

# LOCAL 305 MIDATLANTIC MAIL HANDLERS

District of Columbia • Maryland • North Carolina • Virginia • West Virginia

**Kenneth A. Hayes, President • Dunleigh Y. Cardin, Treasurer** • 4907 Fitzhugh Ave., Suite 100 • Richmond, VA 23230-3533



A.F.L./C.I.O.

Charles Manago  
Vice President

Derrick Carr  
Recording Secretary

Mary Naylor  
Washington, DC

Ed Evans  
Maryland

Michael Lawrence  
North Carolina

Teresa Harmon  
Virginia

Kevin Fletcher  
West Virginia



## OFFICIAL MINUTES

The Executive Board Meeting  
National Postal Mail Handlers Union – Local 305  
4907 Fitzhugh Avenue, Suite #100  
Richmond, Virginia 23230-3533  
March 3, 2011

### In attendance:

**Kenneth Hayes-Local President**  
**Charles Manago-Vice President**  
**Yam Cardin-Treasurer**  
**Derrick Carr-Recording Secretary**  
**Mary Naylor-District of Columbia State Executive Board Member**  
**Ed Evans-Maryland State Executive Board Member**  
**Michael Lawrence-North Carolina State Executive Board Member**  
**Teresa Harmon-Virginia State Executive Board Member**  
**Kevin Fletcher-West Virginia State Executive Board Member**

### Opening of the Executive Board Meeting:

1. President Kenneth Hayes called the meeting to order at 10:45 A.M.
2. Recording Secretary Derrick Carr did the invocation and called roll. All members were present.

### Review of the Minutes:

1. The minutes from the November 15, 2010 Board meeting were distributed for review.
2. The following corrections and/or additions were noted for the November 15, 2010 minutes:

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- a) Page 3 of 6, second full paragraph, prior to the last sentence, add the following sentence: *"DCSEBM Naylor expressed her position that the Local should continue the practice of providing lost time for all delegates who attend the LIUNA Convention instead of requiring the delegates to utilize their personal leave"*;
  - b) Page 3 of 6, under Article 12 Report, item number 2, change the word *"minimal"* to *"minimum"*;
  - c) Page 5 of 6, under Financial Report, start of third sentence, change the word *"Treasure"* to *"Treasurer"*.
3. MDSEBM Evans moved to accept the minutes with the corrections and additions. The motion was seconded by Vic President Manago. Motion carried unanimously.

### **Old Business**

#### Labors' International Union of North America (LIUNA) Convention:

President Hayes gave a presentation that included various factors the Board should consider concerning the upcoming LIUNA Convention, the number of delegates being sent, and the expense of sending said delegation to include but not limited to the following:

- Although we have fared well in the past year as a result of adhering to the budget set the previous year, the Local's finances have been affected by the purchase of aprons for the members in the field;
- the decline of approximately \$83,000 in Federal Associate Dues, which is a result of fewer people subscribing to the Mail Handlers Union Health Plan;
- the cost of approximately \$200 per day of lost time for each delegate;
- the number of delegates that the Local will send as determined by LIUNA – one delegate for every 325 members which equates to approximately 11 delegates;
- the affect of management reassigning or excessing Mail Handlers to facilities outside of the Local's jurisdiction, which will affect the Local's financial posture;
- the expense of annual affairs Local-wide, which is being spent on approximately 15% of the membership;
- and how the Local conducts training in the field and the cost of said training.

There was a lengthy discussion concerning those factors, in particular, the various ways to save money concerning the annual affairs throughout the Local, training for the stewards, and the various formulas of payment for loss time of the delegates. It was noted that these factors not only affect the finances of the Local, but they subsequently affect the Local's ability to provide loss time for the delegates. LIUNA will officially notify the Local as to the exact number of delegates we are allowed to send. After further discussion by the Board, President Hayes closed this topic of discussion.

### Article 12 Report:

President Hayes reported that the US Postal Service has plans to impact the following facilities by excessing or facility closings:

- Close Huntington, WVA and excess the 14 Mail Handlers to Charleston, WVA;
- Close Bristol, VA and excess approximately 12 Mail handlers to Johnson City;
- Excessing approximately 6 Mail Handlers from Lynchburg, VA to Roanoke, VA because of the mail that is being sent from the 010 operation of Lynchburg, VA;
- Frederick, MD, Bluefield, WVA, and Kingston, NC are undergoing an AMP study, which is an Area Mail Processing Study. This study is designed to ascertain the best facility to process the mail from a particular zip codes; it determines whether or not to move the mail from one facility to another to be processed;
- Waldorf, MD is excessing 7 Mail Handlers; JCTM excessing 61 Mail Handlers; Dulles, VA excessing 32 Mail Handlers; Southern, MD excessing 91 Mail Handlers;

President Hayes stated that the number of Mail Handlers to be excessed are not firm numbers because of changes that may result from Mail Handlers leaving the facility through attrition. He also made mention that management may also make adjustments within the facility by excessing or reassigning within the installation. Regardless of the scenario, President Hayes and the Contract Administration Director, WVSEBM Fletcher will come meet with the employees at those facilities affected by excessing to address their concerns.

### Training:

The Local office will conduct basic steward training in the field to those facilities that did not receive training in the 2010 calendar year, such as the two Baltimore, MD facilities and some facilities in North Carolina. The training is tentatively scheduled for the first and second full week in June of 2011. There was a lengthy discussion concerning expenses associated with conducting training, in particular the option of the Local paying the full amount of loss time to those who participate in the training, the possibility of giving a stipend to the participants, or other possibilities of payment. The discussion centered on ensuring that the Local remains financially solvent for the present as well as the future.

