

VOLUME 69 NO. 6

SAN ANTONIO ALAMO AREA LOCAL



NOVEMBER / DECEMBER 2023

PRESIDENT **ALEX ALEMAN**

Gaining More Work and Jobs



The theme of the All-Craft held October 2-4 was to file grievances to create duty assignments for our members, fight to preserve the work we are presently performing and look in other areas to capture work and full-time duty assignments. Technology is changing the way the postal service is processing mail and newer technology means less jobs

to process mail. Artificial Intelligence (AI) is here at the postal service which will impact bargaining unit work.

The union will be looking at EAS personnel performing non-managerial and non-supervisory duties such as the EAS Administrative Assistant. They are performing non-supervisory duties and the work they are performing is almost identical to that of a Level 7 Secretary position description. The union will be filing grievances on all EAS Administrative Assistant positions in the San Antonio Post Office. We have a responsibility to look for additional bargaining unit work that EAS is currently performing.

The union will be look into PSE's working at the window. The Stewards have been instructed to look into this issue. Article 7.1.B.6., states when the hours worked by a PSE on the window demonstrates the need for a full-time preferred duty assignment, such assignment will be posted for bid within the section. PSE employees who work the window may work in relief of employees holding duty assignments on the window.

Level 7 Lead Clerks should be performing Timekeeping (TACS Duties) and Level 7 duties. Level 7 Lead Clerks should not be performing Level 6 work/duties. Level 7 Lead Clerks should be directing Level 6 Clerks to perform Level 6 work/duties.

If you are a Lead Clerk and are not performing Timekeeping (TACS Duties) insist from you supervisor to allow you to perform Timekeeping TACS Duties. Request to speak to the steward. Lead Clerks performing their duties will demonstrate the need for utilizing more Level 6 Clerks in that section.

Lobby Assistant is clerk work. It sometimes called Lobby Director. In many cases, management is performing this duty, assisting customers in line or entering the lobby. The Lead Sales Service Associate (LSSA) should normally be performing the Lobby Assistant duties. If the LSSA is unavailable, an Sales Service Associate (SSA) should be assigned to perform these duties.

204b's are only to be utilized during the absence of a Supervisor. In a recent Arbitration Award involving the usage of 204b's at the Plant the Arbitrator sustained the grievance. The Arbitrator issued a *cease and desist order of any usage of 204(b) assignments that violate the contract, he authorized payment be made to the clerks involved. The order of*

“The union will be looking at EAS personnel performing non-managerial and non-supervisory duties such as the EAS Administrative Assistant. They are performing non-supervisory duties and the work they are performing is almost identical to that of a Level 7 Secretary position description”

cease and desist is of great significance because Arbitrators do not normally issue orders of cease and desist. In this case the Arbitration Award may be cited in future 204(b) violations in the San Antonio Post Office. The 204(b) may not be utilized during the first 14 days of the supervisor absence and the 204(b) may not be utilized for more than 90 days of the supervisor absence. In this case management utilized a 204(b) for the first 14 days and past the 90 days. The Arbitrator did not buy managements excuse for violating the contract. The Arbitrator wrote that it was his opinion that a separation or retirement of the supervisor does not meet these set out principles, primarily because there is no plan for that specific supervisor to ever return to work. As such, neither would an assignment by the Service of the supervisor to another detail or job in excess of 90 days. Management could not have created the situation that stretches beyond 90 days from their own actions (or lack of actions). I want to thank Chief Steward Giovanna St. John for filing this grievance and precedent setting Arbitration Award for the San Antonio Post Office.

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ALAMO AREA LOCAL DISPATCH

Carlos BarriosEditor
Alex Aleman Associate Editor

This is the Official Publication of the
San Antonio Alamo Area Local,

American Postal Workers Union, AFL-CIO

AFFILIATIONS

American Postal Workers Union, AFL-CIO

Texas Postal Workers Union, AFL-CIO

San Antonio AFL-CIO Council

Public Employees Council, AFL-CIO

APWU Postal Press Association

Texas Postal Press Association

Post Office Women for Equal Rights

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Opinions expressed in this publication are those of the individual writer and not necessarily those of the Editor or the Executive Board. Articles submitted for publication must not contain negative or derogatory comments about members or the union in articles or letters to the editor. Deadline for articles to appear in the upcoming issue of the

Dispatch will be advertised in the Dispatch.

All articles should be presented in MS Word format and email using Arial and Font 10 to:

saaaldispach195@yahoo.com

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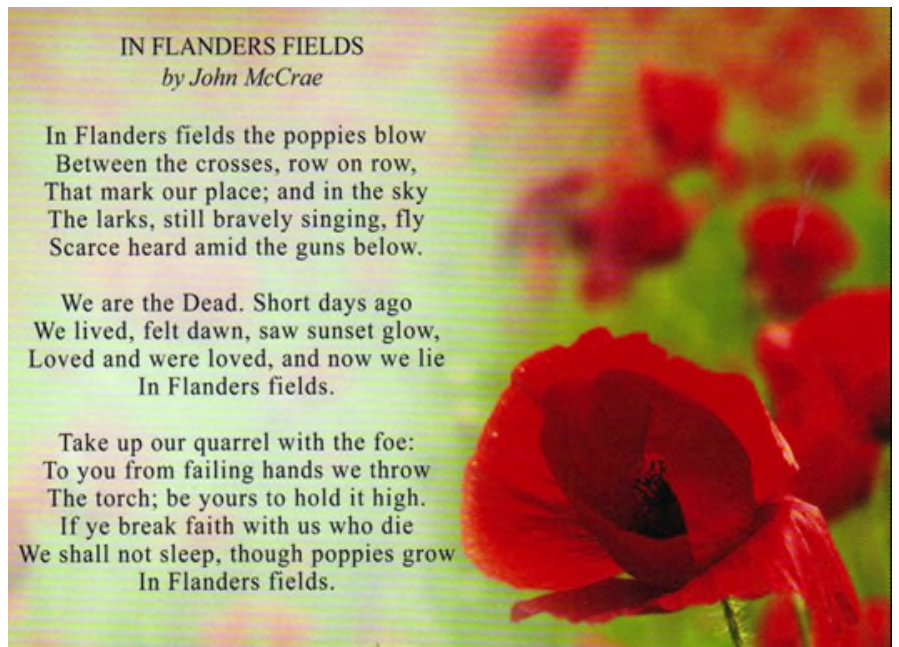
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Veterans Day is a holiday dedicated to American veterans of all wars. Every year on November 11, this date was set aside to celebrate the contributions of all Veterans who served. In 1918, on the 11th hour of the 11th day of hostilities, was declared between the Allied nations and Germany in World War I, then known as "the Great War."

Commemorated in many countries as Armistice Day the following year, November 11th became a federal holiday in the United States in 1938. In the aftermath of World War II and the Korean War, Armistice Day became known as Veterans Day.



IN FLANDERS FIELDS

by John McCrae

In Flanders fields the poppies blow
Between the crosses, row on row,
That mark our place; and in the sky
The larks, still bravely singing, fly
Scarce heard amid the guns below.

We are the Dead. Short days ago
We lived, felt dawn, saw sunset glow,
Loved and were loved, and now we lie
In Flanders fields.

Take up our quarrel with the foe:
To you from failing hands we throw
The torch; be yours to hold it high.
If ye break faith with us who die
We shall not sleep, though poppies grow
In Flanders fields.

VICE PRESIDENT

DAVID Z. HERNANDEZ

We Will Fight as the Struggles Continue



Well again that time has come, and the close of another successful year, it was a blessing to be here with you all. Our prayers go out to the ones we lost this year.

APWU Conference

Well as you know, our APWU All Craft Conference was a successful one this year. New issues were

addressed and we were informed to be prepared because changes are coming and possibly to include excessing or even the closing of stations.

