

Postmark Minnesota

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OFFICIAL
ELECTION MAIL

★ *Authorized by the U.S. Postal Service*



**PEAK
2024**



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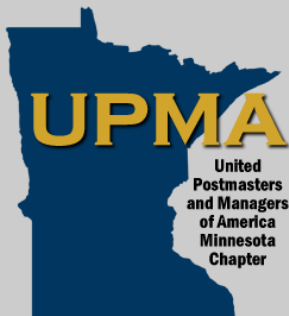
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KNOW YOUR RIGHTS WHEN THINGS GO WRONG

Things happen. Be prepared.

UPMA exists to support and protect its members, but in some situations, you need to help yourself, first.

Will you know how to react in the moment?

USPIS/OIG

What to do if the Postal Inspection Service (USPIS) or Office of Inspector General (OIG) appears in your office:

Stay calm, and be respectful. Identify yourself honestly. Ask to see identification, and get a business card. Let them know you intend to cooperate but will waive no rights.

Ask whether the visit is part of a criminal investigation.
If yes, inform them you won't sign or answer anything without an attorney present.
Remember that UPMA can refer an attorney if necessary.
If the USPIS/OIG visit is not part of a criminal investigation, inform them you will not answer questions or give any verbal or written statements until an UPMA chapter member representative can attend.

Immediately contact Tony (320)250-4612 or Alex (218)322-5087 for representation.

General best practices:
Do not consent to a search without first seeing a warrant.
Sign nothing.
Provide no written statements.
Do not physically resist an arrest or search of your person or property.
Never waive rights.

PDI

What to do if you're subject to an investigative interview (I&I), day in court (DIC), or possible discipline interview (PDI):

Don't let fear or pride freeze you into silence.
You have the right to representation under ELM 650.
Immediately reach out to Tony (320)250-4612 or Alex (218)322-5087.
They will assign a chapter member representative (CMR) and coordinate with management to schedule an interview time and date when all parties can be present.
Before that time, don't let a manager pressure you into answering questions.

OSHA

What to do if OSHA shows up at your facility:

First, check their ID.
Next, call the MN-ND Safety Office at 612-349-4989.
If no answer, call the Safety Manager's cellphone: 612-246-7685.
Ask OSHA to wait until the safety rep arrives.
While you're waiting, do not leave OSHA alone!
Get a copy of the written complaint or inspection.
Limit OSHA to the issue presented in the complaint.
Any document requests from OSHA must be put in writing.

Always
remember
help is
available
24/7.

WWW.EAP4YOU.COM
1(800)-EAP-4-YOU



Tony Terwey

UPMA MN Chapter President



Greetings Minnesota Difference Makers

I would like to congratulate and thank you all on a job well done during election mail season here in Minnesota. The effort, energy and engagement of your leadership was visible in all corners of the state. I have personally heard of no issues related to the election mail and ballot handling by the Postal Service in Minnesota as I write this article. The thing I loved most about our effort in central Minnesota was the team of fifteen Postmasters who came together with a plan to collect and deliver ballots daily to meet the goals/demands of the organization. The team had an anchor and the rest of us were links in the chain in getting the ballots home. I am grateful for the teammates here in central Minnesota who made the election season much more manageable.

As 2024 winds down, I want to share some statistics about UPMA MN chapter's activity during the last year. Here is a list of the five most common causes that will get you an investigative interview and corrective action:

- 1) **Failure to follow instructions.** While this is often a widely cast net, it can range from an instruction from your manager, a finding in a Gemba, a Standard Work Instruction or any other item that is asked of you but not completed.
- 2) **Sharing Passwords.** The state had four cases that have led to investigative interviews, often related to HAZMAT Bypass or craft employees having conversations with senior leaders.
- 3) **Failure to Report Delayed Mail.** Often this is a result of carriers bringing back mail after twelve hours when management believed they could deliver the day's volume within the 12 hours. Additional factors impacting this are failure to check in with carriers at some point earlier in the day, vehicle breakdowns, unknown pivots or new routes. While it is hard to make the call to your Senior Manager, that call is required. NDI and the next day's inflated volumes will bring attention to your office quickly in this situation. Please make the call and report properly.
- 4) **Attendance and leave issues.** The state has had a handful of cases related to leave usage but most often it is related to not communicating with your manager, or your station having a failure while you were on leave. As an EAS, anything under the forty-hour threshold is self-approved with a courtesy copy to your manager, so long as your operation is covered, and you communicate with your manager.
- 5) **Scanning or data-identified failures.** The Postal Service currently has an overload of reports and data on every event that happens on every route every day. The visibility brought by your scanner, and actions using the scanner, are visible in so many different ways. The data is all processed and shared through hundreds of reports within the Power Bi program currently used by the CRDO Team. Above all, maintain your integrity with each event you enter on a scanner. Communicate the issues to your leader before the trouble is found in the data. No leader likes surprises.

