

Updating NALC's publications



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You know the saying: The only constant is change. NALC is making sure that we change with the times as well.

If you've been paying attention to NALC's website, nalc.org, no doubt you've seen some of our recent updates to the Materials Reference System (MRS) index, the *Shop Steward's Guide* and Grievance Starters, as well as the 2022 *Joint Contract and Administration Manual (JCAM)*. The Contract Administration Unit (CAU) is responsible for updating these and many other publications that are frequently used by NALC advocates and representatives to enforce and administer the National Agreement.

For months, a significant amount of work was put into updating the *Shop Steward's Guide* and Grievance Starters and it was published in November on the Members Only portal. The guide is written for every NALC member who handles grievances at Informal Step A and/or Formal Step A of the grievance procedure.

Another publication, the MRS index, was reformatted for the website to ensure that everyone has access to the latest documents as quickly as possible. Countless hours have been put into making the MRS index an organized catalog containing summaries—and in some cases the full content—of many important national-level settlements and USPS memorandums. The MRS has evolved over the years from hundreds of photocopied source reference material in three-ring binders to an easily accessible catalog on the NALC website.

Change can be positive, and the updates to these publications proves that. Prior to the creation of the MRS, if advocates or representatives needed an M-number or C-number document, they would have to contact their national business agent's (NBA) office. If the NBA's office did not have the source documents needed, the NBA would contact NALC Headquarters.

The MRS had last been updated and reissued in 2014. Part of the reason it hasn't been updated since then is that it was extremely time-consuming to do so. The modernized MRS that

NALC released last month on nalc.org allows for updates to be accessible to all NALC representatives in real time. This means having the most recent supporting national arbitration awards and/or USPS memorandum source documents accessible when enforcing the National Agreement.

While change is not always comfortable, having these updated publications will help NALC advocates and representatives at every step of the grievance procedure. Take the time to navigate through the recent changes to the *Shop Steward's Guide* and Grievance Starters as well as the MRS index.

Arbitration Advocacy training

The latest Arbitration Advocacy training was held Dec. 4-10 at the Maritime Institute outside of Baltimore, MD, and was once again a success (see photos below). There were 15 qualified applicants representing 14 regions in training for the week and presented cases in front of our four guest arbitrators. Congratulations to the graduates of the last class to be held in 2022.

Two classes for potential advocates will be held in 2023. Check out the updated CAU page on nalc.org under "Workplace Issues" for information on several upcoming NALC trainings to be held in 2023.

