



June 10, 1999

Mr. William Burrus
Executive Vice President
American Postal Workers
Union, AFL-CIO
1300 L Street, NW
Washington, DC 20005-4128



Dear Bill:

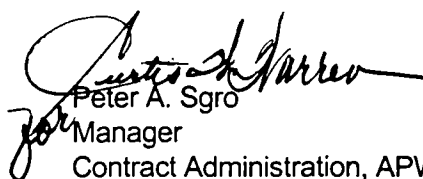
This letter is in response to your correspondence dated May 13, 1999 to Anthony J. Vegliante, Vice President, Labor Relations. In your correspondence, you questioned the issuance of payment demands to employees for fixed account shortages, even though the employees had initiated grievances contesting the action.

If the employees had filed timely grievances regarding their shortages and advanced those grievances through the grievance-arbitration procedure, collection of those debts should have been delayed until disposition of the grievances. However, if the employees failed to file timely grievances or have their grievances advanced through the grievance-arbitration procedure, collection of the debts should not be delayed.

If you have specific instances where grievances were timely filed on a fixed credit shortage and a demand was still issued for payment, please provide such documentation for review.

If there are any questions concerning this matter, please contact Curtis Warren of my staff at (202) 268-5359.

Sincerely,


Peter A. Sgro
Manager
Contract Administration, APWU



American Postal Workers Union, AFL-CIO

1300 L Street, NW, Washington, DC 20005

William Burrus
Executive Vice President
(202) 842-4246

May 13, 1999

Dear Tony:

The enclosed letter is being forwarded to employees who have been charged with a fixed account shortage even though the employees have initiated grievances contesting the charge. The contractual terms prohibit the collection of debts until disposition of a grievance, if filed.

National Executive Board
Moe Biller
President

William Burrus
Executive Vice President

Robert L. Tunstall
Secretary-Treasurer

Greg Bell
Industrial Relations Director

"Cliff" Guffey
Director, Clerk Division

James W. Lingberg
Director, Maintenance Division

Robert C. Pritchard
Director, MVS Division

This notice represents a demand for payment with the threat of legal action and is in contravention to the terms of the National Agreement and the Debt Collection Act.

This is to request that you review the policy supporting the initiation of this form and require compliance with the provisions of the Agreement. Please inform my office of your decision.

Thank you for your attention to this matter.

Regional Coordinators

Leo F. Persalls
Central Region

Jim Burke
Eastern Region

Elizabeth "Liz" Powell
Northeast Region

Terry Stapleton
Southern Region

Raydell R. Moore
Western Region

Sincerely,

William Burrus
Executive Vice President

Mr. Anthony J. Vegliante
Vice President
Labor Relations
475 L'Enfant Plaza, SW
Washington, DC 20260

WB:rb

United States Postal Service

Statement

Please send payments to:
 USPS DISBURSING OFFICER
 ACCOUNTING SERVICE CENTER
 2825 LONE OAK PKWY
 EAGAN MN 55121-9640

Please send any correspondence to:
 ATTN: RECEIVABLE SECTION
 ACCOUNTING SERVICE CENTER
 2825 LONE OAK PKWY
 EAGAN MN 55121-9612



To:

STATEMENT DATE: 05-MAY-99

CUSTOMER NO

AMOUNT REMITTED _____

INVOICE NO	TRANSACTION DATE	TRANSACTION	DUE DATE	REFERENCE	TRANSACTION AMOUNT	AMOUNT DUE
	20-Apr-99	Invoice	20-May-99	PRD INVOICE:	304.67	304.67

NOTE: Inactive past due accounts are subject to collection agency and/or Internal Revenue Service referral. Any fees assessed by these agencies will be the responsibility of the debtor.

Current	1-30 Days	31-60 Days	61-90 Days	Over 90 Days	FINANCE CHARGES	TOTAL AMOUNT DUE
304.67	0.00	0.00	0.00	0.00	0.00 USD	304.67
		PAST DUE				

Past due items are subject to Finance CHARGE of .00% per month which is an ANNUAL RATE of .00%
 INITIAL INQUIRIES MUST BE MADE TO YOUR OFFICE OF EMPLOYMENT. FOR ADDITIONAL ASSISTANCE CALL (651) 681-1404.
 For proper credit please write customer number on your remittance. Mail your remittance and a copy of this statement to above Disbursing office address.



American Postal Workers Union, AFL-CIO

1300 L Street, NW, Washington, DC 20005

December 3, 1997

William Burrus
Executive Vice President
(202) 842-4246

Dear Mr Pulcrano:

The Postal Inspection Service has initiated changes to surveillance techniques in selected postal facilities through the deployment of video tapes and monitors in replacement of the traditional look-out galleries. These changes are raising concerns among the APWU membership regarding the use of these video tapes for purposes beyond security. In addition, the union has not been provided information regarding the use of these cameras in rest rooms or cafeterias.