As I set my sights on 2025, I want to share with you the five biggest goals I have for UPMA Minnesota under my leadership. I look forward to working with the board and all members in the state to make them happen.

- 1) **Network and engagement.** I would like to build on the network we have started so that all members have a resource to ask for help and lean on in a time of need. I would like to work on an UPMA SME list and find ways to better connect all our members in the state.
- 2) **Resources and Tools.** I will continue to push at the state and national level for more help on finding and recruiting employee resources in our district. The top five opportunity sites here in Minnesota for staffing have not changed since COVID yet we expect the same performance out of them as we do sites fully staffed. When will someone go the extra mile, spend the extra dollar and fix the staffing issue permanently? The hiring hubs have been a great addition in sites that have them but have not solidified the staffing. As a manager at these sites wondering each day if you're going to get the mail delivered, forcing your people to work twelve hours, and relying on your neighboring EAS to help carry, are not resource solutions for the long term. The tools I reference are Customer Display Units that do not fail at the retail counter, scanners that are not worn out or quit mid-route, and vehicles that do not add 10-15 hours more a week of recovery and repair to our workload.
- 3) **The return of the eight-hour workday for salaried customer service EAS.** When did being on salary mean unlimited hours and expectations? Why can all the other Postal department (silos) leave after eight hours but field customer service has the expectation of staying until the job is done, Zoom calls outside Form-50 workhours, Saturday EAS-only reporting requirements and so much more that expands your workday beyond eight hours. Additionally, fixing route structure across the state would also aid in the return of eight-hour days for the field EAS. Managing a ten- or eleven-hour rural route in your eight-hour work day just does not add up operationally.
- 4) **Training.** Fewer Zoom calls and more live in-person training. I would be alright if I never listened to another Learn and Grow the rest of my career. The training so often sounds like someone who has been out of the field for a very long time with little real work experience when presenting. I want to learn from the best manager or leader in the field on the issue at hand. Have the best city route operation train the rest of us. Have the manager from the highest NPA-score office share his successful routine.

Real operational success stories are something I can get behind and relate to with the goal of bringing it back to my operations.

5) Finding the greater good. I love nothing more than delivering that letter from a grandkid to a grandparent, a birthday card or a care package. I enjoy my job the most when my customers are bought joy and happiness by something in the mail. I also want to find a way to bring more positivity to the performance discussion. While I appreciate the recent improvement, we have seen in some areas on positive recognition in performance we still have a long way to go. I would love to get back to the old management statement “praise in public, chastise in private”.

As you read this edition of the *Postmark* here at the start of peak, I want to give you one more list related to Peak Season.

1. **Communicate every issue you have to your manager both verbally and in writing.** They need to know about problems, and they should always respond with advice and direction.
2. **Inspect what you expect.** I would love to have perfect employees but it never hurts to check in. Our district leadership does it and so should you on the local level.
3. **Train.** Document all training on a PS Form 2548. Additionally train your replacement on every program you need to run your operation. Nothing is off limits as you want to be as successful as you can even when you are not in the operation.
4. **Do not procrastinate.** Be on time with reporting requirements so your manager does not put any additional attention on you and your operation.
5. **Do not attend an Investigative Interview without representation.** If something goes wrong during peak, call for a representative immediately.
6. **Use EAP.** If the load gets too heavy or the demands become too much, please use this program for what it is meant to be used for.
7. Above all **maintain your integrity** in all your daily actions and interactions.

Until next time

Tony!



Join Us—Get Active!

A number of times in our articles we suggest that members get active with UPMA but what does that mean? How does one go about becoming an active member?

First, come to a meeting, convention or summit. Or if you can't be there in person, just participate in the online or Zoom meetings or trainings. Once you attend, you will meet other Postmasters and Managers who have a lot of the same issues as you—some good, some not so much, but you can always learn from how others would have handled situations that you have or will come across in your career. Also, your input may help another fellow Postmaster or Manager. You will also gain a great contact list for members who have expertise in certain areas. Some are great at labor relations, some have efficiency skills on how to arrange your office, and some have great financial skills. All of these are needed to run a successful office, but we all have our strengths and weaknesses.

Second, read the publications. There is a lot of knowledge in the articles. You can glean helpful hints from them. Or write an article and share it with all the members. The *Postmark* is your paper.

As retirees, staying active or vigilant can help with our legislative efforts. When we send out messages to contact your

Senator or Representative, take the time to do just that. I want to thank all of you who helped in some way to get H.R. 82 passed in the House. We still need work on the Senate side on S. 597. Let's all together get the WEP-GPO passed.

I know it is a struggle to stay active with all the countless other demands, priorities, and distractions. But take the time to get involved. You will be glad you did.

Hope to see you soon!





