

# NAPS BRANCH 100 NEWSLETTER

## NAPS BRANCH 100

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*Next General Membership Meeting – May 15, 2024*

*Check the Website for location and Time*

## Credit Cards and You

The USPS issues credit cards to EAS for travel purposes. There are also credit cards for purchasing supplies and other procurement needs. Training is given on the proper procedures and requirements for each of these types of cards. The training is taken using USPS computers. Training is to be performed by the individual EAS and not by anyone else. It is your duty and responsibility to ensure that the cards are kept safe and to use them only for matters concerning the USPS. Approval is also required. Do not under any circumstances use them for any personal reasons whatsoever. The training is very specific on how the cards are to be utilized. In the event, that you are in a situation, and you are not quite sure whether to use the card or not, ask your superior. Do not ask a fellow EAS, since they may give you erroneous information and you will end up in trouble. Misuse of any type of USPS credit card could and most likely will be grounds for removal from the USPS. Ignorance of the rules is not an excuse for using credit cards inappropriately.

submitted by Tom Hughes

## LOVE LEADERSHIP, WHERE DID IT GO?

When you think of our business what comes to mind? Our Model/Brand, Revenue, Marketing, just to name a few. While all of this is important to our success, in my humble opinion the most important is LOVE. It's possible to have genuine love for your staff and those you lead without sacrificing the goals of our business. I am not talking about fuzzy feelings of love but the kind of love that allows your staff to be imperfectly human, like being kind and noticing that our employees are having a bad day or feeling overwhelmed with life and its stresses.

The reality is financial, family, and legal issues affect professional performance. If we are perfectly honest with ourselves as leaders, we need to understand that employees are people and have problems outside of work. If people are not handled with care, additional stress and pressure can cause morale to decrease and performance to suffer. There is no business without employees. When they thrive, the Postal Service thrives.

Showing love is not an excuse or permission for your team to be incompetent. Instead, it shows that their job performance is not the only thing that matters to you as a leader. I believe in my humble opinion that business is 80% relational and 20% transactional. We are not required to be a psychologist or therapist but what seems to be lacking is a show of empathy for staff. Love always brings out the best in people. In the words of the great American philosopher, theologian Dr. Cornel West: "I am who I am because somebody loved me, somebody cared for me and attended to me."

Submitted by Dave Conover

## TACS – NOT FOR EAS TO BE ENTERING

TACS – EAS are NOT to be entering moves in TACS. TACS is assigned to clerks. Have your lead clerk process all the TACS information. Ensure that you have back up for entering TACS information when the lead clerk is not there. The excuse, that you did not have anyone to enter the information is not a valid excuse. Get your clerks trained. Don't have the ability to get them trained? Then ask someone who has the ability. You can not be held hostage by your employees, otherwise your job gets increasingly more difficult.

USPS HQ has been adamant about this subject. Why put yourself in a situation of being given corrective action or even being removed over this type of issue. The clerks have work to do, so let them perform it.

If someone instructs you to put entries in TACS, you should be documenting it. You document it by informing that individual that you would like it in writing, prior to entering it. The onus is on them rather than you. I am pretty sure they will not instruct you to do so at that point.

As EAS, you must hold others accountable just as you are held accountable for performing your assignments and duties. When all employees are held accountable, the operation runs smoother, and you have time to address more pressing issues.

Reminder to everyone who is an EAS, Manager, or Supervisor in every postal service category, regardless of where you operate from.

**Demand your respect from your superior and give it. It's a two-way street. From the ELM:**

### **665.24 Violent and/or Threatening Behavior**

The Postal Service is committed to the principle that all employees have a basic right to a safe and humane working environment. In order to ensure this right, it is the unequivocal policy of the Postal Service that there must be no tolerance of violence or threats of violence by anyone at any level of the Postal Service. Similarly, there must be no tolerance of harassment, intimidation, threats, or bullying by anyone at any level. Violation of this policy may result in disciplinary action, including removal from the Postal Service.

Check the Branch 100 web site for forms and information relating to this article.

## Documentation

The USPS documents everything that is performed. You must document what occurs to protect yourself. Let's say that you have an incident in your section, station, or office. You have a conversation with your superior and you don't feel comfortable with their response. They instruct you as to what you should do. You must follow orders if it does not jeopardize your safety. You should be documenting the situation and sending them an email stating that you complied with their instructions and reiterate what those instructions were in your email to them.

Far too often, we speak with EAS, and they inform us that they did not document their conversations in matters that seemed out of line. Thus, the EAS ends up with corrective action or other type of action, such as Letters of Debt Determination. Document, document, document. It is the one way to protect yourself. You work hard and you must protect yourself. And yes, I know it is more work to document things but what is more important to you?

Submitted by Tom Hughes

## Legislative Training Seminar March2024

Every year in March or April over 500 NAPS members meet in Washington D C to discuss different strategies to lobby the Congress and Senate on Bills concerning the USPS. We visit the Congresspersons and Senators on Capitol Hill from our Districts and express to them NAPA desire for them to vote on certain Bills.