National Executive Board

Moe Biller
President

William Burrus
Executive Vice President

Douglas C. Holbrook
Secretary-Treasurer

eg Bell
Industrial Relations Director

Robert L. Tunstall
Director, Clerk Division

James W. Lingberg
Director, Maintenance Division

Robert C. Pritchard
Director, MVS Division

George N. McKeithen
Director, SDM Division

Regional Coordinators

Leo F. Persais
Central Region

Jim Burke
Eastern Region

Elizabeth "Liz" Powell
Northeast Region

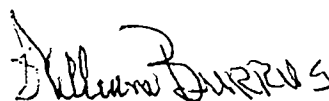
Terry Stapleton
Southern Region

Raydell R. Moore
Western Region

This is to request a copy of the instructions and criteria for the use and installation of the video cameras and the USPS position regarding their use for non-security purposes.

Thank you for your attention to this matter.

Sincerely,


William Burrus
Executive Vice President

Sam Pulcrano, Manager
Contract Administration, APWU/NPMHU
Labor Relations
475 L'Enfant Plaza, SW
Washington, DC 20260

WB:rb
opeiu#2
afl-cio



April 6, 1998

Mr. William Burrus
Executive Vice President
American Postal Workers
Union, AFL-CIO
1300 L Street, NW
Washington, DC 20005-4128

Dear Mr. Burrus:

This is a final response, in addition to our January 7, 1998 interim letter, to your December 3, 1997 inquiry regarding information on the surveillance techniques used by the Inspection Service. Specifically, you asked if surveillance methods have been changed from the traditional look out galleries (LOGs) to the deployment of video tapes and monitors .

We have been advised that there has been no change in surveillance techniques. However, the Inspection Service is using more closed circuit television (CCTV) systems to supplement traditional LOGs. In addition, some stand-alone CCTV systems are being used in place of LOGs. These systems are referred to as our criminal investigative systems and are used for the investigation of criminal violations. They should not be confused with CCTV systems used for security purposes. The design criteria for the criminal CCTV system is found in the AS 503, as well as the Handbook RE 5, both of which are currently being revised.

I hope this satisfies your request and if there are any questions, please do not hesitate to contact me.

Sincerely,

A handwritten signature in black ink, appearing to read "S. Pulcrano", written over a horizontal line.

Samuel M. Pulcrano
Manager
Contract Administration (APWU/NPMHU)

cc: Kenneth Hunter

APR 1998
RECEIVED
FEDERAL BUREAU OF INVESTIGATION
U.S. DEPARTMENT OF JUSTICE

HOC-70-C 01526

RYAN I.

180

MAR 16 1990

LYNN, MA.

4/23/93

LR420:NABecker:ad:20260-4127

Letters of Demand

Regional Managers
Labor Relations

Becker
3/14

Reference my previous memoranda to you concerning Inspection Service issuance of letters of demand to bargaining-unit employees indebted to the USPS.

The attached January 16 memorandum issued by Chief Postal Inspector Clauson rescinds the Inspection Service's August 2, 1989, memorandum concerning the same subject. The memorandum provides more detailed instructions to Inspectors concerning their role in ensuring strict compliance with USPS regulations in adhering to the Debt Collection Act of 1972 and contractual obligations of bargaining-unit employees, and further elaborates the use of PS Form 2091, Set-Off Action Request, in Inspection Service initiated cases.

Please ensure that your Divisions are provided with a copy of the Inspection Service's directive.

William J. Downes, Director
Office of Contract Administration

Attachment

3/13/90 Tue 13:06:14

bcc: Mr. Charters--RF
Mr. Mahon
Mr. Drumb
Mr. Vegliante
Ms. Becker
Mr. Wm Scott
Mr. Klepac, Legislative Law
Mr. Friedman, Labor Law

Subject (File: Art. 28, ELM 460)
Reading
(P9AD08.48)



CHIEF POSTAL INSPECTOR
Washington, DC 20260-2100

January 16, 1990

Letter No. 90-4

PERSONAL ATTENTION

All Regional Chief Inspectors
All Inspectors in Charge

LETTERS OF DEMAND

TL AD	✓	_____
TL AF-1	✓	_____
TL AF-2	✓	_____
TL AD-1	✓	_____
TL AD-2	✓	_____
TL EC	✓	_____
TL EDP	_____	_____
TL FPM	✓	_____
TL FPM-6PR	✓	_____
TL ICF	✓	_____
TL ICMT	✓	_____
TL ICN	✓	_____
T&PV	✓	_____
SSIC	_____	_____
CC SUPR	_____	_____
Secretary	✓	_____

In order to avoid a duplication of effort and to ensure strict compliance with the Postal Service's regulations implementing sections of the Debt Collection Act of 1982, 5 USC 5514(a), the Inspection Service and Labor Relations Department have agreed that Inspectors will not issue a letter of demand to an employee until the employee is finally removed from the rolls of the Postal Service and all of his/her appeal rights have been exhausted or waived. These new procedures will delay the point at which the Inspection Service can issue a letter of demand. In order to ensure that funds due the Postal Service are collected, it will be necessary for Inspectors to keep cases involving debts open until all appeal rights have been exhausted or waived or the Region will have to establish a follow-up system to track these cases.

