make sure you cash it immediately. JESUS CRISOSTOMO & SERGIO GARCIA & ANTHONY NORIEGA were promoted to full time Regular. Former Carrier Richard Gomez was promoted to Supervisor

TREASURERS REPORT-WILSON Financial Reports read.

Motion to accept Financial Reports as read M/S/C

VICE PRESIDENT--BROOKINS No Report

PRESIDENT REPORT President MACARAEG spoke on the recent Labor/Mgt meeting held recently. Topics included Van Nuys' high accident rate, Vehicle operation safety, Carrier uniforms not being kept clean and professional.

OLD BUSINESS--NONE

NEW BUSINESS--NONE

UNDERLINED INDICATES UNANIMOUS VOTE

MDA DRAWING

\$ 4.00 KENNY B--SHERMAN OAKS--DONATED

Meeting Adjourned 8:48 PM

PRESIDENTS REPORT

(Continued from Page 4)

But if the office time is not properly recognized, the evaluation may make it appear that the route has additional time that can be used for street work. That's why office time matters.

Vehicle inspections, casing and preparing mail, accountable items, hold mail, stand-up talks, collection mail, undelivered mail, and other required office duties are legitimate work. They are **not "extra" activities** that should simply be squeezed into an arbitrary amount of time.

Don't underestimate the importance of those minutes. A few minutes of office time may seem insignificant during one workday. But when office time is consistently shortened or not properly recognized, those minutes can affect the evaluation of the entire route.

The issue is bigger than:

"I didn't have enough time to do my office work."

The issue can become:

"If the office work isn't properly counted, my route may appear to have more available street time than it actually does."

That is why carriers should accurately document the office duties they perform and the actual time required to perform them.

PROTECT THE ACCURACY OF YOUR ROUTE

Carriers should not be trying to create extra time or take unnecessary time. The goal is simple:

- The route should reflect the actual work required to perform the job safely and properly.
- Know your office duties. Accurately estimate your time. Properly use PS Form 3996 when appropriate. Document what you actually do.
- Because when office time disappears from the evaluation, it doesn't necessarily make the work disappear—it can make the route look shorter and create room for more street work.

**YOUR OFFICE TIME IS PART OF YOUR ROUTE.
PROTECT THE ACCURACY OF YOUR ROUTE BY
DOCUMENTING THE WORK YOU ACTUALLY DO**