Postmaster General (PMG) Louis DeJoy is requesting for the United States Postal Service (USPS) to provide extended delivery standards for some first class mail, decreasing work hours of some offices and increase rates of some postal services.

The ten (10) year plan of DeJoy is a recipe for disaster and shows no sign of brining any stability. Don't allow the person behind the curtain paint a picture of euphoria. Make certain to keep tabs with the literature that the Union places on our website

(apwu195.org), union bulletin boards and at union meetings.

Thank you, to our membership, for allowing us to attend Conferences, the information we obtained will be passed down to our union stewards who did not attend. This administration will continue to support the members with the goal to keep our members protected and equipped for many years to come. As I have mentioned before our younger generation will ultimately be the ones running our local so it is time to prepare them for the battles to come. National APWU hierarchy is also looking to promote younger members to get involved. So, if you are interested in taking the baton into the future, the union needs you and wants you.

Mega Plant

Mega plants are being established throughout the country, however, we have not heard about our area. When national receives information from USPS we will waste no time to communicate using NewsFlashes, SAAAL Vision, Bulletin Board information, general membership meetings and our Dispatch. APWU will continue to fight to maintain the jobs associated with the Clerk, MVS and Maintenance craft. Many of the bargaining unit work that management has been performing is returning back to the craft. As members you are the eyes and ears of the union, so if any management employee is performing bargaining unit work, don't hesitate to request to see a steward so we can file.

Overtime

The issuance of overtime has started to pick up as our holiday volume continues to increase. Try to budget within your base pay and any overtime earned will be extra revenue. I am sure many still recall the days of working six (6) days a week from ten to twelve (10-12) hours a day. However, due to the drop in volume outside the holiday season and the horrible master plan of the PMG we may continue to see a drop in our mail volume.

Secretary/Treasurer Jeff Greenlee has written several articles in the past on investing using the Thrift Savings Plan (TSP) to help plan for the future. You can research the archives of Dispatches on apw195.org and help plan for your future.

PPA

I want to thank Carlos Barrios for everything he has done, as Director & Editor for this Local. Although he wasn't successful in his quest for the position of the National President of the Postal Press Association (PPA) it was a pleasure to see him represent this local at the national level. It was a pleasure to speak with many

National and Local Presidents and members who speak positive of the Dispatch. Many thanks to Executive Vice President Debby Szeredy who continues to incorporate our communication messages in her training nationwide. Thanks again for educating the stewards and members with your leadership, dedication and sacrificing your families' time to help those in need. Your experience and knowledge is not to be taken for granted and we all appreciate the investment you provided stewards which will carry well into the future.

Directors / Stewards

Thanks for our front-line advocates (stewards) for the hard work and dedication which have earned sizeable monetary reward settlements. Being officers and stewards of a strong workforce says that you are ready to take on Management to protect the rights and benefits gained by many stewards and officers before us. As former National APWU President Moe Biller would say, "**The Struggles Continues.**"

A special thanks to all our members for supporting us and each other. Wishing you and your family a safe and Merry Christmas and Happy Holidays. And thanks to the retired union stewards who continue to forge with us in the battle for our rights.

NIV: Romans 12: 9-10

9 Love must be sincere. Hate what is evil: cling to what is good. 10 Be devoted to one another in love, Honor one another above yourselves.

"The ten (10) year plan of DeJoy is a recipe for disaster and shows no sign of brining any stability. Don't allow the person behind the curtain to paint a picture of euphoria"

SECRETARY TREASURER

JEFF GREENLEE

Treasurer's Duties 2.0



First and foremost, I wish you and your families a most Joyous and Safe Holiday Season. With all that is going on in the world, now is the time to hold your family a little tighter and be grateful for all that you have.

Secretary Treasurer

For those of you that have attended our Union Meetings you are aware that the time I use to perform my duties has come under much scrutiny. I have been accused of "milking it" and that I am nothing more than a glorified check writer. But I want to make you aware that I also have many other responsibilities that I also perform, that while they may not be glamorous, they are none-the-less important to the operation of your Union. I must also state that I fully document my time for the Audit Committee.

I have been your Treasurer for the last 81/2 years and as your Treasurer, the control and proper documentation of your finances are my chief responsibility.

According to the SAAAL Constitution my "...duties are to keep all Financial Records and accounts of all members of this Local; shall be custodian of all properties and monies of this Local; shall make deposits of monies received and maintain receipts for same; shall keep a complete report of all monies received and disbursed and must submit a financial report at each General Membership meeting..."

I have always stood up to protect the members' hard-earned dues monies from those that would use your money in ways that would not be in the best interest of the membership. I have given unbiased reports to the membership as I have repeatedly stated that the numbers do not lie. I am proud to say that I have done so, though at times facing much adversity. As testament to that, the last Audit conducted on October 11 found NO irregularities or concerns in the finances of the Local. I have continually made all proper tax payments and reports to the Department of Labor in a timely fashion. I make a full report to the membership at each General Membership Meeting and take questions. I answer all questions, some may not like the answer, but I do have an answer. I will continue to do my job with due diligence and to the best of my ability and with the core belief that what I do is in the best interests of the members.

SAAAL Website

Perhaps the one responsibility that I am most proud of is the SAAAL Website (apwu195.org). It took us some time to get it up and running since the information from the last website was lost so we had to start from scratch, but now that it has been established it contains a wealth of information.

As the Website Editor I have continually sought to improve it. I make every effort to keep it current and up to date. I post all the NewsFlashes, E-Flashes and Dispatches in a timely manner.

For the latest Website Updates and changes to the website you can navigate down on the Homepage to **WEBSITE UPDATES AND CURRENT NEWS** for additions that have recently been made. I suggest you look at it at least once a day because it is constantly changing.

You can also navigate down further to the most recent NewsFlashes, E-Flashes, and Dispatches. From here you can also navigate to the Archives for each.

There is a wealth of information on the website so if you get a chance, please take the opportunity to surf around and see items, not only of general interest, but also craft specific.

If you have any ideas, questions, or concerns about the website, please do not hesitate to contact me, Jeff Greenlee, Website Editor at:

apwusaaal0195@gmail.com

WEBSITE UPDATES AND CURRENT NEWS

- NewsFlash 19-38**
2024 Vacation Leave Percentages
- NewsFlash 19-37**
2024 Vacation Polling
- Free Meals, Discounts for Veterans Day**

continued on next page

NewsFlash/E-Flash

Another of my responsibilities is the editing/formatting e-mailing the NewsFlashes and E-Flashes.

So, NewsFlash was created and has been going strong for 20 years with over 600 subscribers.

The NewsFlash/E-Flash gets you news and information sent right to your e-mail address. This is the most recent information, such as Clerk Job Vacancies/Job Awards/Detail Positions/Non-member Lists/Holiday Scheduling... the list goes on-and-on. We understand the need to get information out as soon as possible. If you are looking for quick reliable information, not rumors or propaganda, sign up for the NewsFlash on the SAAAL Website or e-mail me directly.

SAAAL Vision

I also maintain and update the SAAALVision at the plant. This is also a continuous project as it is designed to bring up to date information to the members at the plant at a glance. It contains meeting notices, non-member lists, Craft specifics and general information important to all. Each screen is about ten (10) seconds long for quick review, and the entire presentation takes about three minutes.

The SAAALVision was designed for quick reference and information to allow the members to follow up with their officers.

PS Form 1187s – New Member Application

Another duty I have, that was established during the last administration, is the input of Form 1187 – New Member Application. This involves special access to the APWU Website and the inputting of the new members information. I must make scans of each form and attach them to the website data input.

This can be time demanding, not counting the time I use to keep a quick local tracking of the new members and their pertinent information for ease of use.