David Maruska

Vice President Education and Convention



Hello again, UPMA MN Chapter members, and Happy Holidays. This time I'm writing to you about Chapter Member Representatives (CMR). Last month I attended a National UPMA Training CMR 1.0 Course in St Louis MO, and I learned quite a bit about the role that current members or anyone planning to join should know.

UPMA members should understand they are entitled to a trained CMR Representative from day one! The other organization would not provide you representation for (90) days, or within (60) days if hired into a new craft—one more reason to get enrolled in UPMA today. Once you have been an UPMA Member for one year, you are entitled to a legal defense fund, essentially an attorney to defend you in serious cases. You could be asked to make a deposit toward that defense fund, and full disclosure, I am not there yet. As UPMA President Edmund Carley said, "Don't get yourself fired in your first year." Seriously, do not!

If you are requested to attend an Investigative Interview, the ELM states employees are allowed a "representative of your choice." Never go into an Investigative Interview alone. Your greatest defense is your explanation of the charges against you. Know that the Investigative Interview is a fact-finding mission. The interviewer is seeking to substantiate the charge(s) against you. Your CMR could be the lifeline that keeps you employed with USPS.

The ELM also states that a reasonable amount of time should be given to procure that representation. Plan to meet with a CMR before the scheduled Investigative Interview. If that Investigative Interview is supposed to happen over the phone, request a private telephone conversation with your CMR prior to the scheduled meeting.

Speaking from both personal experience and my attendance at CMR 1.0 training, everyone should have a basic understanding of discipline that could happen if an employee fails to perform assigned duties. This "Pending Adverse Action" includes three types of consequences: 1) Suspension greater than (14) days, 2) Notice of Removal and 3) Reduction in Pay or Reduction in Grade. These Pending Adverse Actions would allow you access to a National Member Representative (NMR). Pending Adverse Action will eventually become a decision of discipline. Be prepared. Be smart and contact any one of the MN Chapter UPMA executive board members to discuss your case.

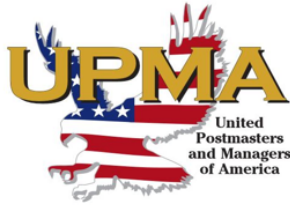
Your CMR will want to know if you've had previous discipline. Consider this a reminder that you have a right to request your Official Personnel Folder (OPF). Make the request through LiteBlue. The request must be sent from a home computer. Do

not request from a work issued computer.

Use a PS 8043 *Request to Amend Electronic Personnel Folder* (eOPF) to request removal of previous discipline within your folder, especially if the discipline is aged greater than its natural life and duration. Outdated discipline could hurt you if still contained within your OPF. When completing a PS 8043, you must allow USPS Human Resources (30) days to provide copies of all documents contained within your OPF.

Each future *Postmark* publication will contain a page titled: KNOW YOUR RIGHTS WHEN THINGS GO WRONG. Read, review, be ready. Thank you, Nancy Youngbauer, UPMA Editor, for this contribution especially in our current climate within our USPS MN-ND District.





9TH Annual Minnesota State Convention May 14th, 15th & 16th, 2025 Alexandria, MN

Please complete one form per registrant. Photocopy the form for additional registrations.

First Name: _____ Last Name: _____

Title:

☐ Postmaster

☐ Supervisor

☐ Manager

☐ OIC

☐ Associate

☐ UPMA Retired

☐ Spouse

☐ Guest

First Name (for your badge): _____

Post Office You Represent City: _____ State: _____

Your Mailing Address: _____

City: _____ State: _____ ZIP+4 _____

Cell Phone: _____

E-mail: _____

**First-Timer/
UPMA Retired
First-Timer?**

☐ Yes ☐ No

Name of committee you would be willing to volunteer for: _____

COMMITTEES: Registration / Audit Committee / PAC / Election and Tellers / Decorations / Sergeant at Arms / Memorial Service / Door prizes
/ Auctions / Scholarship / Distinguished Guests / 1st Timers / Hospitality / Bylaws

Registration per person:

\$45.00 by May 1st, 2025

\$50.00 AFTER May 1st, 2025

First timers will be refunded the
registration fee at the end of
convention after attending all
business and training sessions



Send registration form with check to:

Susan Maki

PO Box 104

Pillager, MN 56473

or scan/email form and pay via PayPal:

@SusanNMaki1513 or

218-410-6203

Hotel Information

Arrowwood

Resort & Conference Center

2100 Arrowwood Lane

Alexandria, MN 56308

(320)762-1124

Hotel block: reserve by April 14th for group rate

\$119.00 + tax/night for up to 4 per room

request United Postmasters and Managers rate

Things to remember: *Silent auction items appreciated*

*** Thursday Rolle Bolle – contact Greg Geheren to register 651-808-7486**

***Costume Contest: National/State Convention Theme is Country Western**

**For more information, contact: Tony Terwey, President
mnupmapresident@gmail.com or call/text (320) 250-4612**



Alex Paulsen

Vice President Chapter Member Representative



Hopefully peak is going well for everyone. I hope all have been able to find the time for their families and friends so far this holiday season. Even though our jobs are stressful this time of the year, we still need to take the time to cherish our loved ones.

