

More important reminders



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Open Season for choosing a health benefit plan is Nov. 9 through Dec. 14, and I encourage all NALC members to consider enrolling in the NALC Health Benefit Plan, NALC's own union-run health plan. NALC health benefit representatives and branch officers are reminded that any USPS employee, regardless of bargaining or non-bargaining status, must be a full dues-paying member of NALC to enroll in the NALC Health Benefit Plan.

Under Article 22 of the *NALC Constitution*, a Health Benefit Plan membership (often referred to as an "Associate Membership") applies only to retirees who did not main-

tain their membership in NALC upon retirement, as well as all non-postal federal employees. These enrollees of the NALC Health Benefit Plan pay yearly dues of \$36, which are billed directly from Headquarters in the early part of the year.

“Please note that it is the responsibility of the branch to notify Headquarters when a member reaches a milestone.”

Dues rosters—As a reminder, monthly dues rosters for state associations are currently available to state presidents, state secretaries and state treasurers by selecting the “State Dues Roster” button in the Members Only portal. Branch presidents, secretaries and treasurers also have access to their branch biweekly dues rosters through the Members Only portal by selecting the “Bi-weekly Dues Roster” button. Additionally, the quarterly retiree dues information was made available to branches and state associations in September.

Changes of officers—Branches and state associations are asked to notify the office of the secretary-treasurer in writing as soon as possible after a change of officers. This can be done via a letter or, for branches, by filling out a “Branch Information Record” card. New officers will not begin to receive their mail from Headquarters until NALC is notified of their names, titles and addresses. NALC's membership database stores the names of branch and state

presidents, secretaries and treasurers, and the information in the database is used for mailings and for access to dues roster information on the Members Only portal.

Membership pins and gold cards—All requests for membership pins and gold cards must be made in writing by the branch secretary. The written request should include the name of the member, what milestone the member has reached and the member's NALC membership ID number. Pins for milestones under 50 years of membership are readily available and are mailed out shortly after we receive the request. Gold card requests, however, take longer, as they are engraved and have to be specially ordered. Please send in requests for gold cards at least four to six weeks in advance of when the branch needs to receive them. Advance notice is also needed for any requests for 70- and 75-year members. Please note that it is the responsibility of the branch to notify Headquarters when a member reaches a milestone, as per Article 2 of the *NALC Constitution*.

Membership rosters—All requests for membership rosters for branches or state associations must be made in writing under signature of an officer. Requests for a branch election roster also must be made in writing. There is no charge for a branch or state association to request a paper roster. However, for any branch or state association that would like an electronic roster, there is a \$50 fee; payment should be included with the written request. An electronic roster is sent on a thumb drive with the information in Excel format. The rosters can be processed in various ways, including with active and retired members comingled or separated out, and with the member's NALC membership date—which would assist branches with requests for pins and gold cards. Please specify in the written request what information the branch or state association would like included.

CCAs—A city carrier assistant's break in service should not trigger a permanent cancellation of dues withholding. Per the agreement with the USPS, a CCA's dues deductions are to automatically restart when the CCA returns from a break in service. Branch secretaries should review the bi-weekly roster and notify the NALC Membership Department if the dues withholding of a CCA returning from a break in service does not restart after one pay period and/or the CCA is noted as “CAN” (canceled). A CCA on a break in service should be noted on the roster as “SEP” (separated).

And finally, please remember to vote in November!