



Date: September 2, 2004

Subject: Postal Policies and Expectations of Employees

To: All Maintenance Employees

To ensure there is no misunderstanding on the part of any Maintenance employee regarding their behavior or activity while at work, the following clarification of expectations and policies is provided. Failure to follow all of these policies and expectations may be grounds for discipline.

1. Craft employees have specific start times and they are to be adhered to. Maintenance employees are not authorized to begin their tour before their designated start time unless directed to do so by a supervisor. (EL-401, Chapter V, Section C) **Employees are not entitled to use the 5 minute leeway rule as authorization to start their tour early.**

Example: Tour 2 pay location 073 starts at 0530 **not** 0525. All tours refer to individual position bid sheet postings for the authorized start and end times, if required.

2. Employees are to be regular in attendance. (ELM 666.8)

3. Employees are to come to work ready to work. Each employee is expected to stay in their assigned work area and perform all assigned tasks. (Examples: log book entries, equipment checks, following assigned route sheets and checklists, etc.) (ELM 666.1)

4. Employees are authorized two 15 minute breaks during their 8 hour tour. Employees are not permitted to take breaks in excess of 15 minutes or extra breaks. The 15 minutes starts when you leave your assigned work area and ends when you return to it. Employees are not to wander from machine to machine or out of their assigned work areas visiting with their co-workers. Employees making trips to the parts room are to go and return by the most direct route. (EL-912, Article 34, Section A)

5. Smoking policy: Taking additional smoke breaks outside of authorized break times and lunch is a violation of Postal policy. Employees are permitted to smoke only in designated areas. The designated areas for the GMF are: The southwest employee's exterior break area (smoking hut or picnic tables), the southeast employee's entrance, and the north employee's entrance including the picnic tables. The designated area for the ASF is by the west employee's entrance including the picnic table. These are the only areas where employees are permitted to smoke. (ASF employees are never authorized to smoke inside the ASF grounds room due to inclement weather) **Smoking in any unauthorized area or in addition to regular breaks and/or lunch periods can be grounds for discipline.** (ELM 882 & 883.25)

6. Employees will turn in their Daily Employee Assignment Worksheets **on a daily basis.** These assignment sheets will be properly completed to show all requested information. This includes locating the correct information on the correct area of the assignment sheet. (ELM 666.1 & MS-63, Chapter 3, Section 32)

7. Wash up time: Employees will comply with the agreed upon Memorandum of Understanding between the US Postal Service and the APWU, which is a maximum of 5 minutes before the end of tour. (EL-912, Article 8.9 & Local MOU)

Individual compliance with each of these policies and procedures is expected.

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