But my inputting of the forms pays for itself because when we were sending the forms to National there was a delay of several Pay Periods (PP) now we get the dues within a PP or so.



Since starting the program, I have inputted over five hundred (500) PS Form 1187's going back to August '21.

Along with the input of the PS Form 1187's I also verify dues deduction and make corrections accordingly. Sometimes this can result in hundreds of dollars increase in our Per Capita Income.

So, in closing it is my hope that you do not look on the Secretary Treasurer as just a glorified check writer, but as an integral part of the organization. And as I stated earlier if you have any questions, suggestions, or concerns, please do not hesitate to contact me.

Jeff Greenlee
210-271-0853

EDITOR CARLOS BARRIOS

Forging Ahead the Fight of Solidarity



Now that the most successful All Craft Conference of the American Postal Workers Union (APWU) has concluded it is time for the rank and file to reinforce together and unite as a strong union. Too much time and agendas are being placed by certain individuals to try and decertify the hard work that the union has done locally and nationally. Just a few years ago we

were introduced to a new term "fake news" or "misinformation". Today, within our own circles it seems the term not providing FAIR REPRESENTATION is becoming a common thread. Just like within the political circles, labor unions are not immune to misinformation/fake news used

by individuals to plant seeds of doubt into the ears of union members. When you're approached by someone that is speaking rumors ask them to provide validity to their claim. Many discontent people who filed labor charges had their false charges dismissed by the National Labor Relations Board (NLRB) and it was proved that the clerk craft did provide FAIR REPRESENTATION.

So whenever your in doubt, ask to see a clerk steward and proof will be provided on the grievance you filed. One day those same individuals who filed frivolous charges and spreading rumors may be interested in representing the rank and file. So Stay Diligent & Strong!!

APWU GUIDE TO THE GRIEVANCE PROCEDURE

A grievance includes, but is not limited to, the complaint of an employee or the union which involves the interpretation, application of, or compliance with the provisions of the APWU Agreement or any Local Memorandum of Understanding. When an employee or the union believes their rights under the Agreement have been violated your Shop Steward should:

ESTABLISH A FILE

Request all relevant information from appropriate management official. Take detailed notes. Interview grievant, witnesses if appropriate and review applicable documents.

STEP 1

Discuss grievance with immediate supervisor within fourteen (14) days of date union or employee first learned of its cause. Take notes of union and supervisor's Step 1 positions in discussions. Supervisor's decision shall be given no later than five (5) days after Step 1 discussion unless parties agree to extension. If the decision is unfavorable supervisor shall initial Step 2 standard grievance form at request of steward confirming date decision was rendered. Demand the form be initialed!

Review notes of Step 1 meeting, contract and applicable references and documentation. If necessary, discuss with other union officials.

The union is entitled to appeal adverse Step 1 decision to Step 2 within ten (10) days after receipt of Step 1 decision. STEP 2 - Installation head or designee must meet with union representative within seven (7) days after receipt of Step 2 appeal. The parties' representatives may mutually agree to jointly interview witnesses. In discharge cases either party shall have the right to present no more than two witnesses. The parties shall make a full and detailed statement of facts relied upon, contractual provisions involved, and union shall explain remedy sought. Union and management will exchange all relevant papers and documents. Notes of statements of facts relied upon by management must be taken. Where agreement is not reached, the employer's written decision is furnished to the union within 10 days after the Step 2 meeting. Time limit may be extended by mutual

agreement. The decision shall include the Employer's understanding of all relevant facts contractual provisions involved detailed sons for denial. If the union's representative believes Employer's facts or contentions in decision are incomplete or inaccurate, then the steward may file a written statement to the Employer's representative setting forth corrections or additions. Once the Step 2 form is completed and reviewed for accuracy, it is wise to send the form to the installation head or designee by certified mail, return receipt requested.

STEP 3 - The union is permitted to appeal adverse decisions to the Regional Director for Employee & Labor Relations within fifteen (15) days receipt of Step 2 written decision. When filing Step 3 representatives should include Letter of charges (discipline), Step 1 notes and any witness statements, Step 2 decision and Appeal Form, Step 2 notes, copies of relevant documents (overtime list, manuals, seniority list, etc.) Letter of objections/corrections included if filed a Step 3 appeal.

A copy of the Step 3 appeal and letter of corrections and objections must be forwarded to Employer's Step 2 representative and Regional Director for Employee & Labor Relations. Keep in mind that at times there may be a delay from the USPS being in compliance with settlements and at NO time ever should any member have an opinion that your local is not doing anything to get matters corrected.

(Remember without the union filing Step 1 & 2 then National would have nothing to counter any argument)

Passing the Torch

Our National Leadership has been asking for our young activists to step up to carry the torch. It now appear with all their preparation they too must start to make changes at the highest levels of our organization to help forge us for the future. They have learned plenty from following in the footsteps from Our Mount Rushmore of Great Union Presidents like Moe Biller and William Burrows so now it is time for the future to



MVS CRAFT DIRECTOR

FARON HIERHOLZER

Strong Training Brings Results



This year was another strong year for the union in the Motor Vehicle Craft. Your MVS stewards started the year on filing multiple grievances for those who were bypassed for Overtime that resulted in a compensation settlement.

The union was notified about several employees' who received a Letter of Demand (LOD). Grievances were filed and sustained for the favor of the impacted members who filed which resulted from any collection of LOD's issued. This was a significant win for the union as we were able to demonstrate the debit owed was created by management inaccuracy.

The union was then notified about the lack of bottle water during the summer months. After the union filed this unsafe work condition, we met with higher management and within two days bottled water was fully restored. The majority of these safety issues could be avoided if management would only take a proactive approach on safety.

Lack of Proper lighting which impacts our fleet drivers on the docks and to include stations presented a safety hazard to include the use of unsafe equipment which were addressed and corrected.

According to ELM Provision, 831.1, *the objective of the Motor Vehicle Safety Program is to comply with applicable U.S. Department of Transportation regulations; require safe driving; and reduce potential losses, human suffering, and property damage, while maintaining the efficient delivery and collection of mail.*

The following handbooks provide policy and procedures for implementing an effective motor vehicle safety program:

[EL-801, Supervisor's Safety Handbook.](#)

[EL-804, Safe Driver Program.](#)

[EL-814, Postal Employee's Guide to Safety.](#)

[PO-701, Fleet Management.](#)

When you see an unsafe condition, item and/or practice submit a PS Form-1767 and notify your steward. There were many Letter of Warning issued out for accidents that occurred. The union fought hard to expunge or reduce the infraction to a minimum.

In July we obtained significant training for our stewards from National Business Agents (NBA) Jack Crawford and Carlos Paz at our local union office. This valuable training was quickly put into action when a notice of proposed removal

was issued. The union implemented the training provided and filed the grievance thus paving a strong case for the NBA to challenge management and was successful in getting this case sustained and returned the employee back with compensation. The union filed a non-compliance grievance and again the grievance was settled in full. The union was successful in back pay for over fifteen thousand dollars (\$15,000) with all leave, benefits restored. A total of four LOD's were remanded to avoid payment of any debt.

These are just a few examples of how training is so important to help represent the membership. Thanks to our NBAs and the Research & Education Department that offers all-inclusive education to APWU activist to enforce the Collective Bargaining Agreement. This helps inspire the union stewards and its members in relation to essential issues and activities.

"In July we obtained significant training for our stewards from National Business Agents (NBA) Jack Crawford and Carlos Paz at our local union office"

Next fight on the agenda was that surrounding the Part Time Flexible (PTFs). The union filed a grievance for the PTF's working 38-40 hours a week for six (6) months. This applied for those who were not on a hold-down during those 6 months. The grievance was sustained and helped create two (2)

additional runs as Full-Time Flexible.