We have seen some very sad times in our state since our last *Postmark* edition. I want to say on behalf of UPMA and the Minnesota chapter, our thoughts and prayers are still with the Elway and St. Paul personnel. In the time after the shooting, I was given the opportunity to go into the station and help our team overcome this tragic incident. I found that this station was full of kindhearted employees who bonded together for a cause larger than themselves. We have seen the NALC, EAP, and other parts of our organization come together for a reason much greater than ourselves. We will continue to help our teams heal from this tragedy. Let's ensure that if we see or hear actions that raise concern, we do our duty to document and investigate them.

Winter is here and we all have done our peak checklists, but did we actually order everything listed? Let's make sure our employees have the tools they need to do their jobs during the toughest time of the year. When I took over in Grand Rapids, I went in asking carriers "What can I do to make your job better or easier." I took the list of items they asked for and started looking if I could order them. Ninety percent of what they asked for were items for winter, from windows for LLVs with smaller openings, shovels, puzzle weights, chains for tires, some sort of traction assistance tool for getting unstuck, and good window scrapers. As these items started showing up, I was able to get a positive culture started in my unit, as they witnessed that I was willing to help. It's the little things we can do for our employees that can help guarantee a positive and successful peak season.

In closing I want wish everyone a Happy Holidays and Happy New Year.



Susan Maki
Secretary Treasurer

I've learned that people will forget what you said,
people will forget what you did, but people will
never forget how you made them feel.

Maya Angelou

A long time ago a very close friend said that he lived his life by this quote, and I have never forgotten it. I have been in management long enough to keep it to heart. I have not been a perfect manager, friend, and/or mentor and I am quite sure that I have made people feel very bad about themselves. On the other hand, I have had employees that still reach out to me although we are in different offices who ask me for guidance in all areas. I have satisfaction in knowing that I have a knowledge base that is still depended on regardless of the location. The current environment leaves all of us struggling to be human.

That said, I hope that you remember to be humble and compassionate in your dealings with your employees, fellow managers, and your customers as we ramp up through PEAK.

The holidays are our time to shine, and the customers expect perfection. I know a few of us will be out delivering to get our carriers home before midnight or covering emergencies.

I hope that you get to spend some time with the ones who really matter in your lives. Merry Christmas to you all! It has been one heck of a ride through election and into this holiday season. I want you to know, your hard work is not unnoticed and that you are more than just a cog in this wheel. Great job!

Yours in Service,

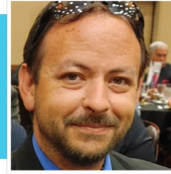
Susan N. Maki

UPMA Secretary/Treasurer MN Chapter



Jason R Croshaw

Vice President Legislative and PAC



Let's talk about WEP/GPO, the second major piece of Legislation we are hoping to pass through Congress, followed by Legislative Summit. As of the writing of this article, HR 82 passed the House with a bi-partisan landslide and we are waiting on the Senate to bring HR 82 to the floor for a vote.

A couple weeks before the election, I had the opportunity to attend a fundraiser for MN Rep Pete Stauber along with Retired Postmaster Donovan Horrigan. (Pictured below)



During this fundraiser, we had the chance to speak with the Rep Stauber about HR 82. He pointed out that he was the 17th member of the House to co-sponsor HR 82, and made the prediction that HR 82 would be on the floor for a vote the week after the election. Well, that prediction came true, even after a small faction attempted to table HR 82.

All 7 of Minnesota's Representatives voted to support HR 82, and we are grateful for their continued support of legislation backed by UPMA members.

The next step is for the Senate to vote on HR 82. As for our Senators, Sen Smith co-sponsored S 597 (the Senate's verbatim version of HR 82) 1 week after the legislation was introduced. Sen Klobuchar was one of the original sponsors of S 597 when the bill was introduced on the Senate floor.

I have reached out to staff members for both Senators, and have had a discussion with a senior member of Sen Klobuchar's staff regarding the status of HR 82. There has been a lot of activity in the Senate as they push to get President Biden's nominations for US Courts through by the end of the term, and there is a lot of pressure from UPMA, NAPS, NALC, NRLCA, APWU, and many other government employee organizations to get HR 82 on the floor of the Senate. Currently, S 597 has 62 co-sponsors, which is enough to bypass the Senate rules and avoid a filibuster when HR 82 gets on the floor. I will continue to watch for HR 82 to be added to the calendar in the Senate and

will keep the membership informed via the Minnesota UPMA Facebook group.