Enclosed as background information are copies of memorandums dated July 3, and August 30, 1989, which were sent to Field Directors, Human Resources, and Regional Managers, Labor Relations, by Mr. William J. Downes, Director, Office of Contract Administration, Labor Relations Department, Postal Service Headquarters.

Effective immediately, the procedures for Inspection Service initiated set-off demands for former employees are as follows:

1. Section 518.31 of the Inspection Service Manual will be changed to redefine a "former employee" to be one who is finally removed from the rolls of the Postal Service and has waived or exhausted all appeal rights.
2. The investigating Inspector will notify the Postal Data Center (PDC) using the attached version of PS Form 2091, Set-Off Action Request (Exhibit 1), of the individual's postal debt and the Inspection Service's intention to pursue set-off action if the debt is not repaid before the employee's separation from the Postal Service. This notification will direct the Postal Data Center to withhold the employee's final salary check, including bond deductions, unused leave payment, and retirement funds until released by the Inspection Service. In all cases, a second PS Form 2091 will be sent to the PDC either

releasing the funds or initiating set-off action by the Region as outlined in Chapter 9 of the Accounts Receivable Handbook. Current instructions regarding the submission of a collection report by the investigating Inspector to initiate set-off action remain unchanged. The Region will review the collection report and certify as to the amount of loss. The final PS Form 2091 will be issued by the Region.

3. The investigating Inspector will work in conjunction with the installation head to ensure there is no duplication of effort in collecting the funds from the employee.
4. The investigating Inspector will issue a "claim letter" (Exhibit 2) to the employee advising him/her of his/her debt to the Postal Service. The employee will be informed that if his/her employment with the Postal Service is terminated for any reason, it is the intention of the Inspection Service to collect the debt by off-setting his/her final salary check, payment for unused leave, and retirement or any other available funds. A copy of this letter should be forwarded to the installation head as information along with the Investigative Memorandum.
5. Any funds frozen by the Inspection Service can only be released by the Inspection Service.

The initial PS Form 2091, notifying the Postal Data Center to withhold funds, should be directed to the Director, Postal Data Center, promptly after an employee is identified in an investigation and the amount of the debt has been determined. If the amount of the debt is substantial and there is a possibility the employee may resign or retire, an initial report to the Postal Data Center should be submitted reflecting the amount of the debt known at that time. The investigating Inspector should be guided by the requirements of the Inspection Service Manual, section 518.34, when establishing the amount of debt and freezing the employee's funds. This amount can be increased or decreased later by the submission of an additional PS Form 2091. If the debt amount is revised after a claim letter has been sent to the individual, a second claim letter, reflecting the new amount, must be sent to the employee. An informational copy of the PS Form 2091 should be sent to the installation head along with the transmittal letter and Investigative Memorandum. A copy should also be sent to the Regional Chief Inspector.

Enclosed as Exhibit 3 is a copy of the Transmittal Letter which would be utilized to transmit the Investigative Memorandum in investigations which involve a debt to the Postal Service.

The Investigative Memorandum must include and support all amounts that are included in the employee debt. This will enable the Postmaster to support the amount of demand in the grievance/arbitration procedure.

In situations where the court orders an employee to repay a postal debt from sources other than his/her final salary check, lump sum leave payment or retirement funds, set-off procedures should not be initiated and the employee's funds should be protected. The importance of protecting the employee's funds should be emphasized to the installation head.

restitution will become greater as the number of employees covered by the Federal Employees' Retirement System (FERS) increases since there are fewer funds available in set-off under that system. Accordingly, every effort should be made by the investigating Inspector to have the court address the restitution issue in these cases.

Any questions concerning these procedures should be referred to Inspectors J. H. Parrott, PEN 268-4417, Legal Liaison Branch or W. G. Cunningham, PEN 268-5426, Internal Crimes Branch.


C. R. Clauson

Enclosures

FOR TRANSMITTAL OF COMPLETE INVESTIGATIVE MEMORANDUMS
IN CASES INVOLVING A COLLECTION FEATURE

Our Ref:

Date:

Subject: Name of Employee, Title, and the Date of Employment

To: Mr./Ms. (Postmaster, Installation Head or Field Division General
Manager/Postmaster)
(Address)

Herewith is an Investigative Memorandum (and Exhibits) relating to the conduct of _____ (subject). The information is submitted for your consideration and decision as to whether any administrative or collection action is warranted. The Inspection Service is not authorized to make decisions concerning discipline or administrative actions.