The union filed a grievance when management determined to sub-contract work which the Lead and Automotive Technicians performed and the union was again successful in protecting our jobs. Those that were on the overtime desired list were compensated over one thousand (\$1,000) dollars each.

Management notified the union that they were looking into contracting out by producing an Article 32 letter. The union filed a grievance and again sustained the grievance to not utilize the contractor thus stopping any contracting before it started. These are a few highlights showing you how the union has fought and will continue to fight for your rights. The MVS craft now has a total of ninety five (95) full-time runs and 20% of PTF's and the union will continue to work diligently to continue growing the craft. I also met with management on the current Highway Contract Routes (HCRs) we currently have. We have taken steps to go after these runs, and management expects some of these routes to return back to the craft. Overall it has been a good year for MVS. The union has fought hard and will continue to fight for what you deserve and your rights.

I would like to thank everyone for you're support, and especially for the hard work you do on a daily basis. You remain an asset to the Postal Service making sure the mail arrives to its destination on time and safely. Thanks to our stewards for all the hard work they have done and continue to do. Next time you see a union steward thank them for they definitely deserve it.

MAINTENANCE CRAFT DIRECTOR

ROBERT PROO

Conference In Review



All Craft Conference

The APWU All Craft Conference was held in the first week in October. The Maintenance Craft National Officers and National Business Agents conveyed to us that the Maintenance Craft will protect our work and will not infringe on any work belonging to other Crafts of the American Postal Workers Union. We also have to

acknowledge that change is coming to the Maintenance Craft. That is the message the Postal Service has conveyed to the Maintenance National Officers by implementing accountability systems in the field for the Area Maintenance Technicians (AMT) to open, close and track work orders.

The Postal Service is testing to use community tool pods and parts kiosk for accountability of tools and parts. The Postal Service is also testing the feasibility of custodians laundering their own mops, towels at the bigger facilities instead of laundering companies like Cintas or Aramark. This is on top of what is already going on with Consolidations of Plants and Stations throughout the Country to make mega Plants. The main message to us is we need to protect our work and continue to find new work where ever we can find it.

"The Postal Service is testing to use community tool pods and parts kiosk for accountability of tools and parts. The Postal Service is also testing the feasibility of custodians laundering their own mops, towels at the bigger facilities instead of laundering companies like Cintas or Aramark."

Choice Vacation Period / New Leave Year

The choice vacation period is from January 1, 2024 through November 30, 2024 and December 26, 2024 through December 31, 2024 of the leave year providing the employee has sufficient annual leave. Sign up and application for choice vacation periods for 2024 shall commence by November 8, 2023 on PS Form 3971, and shall be completed no later than December 15, 2023. The 2024 Leave Year (different from choice period) is January 14, 2024 to January 12, 2025. Choice Vacation Periods will be approved on the basis of *Maintenance Installation Seniority*.

(PAR Time)

Article 38 Section 5 Selection Methods

A. Preferred Assignment

1. The Employer will maintain and/or establish preferred assignment selection registers. During the first fourteen days in January of each year a notice advising the employees of the opportunity to submit changes in preferred assignment selections shall be posted on all official bulletin boards at the installation, including stations and branches, to assure that it comes to the attention of all employees eligible to submit forms.

2. The employee shall indicate preference(s) in numerical order for any vacancy that may occur during that year, including tours and days off that they prefer over their current duty assignment. Change in preferred assignment selections shall be submitted on or before January 31.

If requested, an employee will be allowed to review the preferred assignment registers and the employee's own preferred assignment selection form(s). If the employee does not submit a change in preferred assignment selections during this period, existing preferred assignment selections shall continue.

6. An employee may submit a new or amended preferred assignment selection form in the following situations:

A. the employee is promoted;

B. the employee's duty assignment is eliminated;

C. the duty assignment would result in the employee being assigned closer to the employee's place of residence;

D. because of substantiated medical or health reasons whereby continuation in the employee's present assignment would be harmful;

E. Three times during each calendar year, an employee may submit additional preferred assignment selection forms. The times selected for submitting the additional preferred assignment selection forms shall be at the option of the employee.

Accounting Work

I will continue to stress how important it is that we properly account for our time on our daily work sheets. The mail processing Electronic Technicians, Mail Processing Equipment Level 9 and Maintenance Mechanics level 7 if you are doing preventive maintenance on a mail processing machine remember that it is an inspection of the machine if you find a problem which require immediate replacement of that component / part then you must open a work order using the proper work code 05. When corrective maintenance work resulting from a preventive maintenance cannot be completed during the preventive maintenance window or during the same day or tour, the corrective (Code 5) work order should be changed to code 07, and the work should be scheduled accordingly.

Reactive Maintenance

Work hours and materials expended on reactive (unplanned work or repair of an immediate nature) shall be reported using work code 21. This maintenance is performed by personnel whose primary duty is to accomplish work or, to troubleshoot, and make repairs necessary to keep the building, building equipment, and mail processing equipment operational.

Unplanned work or repairs is performed on mail processing equipment during a mail processing window, and the time to repair is 0.3 hours (18 minutes) or less. If the equipment cannot be returned to operational condition in 0.3 hours (18 minutes) or less, a work code 08 work orders shall be generated. All of the work hours expended shall be recorded as work code 08. Unplanned work or repair, not found during normal PM, is performed on mail processing operational window.

MAINTENANCE DELEGATE/ TRUSTEE

ALBERT "RED" CARDENAS

Back to Basics: Travel for Training



Hello brothers and sisters, Thank you to the APWU local membership for the opportunity to attend the APWU All Craft Conference. Some of the topics were Sub-contracting, custodial Line H issues, and the tool cribs, among other topics. The fight continues for the APWU in all crafts, we have many challenges ahead of us.

The Postal Service is still not being forthcoming with information on the proposed changes to the San Antonio facilities, personnel movement, machine movement, etc. As the maintenance craft continues to welcome new brothers and sisters from other crafts. Management should be training you and providing you with the information necessary to make informed decisions that affect you and your family. If they are not or if you just have questions about procedures in the maintenance craft please ask your union representatives.

I will start trying to include "back to basics" in my articles as refresher or as new information for the new employees. So, if you have any suggestions or questions, please do not hesitate to email me or stop me on the floor.

Back to Basics: Travel for Training

Maximum hours: Employees may not be required to work over 12 hours in 1 service day. Total hours of daily service, including scheduled work hours, overtime, and mealtime, may not extended over a period longer than 12 consecutive hours. (Whether it be in a travel status or training and travel status). However, if the employee travels beyond the 12 hours for personal convenience, that is his/her choice.

Scheduling of travel: Travel away from home overnight is to be scheduled by management

While the employee can make their own travel arrangements, these arrangements are subject to the concurrence of the employee's approving official.

All travel for job-related training will be considered compensable work hours. The post office should not do an "allotted time". The actual time spent traveling is compensable, not some predetermined amount. In the event of management granting the use (POV) Privately Owned Vehicle instead of flying, the cost comparison must include all time from residence to airport (and parking fees if any) to arrive 2 hours prior to the scheduled flight plus the time to retrieve luggage and take the shuttle to NCED portal. (Portal to Portal means the "portal" of the employee's residence and the "portal" of the door to your room of your final destination. It does not include any other "portal" in between. It does not matter if the employee sleeps in the airport or in a hotel; the employee is still on the clock. You are reimbursed the lesser amount between the cost comparisons.

Per Diem

When calculating per diem allowances, your official travel begins when you leave your permanent duty station, home, or other authorized point, and ends when you arrive back at your permanent duty station, home, or other authorized point. Official travel may include non-workdays. (Source Handbook F-15)

Management is not free to change the off days in order to avoid payment of overtime. Schedule change for employees returning home from training. Employees may request a schedule change in order to attain a reasonable amount of personal time for rest and relaxation prior to reporting to work. The request is subject to prior approval.