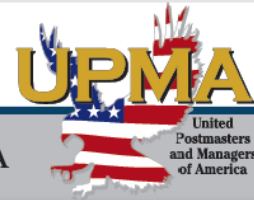
What is next with legislation? Well, we have a couple bills that we didn't introduce this Congress because of the heavy action on Postal Reform and WEP/GPO, along with a few other circumstances. Next year we can expect to see legislation clarifying Title 39 and the separation of a Postmaster organization and Supervisor organization, along with legislation to expand the rights for ALL EAS to appeal Corrective Action to MSPB (currently you can only appeal to MSPB if you supervise 2 or more full time equivalent employees).

This brings us to Legislative Summit, which is a 3 day event in Washington, DC. Arrival is Sunday with a social event happen Sunday night. Monday we get to learn more about UPMA supported legislation, review information on PAC fundraising and spending, and hear from speakers ranging from Postal Service Government Relations to members of Congress. Tuesday is where the real fun is, we get to go to the Hill and meet with our elected officials and/or their staff members. Last year, we got to sit down with Rep Craig and Rep Stauber (who had just flown back to DC shortly before our meeting). We won't know until after the next session of Congress starts if Congress will be in session, but I can say I have already began reaching out to set up a private tour of the Capitol Building with one or more of our elected officials. Last year a couple other groups had the opportunity for a private tour, to include the rare instance of being present in the observation deck during a vote.

Visit <https://www.unitedpma.org/2025-upma-legislative-summit/> or use the QR code below. These will take you to UPMA's Legislative Summit page with more details and registration information.



Turn the page for UPMA'S 2024 Legislative brief.



UNITED POSTMASTERS AND MANAGERS OF AMERICA

2024 UPMA LEGISLATIVE ISSUES BRIEF

The United States Postal Service at a Glance

2023 Peak

The USPS had another outstanding peak season (Thanksgiving - New Year's Day) last year, handling 30.5 billion letters, parcels and packages (down from 33.6 billion in 2022), with an average delivery time of 2.7 days. Reduced transportation expenses and eight million fewer workhours led to a controllable income of \$472 million, compared to \$187 million for the same quarter last year.

Some service issues remain in certain localities where staffing and hiring issues linger. UPMA constantly consults with the Postal Service, advocating for better pay and benefits to attract and retain qualified Postmasters, Supervisors and Managers.

UPMA Priority Issues in the 118th Congress

Fair Treatment of Civil Service Annuitants

- **H.R. 82**—*Reps. Garret Graves (R-LA) and Abigail Spanberger (D-VA)*
- **S. 597**—*Sens. Sherrod Brown (D-OH) and Susan Collins (R-ME)*
- **H.R. 4260**—*Rep. Richard Neal (D-MA)*
- **H.R. 5342**—*Rep. Jodey Arrington (R-TX)*

Over three decades ago, Congress enacted two provisions unfairly penalizing CSRS annuitants: the Windfall Elimination Provision (WEP) and Government Pension Offset (GPO).

UPMA fully supports the WEP/GPO reform bill, H.R. 82/S. 597, the Social Security Fairness Act of 2023, and encourages its passage.

UPMA members believe this bill is the best legislation to ensure public servants receive the retirement benefits they have earned. Under the current WEP and GPO laws, many public servants who also worked (or had a spouse who worked) in the private sector are unfairly penalized, often losing a significant portion of their earned Social Security benefits.

The WEP/GPO reform bill, H.R. 82, would significantly reduce the impact of these provisions and provide a more equitable retirement for public servants. As a nation, we are responsible for ensuring those who serve our communities and contribute to our economy can retire with dignity and security. H.R. 82 is a

much-needed step in the right direction; we urge all to support its passage.

UPMA supports the ongoing bipartisan efforts in Congress to repeal the WEP and GPO; we also believe H.R. 4260 and H.R. 5342 would help mitigate the financial challenges faced by retirees impacted by WEP. Meaningful progress on these issues would improve the lives of retirees.

UPMA urges the House Ways and Means Committee to hold further WEP and GPO hearings and move bipartisan legislation this Congress. Compromise is essential and will improve the status quo, even if the proposed bills don't fully resolve all the issues associated with WEP and GPO.

Management Reform of the Postal Service and Title 39 Reform

UPMA supports H.R. 595, the Postal Employee Appeal Rights Amendment Act of 2023, sponsored by Rep. Gerald Connolly (D-VA). The bill would extend the right of appeal to the Merit Systems Protection Board to any officer or supervisory, professional, technical, clerical, administrative or managerial employee of the Postal Service covered by the Executive and Administrative Schedule.

UPMA supports forthcoming legislation that clarifies representation of postal Supervisors, Postmasters and Managers and the recognition of management associations in the Postal Service. UPMA supports efforts to strengthen the consultation process for non-collective bargaining-unit employees.

