

New resources on the way



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Well, I guess I lost my bet from last month. You didn't have the new *2014 Joint Contract Administration Manual (JCAM)* available in hard copy by the time you read my article. The good news is that the final version of the *2014 JCAM* is now available from the Supply Department for \$15 per copy and electronically on our website.

This month I'm going to use my space to introduce the new *NALC Shop Steward's Guide* and the *NALC 2014 Shop Steward's Tool Kit*. I can report that the biggest mistake you could make is to assume that these resources are just for new stewards. As they say in politics, nothing could be further from the truth.

The *NALC Shop Steward's Guide* is written for every steward/activist who handles grievances at the Informal Step A and/or Formal Step A of the grievance procedure. It has step-by-step guidance for what to do and what happens before, during and after each step of the grievance procedure from Informal Step A all the way to arbitration. This includes advice on how to handle matters when management fails/refuses to participate in the grievance procedure as required by our contract with the USPS.

There also are individual sections on topics such as time limits for grievances, investigative interviews, information requests, remedies, tips for writing statements, grievance handling forms and more. The samples in the grievance handling forms section can be tailored for use in your branch.

The *NALC 2014 Shop Steward's Tool Kit* will be a great resource for you. It is a DVD designed to put everything you may need for grievance handling in an electronic format that is user-friendly. Nearly everything on this DVD has been updated since the national convention in Philadelphia. It has updated versions of the *NALC Shop Steward's Guide*, *2014 JCAM*, Materials Reference System (MRS), many of the USPS handbooks and manuals, an updated Grievance Starters section and much more.

The hard copy of the *NALC Shop Steward's Guide* will come three-hole punched with a cover and a spine so that you can put it in a small binder. This will allow us to make future additions to supplement what we have for you now. A copy of the DVD will be included with each guide.

These materials will be made available to every current shop steward in the country at no charge. We asked each national business agent (NBA) to report on how many shop

stewards/grievance handlers there are in each branch under his or her jurisdiction. We decided the quickest way to get this out is to send it directly to the branches for distribution.

The plan is for the printer to send enough copies to each branch for all of your grievance handlers. That sounds simple enough, but we'll see how it works out. When they arrive, please distribute them to the activists in your branch who handle grievances. Each NBA's office also will have a supply on hand in case additional copies are needed for the current shop stewards/grievance handlers in your branch.

Once the initial distribution is completed, if there are branches that want to have their own supply of the *NALC Shop Steward's Guide* and the *NALC 2014 Shop Steward's Tool Kit*, these materials will be available from the Supply Department for \$5 per set.

Many of us have been working on this project for a long time. You wouldn't believe what goes into creating something like this. I can report that producing these materials was truly a group effort. I just want to recognize and thank everyone for all your hard work.

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Back to last month's bet: Can we go double or nothing on this package? I'm betting that the completed version of the new *NALC Shop Steward's Guide* and *NALC 2014 Shop Steward's Tool Kit* will be printed, distributed to the branches and available for purchase from the Supply Department by the time you read this.

Once again, these tools were designed for assisting both new and experienced stewards. This is the first installment of a universal training and resource program for every current and future shop steward in the country. Please consider using them.

In closing, I want to take this opportunity to thank all of you who took the time to vote in the recent NALC elections as well as in the midterm elections on Nov. 4.

Happy Thanksgiving to you and your family!