"All travel for job-related training will be considered compensable work hours. The post office should not do an "allotted time. The actual time spent traveling is compensable, not some predetermined amount"

The employee is not eligible for out-of-schedule premium as a result of these schedule changes. If the employee does not request a schedule change and the return time (end of course plus approved travel time) is within ten hours of the employee's regular scheduled tour, managers will

(prior to the beginning of training) identify the training schedule hours as extending through the employee's first non scheduled day following completion of classes. In such circumstances, this change is considered to be part of the training and the employee will not be eligible for out-of schedule premium. Employee Labor Manual (ELM) 434.62

As a local we are trying to produce positive changes across the maintenance craft, we are meeting resistance from management, in following and adhering to the contract, handbooks, and manuals. You, the member have the power to help us defend your rights, your jobs. I again ask you to stop signing off work assignment sheets at the beginning of your tour and/or for work not completed or work that was never started or they "promise" it will be completed later. One, you are placing yourself in jeopardy for fraudulently submitting your documentation and two, you are helping management, by showing on paper that the work was accomplished with the amount of employees we have. So, then they have no need to fill positions or worse yet abolish positions.

When faced with an unsafe working environment or an abusive manager or supervisor, union members must take the first action by filing a Form 1767 reporting the abusive boss. For example, the report could read: "Supervisor [name] continues to violate ELM Chapters 6 and 8 by harassing, intimidating, threatening and bullying employee(s) and is creating unsafe, unhealthful working conditions when on [date], [supervisor] did the following...." Don't let management threaten you, harass you, or intimidate you, if they do ask to see a steward. They will try to tell you that this is the wrong form to submit, but the instructions above were information from our National APWU website.

Notice of Nominations

Nominations of officers and delegates will be held at the January Membership Meeting. Nominations will be accepted for the following positions.

President	Clerk Craft Dir. Stations	Asst. Maintenance Craft Dir.
Vice President	MVS Craft Director	Trustees/Trail Board—Clerk (3)
Secretary Treasurer	Maintenance Craft Dir.	Trustee/Trail Board—MVS
Recording Secretary	Asst. Clerk Craft Dir. Plant	Trustees/Trail Board—Maint.
Legislative Director	Asst. Clerk Craft Dir. Stations	Delegates to State & National
Clerk Craft Dir. Plant	Asst/MVS Craft Director	Conventions (Clerk/Maint/MVS)

UNION AND EMPLOYER FUNDS PROHIBITION LETTER

Since the campaign period is about to begin, I would like to take this opportunity to advise you of certain restrictions on the use of union and employer funds for campaign purposes. Specifically, 401(g) of the Labor-Management Reporting and Disclosure Act of 1959, as amended, prohibits the use of union and employer funds to promote the candidacy of any person in a union officer election. This prohibition applies to facilities, equipment, supplies and cash, as well as to campaigning on time paid for by either a union or employer and to the use of the SAAAL Dispatch for campaign purposes. Unless specifically authorized by the SAAAL Constitution.

Also be aware that the prohibition against the use of union and employer funds applies to any union and any employer, not just to SAAAL or to the employers with whom the SAAAL has a business arrangement with. Further, it is the responsibility of all Officers and Stewards to report any activity that may be in violation of the rules above. All SAAAL officials will be notified of this legal prohibition to make them fully aware of the extent of the campaign restrictions so that any potential problems can be avoided. If you have any questions, please call me at (210) 271-0853

**Your Cooperation is Appreciated,
Sincerely, Alex Aleman President of the San Antonio Alamo Area Local**

ELECTION PROCESS

One of the main responsibilities of an Editor is to make sure that the Dispatch is not used to promote or dissuade any candidate for Union office. According to Postal Press Association Guidelines concerning Local elections we are now technically within the election period (6 months prior to the election) as it pertains to the use of the Dispatch.

What this basically means is that if a contributing writer to the Dispatch has not contribution to at least 3 issues to the Dispatch within the previous year then I cannot accept an article for publication during the election process. To do so could cause the election to be challenged and overtime forcing the Local to incur additional costs to re-run the election.

To many this may see to be excessively restrictive but it is done in order to preserve the integrity of the election Process and to provide a level playing field for those that may see Union office. It is a move on the side of caution Because the ramifications of misuse could be costly.

There will be an opportunity in the future for ALL candidates for union office to present their positions in a special edition of the Dispatch, under some restrictions, again in order to provide a fair and equitable playing field to all candidates. These limitations are imposed with the consent of the Executive Board who, according to our constitution, are the publishers of the Dispatch.

If you have any questions concerning this policy please contact the Union Office and we will be more than happy to show you the information concerning Local Union Elections.

San Antonio Alamo Area Local

Election Timetable

Process	SAAAL Constitutional Requirement	Date
Appointment of Nominating Committee	Art. 5, Sec 1 - A Nominating Committee shall be appointed at the General Membership meeting in November to nominate at least one candidate for each office. Nominating Committee shall consist of at least one member of each craft.	11/18/23
Nominations of Officers and Delegates	Art. 5, Sec 1 - Nominations of officers and delegates to the State and National Conventions, shall be made at the General Membership meeting in January of the election year.	01/20/24
Acceptance of Nominations	Art. 5, Sec 1 - All candidates must give their approval to run for office within ten (10) days of the nomination.	01/30/24
Dispatch Deadline February "Election Issue"	Art.14, Sec. 3 - Lays out guidelines for Dispatch article...	02/01/24
Ballots Mailed	Art. 5, Sec 8 - mail ballots to each member in good standing at their last known address 14 days prior to the second Monday in March	02/26/24
Deadline to return ballots	Art. 5, Sec 8 - must be received at the postage due section by 9:00 AM of the Saturday following the second Monday in March.	03/16/24
Ballots Counted	Art. 5, Sec 8 - The ballots shall be counted by the Election Committee on the closing date of the voting period and shall continue until completed.	03/16/24
Effective Date (3 year term)	Art. 5, Section 2 - All elected officers and delegates of this local shall be elected by referendum vote for three (3) years effective the 2nd Saturday of April of the year they were elected to of- fice	04/13/24

Alex Aleman ...

Continued from page 1

PSE 24-Month Automatic Conversion to Career

There will be 48 PSE converted to full-time regular (career) in the San Antonio Post Office. PSE's with relative standing dates from 10/23/2021 through 1/29/2022. The current contract has new language for automatic conversions. The USPS and APWU negotiated PSEs who reach 24 months of relative standing will be converted to career status. There is a process to convert PSEs to career under the PSE Automatic Conversion to Career Memo.

Question: How is the PSE 24-month automatic conversion date determined?

Answer: The 24-month automatic conversion is triggered 2 years from the PSE's relative standing date in the installation. Example: A PSE hired on 4/28/2020, *triggers* the 24-month automatic conversion on 4/28/2022. The conversion to career would be *the first day of the third full pay period* after the 24-month requirement is met, in accordance with the Residual Vacancies – Clerk Craft MOU Questions and Answers #24, dated March 30, 2022.

Know Your Rights when you call In Sick Leave

When you call in Sick Leave the Supervisor has a responsibility to provide you a copy of Form 3971. When you return to work from sick leave make sure you receive a copy of the Form 3971 from your Supervisor, review the 3971 to ensure the information is correct and what you requested. Management may not change what you requested at the time of the call in. In the event the Supervisor disapproves your request for sick leave the disapproved block of the PS Form 3971 is checked and the reason(s) given in writing in the space provided. The Supervisor should provide you a copy of the disapproved 3971. Any time a Supervisor disapproves your request for sick leave, request to see your steward. The Supervisor may not arbitrarily change your sick leave request and charge it to your annual leave. Any change of your sick leave to annual leave by your supervisor request to see your steward. The Supervisor must provide the documentation to justify arbitrarily changing your sick leave to annual leave. If you do not have sufficient sick leave to cover your absence you may request annual leave or LWOP at your option. When you are at a pre-disciplinary interview and the Supervisor provides you a stack of 3971's for you to sign, DO NOT SIGN THEM. The 3971's should have been provided to you to sign upon your return to work from your absence and not at the time of the pre-disciplinary interview when the Supervisor has pre-determined to issue you discipline for your absences.