(continued on next page)

Historic Bipartisan Postal Reform

President Biden signed the Postal Service Reform Act (PSRA) into law. The legislation:

- eliminated the prefunding mandate for USPS health care costs.
- requires all postal employees who retire after Jan. 1, 2025, to enroll in Medicare.
- forever preserves six-day delivery and provides greater flexibility for the use of more ground transportation with an integrated network.
- requires progress reports to Congress on implementation of the PMG's reform plan.

The PSRA allows the Postal Service to:

- improve decision-making processes and modernize and enhance USPS business practices.
- make essential investments to modernize facilities and the vehicle fleet.
- invest in 60,000 next-generation delivery vehicles, of which at least 75%, or 45,000 vehicles, will be battery-electric.

Ensuring the Postal Service Reform Act and PMG Louis DeJoy's "Delivering for America" Plan Succeeds

In the previous Congress, UPMA helped achieve historical postal reform to help ensure the Postal Service was on the path to prosperity. UPMA continues to strongly advocate for this legislation's successful and complete implementation. UPMA recognizes the full benefits of the PSRA only can be realized with thorough and effective execution, ensuring the Postal Service can continue to serve the nation effectively while maintaining its financial health.

Remaining the Delivery Partner of Choice for Small Businesses

The Postal Service's universal service mandate and the fact that UPMA members manage delivery units in every city and town in the nation empower small businesses to reach all delivery markets. The USPS is a significant supplier of cost-effective business solutions and makes it possible for small businesses to deliver goods, products and services to customers across the country and around the globe.

Small companies, in particular, rely on their postal services to reach customers and maintain cost competitiveness. UPMA supports the Postal Service's efforts to strengthen and increase its market share in this phase of its adopted business model.

Ensuring the OPM Develops a State-of-the-Art, Secure and User-Friendly Platform for Future Retirees

The PSRA requires retirees after Jan. 1, 2025, to enroll in Medicare. In addition, the legislation requires the Office of Personnel Management to develop a Postal Service Health Benefits Plan (PSHB). All active postal employees and retired annuitants must select a health plan from PSHB during the fall open season. Employees retiring after Jan. 1, 2025, must take Medicare Part B as their primary health insurance.

UPMA is working with the House Committee on Oversight and Accountability and the Senate Committee on Homeland Security and Governmental Affairs to ensure this transition occurs with as little disruption as possible for its members.





UPMA Chapter Presidents, UPMA National Executive Board

Re: Special Exemption- to deliver mail

HRSSC has cut PS-Form 50s effective 12/31/2022, making all Exempt Postmasters 18-22 and all Exempt Exempt Station Managers Special-Exempt with a reason code allowing them to allowing them to be eligible for “additional pay when delivering mail.”

After a long struggle by UPMA, a temporary modification to Postal pay policy will allow select exempt non-bargaining employees to be eligible for additional pay when those employees are needed to deliver mail due to staffing shortages. Based on a UPMA request and conversations at the St Louis UPMA National Convention, the Service has decided to temporarily modify policy and allow employees permanently assigned to the following positions to be eligible for additional pay at the straight-time rate if authorized to deliver mail.

Title	Grade	Occ-Code
MGR Customer Services	EAS-19	23057064
MGR Customer Services	EAS-20	23057039
MGR Customer Services	EAS-21	23057091
MGR Customer Services	EAS-22	23100002
MGR Customer Services	EAS-24	23100010
Postmaster	EAS-18	23016118
Postmaster	EAS-20	23016120
Postmaster	EAS-21	23017121
Postmaster	EAS-22	23017122
Postmaster 18 (B)	EAS-43	23016218

The policy will provide extra compensation for the time a Manager or Postmaster delivers mail, provided the total work hours are more than 8.5 on a scheduled day or any hours on a non-scheduled day. This temporary pay policy is applicable only in those circumstances. Management must meet all contractual requirements before authorizing non-bargaining employees to deliver mail.

This temporary policy commenced on December 31st, 2022, and is now set to end on January 10th, 2025.

UPMA is hopeful this will continue to stay in place until such time as the staffing shortage is rectified. UPMA appreciates this change and looks forward to further discussions with The Service on this and other issues facing our members. This is another example of what can get done when we work together. Please share this with your Area/District Managers as you need to; no further announcement will come from the Service.

