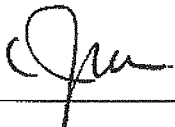


## NEW EMPLOYEE AGREEMENT

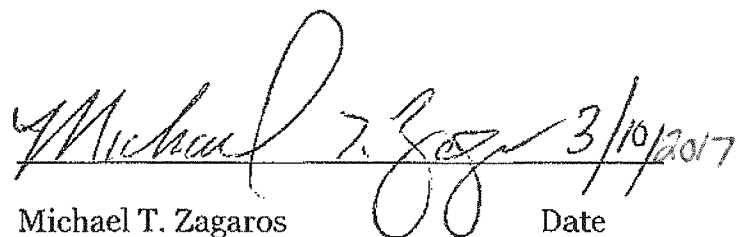
1. If possible before a new employee arrives or upon arrival at a unit, management and the JIT(s) (Job Instructor Trainer/OJI - On the Job Trainer) will decide who will train and on what type of routes(s). Dates will be set-up on a calendar for the 30, 60 and 80 day performance reviews.
2. On the new employee's first day, the manager or a designated supervisor will greet the new employee and introduce them to the stations union steward, safety team and the JIT. A short tour of the station will follow as well as locating their locker and showing them where the office is in relationship to the rest of the delivery area. In addition, the new employees will be provided all contact phone numbers and information that may be used.
3. There will be at least 3 days of initial training with a JIT and additional training between the 30<sup>th</sup> and 60<sup>th</sup> day. The first day the new employee will remain with the JIT for the entire day.
4. The JIT will be present during the 30 and 60 day reviews. The role of the JIT during the reviews will be to observe and to take notes. The JIT is responsible for writing down any deficiencies or achievements noted by management. It will be the JIT's responsibility to retrain the new employee if a deficiency is noted and to report back to management of the progress of the retraining. The manager or designated supervisor will insure that proper training is available, whether it is a driver refresher course or a safety demonstration. Most of the other retraining will be completed by the JIT.
5. The additional training between the 30<sup>th</sup> and 60<sup>th</sup> day will be administered by the JIT. The JIT will be allowed time (in the office) to observe casing skills and deficiencies. They will also be allowed time to observe the new employee on street delivery for at least one (1) hour. The JIT will make suggestions and recommendations at that point directly to the new employee. This information will be used for discussion in future reviews. All observations by the JIT will be approved by management first.
6. Prior to management taking official personnel action to terminate employment, a meeting will take place to make sure that all training was completed and the appropriate retraining was attempted. If, at that point, management and the JIT are in agreement that the employee was given a fair opportunity for continued employment, the employee will be notified of management's decision for termination. If there is a disagreement between management and the JIT about the level of training and opportunities at the unit, The Minneapolis Postmaster or his/her designee and the President, NALC Branch 9 or his/her designee will be notified by the above parties so they can determine the final outcome of employment. PS Form 50 will not be sent to personnel until the above parties make a decision.
7. The Postmaster and the Branch President must be notified of possible termination by not less than 10 days before the expiration of the probation period. The new employee must be notified prior to the 80 day review that termination is being considered.
8. In extraordinary cases of termination in the later days of a probation period (i.e. theft, safety of other employees, misuse of equipment, inappropriate behavior, etc.) there will be no redress to Postmaster and Branch President for consideration.
9. The parties agree that this agreement is meant to cover all new employees in the City Letter Carrier Craft regardless of their designation.
10. The parties agree that either party may annually seek modifications by providing notification to the parties' signatory to this agreement for further discussions.



3/10/17

William D. Jones  
Postmaster  
United States Postal Service

Date



Michael T. Zagaros  
President, Branch 9  
National Association of Letter Carriers

Date