513.34 PS Form 3971, Request for or 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.

Local Communications

I want to encourage the members to utilize the San Antonio Alamo Area Local Website at apwu195.org the website is very informative, it full of current news on the front page. Make a point to visit our local website. The local office is constantly sending newflashes to our members and to the union bulletin boards. The local officers and local union office strive to keep our members informed and educated on issues of high importance. I would like to thank our Secretary Treasurer Jeff Greenlee for constantly working on our website and for putting together the newflashes to keep our members informed. I would also like to thank our Dispatch Editor Carlos Barrios for formatting and putting together the best union publication in the APWU. The "Dispatch" is know around the country as a quality paper and is read by many union leaders and Editors throughout the country. Every where I attend conferences and conventions I always receive very positive compliments on our union publication the "Dispatch". Local and National union leaders comment on how they look forward to receiving our union publication and they enjoy reading our articles in the Dispatch. Our local communications with our members serve as a model for other locals to follow. The Dispatch, Website, Newsflashes and eflashes all serve to inform our members locally and nationwide. I am very proud on what this local has accomplished to keep our members informed on the issues that affect them.



Carlos Barrios ... Continued from page 6

work together and amplify members' engagement using strong activist to reinforce with young leaders to help revitalize stewards. This action will cultivate the next generation as we mentor and advance the agenda of the union. Working alongside five (5) different generations all having exceptional means of communication will allow us to galvanize our ideas together. Incorporating the training provided by APWU will promote stronger ranks of union engagement to help build transparency. With the recent battles against Staples and to include other outside sources who tried to keep our members from moving our services and goods, we MUST now stop the destruction of the United States Postal Service (USPS) by removing Postmaster General Louis DeJoy.

Although the USPS is facing a financial challenge it makes it important for us ALL to forge together to maintain delivering the mail to all addresses particularly in rural areas which heavily rely on the USPS to maintain their livelihoods. The more and more DeJoy is allowed to implement his changes will only be critical for the USPS. We need to deal with him and not sit back and do nothing. Although at the 26th biennial convention of the APWU that was held in August of 2022 in National Harbor, MD saw that the membership voted to have PMG DeJoy either resign or be removed from office. Since there is no sign of him removing himself, it's time to remove him and send a message to be heard like the first shot of the Revolutionary War, later called the "shot heard round the world." Let's make our Voices heard and echoed within the fabric of our organization. The USPS is facing challenges to include Violence in the workplace created by postal management, declining mail volume and the poor direction from newly supervisors to include many tenure supervisors. Our organization is placing the trust into the hands of supervisors who many Fortune 500 companies would never consider for their flagships. Yet the USPS will allow these inexperienced supervisors to help steer the USPS ship into the iceberg.

What is supposed to happen when Workplace Harassment is reported?

(Per Article that first appeared in the July/August 2023 issue of the APWU magazine)

With the many legitimate complaints against Postal Service management's inappropriate treatment of employees and unacceptable behaviors, there is a process in place that all our APWU sisters and brothers need to familiarize themselves with. During our Workplace Environment Committee meetings, Initial Management Inquiry Processes (IMIPs) are frequently discussed to find solutions to the recurring question of why is there so much harassment of our members? The sheer number of grievances related to the constant harassment complaints across the entire country is indicative of why this process, and others, are necessary. The IMIP requires that managers, postmasters, and supervisors gather enough information at the onset of a complaint to properly proceed. There are many determinations to be made by management, such as separating the employees, and if applicable, a recommendation to seek Employee Assistance Program counseling. This process must be completed by a higher-level supervisor or manager who has the authority to launch the inquiry. The IMIP will not replace a harassment investigation conducted by Human Resources. The IMIP requires that management react promptly to complaints associated with harassment, and mandates that management properly address the problem. It is not appropriate for management to refer the problem to any other process, such as the Equal Employment Opportunity process; they should punctually investigate concerns that are brought forth by any employee. Once the complaint is received, management must separately and thoroughly interview the harassed worker, the harasser, and all witnesses relative and specific to the complaint. This process must be acted upon promptly. Management's failure to act promptly can result in loss of evidence and finding management did not act reasonably. Once a thorough investigation has been completed, management must evaluate the information derived from interviews with all of the parties involved in the investigation. APWU national and local officers are committed to ensuring that management follows all of the established protocols by the local manager, Human Resources, Headquarters (HQ) and HQ field units. Interviews must be confidential to the greatest extent possible, and employees should report this to their local union's leadership if this isn't the case. Documentation related to the interviews should be provided to the manager, Human Resources, local or area offices, for HQ and HQ field units. APWU regional Safety and Health representatives throughout the country report on and address management's lack of commitment to improve conditions. The dedicated regional Safety and Health representatives, will continue to fight for our members. We are exploring the possibility of an enhanced process to ensure IMIPs are promptly addressed.

We recently received an arbitration award for a grievance pertaining to an IMIP that was not properly conducted by the USPS. Four employees were awarded \$10,000, with an additional penalty of \$50 per day until the award is fully paid. As per Publication 552, the USPS must always conduct IMIPs without delay, and they must follow the rules and procedures to ensure that a legitimate investigation was performed. The APWU leadership implores each of you to stand together, just as we have on many occasions, to combat the monsters in the Postal Service who will continue to bully as usual, if they are not held accountable for their actions. If you have any questions or concerns, please contact the Industrial Relations Department for information and assistance regarding IMIPs.

Appreciation

In summary, I want to thank Assistant Clerk Craft Director Jennifer Wright for her leadership and continued communication of information to all the stewards. Great thanks to Chief Stewards Phillip Doxie, Giovanna St John and Kevin Spencer. Also, many thanks to stewards Mary Skala, Annette Martinez and Patricia Jones for their diligence and confidentiality with members issues. Wishing everyone a Happy Thanksgiving, Merry Christmas and a Happy New Year.

Robert Proo...

Continued from page 8

If the maintenance cannot be completed prior to the end of the tour a work order shall be generated using work code 07 to provide information for planning, estimating and accounting for required labor and material for the next tour. The work hours expended prior to the end of the tour shall be claimed as work code 21.

Operational Maintenance work hours and materials on Operational Maintenance shall be reported using work code 09. This maintenance is performed by personnel who maintain selected mechanization and automation mail processing equipment to keep the equipment in optimum operating condition. Primary responsibilities are to look and listen, monitor overall condition, wipe, and / or vacuum to remove dust and lint, and make minor adjustments. Normally, this maintenance is performed while the equipment is operating. When performing Operational Maintenance, a checklist (National or Local) is required.

One more thing all reports that track your work that you done on any machine assigned to you to do whether it is preventive, reactive or operational maintenance whether the report is on paper or track and filled out on the computer. The documenting of any work that you do is done after you have completed the route or preventive, reactive or operational maintenance task and all reports should be filled out or closed out and turned in at the end of your tour. Do not sign off on any work that you have not done or close out other employees reports. If the Supervisor is telling you or ordering you not to by-pass any items on the checklist and also threatening to Discipline you if you don't put complete on this report and then open a work order at the parts room, ask to see a Steward and give us a statement. We need to file grievances on these Supervisor or Supervisors who are threatening discipline on you because you do not put all complete on reports that you did not do the work on. Supervisors cannot close out your Tasks in Checklist ECBM Report we have a step 2 agreement that they cannot close out Task in reports that is doing Bargaining unit work. Supervisors also cannot be the creator of your Tasks in checklist that is the responsibility of the Electronic Technician to be the Creator of these Tasks in Checklists on the ECBM.

