



## NATIONAL ASSOCIATION OF POSTAL SUPERVISORS

### NAPS/USPS Consultative Meeting Minutes

June 8, 2016 @ 10 AM - USPS HQ

#### US Postal Service Headquarters

Bruce Nicholson, USPS Labor Relations  
Phong Quang, USPS Labor Relations  
Seth Lennon, USPS Labor Relations  
Kelvin Williams, Exe Dir., Employee Engagement  
Frank McCraw, Mgr. HR Support Services

#### National Association of Postal Supervisors

Ivan D. Butts, Exec. Vice President  
Brian J. Wagner, Secretary/Treasurer  
Larry Ewing, Chairman (telecom)

### Agenda

1. NAPS is requesting the breakdown of the February 2016 Postal Pulse responses by employee type (i.e., clerk, carrier, EAS etc.).

*USPS Response: Kelvin Williams explained that the data will be available after a June 20 briefing with Gallup, Inc. He stated that it takes Gallup time to calculate the data. Once requested data is available it will be forwarded to NAPS. Mr. Williams stated that there are two EAS data segments; nonbargaining which is all EAS including executives, the other is all EAS-17 customer service and plant supervisors only.*

2. NAPS HQ received correspondence from the field concerning changes to the eRMS process effective March 23, 2016, where the USPS is now tracking the use of Personal Leave of EAS. In accordance with 39 U.S. Code § 1004(c) the USPS should have consulted with NAPS on this eRMS policy change.

NAPS is requesting the following:

- A briefing on the reason(s) why the USPS did not first consult with NAPS in advance on this eRMS policy change.
- The reason(s) why the USPS is now tracking the use of Personal Leave of EAS.

*USPS Response: The Postal Service does not consult on enhancements to ERMS, which is not policy. The ELM is policy and nothing has changed. USPS is merely enhancing its record keeping practice by moving from recording Personal Absences manually to recording it electronically in ERMS.*

#### **519.751 Responsibility**

Managers are responsible for controlling the workhours of their exempt employees. They may require the attendance of these employees during and outside of regular service hours and, when warranted, may disapprove advance requests for late arrivals, early departures, or other absences, as well as leave. **These instructions are not intended to be overly restrictive, but managers must be aware of the frequency of requests for personal leave, recognize patterns in the use of this leave, and be alert to possible abuse.** They must also give consideration to the amount of the current workload or urgency of a particular program or project that requires the employee's presence.

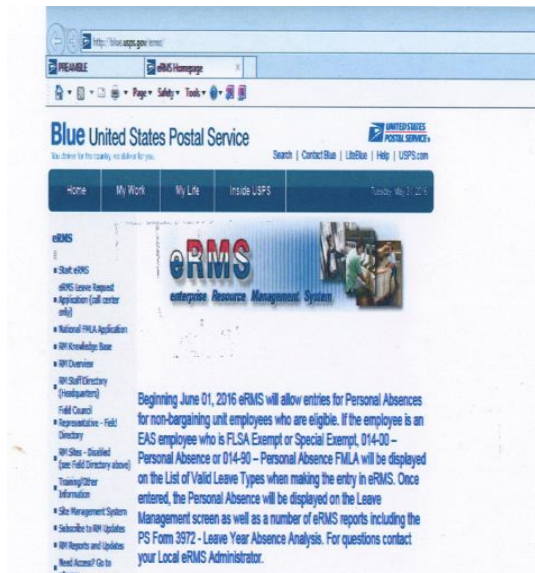


## NATIONAL ASSOCIATION OF POSTAL SUPERVISORS

### NAPS/USPS Consultative Meeting Minutes

June 8, 2016 @ 10 AM - USPS HQ

NAPS was informed that the USPS has multiple systems and USPS posts those changes when an employee logs into a system that may have had an update or a change. USPS provided NAPS with an eRMS screenshot showing the message employees saw when logging into the system. (eRMS graphic below)



NAPS was further informed the reason for the enhancement is that the recording of Personal Leave could not originally be entered into eRMS. The intent was to make it easier on those handling timekeeping to have a clean PS Form 3972 rather than having to continually enter Personal Leave manually. Personal Leave is a leave category that needs to be managed like all other leave. The recording process of Personal Leave is not an ELM leave change policy. The USPS ELM cites Personal Leave may be used for FMLA. Personal Leave is at the manager's discretion. If Personal Leave was being recorded manually as required, it would still show up on the PS Form 3972, but entering Personal Leave electronically keeps records accurate. In addition, if an employee is using Personal Leave as part of the Family Medical Leave Act (FMLA) all leave must be recorded properly

NAPS stated that in the field, Personal Leave is being viewed as comp-time. NAPS did not receive a notice of this change, but NAPS receives notices on other issues regarding, for example painting of mailboxes, End-Of-Day (EOD) Reporting being suspended, and maintenance of computer programs that will limit access. The Postal Service stated it does not consult on enhancements to ERMS, which is not policy. The ELM is policy and nothing had changed. However, the USPS elected to address this issue with NAPS during the consultative meeting. NAPS did request to be briefed in advance when such a change, like the eRMS enhancement, is going to take place so NAPS may inform its members. NAPS stated this issue is all about engagement. Engage NAPS in advance when there will be USPS changes that may have an impact on its members.



NATIONAL ASSOCIATION OF POSTAL SUPERVISORS

NAPS/USPS Consultative Meeting Minutes

June 8, 2016 @ 10 AM - USPS HQ

3. NAPS is requesting, on a monthly basis, by USPS Headquarters, Area and District levels, the 2016 NPA standings of the number of EAS currently in PFP Cell Box 2 and 3.

*USPS Response: This information is not readily available in one report. The Postal Service is not interested in providing the data requested by NAPS since it would be costly and extensive to develop and provide on a monthly basis. Field EAS can access the NPA website to review YTD NPA performance on a monthly basis for each unit.*

NAPS stated that it will seek information from the field. NAPS is aware that USPS field leadership has been messaging at NAPS state conventions that the Area and District officers are tracking which EAS are currently in the PFP Matrix of Box 2 and 3 for the current FY. Once NAPS receives the field report it will share with USPS HQ to determine if it is a national generated report or something that was developed at the Area or District level.

4. NAPS HQ has been informed that there is an organizational change in Supply Management in the facility located in the Denver, CO area. NAPS is inquiring whether an organizational change is occurring. If yes, NAPS is requesting the following:
  - In accordance with 39 U.S. Code § 1004(c) a briefing regarding the changes in Supply Management.
  - The reason(s) why the USPS did not first consult with NAPS in advance regarding the Supply Management change.

*USPS Response: The Denver CMC is a headquarters-reporting function, not subject to consultation. We did inquire and were advised of the following:*

*Some work performed by nonbargaining employees at the Denver CMC will be shifted to Washington, DC. A group of employees within the CMC were informed by their manager of this shift yet no date of the change has been approved. The manager's intentions were to advise employees of current vacancies and other opportunities within Supply Management in the Denver office prior to the shift of work. There has been no organizational change to date and a RIF is not anticipated.*

Though the USPS stated the CMC in Denver is a USPS HQ reporting office, the USPS elected to address this issue with NAPS during the consultative meeting.