Please advise me in writing, within 30 days, of your decision in this matter. If you decide to initiate administrative or collection action, please furnish me with a copy of the letter to the employee and your final decision letter. Additionally, if your original decision is subsequently modified in any way, as a result of a grievance, appeal or arbitration proceeding, please advise me of the final results of the action taken. As outlined in Section 852.3, F-1 Handbook, Post Office Accounting Procedures, an employee's final salary or terminal leave check must not be released by the Postmaster or other installation official until all Postal Service property charged to the employee has been accounted for and all known indebtedness has been liquidated.

If any known debt has not been satisfied by payment to you or the Postal Data Center, it is the intention of the Postal Inspection Service to initiate set-off procedures if _____ (employee's name) is terminated for any reason. I have attached a copy of PS Form 2091 (Set-Off Action Request) dated _____ which was sent to the Postal Data Center instructing them to withhold funds until released by this office. Any agreement you should reach with this employee regarding the liquidation of this debt should be coordinated with me.

Postal Inspector

Attachments: Investigative Memorandum
Claim Letter to Employee
PS Form 2091 - Set-Off Action Request

Date

RE: Case No. _____

Dear _____:

Our examination of losses to the Postal Service that were reported as a result of your activity while employed by the United States Postal Service, disclosed that you are responsible for government losses totalling _____. This amount is in addition to any articles or funds received from you previously. The (Postmaster/installation head) has been notified of your indebtedness to the Postal Service for which he/she may make a demand. If your employment with the Postal Service is terminated, it is the intention of the Inspection Service to pursue collection in this matter unless other arrangements are made. This collection may be either through voluntary contribution by you or set-off of your retirement funds.

The purpose of this letter is to give you formal notification that the Inspection Service has frozen your retirement funds, final salary, including bond deductions, if any, and unused leave until this matter has been resolved. At some future point we may initiate set-off action of these funds equal to the amount of debt owed to the Postal Service. You will receive formal notification in the form of a Letter of Demand, if warranted. If you have questions concerning this matter, please do not hesitate to contact me at telephone number _____.

Sincerely,

Postal Inspector

H 90C-40-C 45653010
3-18-94

233

UNITED STATES POSTAL SERVICE

Washington, DC 20260 -

DATE: August 30, 1989
OUR REF: LR420:NA Becker
SUBJECT: Letters of Demand

TO: Field Directors
Human Resources

Regional Managers
Labor Relations

A. Burke
P. Smith
S. Peters

29/5



This is in further regard to my July 13 memorandum concerning the Inspection Service's policy of issuing letters of demand to bargaining-unit employees who are currently on-the-rolls.

For clarification, paragraph 2 of the July 13 memorandum indicated that "employee salary checks may not be withheld." While Inspectors may not withhold funds, section 852.3 of the F-1 handbook, Terminated Employees, states, "an employee's final salary or terminal leave check must not be released by the postmaster or other installation official until all U.S. Postal Service property charged to the employee has been accounted for and all known indebtedness has been liquidated."

Attached is a copy of the policy guidance statement issued by the Inspection Service concerning letters of demand. The major modification to the regulations of the Inspection Service relate to the redefining of a former employee, a transmittal letter to the postmaster/installation head indicating that the Inspection Service is freezing the assets of the employee, and the notification to the employee of the Inspection Service's intent to pursue collection should his status as a current employee change.

Of utmost importance in Inspection Service initiated cases is the use of open-ended communication between the Labor Relations office and the Inspection Service to ensure no duplication of effort.

Should you have any questions regarding the foregoing, please contact Nora Becker at 268-3835.

William J. Downes
William J. Downes, Director
Office of Contract Administration
Labor Relations Department

Attachment

RECEIVED
SEP 07 1989
E & LR
MSC Southeastern PA

AUG 02 1989

15704: J. M. Parrott

Letters of Demand

Regional Chief Inspector
Northeast Region
Eastern Region
Central Region
Southern Region
Western Region

Attention: ARCI-Criminal Investigations

Due to the duplication of efforts and possible adverse consequences to the Postal Service, the Inspection Service and Labor Relations have agreed Inspectors will not issue letters of demand to employees until the employees are finally removed from the rolls of the Postal Service and all appeal rights have been exhausted.

Attached is a memorandum dated July 3, 1989, sent to Field Director, Human Resources, and Regional Managers, Labor Relations, by Mr. William J. Downes, Director, Office of Contract Administration, Labor Relations Department, Postal Service Headquarters. This letter refers to procedures for implementing set off of employee retirement funds. The Inspection Service Manual, Section 518.31, defines for collection purposes, a "former employee" as an employee who has resigned or an employee who is in the process of being removed from the Postal Service even though the employee may still be on the rolls pending removal appeals. Section 518.12A states, "Inspectors are responsible for making collection, if appropriate, from former employees." This has created some confusion since letters of demand are issued by Inspectors and Postal Service management simultaneously.

