



NATIONAL ASSOCIATION OF POSTAL SUPERVISORS
NAPS/USPS Consultative Meeting Minutes
in Conjunction with the 2018 NAPS National Convention
August 4, 2018 @ Mohegan Sun Resort

US Postal Service Headquarters

Bruce Nicholson, USPS Labor Relations

Henry Bear, USPS Labor Relations

National Association of Postal Supervisors

NAPS Executive Board

0818-01 NAPS has been made aware of an initiative within the Customer Care Centers being implemented with mandates that are raising concerns about the creation of a hostile work environment.

This initiative mandates that career EAS employees re-submit to a background investigation, consumer report and SF 85P.

NAPS does not find these job requirements in postings for Customer Care EAS positions.

NAPS has the following concerns;

1. These EAS employees do not have access to sensitive information, only general caller information. So why is this additional vetting now required?
2. The SF85P form is for new hire employees. Why is this form being mandated for career EAS who have already been vetted?
3. New hire employees are fingerprinted. Why are career EAS being mandated to submit fingerprints again?
4. Career EAS are mandated to sign a PS Form 2181-D which states, I acknowledge that I have received a copy of "Summary of Your Rights Under the Fair Credit Reporting Act." However, this document is not part of the attachments.
5. Career EAS are being mandated to release information concerning their mental health. NAPS contends that the USPS has an established process for making this type of employment determination. If the USPS has appropriate grounds, it can mandate that a Psychiatric FFD is completed.

Everything that is seen by USPS EAS on the video screen regarding customer information is also provided In the phone recording such as name, address, phone number, article number of track and confirm, fundamental issues that this unit addresses as postal employees every day. These EAS do not have access to credit card information.

NAPS request is for the USPS to refrain from mandating EAS to complete voluntary forms.

NAPS is also requesting to be consulted on all Organizational Changes that impact the employment of its members.

Response: The Postal Service does not agree that this initiative creates a hostile work environment. This initiative has been suspended.

0818-02 This is a follow up to agenda item #1 from April where NAPS requested;

0418-01. NAPS is bringing back to the table for an update consultative agenda item 0218-01.

Agenda Item #1

NAPS requested an OCC code review for consideration of the Supervisor Differential Adjustment (SDA) for the following EAS positions assigned to the Stamp Fulfillment Services Center (SFSC):

- OCC Code 2355-0011, EAS-17 Supervisor, Maintenance Operations Support (SFS). Currently, this SFSC EAS employee supervises five PS-10 ETs, 10 PS-4 Labor/custodians, and one PS-7 MOS clerk.
- OCC Code 2375-0015, EAS-17 Supervisor, Order Processing (SFS). Currently, this SFSC EAS employee supervises one PS-7 Customer Service clerk, one PS-6 general clerk, and 17 PS-6 Stamp Fulfillment Services clerks.

NAPS requested the salaries for the EAS positions with OCC-codes 2355-0011 and 2375-0015 be corrected and updated in *ELM* 412.12b. NAPS also requested was whether the USPS authorizes the SDA for work that has been and is being performed by these two EAS positions.

USPS Response – These positions are being reviewed by USPS Headquarters Compensation. NAPS will be informed of the Postal Service’s decision.

NAPS is requesting an update on this request.

Response: The Postal Service provided the following response to the 0418-01 item: The Supervisor, Maintenance Operations Support (SFS) and Supervisor, Order Processing (SFS) will be included within the Position Group “All other Eligible” of the Supervisor Differential Adjustment (SDA), effective May 12, 2018. Retroactive pay adjustments are not applicable when positions are added to or removed from the SDA chart.

Response: As indicated in our response during the April consultative meeting, both jobs were added as Supervisor Differential Adjustment (SDA) eligible within the Position Group “All other Eligible”. Salary adjustments for employees in the two Occupation Codes were made effective on May 12, 2018 with no retroactive pay.

0818-03 NAPS has been made aware of a new CTC cleaning method that has been initiated by the USPS. NAPS has received concerns from the field on the costs and impacts this new method will have on the TOE which equals 30% on the NPA scorecard.

This new CTC cleaning method is costing thousands of dollars in new supplies for offices.