With the Holiday Season upon I want to wish everyone a safe and joyful Happy Thanksgiving and Happy Holiday Season. The Plant, Annex, Postal Support Annex, and stations are going to be busy for the next few months. If you are new to this you're going to spend a lot more time at work. Management will be stressed out as usual so always remember to perform your work in a safe manner always remember safety first. Remember we have 1767 safety forms to report hazards, unsafe conditions or practice to include any hostile work environments issues and fill them out and provide them to your supervisor and obtain your blue copy. Once you get your blue copy provide a copy to the union so we can follow up on it. If the Supervisor does not give you a blue copy let you're union steward know so he or she can follow up on it. Once again, I want to wish everyone a safe and Happy Thanksgiving, Merry Christmas and Happy New Year. I would like to thank our Maintenance Assistant Craft Director Jarrett Williams, Tour 3 Maintenance Delegate/Trustee/Chief Steward Albert Cardenas, Tour 1 Chief Steward Mike May, and Stations steward Miguel Muniz, alternate stewards Sherrie Pierre, William Van Meter, Edgar Flores Torres and Tia Henderson for all their hard work.

Albert Cardenas...

Continued from page 9

Let's get management to follow the contract, but for that we need you, the members to be the eyes and ears of the craft. We, as united maintenance craft employees can improve our work conditions. Join the fight by discussing topics of concern and/or participating in policing our contract. Your union continues to fight for our jobs and our rights but we have to be able to prove that there is a need for a properly staffed, safe work environment. Our craft needs to start out, with holding management accountable for performing their job of providing the maintenance craft a properly staffed and trained employee. Management abolishes jobs and then they try to use untrained employees from other occupational groups and levels to do the work without training the employee or making the proper move. If you are working on Postal Operating Equipment LDC 36 you should clock in to operation 750 and if you are working on Building and Plant Equipment LDC 37 you should clock in to operation 753. So, help your Union, help you!

TSP:

TSP maximum contribution for 2024 is \$23,000 yr and \$7,500 for catch-up contributions for employees 50 or older. You can also contribute to a non postal retirement account even if you max out your TSP. For both Traditional IRA and ROTH IRA you can contribute up to \$7000, Retirement savers 50 years or older can contribute an additional \$1000

Recreation Committee

Thanks for supporting events this year, Six Flags, XFL Brahmas, Mission Baseball, and Schlitterbahn. We have a link for a discount ticket for a 1 day admission at Sea World. Recreation Committee members heard good and some horror stories about the Holiday meals last year. I am glad for sections/pay locations that embraced the holiday cheer and put their differences aside to enjoy a meal together. I am disappointed to hear of some sections/pay locations that denied employees the opportunity to enjoy a meal or management taking possession of the holiday funds and not involving the section/pay locations on making choices for the holiday meal. Let's keep mind that it's the holidays and we never know another person's financial situation. Let us try and be civil to each other. Funds provided for all the employees assigned to a section (all crafts and EAS) are not individual funds and employees cannot request "their" portion. If a section chooses not to have a holiday meal, then the funds should be returned to the Recreation Committee. The USPS makes no contributions it's from events that employees have supported throughout the year, T-shirt sales, and Raffles. Any funds will be used to fund the replacement of microwaves and regular size refrigerators. Many thanks to Tour 3 stewards Tom Van Meter and Shierre Pierre for the great progress they are making in holding management accountable for violations to include clocking in to the correct operation, safety training for APBS operations, and the clarification that floor striping is not part of the custodian duties and many other accomplishments. Support the APWU; it is the only organization exclusively for your rights as a postal worker. As always, I thank you, the member, for your support and for allowing me the opportunity to serve you.



ISSUE: TACS Duties and Responsibilities/Lead Clerks

The parties reaffirm that the language in two national Step 4 settlements (Q10Q-4O-C 15194931 / HQTC20150814 and Q15C-4Q-C18000314 / Q15C-4Q-C 18273555) provides that Lead Clerks perform the duties associated with the Lead Clerk Clock Office Role in TACS.

The Step 4 settlement of Q15C-4Q-C18000314 / Q15C-4Q-C18273555 provides the language which assures Lead Clerk Clock Office Role duties are performed by Clerk Craft bargaining unit employees.

“This will ensure that the TACS duties associated with the Lead Clerk Clock Office Role are performed by Clerk Craft bargaining unit employees.”

These duties include, but are not limited to:

1. Enter, correct, and delete leave (any type) into TACS, which has not been entered via eRMS.
2. Enter employee moves into TACS,
3. Enter missing time into TACS,
4. Correct clock ring errors,
5. Enter "no lunch" rings into TACS,
6. Enter guaranteed time,
7. Enter clock rings as per PS Form 1260 and PS Form 1261,
8. Enter disallowed time as per PS Form 1017-A and PS Form 1260 or PS Form 1261,
9. Enter overtime transactions (Scheduled or Unscheduled),
10. Duties associated with entering PS Form 3189, Change of Schedule,
11. Enter higher level,
12. Run TACS reports,
13. Maintain files of forms that support time and attendance entries.
14. Assist the supervisor in preparation and/or submission of a properly approved Form 2240 payroll adjustment.

If you have any questions or concerns, please contact the Union Office at 210-271-0853.

2024 Vacation Polling



November 8 – December 15, 2023

- Vacations shall be granted based on Installation seniority, by craft, within each section.
- The Employer shall publicize on bulletin boards by November 1, the beginning date of the

new leave year. Sign up and application for choice vacation periods shall commence by November 8 on PS Form 3971 and shall be completed by December 15.

- Employees will be allowed twenty-four (24) hours to state a vacation preference from the time of initial contact with the unit supervisor. If the employee fails to notify the unit supervisor within the allotted time stated above, the employee shall be bypassed.
- **All career employees** will select either 5, 10, or 15 successive working days as appropriate for his/her leave choice during each of their two choice vacation selections.
- **All career employees** will be given two (2), vacation periods within the choice vacation period, with the following exception: No employee will be allowed two choice vacation periods during the months of March, April, June, July, and August until all employees in the section have been polled and afforded an opportunity for choice vacation period within these five (5) months.
- **Postal Support Employees (PSEs)** will select 5, 10 successive working days for his/her leave choice. PSE's will be polled after all career employees have completed their vacation choices in the section they are assigned.
- **Annual leave for either birthday or wedding anniversary** will be applied for at the time of choice period sign up. Application for this leave will be submitted on PS Form 3971 with suitable documentation, excluding December 1 through December 25.

If you have any questions or concerns about the [Vacation Scheduling](#) or [Leave in general](#), please contact the Union Office at 210-271-0853

2024 Vacation Leave Percentages

Local Memorandum of Understanding Article 10 – Leave

(7) The employer agrees that 13.7%* of the authorized workforce at sign up time will be authorized annual leave each week from January to November 30 of the leave year. Based on the applicable percentage, any figure past .5 (1/2) will be rounded out to the nearest whole number. The employer further agrees that sections having less than ten (10) authorized positions will be authorized a minimum of one employee on leave during the choice vacation period.