The procedure for Inspection Service initiated set off demands will be modified as follows:

1. We will redefine former employee to be one who is finally removed from the rolls of the Postal Service and has exhausted all appeal rights;
2. The Inspection Service will freeze the retirement funds of the employee as opposed to requesting that the installation head freeze those funds. The funds may be frozen by calling the PDC Retirement Section at PEM 725-9620, 21 or 22 and speaking with the manager or a supervisor. The Inspector will follow-up with a letter stating the employee's name, social

security number and reason for withholding retirement funds (criminal investigation or fraud);

3. The Inspector investigating the case will work in conjunction with the installation head to insure there is no duplication of effort;
4. If at the time of the investigation it is determined that the individual is responsible to the Postal Service for a loss of funds, the Inspector will issue a claim letter. The claim letter will outline the steps the Inspection Service will pursue, giving notice to the employee that once they are finally removed, unless the debt is liquidated by them prior to that time, it is the intention of the Inspection Service to offset their retirement funds;
5. The Inspection Service is the only part of the Postal Service which has the authority to set off the retirement funds of former employees; and
6. The funds which have been frozen by the Inspection Service can only be released by the Inspection Service.

These procedures apply to bargaining unit employees only. For non-bargaining unit employees, the procedures are unchanged.

Paragraph 2 of Mr. Downes' memorandum indicates that "employee salary checks may not be withheld." While Inspectors may not withhold funds, section 852.3, F-1 Handbook, Terminated Employees states, "an employee's final salary or terminal leave check must not be released by the postmaster or other installation official until all Postal Service property charged to the employee has been accounted for and all known indebtedness has been liquidated."

The major modification of the regulations of the Inspection Service relate to the redefining of a former employee, the transmittal letter to the postmaster indicating that the Inspection Service is freezing the assets of the employee, and the notification to the employee of the Inspection Service's intent to pursue collection.

IS/

H. J. Bauman
Manager
Legal Liaison Branch
Office of Administration

IS704:JMParrott:mb:890802:JMP/01/RCIS

Signed by: _____

FOR TRANSMITTAL OF COMPLETE INVESTIGATIVE MEMORANDUMS
IN CASES INVOLVING A COLLECTION FEATURE

Our Ref:

Date:

Subject: Name of Employee, Title, and Date of Employment

To: Mr./Ms. (Postmaster, Installation Head or Field Division General
Manager/Postmaster)
(Address)

Herewith is an Investigative Memorandum (and Exhibits) relating to the conduct of _____ (subject). The information is submitted for your consideration and decision as to whether any administrative or collection action is warranted. The Inspection Service is not authorized to make decisions concerning discipline or administrative actions.

Please advise me in writing, within 30 days, of your decision in this matter. If you decide to initiate administrative or collection action, please furnish me with a copy of the letter to the employee and your final decision letter. Additionally, if your original decision is subsequently modified in any way, as a result of a grievance appeal or arbitration proceeding, please advise me of the final results of the action taken. Procedures have been initiated to freeze the retirement funds of _____ (employee's name). As outlined in Section 852.3, F-1 Handbook, Post Office Accounting Procedures, an employee's final salary or terminal leave check must not be released by the postmaster or other installation official until all Postal Service property charged to the employee has been accounted for and all known indebtedness has been liquidating.

If any known debt has not been satisfied by payment to you or the Postal Data Center, it is the intention of the Postal Inspection Service to initiate set off procedures if _____ (employee's name) is terminated for any reason. Any agreement you should reach with this employee regarding the liquidation of this debt should be coordinated with me.

Postal Inspector

Enclosure: Investigative Memorandum

Date

RE: Case No. _____

Dear _____:

We have completed our examination of losses to the Postal Service that were reported as a result of your activity while employed by the United States Postal Service. The final review disclosed that you are responsible for government losses totalling _____ (this amount is in addition to any articles or funds received from you previously). The (Postmaster/installation head) has been notified of your indebtedness to the Postal Service for which he/she may make a demand. If your employment with the Postal Service is terminated, it is the intention of the Inspection Service to pursue collection in this matter unless other arrangements are made. This collection may be either through voluntary contribution by you or offset of your retirement funds.

The purpose of this letter is to give you formal notification that the Inspection Service has frozen your retirement funds until this matter has been resolved and may at some future point result in an offset of your retirement funds equal to the amount of debt owed to the Postal Service. You will receive formal notification in the form of a Letter of Demand, if warranted. If you have questions concerning this matter, please do not hesitate to contact me at telephone number _____.

Sincerely,

Postal Inspector

APWU

American Postal Workers Union, AFL-CIO

1300 L Street, NW, Washington, DC 20005

DATE: 09/19/91

PRESIDENT, APWU
STATEN ISLAND LOCAL
P. O. BOX 83
STATEN ISLAND , NY 10314

GRIEVANT: TANNA, M. #H7C-1M-C-25758
STATEN ISLAND , NY 10312 #N7C-1M-C-25758
CONTRACT ARTICLE 028. . LOCAL NO. #89844

Dear Local President:

The above referenced case has been processed through Step 4 of the grievance procedure and after considering all the arguments and facts we have decided to REMAND THE CASE TO STEP 3.