NAPS is requesting to know how TOE is being adjusted to account for this program. NAPS also would like to know the method the USPS will be taking to educate Managers on tracking this TOE impact in accordance to the USPS response found in USPSOIG Audit HR-AR-17-010 FY15, where the USPS states on page 23;

With regard to the OIG's second recommendation, the Postal Service will continue to communicate to supervisors the evaluation criteria of the PFP to reduce the risk of negative perceptions and employees becoming disengaged. In that regard, and as noted above, the Postal Service has already trained all PES Coordinators in every district concerning the PFP system, and their role in support of the system and the employees that utilize it. The Postal Service has also implemented mandatory PES training for all PFP-eligible employees who participate in the program beginning this calendar year.

Response: We will reach out to the Resident Officers following NAPS' National Convention to schedule a briefing on the CTC Program. Questions regarding TOE for an office should be directed to the District Budget office. Employees are provided information daily by email on NPA to include best practices by Performance and Field Operations Support.

0818-04 NAPS has received a concern that on the NPA scorecard AAU/ADE Scan Performance is combined, which is 20% on the NPA scorecard.

This combined score does not afford the opportunity for a unit to provide the necessary focus that may be needed more on one scanning aspect. NAPS is requesting that YTD AAU scores and YTD ADE scores be reported separately so offices can know and focus on where an office is failing under the transparency discussed in USPSOIG Audit HR-AR-17-010 FY15 noted above.

Response: The Postal Service disagrees that scan performance for AAU/ADE on the NPA scorecard should be separated. Scanning is an essential function of the Postal Service and provides customers with full transparency of mail and package delivery. All scan performances should be focused on at all times. AAU/ADE scans represent a package arriving at a delivery unit and taken out for an attempt or delivery. They are tied together and we don't see a good business reason to separate them.

If an office is having difficulties pulling scan reports to identify a specific deficiency in scanning performance, local management should contact District Operations Support for guidance.

0818-05 NAPS has reached out and requested on several occasion to meet with Sales and Customer Relations Senior VP (A) Dennis Nicoski.

NAPS would like the USPS to work with us on getting this meeting scheduled.

Response: We have contacted Headquarters Sales and Customer Relations requesting available dates for a meeting. An update will be provided upon being informed of those dates.

0818-06 Supervisory Differential Adjustment for the Position of Supervisor, Business Mail Entry is provided under the category of “All Other Eligible EAS-15 to EAS-19” on the SDA scale found in ELM Exhibit 412.12b below.

Exhibit 412.12b Position Groups Eligible for Supervisory Differential Adjustment Rate

Position Group	Minimum Salary is 5 Percent Above
Plant Maintenance	PS-10, step P
Vehicle Services	PS-8, step O
Postal Police	RSC Y, step 23
All Other Eligible EAS-15 to EAS-19	PS-6, step O

NAPS has been made aware that this EAS position and Occ/Code does not supervise any PS-6 craft employees. NAPS contends that this EAS position is not being paid a proper SDA per the employees being managed.

NAPS is requesting an ELM change to adequately reflect the SDA for the position of SUPV BUS MAIL ENTRY. This SDA category should be at the craft position of PS-7, step O.

NAPS is also requesting that the USPS consult with NAPS on providing compensation for monies not paid to these impacted employees due to not being correctly categorized for SDA purposes.

Response: The position is appropriately classified under “All Other Eligible” on the SDA List and is consistent with SDA policy.

NAPS Response: NAPS rejects the Postal Service position on this agenda item, and reiterates our view that an ELM change be made to adequately reflect the SDA for the position of SUPV BUS MAIL ENTRY. This SDA category should be at the craft position of PS-7, step O. NAPS is requesting to consult with the Postal Service on this issue outside of the pay talk process.

412.12 New Career Appointment

A new employee hired into the EAS schedule is paid the minimum salary for the grade of the position to which hired. The appointing official has the flexibility to set the *starting* salary up to the midpoint of the grade. Further variation may occur in the following circumstances:

- a. *Supervision of Bargaining Unit Employees.* When an appointment is to an exempt EAS-15 through EAS-19 grade position that involves directly supervising two or more full-time equivalent bargaining unit employees, current supervisor differential adjustment (SDA) pay policies will apply as described in Exhibit 412.12b.