Together We Can

Edmund

United Postmasters and Managers of America
8 Herbert Street, Alexandria, VA 22305-2600
(703) 683-9027
Unitedpma.org

Retail Refresh 2.0

PEOPLE.PERFORMANCE.CULTURE

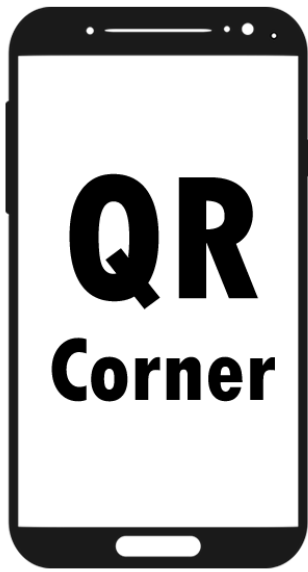


A clean and professional lobby reinforces a positive brand perception, improves RCE and POS survey scores, and enhances the overall customer experience while growing retail revenue. Use this checklist to support ongoing retail monitoring and improvements. Please also continue to complete and maintain the PS Form 4000A, Retail Lobby Observation, monthly.

Office Name:

Week of:

ACTION (Mark with an X when completed)	Sa	Mo	Tu	We	Th	Fr
EXTERIOR						
- American flag and POW/MIA flag are in good condition						
- Landscaping is maintained; weeds removed; bushes trimmed; no cracks in sidewalk						
- No excessive debris on ground; trash cans are clean and in good condition						
- Entrance door and windows are clean and operational						
- Parking lot lights are functioning						
- Conduct daily walk around the facility exterior						
OUTER LOBBY						
- Entrance door is clear of smudges and in working order						
- Entryway mats and rugs are clean and in good condition						
- Trash cans and receptacles are in pristine condition and not overloaded						
- Lobby is well lit (if not, replace and/or add light bulbs)						
- No homemade or handwritten signage are posted (postal approved signage only)						
- EPS and ReadyPost supplies are fully stocked; no empty slots; pricing tags in good condition						
- PO Box pricing and PO Box up time are correctly posted with professional signage						
RETAIL						
- Counters are thoroughly wiped down, dusted, and organized						
- All residual stickers, tape, and labels have been removed from stations						
- Work orders are completed for any needed repairs						
- SSAs are wearing full uniform with name badges						
- Personal items such as food, drink, or cell phones are removed from the counter						
- Huddle Board postings are up to date						
- Stamp inventory is sufficient for customer needs at retail and SSK						
- Left Notice packages are sorted by the last digit of the customer's address						
- Forms and supplies are stocked and organized						
- Dutch door/non-utilized window in use for non-revenue transactions						
- Office has an operational system (phone/bell/walkie talkies) for assistance notification						
- Damaged signage, promotional displays, and counter mats are replaced						
- Seasonal corrugates are placed in the lobby near the queue line						
- Lobby signage up/down dates have been validated (remove old signage as needed, no handwritten/homemade signage, no visible tape)						
- Lobby assistance, where staffed, are wearing clean red vests (order additional vests if necessary)						
- Passport forms, photo paper, and ink supplies are replenished, if necessary						
- EPS and ReadyPost supplies are fully stocked; no empty slots; pricing tags in good condition						
- Four sample flat rate boxes with pricing are in the large EPS display						
RETAIL TECHNOLOGY						
- SSKs are operational and fully stocked, if applicable						
- Digital signage installed and operational, if applicable (reboot every Saturday EOD)						
Comments:						



MNUPMA.ORG



2025 UMPA MN
State
Convention
Registration



EAP
Holiday



EAP
Landing Page



2025
Legislative
Summit
Registration



USPIS
Holiday Scams



Smishing:
Package
Tracking
Text Scams



USPIS Guide
to Preventing
Mail Fraud
(PDF file)



In Remembrance

with respect and sympathy



Retha Gail Rasmussen
April 3, 1956 — September 25, 2024

Winnebago

Retha Rasmussen, age 68 passed away on Wednesday September 25, 2024 following an ATV accident near her home. The family will greet guests at the visitation from 4-7PM Tuesday October 1 at the First Presbyterian

Church in Winnebago and it will continue one hour before the service. Funeral service will be 11AM Wednesday October 2 with Rev. Jill Emery officiating. Burial will be at Rice Lake Cemetery. Online condolences can be left and a live stream of the service can be viewed at www.spencerowen.com

Retha Gail Stauffer was born to Richard and Clarice (Hall) Stauffer, April 3, 1956 in the Winnebago hospital. She graduated at Winnebago High School and attended the University of MN Waseca earning a two-year degree for animal veterinary tech. Retha held many jobs including being a vet tech, a swimming instructor, teachers' aide, worked for a pig operation, and many years with the Postal Service as a clerk in Winnebago, and a Postmaster in Good Thunder, Truman, Pemberton and Blue Earth.

Retha married Dean Rasmussen in Mountain Lake, MN March 21, 1981. They welcomed three children; Richard, Todd and Kelli Jo into the family in 1982, 1983 and 1987.

Retha enjoyed volunteering for Legion Bingo, attending all sporting events for her children and grandchildren, and always looked forward to her "Grandma Days" with each of the grandchildren. She also enjoyed quilting and working on crafts with friends. She especially relished in attending international wrestling events in Austria and Sweden with her daughter Kelli Jo, she used as many muscles during those meets as the wrestlers did.