The reasons for this action are as follows:

The following case is remanded with the understanding that it includes all the procedural questions previously held for discussion at the Step 4 level.

If there are any questions by management pertaining to this understanding have them contact David A. Stanton, Grievance and Arbitration Division-United States Postal Service Headquarters, Washington, D.C.

If you have any questions
contact T. THOMPSON

Authorized Step 4 Representative

cc: File
Coordinator
NBA #GIORDANO, F.



American Postal Workers Union, AFL-CIO

1300 L Street, NW, Washington, DC 20005

William Burrus
Executive Vice President
(202) 842-4246

August 11, 1998

Dear Mr. Pulcrano:

I am in receipt of the enclosed billing to an employee who suffered an injury during the performance of her job and required ambulance services. I am unaware of any postal regulations requiring an employee to reimburse the Postal Service under these circumstances. In fact, the Postal Service has cited the availability of ambulance services and local medical facilities as justification for the elimination of on-site medical personnel.

Please review and respond.

Sincerely,

William Burrus
William Burrus
Executive Vice President

Mr. Samuel Pulcrano, Manager
Contract Administration
Labor Relations
475 L'Enfant Plaza, SW
Washington, DC 20260

National Executive Board

Moe Biller
President

William Burrus
Executive Vice President

Douglas C. Holbrook
Secretary-Treasurer

Greg Bell
Industrial Relations Director

Robert L. Tunstall
Director, Clerk Division

James W. Lingberg
Director, Maintenance Division

Robert C. Pritchard
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Regional Coordinators

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Elizabeth "Liz" Powell
Northeast Region

Terry Stapleton
Southern Region

Raydell R. Moore
Western Region

WB:rb
opeiu#2
afl-cio

The
Northwest Illinois Area Local
American Postal Workers Union, AFL-CIO

P.O. Box 86200

Carol Stream, IL. 60188

630-833-0088

August 5, 1998

Mr. William Burrus
APWU Vice President
Washington, DC

Dear Mr. Burrus,

Enclosed is some information I feel you should be made aware of. At our Carol Stream, Illinois, Processing and Distribution Center, management is attempting to cut costs, by making employees pay for any ambulance service provided to them. As you can see, this employee, Joyce Barrett, was issued a letter of demand for the ambulance service provided.

This raises many questions, such as OWCP issues, and the requirement by the postal service to provide medical care, found in the ELM and the EL-806. I would appreciate any advice on how to proceed, and any help at the national level you can give.

In this particular case, Joyce Barrett was hit on the head with a chair, by another employee. The other employee was subsequently fired. Joyce has also filed an OWCP claim regarding this issue. It seems quite ironic that the postal service is now trying to charge Joyce for the ambulance service. On the other hand, perhaps this excessive penny-pinching is the way the postal service managed to make a profit of over one billion dollars in each of the last four years.

I look forward to your response.

Sincerely,



Lindsey Jefferson, Jr.
601 Clerk Craft Director
NWIAL

AUG 1998
Received
Office of the
Local Union
Vice President



July 30, 1998

JOYCE BARRETT
322 WISTERIA DR
STREAMWOOD IL 60107-2212

SUBJECT: LETTER OF DEMAND - BARGAINING UNIT EMPLOYEE

Dear Ms. Barrett:

This will serve to notify you of the USPS's intention to collect from you the sum of \$445.00 for ambulance services.

Specifically, it has been determined that you were provided ambulance services by the Carol Stream Fire Protection District on May 2, 1998 and that these services were not required as a result of an on-the-job injury or other work-related condition. The Postal Service has paid the ambulance charges on your behalf to the Carol Stream Fire Protection District. You, in turn, are responsible for reimbursing the Postal Service for the full amount of \$445.00. The invoice from the Carol Stream Fire Protection District is provided for your use in filing a claim with your health insurance carrier.

This determination is based on a review of the facts as they are known, my investigation, and in accordance with the provisions of Article 28 of the applicable National Agreement.

Pursuant to the employee and Labor Relations Manual, Section 460, and Article 28, Section 4A of the National Agreement, collection will be postponed until adjudicated through the applicable appeal process. However, a Notice of Involuntary Administrative Salary Offsets will be issued under any of the following circumstances:

- A. A grievance is not timely filed.
- B. A grievance is not advanced to the next step of the grievance procedure within the prescribed time limits.
- C. A grievance is settled between the USPS and the union under which you remain liable for all or a portion of the debt.¹
- D. An arbitrator rules that the grievance is not arbitrable.

¹ Unless you are signatory to such an agreement at which time Form 3239 must be completed by you.

