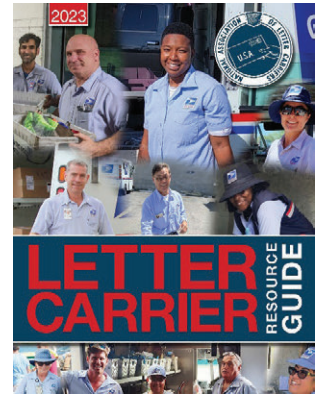


2023 Letter Carrier Resource Guide



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NALC works to create and share materials that provide information to benefit our members. In previous articles, I have discussed some of the materials that were produced by the City Delivery Department, such as the *NALC Guide to Identifying Intentional False Editing of Clock Rings*, the *NALC Work Hour Tracker*, and the 2019 *NALC Letter Carrier Resource Guide*, just to name a few. I'd like to use this month's article to inform the membership about the release of a recent publication, the 2023 *Letter Carrier Resource Guide*.

The initial *Letter Carrier Resource Guide* was created in 2019 and was a product of combining two earlier NALC publications, the 2016 *City Carrier Assistant Resource Guide* and the 2014 *Letter Carrier's Guide*. These two earlier publications focused on helping members understand the rights and benefits of CCAs and career letter carriers separately. The 2019 *Letter Carrier Resource Guide* was designed to be a one-stop shop to address letter carriers' concerns at every stage of their letter carrier career.

The 2023 edition of the *Resource Guide* strives to build on the efforts of the 2019 edition and remains an all-in-one source of information for all letter carriers. Each section has been updated to include changes to rights and benefits since the signing of the last National Agreement. The 2023 version also has additional updated information on changes to the job, contractual and handbook provisions, and postal policies.

The first section of the guide starts with a focus on welcoming new hires to the job of a city letter carrier and identifies some of the challenges the new carriers might encounter as they learn the position, similar to the 2019 version. It explains the history of the NALC and the way the union is structured. The guide describes how local branches, state associations and the regional offices fit into this structure. It also includes a more detailed description of the duties and responsibilities of its national officers. One of the early sections of the guide also gives examples of how letter carriers can get involved in NALC, if interested.

The second section, called "CCA Rights and Benefits," contains a summary of all the National Agreement provi-

sions to which CCAs are entitled. This section explains union representation, the grievance-arbitration process, and how to protect yourself from disciplinary actions. This section also has the latest information relevant to CCAs, such as pay rates and relative standing, uniforms, USPS Health Benefits Plan for Non-Career Employees, crediting annual leave in lieu of holiday leave, and the automatic conversion of CCAs to career status when they reach 24 months of relative standing reflected in the 2019-2023 National Agreement.

The rights and benefits section explains CCA entitlements to leave, holidays, life insurance, and medical care and/or compensation if you are injured on the job. A detailed explanation of the benefit of using ECOMP, the Office of Workers' Compensation Programs electronic claim filing portal to register and file an injury claim when a carrier gets hurt on the job, is included so that our members are familiarized with this relatively new and beneficial process. Additions to the guide also include a brief step-by-step introduction to the MDD timekeeping feature being used by letter carriers throughout the Postal Service to record their own clock rings.

The "On the Job" section explains and gives helpful advice on everyday activities which occur on the workroom floor. This section contains various topics, such as requesting overtime and auxiliary assistance on the route, work methods, following the instructions of your manager, and DOIS projections. It describes the process for requesting leave using the PS Form 3971 or the Enterprise Leave Request Application (eLRA), where carriers can submit leave requests through the USPS LiteBlue online site.

The third section of the 2023 guide focuses on the additional rights and benefits afforded to all letter carriers once they are converted to career status. These sections highlight subjects of interest, such as step increases, premium pay rates, cost-of-living adjustments, updated holiday pay for PTFs, the 2022 inclusion of the Juneteenth holiday, and the process for bidding on vacant duty assignments. This chapter includes explanations of retirement benefits, life insurance, military buyback and seniority.

The 2023 *Letter Carrier Resource Guide* is now available for download on the NALC website at nalc.org/workplace-issues/city-delivery. Every NALC member can request a printed version of the guide free of charge by logging into the Members Only section and clicking on the picture of the guide. Select the check box, and when the printed version is available, one will be mailed to your address of record.

I believe that regardless of what stage you are at in your career, this new publication will provide all letter carriers with a wealth of valuable information.