

UNION

It's What We Are

POSTAL SUPPORT EMPLOYEES

Rights & Benefits At A Glance



American Postal Workers Union, AFL-CIO

ORGANIZING DEPARTMENT

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American Postal Workers Union, AFL-CIO

Postal Support Employees (PSEs) are hired for a term not to exceed 360 calendar days per appointment. The PSE work-force is comprised of non-career bargaining unit employees. PSEs are part of the workforce with negotiated rights but do not yet have career appointments.

The Right to Join the APWU

During contract talks in 2010, the APWU negotiated to eliminate “casuals” and won the right to represent temporary workers. We secured your right to join the union, earn a living wage, gain access to important benefits, and get a fair opportunity for a career job. Since 2010, your union has been negotiating on your behalf and will continue to do so. But we need your help!

Hourly Wages, Night Differential and Contractual Wage Increases

Over the life of the current contract (2010 - 2015) as a PSE you will receive a total of 7% in wage increases which includes 3.5% in general wage increases that all APWU members enjoy and an additional 3.5% in PSE-only wage increase.

November 17, 2012 – 2 % increase

November 16, 2013 – 2.5 % increase

November 15, 2014 – 2.5 % increase

PSE Hourly Rates effective November 16, 2013

PS Grade	3	4	5	6	7	8
Hourly Rate	\$12.54	\$12.94	\$14.35	\$15.26	\$16.22	\$16.57

For hours worked between 6 p.m. to 6 a.m. you will also receive Night Differential.

PSE Night Differential Rates effective November 16, 2013

PS Grade	3	4	5	6	7	8
Hourly Rate	\$0.92	\$0.93	\$1.05	\$1.12	\$1.19	\$1.21

Work Hour Guarantee

Under the contract, if you are called in to work by management you will receive a guarantee of two hours' work or pay when you report for work.

Higher Level Pay for Higher Level Work

In the event you are temporarily assigned to a higher-level position, you will be paid at the higher level for the time spent on such job. However, under current contract rules, PSEs will not be assigned to higher-level assignments within Function 4 (e.g., LSSA, Bulk Mail Tech, Special Postal Clerk, Lead Clerk), except when no career employee is available.

Enforcement of Overtime Provisions

You shall be paid overtime for work performed in excess of 40 work hours in any service week. Overtime pay for PSEs is to be paid at the rate of 1½ times the basic hourly straight-time rate.



Annual Leave Accrual and Unused Leave Cash In

You earn 1 hour annual leave for every 20 hours of work and up to 4 hours accrual per pay period. Annual leave is provided to PSEs for rest, recreation, emergency purposes, and illness or injury. Your annual leave accrues and is credited in whole hours at the end of each biweekly pay period. To request annual leave, complete a PS Form 3971, Request for, or Notification of Absence. You should always keep a copy of the Form 3971 when you submit it.

You will receive a lump-sum payment for any unused earned leave during your break in service.

Holiday Scheduling Rights

Holiday pecking orders are established at the local level. In most cases PSEs will work first on the holidays; however some LMOUs allow volunteers the opportunity first.

Representation in the Grievance Procedure, Job Security Provisions and Re-appointment by Seniority

You have a right to file grievances.

A grievance is a dispute, difference, disagreement or complaint between the parties related to wages, hours, and conditions of employment.

If you believe a right or provision of our contract has been violated, contact your local union steward or local union office. You have the right to file a grievance and speak to your steward while on the clock. Request to see your union steward from management. Do not delay in doing this as there are critical time limits in which grievances must be filed (14 calendar days from the date you first learned of, or should have learned of the grievance).

After you have completed 90 work days or been employed for 120 calendar days, whichever comes first, termination prior to expiration of term (other than lack of work) must be for “cause.” In the case of a removal for cause within the term of appointment, PSEs are entitled to advance written notification. Termination may be challenged via the grievance procedure.

When PSEs are separated due to lack of work, re-appointments will be made by PSE seniority. PSEs will be re-appointed ahead of applicants who have not served as PSEs, provided the need for hiring arises within one year of the separation.

Health Benefits after One Year

After your first 360-day term you can sign up for health benefits. As a result of contract negotiations, the Postal Service contributes 75% of the total premium for any PSE who selects the APWU Consumer Driven Health Plan.

Postal Support Employees Rights & Benefits

At the time you become eligible for health insurance, the APWU must be provided ample opportunity to address you again about this and other issues. Make sure you contact your shop steward as your one-year anniversary approaches.

Path to Career and Preferential Appointments

When the Postal Service determines there is a need to fill vacancies with new career employees, available and qualified PSEs will be converted to full-time employees by seniority prior to hiring new applicants.

Memorandums of Understandings That Apply To PSEs

You are entitled to utilize leave without pay, leave sharing, and leave provisions for blood and organ donations. You have the right to protection of your Social Security number and you cannot be forced to use your personal vehicle while on the clock. (If an employee uses a privately-owned vehicle for travel on official business he or she is entitled to mileage at the GSA rate CBA Article 36.2.B)

Reduced Rate of Union Dues

Unless otherwise determined by a local or state, the current dues for a PSE are set at a reduced rate. Unlike many unions, there is no initiation fee to join the APWU!

Enforcement of the Family and Medical Leave Act

Once eligible for FMLA, your rights will be monitored and enforced by the union. To be eligible, you need 12 months of employment and you must have worked 1,250 hours during the 12 months prior to the start of leave. (The 12 months of employment are not required to be consecutive.)

Enforcement of Rights under Workman's Compensation

You are protected under the rules of the Federal Employee Compensation Act (FECA) if you are injured if injured at work or if you sustain an occupational disease. The union works on your behalf legislatively to help maintain protections under the FECA.

