



THE BRANCH 324 BUZZ

July 2019



Should you scan packages that you notice are damaged in the morning before leaving for the street?

The simple answer is **YES**. Whenever you see a package that has been damaged prior to you getting it, always scan the package with your scanner as 'Visible Damage'. Do this in the office in the morning and the GPS location will register in the system the time and location of the scan. This should take all responsibility off of you. I would also suggest to notify the supervisor about the damaged package and follow local procedures if your supervisor has stickers to put on the package and/or a place for the supervisor to initial. We had a recent situation in Greeley where a carrier followed the proper procedures and scanned the package. When the package was delivered, the carrier informed the recipient about the damaged package and there was actually an item missing in the box. The recipient called the post office and blamed the carrier for stealing it. Once the facts came out and the scans were looked at showing it was scanned in the morning, the carrier was cleared of any wrong doing.

Make the Call!

USPS Employee Assistance Program

1-800-327-4968

(1-800-EAP-4-YOU) TTY: 1-877-492-7341

www.EAP4YOU.com

Does clocking to 354 (waiting for mail) hurt my office times?

The simple answer is NO. By clocking to 354, it just puts you in a status that identifies you're waiting for clerks to distribute mail to the carriers and doesn't go against your office or street times. There should be more questions asked if you are regularly clocking to 354. Waiting for mail by clocking to 354 should be the absolute last thing that should be done on a regular basis.

Is your red edit book up to date? Have you gone through your 3982 pink cards and cleaned out any forwards older than 18 months? Do your labels need to be updated with new business names and new labels ordered? All of these items listed should be done when you are clocked to code 743. This also doesn't go against your office time. These items are part of the job of letter carriers and their normal duties in maintaining the route.

There may be times that these things need to be done but mail volume is heavy and you may not have downtime to do it. That's not a problem. Keeping your route up to date is part of your daily carrier functions. If you need additional time to maintain your route, request that time on a PS Form 3996 and explain why you are needing the requested overtime or auxiliary assistance.

July Meeting

July 11th, 2019

6:30pm at the union office

*** July meeting was moved due to holiday**