The Legislative Training Seminar convened on Sunday, March 3, 2024. The day began with a Wreath-Laying Ceremony at Arlington National Cemetery (Tomb of the Unknown Soldiers) and the changing of the Guards. NAPS had two Veterans that participated. The day continued with First Timers Orientation and the Town Hall Meeting

This is a synopsis of what was discussed at the Legislative Training Seminar 2024. There wasn't a lot going on because most of Congress are working on being re-elected in 2024.

On Monday 03/04/24. The P.M.G. Louis Dejoy spoke on Delivering for America (10-year plan). His focus is on consolidating Mail Processing Centers and implementing Processing and Delivery Centers. By consolidating MPC it will create a RIF (Reduction in Force) which is not a good thing for Postal Employees.

There are three very important Bills for discussion in the House of Representative:

### 1. **H.R. 3005, Postal Police Reform Act**

**Sponsor: Reps. Andrew Garbarino (R-NY-2) and Bill Pascrell (D-NJ-9).**

The Bill would reverse a 2020 directive from the Chief Postal Inspector that limited the jurisdiction of U S Postal Police to Postal Facilities. Under the directive, Postal Police are not able to investigate crimes against Postal Personnel and property not situated on postal-owned or lease real estate.

### 2. **H.R 594, Postal Supervisors and Managers Fairness Act**

**Sponsors: Reps. Gerry Connolly (D-VA-11) and Michael Bost (R-IL-12)**

The Bill would provide for the timely start of pay talks between Executive Administrative Schedule (EAS)Postal Employees and the Postal Service by decoupling EAS pay consultations from the protracted timeline of collective bargaining between the largest Postal Union and the USPS. Under the Bill EAS pay talks would start 60 days prior to expiration of the existing EAS pay agreement.

### 3. **H.R. 595, Postal Employee Appeal Rights Act**

**Sponsors: Rep. Gerald Connolly (D-VA-11) and Andrew Garbarino (R-NY-2)**

The Bill would confer to approximately 5,000 non-supervisory managerial postal employees the right to appeal significant personnel action to the Merit System Protection Board (MSPB) Non-supervisory postal personnel currently only may appeal such action through an internal USPS process that lack impartial third-party review. Postal supervisory personnel and nearly all federal civil service employees already have MSPB appeal rights.

I met with Congressman Adriano Espaillat Legislative Assistant Nia Thomas, and she assured me that the Congressman will co-sponsor the Bills.

I, also met with Congressman Jerrold Nadler Legislative Assistant and she assure me the same support.

NAPS Secretary/Treasurer Jimmy Warden I and about 10 others from N Y met with Senator Chuck Schumer. He stated that he always supports the USPS.

Submitted by  
Ken Stanley  
LTS Chairperson

## Coping with stress

Working as a postal worker has its benefits, but it can also bring stress and high demands, regardless of your job role. Each employee, from custodians to managers, experiences, and handles stress in their own way.

Balancing work and personal life can be stressful, but it's a common challenge. Even if you enjoy your job, stress can happen. However, you can take steps to control work-related stress.

**Managing work stress** involves recognizing its impact on you. Often, the effect of stress is overlooked. By paying attention to your feelings, you might notice that stress leaves you feeling drained and negative after some days. Over time, not dealing with stress can harm your physical and mental well-being. Studies show that ongoing work stress may be connected to depression and anxiety.

Here are some less obvious signs of stress:

- Feeling tired or lacking energy
- Getting headaches
- Difficulty sleeping
- Eating more or less than usual
- Stomach problems.
- Heart beating fast
- Sweating a lot
- Not feeling good about oneself
- Decreased interest in sexual activity.
- Getting sick often

Keeping a record of what stresses you, like long extensive Zoom meetings, or dealing with personal problems can help you figure out what's troubling you. Writing in a journal about who or what makes you feel stressed can be useful.

Taking short breaks during a busy day, like listening to music or taking a walk, can help you avoid burnout and be more productive. It's also good to disconnect from work in your free time, like not checking emails or turning off your phone at night.

To manage your time better, get organized by making a list of tasks at the start of the week, in order by importance. Fight off procrastination by planning periods for focused work. Tackle the most challenging tasks first to ease your stress for the day.

To avoid burnout, it's important to separate your work and personal life. This includes setting specific times for social activities and deciding when to check emails or answer work calls.

When you're used to worrying a lot, you might start to think negatively about everything. Like, if your boss doesn't greet you, you may think they're upset with you. But instead of assuming the worst, step back and just watch your thoughts without judgment.

**Have a strong support group.** Stay connected with friends and family you trust to manage work stress. Supportive people can help reduce stress.

If work often overwhelms you, it's important to make time for self-care. This includes getting enough sleep, enjoying leisure activities, and eating regularly throughout the day.

Taking a vacation allows you to take a break from work and daily tasks, which is a great way to relax. You don't need to travel far; even a local staycation or a short trip can be refreshing.

You can seek therapy even if you don't have a mental health condition. If work is overwhelming, it's a good reason to get help. The postal service offers an Employee Assistance Program (EAP). Don't feel ashamed to call them, they have experts to assist you. 1800 EAP 4 YOU!

Ref: [14 Tips to Manage Work Stress and Avoid Burnout \(healthline.com\)](https://www.healthline.com/health/work-stress)