Prohibition of Unilateral Action

The union was able to secure the contractual right preventing management from taking any actions affecting your wages, hours and other terms and conditions of employment that violate the terms of our Collective Bargaining Agreement.

Right To Safe and Healthy Working Conditions

It is the responsibility of management to provide safe working conditions in all present and future installations and to develop a safe workforce. You have the right to work in a safe and healthy work environment. The union will always fight for the welfare of all union members. When reporting unsafe conditions, file a PS Form 1767 and be sure to contact your steward.

IMPORTANT INFORMATION TO SECURE

Local's Name: _____

Local Phone Number: _____

Local President's Name: _____

Local Steward's Name: _____

Local Website: _____

National Union Website: www.apwu.org

Local Union Address: _____

Membership Meeting Dates: _____

Right to Join Our Union and Have a Voice and Vote

By signing the PS 1187 you gain the right to a voice and a vote in your union. This will allow you to give input into contracts and benefits that are negotiated on your behalf and how your union is run.

Don't let your future be decided for you, *be a part of the decision making!*

YOUR RIGHTS AND ROLE AS A MEMBER:

Being a union member goes beyond paying dues. Our union is a democratic industrial union whose strength depends on activism.

Your union has a Constitution by which it is governed. Also, under federal labor law, your union has responsibilities to those who make up this union. Here are a few:

You have a right to participate in the activities of the union. You are encouraged to attend all the functions that are hosted by your local. Be on the lookout for bulletins on upcoming events.

You have a right to be heard. You are encouraged to attend local membership meetings where the business that effects postal workers is discussed. This is where the local members go to hear about work-floor issues and address their work place concerns.

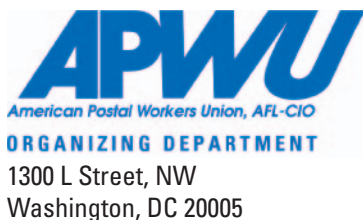
You have a right to be secure in your basic rights without fear or intimidation. As you work and prepare for career status in the Postal Service, the way to ensure a future in the post office is to get active in your union. No one deserves to be mistreated at work. By becoming active, you learn your legal rights and also how to use those rights to better your working conditions and future.

MEMBERS-ONLY PRIVILEGES

- ✓ APWU MasterCard
- ✓ Union Plus discounts including mortgage programs, credit clinics and services, auto and health insurance needs, auto care, travel, legal assistance, to name a few.
- ✓ College and vocational scholarship programs
- ✓ Voluntary Benefits Plan, including term life insurance, dental coverage, group legal services, accidental death and dismemberment insurance, and much more
- ✓ Accident Benefit Association
- ✓ The American Postal Workers magazine

*Through Solidarity We
Will Have Strength*

For More Information Please Visit – www.apwu.org



Sign Up Today – Complete the form below and return it to your steward or mail it in!

NEW MEMBERS ~ NEW STRENGTH ~ YOUR FUTURE

American Postal Workers Union, AFL-CIO UNITED STATES POSTAL SERVICE AUTHORIZATION FOR DEDUCTION OF DUES

I hereby assign to the American Postal Workers Union, AFL-CIO, from any salary or wages earned or to be earned by me as a member (in my present or future employment) such regular and periodic membership dues as the APWU may certify as due and owing from me, as may be established from time to time by the APWU. I authorize and direct the USPS to deduct such amounts from my pay and to remit same to the APWU at such times and in such manner as may be agreed upon between myself and the APWU at any time while this authorization is in effect, which includes a \$20 yearly subscription for The American Postal Worker magazine as part of the membership dues.

Unless I am or become a Postal Support Employee, this assignment, authorization and direction shall be irrevocable for a period of one (1) year from the date of delivery to the APWU, and I agree and direct that this assignment, authorization and direction shall be automatically renewed and shall be irrevocable for successive periods of one (1) year unless written notice by certified mail using PS Form 1186 is given by me to the APWU not more than twenty (20) days and not less than ten (10) days prior to the expiration of each period of one year.

If I am a Postal Support Employee, this assignment, authorization and direction shall be irrevocable for a period of one (1) year from the date of delivery to the APWU and shall remain in effect if I should be rehired within 180 days after the conclusion of my present term of Postal Support employment. I agree and direct this assignment, authorization and direction shall be automatically renewed and shall be irrevocable for successive periods of one (1) year, unless written notice by certified mail using PS Form 1186 is given by me to the APWU not more than twenty (20) days and not less than ten (10) days prior to the expiration of each period of one (1) year in the event I am hired as a career employee, or within ten (10) days after the date I start work if I am rehired for any new term of Postal Support employment.

This agreement is freely made pursuant to the provisions of the Postal Reorganization Act and is not contingent upon the existence of any agreement between the Union and the Postal Service.

NAME OF EMPLOYEE <i>Last Name, First Name, Middle (Print Legibly)</i>			SOCIAL SECURITY NO. <i>(Entire # Is Required)</i>		
MAILING ADDRESS		CITY		STATE	ZIP
HOME / CELL PHONE NO. <i>(Circle One)</i> ()	EMAIL ADDRESS		LOCAL UNION NAME <i>(or State MAL)</i>		
WORK LOCATION <i>(Post Office) & STATE</i>		WORK FINANCE NUMBER	CRAFT	POSITION TYPE <i>(Circle One)</i> FTR PTR PTF PSE	
SIGNATURE OF EMPLOYEE		DATE	UNION TRANSFER CANCEL DUES TO: <i>(Circle Union)</i> NALC NPMHU NRLCA		

(PSE)

Return Original To: American Postal Workers Union, AFL-CIO / 1300 L Street NW, Washington, DC 20005

Form 1187