Calculated Leave Percentages

Authorized Workforce	Leave % 13.7%	Authorized Leave	Authorized Workforce	Leave % 13.7%	Authorized Leave	Authorized Workforce	Leave % 13.7%	Authorized Leave	Authorized Workforce	Leave % 13.7%	Authorized Leave
9		1	32	4.38	4	55	7.54	8	78	10.69	11
10	1.37	1	33	4.52	5	56	7.67	8	79	10.82	11
11	1.51	2	34	4.66	5	57	7.81	8	80	10.96	11
12	1.64	2	35	4.80	5	58	7.95	8	81	11.10	11
13	1.78	2	36	4.93	5	59	8.08	8	82	11.23	11
14	1.92	2	37	5.07	5	60	8.22	8	83	11.37	11
15	2.06	2	38	5.21	5	61	8.36	8	84	11.51	12
16	2.19	2	39	5.34	5	62	8.49	8	85	11.65	12
17	2.33	2	40	5.48	5	63	8.63	9	86	11.78	12
18	2.47	2	41	5.62	6	64	8.77	9	87	11.92	12
19	2.60	3	42	5.75	6	65	8.91	9	88	12.06	12
20	2.74	3	43	5.89	6	66	9.04	9	89	12.19	12
21	2.88	3	44	6.03	6	67	9.18	9	90	12.33	12
22	3.01	3	45	6.17	6	68	9.32	9	91	12.47	12
23	3.15	3	46	6.30	6	69	9.45	9	92	12.60	13
24	3.29	3	47	6.44	6	70	9.59	10	93	12.74	13
25	3.43	3	48	6.58	7	71	9.73	10	94	12.88	13
26	3.56	4	49	6.71	7	72	9.86	10	95	13.02	13
27	3.70	4	50	6.85	7	73	10.00	10	96	13.15	13
28	3.84	4	51	6.99	7	74	10.14	10	97	13.29	13
29	3.97	4	52	7.12	7	75	10.28	10	98	13.43	13
30	4.11	4	53	7.26	7	76	10.41	10	99	13.56	14
31	4.25	4	54	7.40	7	77	10.55	11	100	13.70	14

The Authorized Workforce consists of FTR's, PTR's, PTF's, and PSE's.

2024 Vacation Leave Percentages Merged/Associate Offices

Local Memorandum of Understanding Article 10 – Leave

3) The choice vacation period shall be from January 1 through November 30 and December 26 through December 31 of the leave year providing the employee has sufficient annual leave.

18) Merged Post Offices will be authorized a minimum of 12% annual leave each week during the vacation period. Merged Post Offices are considered one section / one tour for purposes of vacation planning.

Calculated Leave Percentages

Authorized Workforce	Leave % 12.0%	Authorized Leave	Authorized Workforce	Leave % 12.0%	Authorized Leave	Authorized Workforce	Leave % 12.0%	Authorized Leave
9		1	13	1.56	2	17	2.04	2
10	1.20	1	14	1.68	2	18	2.16	2
11	1.32	1	15	1.80	2	19	2.28	2
12	1.44	1	16	1.92	2	20	2.40	2

The Authorized Workforce consists of FTR's, PTR's, PTF's, and PSE's.

If you have any questions or concerns about the Vacation Scheduling or Leave in general, please contact the Union Office at 210-271-0853



There is no time more fitting to say

“Thank You”

and to wish you a

Happy Holiday Season.

From the Executive Board of the

San Antonio Alamo Area Local #195

Alex Aleman – President

David Z. Hernandez – Vice President

Jeffery E. Greenlee – Sec/Treasurer

Celeste Ornelas – Rec/Secretary

Jose C Barrios – Clerk Craft Dir. - Plant

Jennifer Wright – Asst. C.C. Dir. Plant

Ruben Hernandez – C. C. Dir – Stations/AOs

Robert J. Butke – Asst. C.C. Dir. Stations/Aos

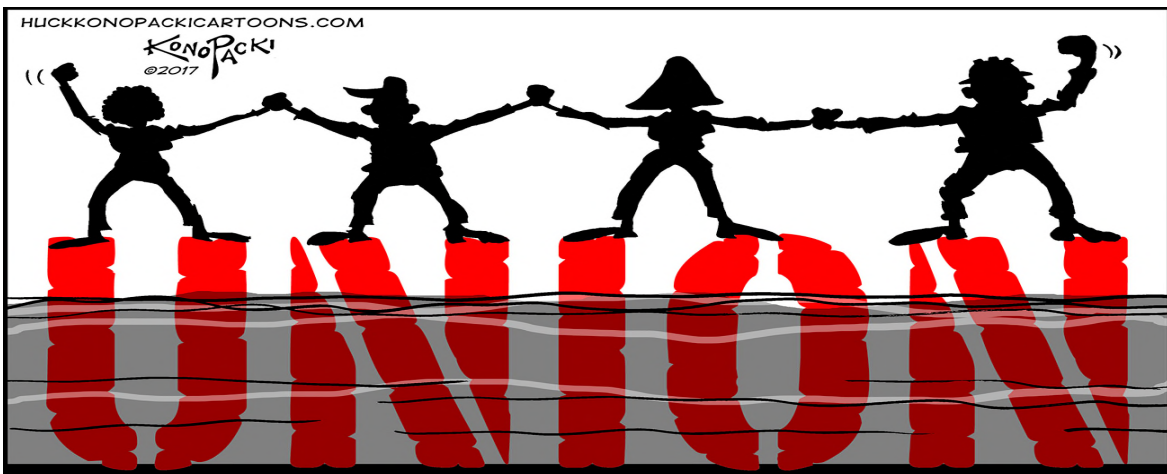
Faron C. Hierholzer – Motor Vehicle Craft Dir.

Dennis Barboza – Asst. MVS Dir.

Robert Proo – Maintenance Craft Dir.

Jarrett D Williams – Asst. Maint. Craft Dir.

Albert Cardenas – Trustee Chairperson



San Antonio Alamo Area Local 2024 Clerk Craft Job Bid Schedule

VACANCY POSTING	VACANCY WITHDRAWN	AWARD POSTING	TENTATIVE EFFECTIVE DATE
1/12/2024	1/21/2024	1/30/2024	2/10/2024
3/8/2024	3/17/2024	3/26/2024	4/6/2024
5/3/2024	5/12/2024	5/21/2024	6/1/2024
6/28/2024	7/7/2024	7/16/2024	7/27/2024
8/23/2024	9/1/2024	9/10/2024	9/21/2024
10/18/2024	10/27/2024	11/5/2024	11/16/2024

Article 37.2.D. Application of Seniority 1. Seniority determines the relative standing among full-time employees. It begins on the date of entry into the Clerk Craft in an installation and continues to accrue as long as service is uninterrupted in the Clerk Craft and in the same installation.

Article 37.3.A.5. In instances where more than one (1) duty assignment is posted, clerks may indicate preferences on the bid form or in the telephone or computerized bidding process.

Article 37.3.A.6. An employee who has submitted a bid shall have the right to cancel the bid, in writing or in the telephone or computerized bidding process, **at any time before the closing time (hour and date) of the posting.**

LMOU. Article 12. (3). The employer agrees that the posting notice shall remain posted for ten (10) calendar days, and if the posting is to be withdrawn for any reason, that the Union be informed as to the specific reasons for the withdrawal.

LMOU. Article 12. (4). The employer agrees that within ten (10) days after the closing date of the posting notice, excluding December, the employer shall post a notice stating the successful bidder, the appropriate seniority date, **and the effective date of award.**

LMOU. Article 12 (5) The employer agrees that the successful bidder shall be placed in the new position within twenty-one (21) days after the award has been posted, except during the month of December.

There is no "HOLD BACK" from your Effective Date!

General Membership Meeting

November 18, 2023

11:30 A.M.

Union Hall

13102 Lookout Run

Executive Board Meeting

10:00 A.M.

*****AGENDA*****

- Financial Report
- Officers Reports
- Executive Board Recommendations
- Turkey Dinner with All the Trimmings

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 San Antonio, TX 78233

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Your cooperation is
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