



# Southwest Coastal Area Local American Postal Workers Union, AFL-CIO



151 Kalmus Dr, Suite H7, Costa Mesa, CA 92626-5971

## Supervisor Performing Bargaining Unit Work

Do NOT let management steal your job! If a supervisor (or manager) is doing clerk craft work, then Management may be violating Article 1.6 of the National Agreement and taking away your job security. The only way the Union can stop this is to be made aware of it.

There are very few exceptions to the rule that supervisors are prohibited from doing clerk craft work. If a supervisor or manager has been performing clerk work more than ten minutes in one day, the supervisor should be reported to the Union for further investigation. *Please be detailed and accurate. Do not guess start/end times.*

**Date (MM/DD/YY):** \_\_\_\_\_

**Witness Name** (please print your name): \_\_\_\_\_

**Name and title of supervisor/manager:** \_\_\_\_\_

Describe, in detail, all the bargaining unit work performed (use the following excerpt as a guide):

- Fed mail. Machine number. Start time. End time.
- Swept machine. Machine number. Start time. End time.
- Moved equipment, specify all that apply (APC, Hamper, U-Cart, etc.)
- Palletized trays, specify all that apply (Half MM Tray, MM Tray, EMM Tray)
- Performing ECC or TACS work
- Throwing or scanning parcels. Start/End time
- Distributing or sorting flats. Start/End time
- Throwing PO Box Mail
- Inputting data into RFS and sending mail out
- Culled mail
- Sorting CFS mail

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I fully understand the statement above. I swear/affirm that the above is true and correct to the best of my knowledge and belief. [You MUST sign this form]

**Signature:** \_\_\_\_\_

(date)