

April a reminder to focus on workers' physical and emotional safety

With April being the Employee Assistance Program (EAP) Awareness Month and April 28 being Workers Memorial Day, this is a good time to account for the physical and emotional safety of yourself, your co-workers and your family.

'Dignity and Respect'

On April 28, NALC and the other unions of the AFL-CIO observe Workers Memorial Day to remember those who have died on the job and to renew the fight for safe jobs that respect workers' rights.

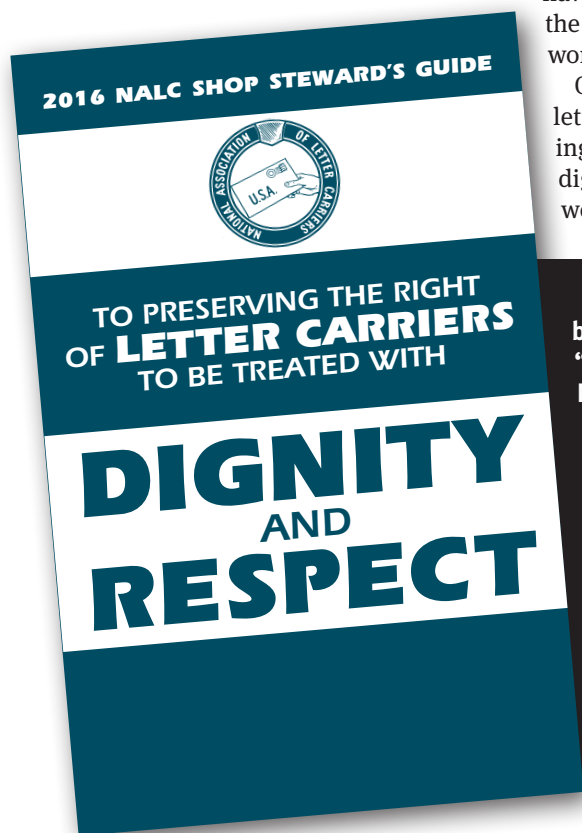
One way to work for good, safe letter carrier jobs is by upholding our right to be treated with dignity and respect. NALC has worked with the Postal Service to

highlight management's obligation as well as both parties' intent to ensure a safe working environment free of threats, intimidation, harassment and violence.

NALC developed the *NALC Shop Steward's Guide to Preserving the Right of Letter Carriers to be Treated with Dignity and Respect*. The booklet, available on the NALC "Members Only" portal at nalc.org, brings together the various tools, documents and guidance related to dignity, respect and violence prevention, providing a resource to assist branch representatives.

The guide takes a shop steward through the five key elements necessary for successful grievance handling. The booklet also addresses how to document important events on the workroom floor that may later be used to support grievances. The booklet contains a copy of the Joint Statement on Violence in the Workplace (M-01242), with guidance on which sections should be cited for different types of violations.

"Unfortunately, there still are instances of mistreatment of letter carriers," Rolando said. "It was the parties' intent that all postal employees would be able to work in a safe environment where they would receive the respect they deserved. We created this booklet to give NALC representatives guidance on using the tools available to stop the mistreatment of our members."



The *Dignity and Respect* book is available on NALC's "Members Only" portal. Only NALC members can access it.

To register, go to nalc.org and click on the box in the upper right-hand corner of the screen labeled "Members Only," then enter the simple information required to create your account access.

If you have any trouble creating your account, call the NALC Membership Department at 202-662-2836.



The Employee Assistance Program can help you with difficulty dealing with such matters as family, children, marriage, parenting, divorce, care for the elderly, child care, depression and other emotional issues, grief or loss, substance abuse, anxiety, job performance, and personal or work relationship problems.

Joint Workplace Improvement Process (JWIP)

The 2016 National Agreement contains a memorandum of understanding establishing the Joint Workplace Improvement Process (JWIP). JWIP was negotiated to give us a defined joint process to address factors that contribute to poor working environments for letter carriers.

JWIP does not replace or change the existing related contractual tools such as the *NALC Shop Steward's Guide to Preserving the Right of Letter Carriers to be Treated with Dignity and Respect*. JWIP is intended to be an additional avenue for addressing these issues. Specifically, the agreement calls for the parties to jointly address the treatment of employees.

All of the national business agents have reached out to the branches in their respective regions to gather information on offices that could be addressed in this process. The information has been compiled at

Headquarters and the parties are working to begin the process in several locations.

Employee Assistance Program

EAP is a free, voluntary and confidential program that offers assessment, counseling, consultation, life coaching and training to any postal employee, as well as to family members living in the employee's household, to help with life's challenges.

"Many carriers never need EAP, but for those who do, it can be a lifesaver," President Rolando said.

Reasons a postal employee might turn to EAP include difficulty dealing with such matters as family, children, marriage, parenting, divorce, care for the elderly, child care, depression and other emotional issues, grief or loss, substance abuse, anxiety, job performance, and personal or work relationship problems.

EAP also helps postal employees support each other or deal with the

repercussions of other people's challenges. If you notice a co-worker who may need help, you can contact EAP. The counselors will help you size up the problem and decide how to approach that person to offer help, including possibly referring the co-worker, or your own family member, to EAP.

EAP is jointly administered by NALC, other postal unions and the U.S. Postal Service. All EAP counselors have a minimum of a master's degree in counseling or social work, as well as clinical experience in dealing with a wide range of personal and workplace concerns.

Communications with EAP are confidential—your privacy is protected by strict federal and state confidentiality laws and regulations and by professional ethical standards for counselors. Letter carriers seeking EAP services can call 800-EAP-4-YOU (800-327-4968) or can go to eap4you.com. **PR**