Whichever option you elect, the following repayment methods are available to you:

- A. Pay the amount in full.
- B. Repay the amount at 15% of disposable income or 20% of gross income.
- C. Request an alternative offset schedule. (Available only where collection of the amount due at the rate of 15% of disposable income or 20% of gross income would be too severe.)

You may request a waiver of the debt. However, merely requesting a waiver will not stay the collection process.

Bargaining employee's appeal procedures are contained in Article 15 of the applicable collective bargaining agreement. You have the right to file a grievance within 14 days under the provision of the applicable collective bargaining agreement.



Leonard P. Eickhoff
Manager, Finance

Enclosure

LABOR RELATIONS

**Certified Z 201 154 996**

October 2, 1998

Mr. William Burrus
Executive Vice President
American Postal Workers
Union, AFL-CIO
1300 L Street, NW
Washington, DC 20005-4128

OCT 1998
FBI

Dear Mr. Burrus:

This is a follow-up of my August 24, 1998, letter to you regarding your August 11, 1998, correspondence alleging that an employee in Streamwood, IL, received a Letter of Demand for ambulance services provided when she suffered an injury during the performance of her job.

The Great Lakes Area office has advised this office that Ms. Joyce Barrett was informed in a letter dated August 10, 1998, from the Northern Illinois District, Manager, Finance, to disregard the July 30, 1998, Letter of Demand for ambulance services.

If you have any questions concerning this matter, please contact Jack Green of my staff at (202) 268-2373.

Sincerely,

A handwritten signature in cursive script, appearing to read "Elizabeth A. Johnson".

Elizabeth A. Johnson
Acting Manager
Contract Administration (APWU/NPMHU)



UNITED STATES POSTAL SERVICE
475 L'Enfant Plaza, SW
Washington, DC 20260

April 8, 1982

Mr. John A. Morgen
President, Clerk Craft
American Postal Workers Union, AFL-CIO
817 - 14th Street, NW
Washington, DC 20005

Re: C. Chaney
Walnut Creek, CA 94596
H8C-5C-C-18158

Dear Mr. Morgen:

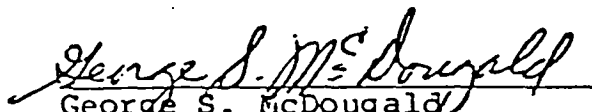
On February 1, 1982, you met Harvey White in pre-arbitration discussion of H8C-5C-C-18158. After a thorough discussion of the issue, it was mutually agreed that the following terms and conditions would represent a full settlement of the instant matter:

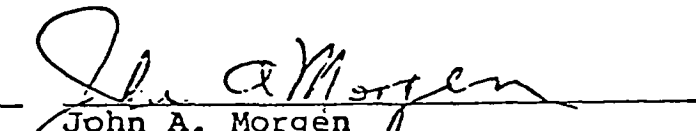
1. The U. S. Postal Service acknowledges its obligations under Article XIX of the National Agreement, and its obligation to comply with Handbook F-1, Part 738.
2. The American Postal Workers Union recognizes the right of the U. S. Postal Service to collect funds due to shortages for invalid vouchers under the Authorization to Participate Voucher (ATP) Program when the U. S. Postal Service is officially informed by a Governmental agency of a shortage as set forth under Article XXVIII, Section 1 of the National Agreement.
3. A demand will not be made upon an employee until a Governmental agency makes a cash demand upon the U. S. Postal Service; however, employees may be informed of an improper validation of an ATP and may make arrangements with the local office to hold such monies in trust until such time that the office is informed of a shortage.

4. If the aggrieved employee has received and paid a demand from the U. S. Postal Service in which a governmental agency has not made a cash demand upon the U. S. Postal Service, he may upon request be returned such monies unless the employee elects to hold such monies in trust as enumerated in Item 3 of this settlement agreement.

Please sign the attached copy of this letter acknowledging your settlement, withdrawing H8C-5C-C-18158 from the pending National arbitration list.

Sincerely,


George S. McDougald
General Manager
Grievance Division
Labor Relations Department


John A. Morgan
President, Clerk Craft
American Postal Workers Union,
AFL-CIO

Orig: Biller 118
Copy: Biller



UNITED STATES POSTAL SERVICE
Labor Relations Department
475 L'Enfant Plaza, SW
Washington, DC 20260-4100

November 5, 1987

RECEIVED

NOV 09 1987

OFFICE OF
PRESIDENT

RECEIVED
NOV 10 1987

OFFICE OF
EXECUTIVE VICE PRESIDENT

Mr. Moe Biller
President
American Postal Workers
Union, AFL-CIO
1300 L Street, N.W.
Washington, D.C. 20005-4107

Dear Mr. Biller:

During the recently concluded negotiations effort, we agreed to allow employees eligible for work clothes and contract uniforms the opportunity to purchase and be reimbursed for footwear under the Uniform Allowance Program.