Exhibit 412.12b

Position Groups Eligible for Supervisory Differential Adjustment Rate

Position Group	Minimum Salary is 5 Percent Above
Plant Maintenance	PS-10, step P
Vehicle Services	PS-8, step O
Postal Police	RSC Y, step 23
All Other Eligible EAS-15 to EAS-19	PS-6, step O

This ELM change request is a matter that should be addressed in Pay Talks which addresses “changes in pay policies and schedules and fringe benefit programs for members of the supervisors’ organization”.

0818-07

NAPS has received correspondence dated July 11, 2018, from Eastern AVP announcing Melvin J. Anderson, as the Project Lead for the implementation of the new Springdale Facility.

NAPS has not been consulted on the implementation of this project and its impact on NAPS members within the commuting area of this facility as well as what the potential impacts will be.

NAPS is requesting a briefing on this project to discuss impacts to members.

NAPS is also requesting to be brief on any other proposed projects to discuss impacts to members.

Response: The Springdale Annex, which reports to the Cincinnati P&DC was opened as a result of additional package volume that cannot be absorbed within the Cincinnati P&DC. Staffing is determined by workload. The Consultation Process is for national programs, implementation of a new facility is not applicable. Specific questions pertaining to a new facility should be addressed locally.

0818-08

NAPS is in receipt of a letter dated July 18, 2018, by Bruce Nicholson notifying NAPS of the establishment of the *Learning Development & Diversity Specialist (EAS-16, Exempt) position*. This position will be under the HR Function assigned to the Manager, Diversity Development.

NAPS is concerned and does not agree with the FLSA designation of Exempt for this newly designated position. NAPS notes that the two positions that are currently performing these duties are both exempt and non-exempt. NAPS contentions are that the work of Occ Code 0201-0078 being reclassified to the new position *Learning Development & Diversity Specialist* must also be classified as FLSA Non-Exempt.

NAPS also notes that other EAS-16 positions assigned to the HR function of the USPS are also FLSA Non-Exempt.

NAPS is requesting the FLSA designation for the established position of *Learning Development & Diversity Specialist* be classified as FLSA Non-Exempt.

Response: The Postal Service proposed the establishment of the *Learning Development & Diversity Specialist (EAS-16, Exempt)* position through the consultation process with NAPS in accordance with Title 39, § 1004. We provided a briefing on May 23. NAPS requested the criteria used to evaluate and decide whether or not a job meets the Administrative Exemption. NAPS also requested a list of all current exempt and non-exempt HR Specialists. Both information requests were furnished to NAPS on June 6,

We provided NAPS a copy of the Department of Labor (DOL) FLSA fact sheet. The fact sheet outlines the criteria used to evaluate when deciding whether or not a job meets the Administrative Exemption. The *Learning Development & Diversity Specialist* position meets the Administrative Exemption test.

The HR Specialists both exempt and non-exempt performing functions outside of LD&D, will remain in those positions.

0818-09

NAPS has been made aware that members in the position of EAS-17, Safety Specialist (TL), Occ Code 0018-0031 is not receiving pay for the SDA level of the employees that are being supervised.

The craft employees who work in the position of Driving Safety Instructors, P-08 report directly to the Safety Specialist (TL).

NAPS is requesting that the Occ Code for the position of Safety Specialist (TL) be added to the SDA Position Group Vehicle Services and the pay of all EAS within this Occ Code be paid accordantly.

NAPS is also requesting that the USPS consult with NAPS on providing compensation for monies not paid to these impacted employees due to not being correctly categorized for SDA purposes.

Response: The position was created in 2006, we will need to review current job requirements to determine if the position is a supervisor position and update job description accordingly.

0818-10

NAPS has received salaries provided by the USPS for public information for 2018. NAPS noted that the craft employees used to determine the SDA had received a pay raise effective March 3, 2018.

NAPS is requesting updated documentation that the attached list of EAS employees that the USPS is designating to the positions of SUPV CUST SVCS and SUPV DIST OPER are received SDA in accordance with the March 3, 2018 pay raise to APWU employees.

Response: Salaries were updated on March 3, 2018 in accordance with SDA policy.