

## New Employee Agreement

1. For the first 31 calendar days of employment, a probationary employee will not be moved from their assigned station, including Sundays.
2. If possible, before a new employee arrives, or upon arrival at a unit, management, and the JIT(s) (Job Instruction Trainer/OJI – On the Job Trainer) will decide who will train and on what types of route(s). Dates will be set-up on a calendar for the 30, 60, and 80-day performance reviews.
3. On the new employee's first day, the manager or a designated supervisor will greet the new employee and introduce them to the station's 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.
4. There will be at least three (3) days of initial training with a JIT and additional training between the 30<sup>th</sup> and 60<sup>th</sup> day. The new employee will remain with the JIT for the first three (3) days of training and limited to no more than eight (8) hours of work maximum each day.
5. 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 ensure 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.
6. The additional training between the 30<sup>th</sup> and the 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 the point directly to the new employee. This information will be used for discussion in future reviews. All observations by the JIT will be scheduled by management in advance. The new employee will not be assigned to work at a different station on the date(s) for additional training and/or JIT observations.
7. 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 agree 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 union, The Minneapolis Postmaster or their designee and the President of NALC Branch 9 or their 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 decide.
8. 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.

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9. 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.
10. The parties agree that this agreement is meant to cover all new employees in the City Letter Carrier Craft regardless of their designation.
11. The parties agree that either party may annually seek modification by providing notification to the parties' signatory to this agreement for further discussions.

### Restricted Scheduling for New Employees

New employees starting at their home station will have the following work hour restrictions for the first six (6) weeks of employment. For the first six weeks, the restricted scheduling must be adhered to, regardless of the station's staffing issues.

	One SDO per week	Restricted to working only in employing office	Limited to 8 hours per day and 40 per week	Limited to 10 hours per day and 56 per week	Limited to 11.5 hours per day and 60 per week
New CCA or PTF weeks 1 & 2	✓	✓	✓	✗	✗
New CCA or PTF weeks 3 & 4	✓	✓	✗	✓	✗
New CCA or PTF weeks 5 & 6	✓	✗	✗	✓	✗
New CCA or PTF week 7 & beyond	✓	✗	✗	✗	✓
All other CCA or PTF employees in the facility	✓	✗	✗	✗	✓

New employees can anticipate management to

- Communicate expected hours, assigned route, and start times
- Allow carriers to know days off in advance.
- Allows carriers to know expected end tour times
- Must plan for Thursday and Friday
- Ensure all EAS are aware of which week new employees are in and the hour parameters

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## New Employee Amazon Sunday

Amazon Sunday scheduling for new employees must still follow the restricted scheduling parameters. On the first two Sunday's, new employees must be in on all day training with an experienced CCA or ODL carrier that is working.

Amazon Sunday	Training day	Limited to 8 hours per day	Limited to 10 hours per day	Limited to 11.5 hours per day
New CCA or PTF Week 1 & Week 2	✓	✓	✗	✗
New CCA or PTF Week 3 & Week 4	✗	✓	✗	✗
New CCA or PTF Week 5 & Week 6	✗	✗	✓	✗
New CCA or PTF Week 7 & Beyond	✗	✗	✗	✓

New employees should anticipate having a Sunday off around every eight weeks. This should be planned and scheduled

Any disputes concerning this agreement will be brought directly to the signatory parties, or their designees for resolution immediately.



Kenneth Johnson  
A/Postmaster Minneapolis  
1/27/2022



Samantha Hartwig  
President Branch 9 NALC  
1/27/2022