This agreement has left employees eligible for the window clerk allowance as the only uniformed group of employees in the APWU bargaining unit not eligible to purchase footwear. This matter was addressed by the Joint Labor-Management Uniform Control Committee and they have recommended that current regulations be modified to provide that window clerks who have been in the uniform program as a window clerk for at least two years shall be eligible to purchase footwear through the program.

This recommendation recognizes the need for newly eligible employees to direct all of their allowance to those items which are highly visible and most important to supporting a professional image to the customer. It also recognizes that after a number of years in the program, an employee begins to build up a supply of clothing and can afford to divert some of the allowance to other less visible items such as footwear. This does not, however, diminish the employee's individual responsibility to maintain a professional appearance at all times while on duty.

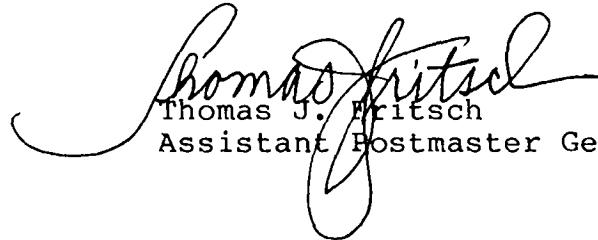
Enclosed is a copy of the proposed Postal Bulletin notice that will announce this change to the program.

Mr. Biller

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If you have any questions regarding the foregoing, please contact Frank Jacquette (268-3811) at your convenience.

Sincerely,


Thomas J. Britsch
Assistant Postmaster General

Enclosure

cc: Mr. Dunn, NALC

UNIFORM PROGRAM - FOOTWEAR FOR WINDOW CLERKS

Effective December 1, 1987, window clerks who have completed at least two years in the uniform allowance program as a window clerk, are eligible to purchase footwear through the Uniform Allowance Program. (As an example: if a clerk first became eligible for the window clerk allowance on January 2, 1986, they would be eligible to purchase footwear beginning on January 2, 1988. Time spent in other programs does not count toward the two years). If a break in eligibility occurs, a new two year period will start only if the employee is again eligible for the additional first year allowance (see ELM 585.24).

All footwear purchased must meet USPS specifications and be identified by the green and black "SR/USA" tag sewn on the side of the shoe.

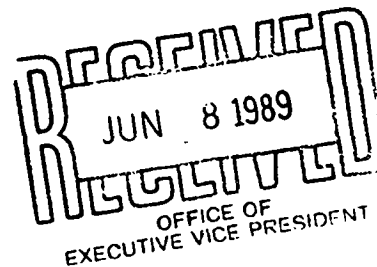
Labor Relations Department



UNITED STATES POSTAL SERVICE
 Labor Relations Department
 475 L'Enfant Plaza, SW
 Washington, DC 20260-4100

June 5, 1989

Mr. William Burrus
 Executive Vice President
 American Postal Workers
 Union, AFL-CIO
 1300 L Street, NW
 Washington, DC 20005-4107



Dear Bill:

This is in further response to your inquiry regarding the right of the Inspection Service to withhold employees' salary checks when issued letters of demand. Additionally, you were concerned as to the right of the employer to attach employee retirement funds when financially indebted to the U.S. Postal Service.

It is our understanding that the Inspection Service may not withhold employees' salary checks. In seeking to collect a debt from a collective bargaining unit employee, the U.S. Postal Service adheres to the procedural requirements governing the collection of debts as specified in Article 28, Employer Claims, of the National Agreement, and ELM 460, Collection of Postal Debts from Bargaining Unit Employees.

With regard to employee retirement funds, when a U.S. Postal Service employee separates and the full debt owed by the employee cannot be collected at the time of separation, the debt is recovered from any available retirement or disability payments due to the former employee, consistent with ELM 465.3 and 5 C.F.R., Section 831.

Should you have any further questions concerning this matter, please contact Harvey White of my staff at 268-3831.

Sincerely,

Joseph J. Mahon, Jr.
 Assistant Postmaster General



American Postal Workers Union, AFL-CIO

1300 L Street, NW, Washington, DC 20005

March 29, 1989

William Burrus
Executive Vice President
(202) 842-4246


Dear Mr. Mahon:

I have received a number of recent inquiries regarding the right of the Inspection Service to withhold employees' salary checks when employees have been issued letters of demand.

In addition, other employee are being advised that the amount of their debts to the Postal Service will be deducted from their retirement fund. In that the parties have agreed to specific contractual language dealing with repayment procedures for employees financially liable, it is inappropriate for the Inspection Service to intervene in the withholding of such funds from employees' salary checks. It is also my understanding that an employee's retirement funds cannot be attached by the employing agency. Enclosed is a copy of a letter of demand from a postal inspector relative to this procedure.

Please review and advise of the regulations empowering the Postal Service to take this action.

Sincerely,



William Burrus
Executive Vice President

Joseph Mahon
Asst. Postmaster General
U.S. Postal Service
475 L'Enfant Plaza, SW
Washington, DC 20260-4100

WB:rb

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