### **Contract Administration Department (CAD):**

The CAD Director, WVSEBM Fletcher gave a report on the representation activity that occurred throughout the Local in the year 2010 to include but not limited to the following:

- There were 71 hearing dates scheduled for arbitration of which, 50 of those dates were utilized to argue cases; of the 51 arbitration cases heard, 31 of them were sustained. The cost factor for payment of the arbitrator's fee for the year was approximately \$70,000 – 80,000, which was under budget.
- The Local has received some high-monetary valued grievance decisions for our membership at step 3 or through arbitration that amounted to approximately \$900,000. Some highlights include:
  - \$254,000 settlement in Baltimore, MD for several letters of demand grievances;
  - \$199,000 settlement in Charlotte, NC for a casual-in-lieu of case;
  - \$90,000 settlement in Raleigh, NC for a casual-in-lieu of case;
  - \$167,000 settlement in Merrifield, VA for a casual-in-lieu of case;
  - \$40,000 settlement Dulles, VA for a non-compliance grievance concerning the conversion of PTF Mail Handlers;
  - \$70,000 settlement in Merrifield, VA and \$15,000 for Dulles, VA concerning SPBS grievances filed in 1993 and 1994 for management overstaffing the SPBS with clerks. The grievance was held in a jurisdictional dispute at the National level until recently;
  - 436 grievances filed at step 3 (100 class action; 237 individual grievances; and 99 discipline cases)
- There is some concern over the structure of the grievance package that is being filed by the stewards in the field. The complete case file must be appealed and sent to the Local office. There remains a problem with some stewards not including all of the information to be considered. It is imperative that the Branch Presidents to coordinate with their stewards and oversee what is being sent from their facilities.
- Whatever management gives the steward during step 2 of the grievance procedure; whether it hurts or helps our case it should be included in the step 3 appeal. Neither our step 3 representative in the field nor the advocate arbitrating the case should be blind-sided with information that the steward did not include in the grievance.
- WVSEBM Fletcher reiterated that the only copies of the step 3 appeal that have to be mailed certified is the copy being mailed to the US Postal Service's Regional Representative. The two copies being mailed to the Union Representatives do not have to be certified; this is to lower the cost of postage throughout the year.
- Concerning unfair labor charges, the Union attorney only handled one charge while WVSEBM Fletcher handled 17 charges. This amounted to a savings of approximately \$34,000. Although some of the charges were simple while others proved to be a bit more difficult, they were all dismissed by the NLRB. It appears that the charges are generated by the same core group of individuals in the field from the same facilities. To protect the Union and the membership we must ensure that we file and process timely grievances and keep employees apprised of the disposition of their grievance. It is important to document all that is going on to include keeping a record of our interactions with the grievant. The grievant should be informed as to the

status of his or her grievance and the steward should maintain a record indicating when that informing took place.

The CAD report concluded with discussion of the Regional Dispute Resolution Committee, NRP, transportation of equipment within the facilities, RI 399 Inventory, and pending settlements.

**Financial Report:**

1. The Board reviewed and discussed the Balance Sheet as of March 3, 2011, Auditor's report for 2009, the VEBA Trust Account Quick Report, and the VEBA Trust estimated 2011 Benefit Budget. The Board discussed at length the reports given, as well as the VEBA Scholarship. Based on the Auditor's report President Hayes stated that it will be necessary for all credit card expenses over \$200 to be approved in advance by the Local President. NCSEBM Lawrence moved to accept the financial report. President Hayes seconded the motion. Motion passed unanimously.

**New Business:**

President Hayes moved to accept the nomination of Brother Gary Antrobis to the vacant position of Branch President of the Clarksburg, WV facility. The motion was seconded by WVSEBM Fletcher. Motion passed unanimously.

The Board recessed for lunch at 1:40 PM and reconvened at 2:40 PM.

**New Business (Continued)**

The Board discussed the following issues concerning Local 305:

1. President Hayes stated that it is important that all Branch Presidents and Chief Representatives check their email accounts regularly to obtain information being forwarded by the Local office.
2. There was a lengthy discussion concerning when a limited duty employee gets exceeded, how does their limitations affect their ability to retreat back to the section when available. WVSEBM Fletcher will research this with the National and provide the Board with the information.
3. Any Steward who goes on leave for 10 or more days must inform the Branch President as to their absence and update them of the status of their grievances. If a Branch President is going to be out for 10 or more days he or she must

inform the Local President and let him know who will be taking his or her's responsibility during their absence.

4. All supplies needed in the field must be ordered from the Local office in Richmond, VA and the Branch Presidents are the only representatives from the field who can order them.
5. All Executive Board and Council minutes are to be included in the monthly Read-Me file with their required signature attesting to the fact that they have indeed read the file.

### **Article X Charges**

The Board reviewed and considered article X charges. Both President Hayes and WVSEBM Fletcher were excused from the consultation of said charges. Vice President Manago chaired this part of the meeting.

Being no further business MDSEBM Evans made a motion to adjourn the meeting, which was properly seconded by VASEBM Harmon. Motion passed unanimously. Meeting adjourned at 4:00 P.M.

Fraternally yours,



Derrick Carr  
Recording Secretary