Retha was preceded in death by her parents.

She is survived by her husband Dean, sons Richard (Kelly) Rasmussen, Todd (Amber) Rasmussen, daughter, Kelli Jo (Derek) Metzger and seven grandchildren, Teddy, Bowen and Lennox Rasmussen, Emmett and Quinn Rasmussen, Pearce and Briar Metzger and anticipated arrival of her eighth grandchild this winter. Also survived by sisters Tamsin (Leon) Jay, Eunice (James) Harazin, Colette Meidinger, brother Newton Stauffer as well as many nieces, nephews and other extended family members and friends.

Retha was the Postmaster in Pemberton, Truman and Blue Earth. She also had many different OIC opportunities.

Louise Ann Winkler

January 24, 1933 — September 23, 2024

Holdingford



The Mass of Christian Burial, celebrating the life of Louise Ann Winkler, age 91 of Holdingford will be 11:00 AM, Wednesday, October 2, at the Church of All Saints, St. Mary in Holdingford. Burial will be in the parish cemetery. Louise died Monday at the Mother of Mercy Campus of Care in Albany. There will be a visitation after 10:00 AM on Wednesday at the church. Arrangements are being made by the Miller-Carlin Funeral Homes.

Louise was born January 24, 1933, in Holding Township to Joseph and Antonia (Lehner) Solinger. She lived all of her life in Holdingford. She married LeRoy Winkler on September 5, 1955, in the St. Mary's Catholic Church in Holdingford. Louise worked for the U.S. Postal Service for many years, eventually becoming the Postmaster in Holdingford. Louise loved wildlife and flowers. She particularly enjoyed watching wildlife from the front deck of the cabin. She was a member of the Church of All Saints, St. Mary, the St. Mary Christian Women, and the Holdingford American Legion Auxiliary.

Louise is survived by her children; LeRoy "Lee" Winkler, Backus; Timothy "Tim" (Connie) Winkler, Rangely, CO; Kimberly "Kim" (Steve) Ebnet, Holdingford; James "Jim" (Deb) Winkler, Milaca; 10 grandchildren and 10 great-grandchildren. She is also survived by her sister, Mary Ann Rogers, Anaheim, CA, and her sister-in-law, Lois Solinger, Holdingford.

She is preceded in death by her parents, her husband, LeRoy on February 22, 2012, her premature great-granddaughter, Elsie Ann Voit, and her brothers and sisters and their spouses; John (Dorothy) Solinger, Ruth (Glenn) Maroney, Rosemary (William) Scepaniak, Andrew Solinger and brother-in-law, John Rogers.

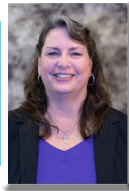


EAS Selections

Position	Station	Level	Name	Effective
Postmaster	Ada	43	Teresa Olson	10/5/24
Postmaster	Hamel	43	Amanda Tesch	10/5/24
Supv Customer Service	Princeton	17	Randy Cavalier	10/5/24
Supv Customer Service	Sav-Burnsville	17	Ginny Avoles	10/5/24
Postmaster	Spring Valley	43	Darin Grimm	10/5/24
Postmaster	Wells	43	Carelia Perez	10/5/24
Supv Distribution Operations	Bismark PDF	17	Michelle Walcott	10/19/24
Mgr Logistics	Minn-STP NDC	20	Jerrie Vang	10/19/24
Supv Customer Service	Saint Paul	17	Jason Kroening	10/19/24
Supv Maintenance Operations	Saint Paul PDC	17	Adam Aeschliman	10/19/24
Mgr Customer Service	Min-Brooklyn Center	22	Brandon Boser	11/2/24
Mgr Distribution Operations	Saint Paul PDC	22	Andre Harris	11/2/24
Postmaster	Ely MN	20	Victoria Henderson	11/2/24
Mgr Customer Services	STP-Apple Valley	20	Darlene Lowe	11/2/24
Postmaster	Westhope ND	18	Hollie Helseth	11/2/24
Supv Customer Services	Hibbing MN	17	Timothy Plath	11/2/24
Supv Customer Services	Hopkins MN	17	Andrew Shokatz	11/2/24
Supv Customer Services	Min-Edina	17	Andrew Ferrando	11/2/24
Supv Customer Services	Minneapolis	17	Leah Lancaster	11/2/24
Supv Customer Services	Minot ND	17	Tawana Hogan	11/2/24
PTPO	Grenora ND	56	Tamara Ledahl	11/2/24
Mgr Maintenance	Saint Paul PDC	24	Vicmari Jusino	11/16/24
Mgr Customer Services	STP-New Brighton	21	Christopher Flagg	11/16/24
Postmaster	Hugo	20	Cassandra Odell	11/16/24
Mgr Customer Services	Min-Bloomington	20	Tyler Sjolsvold	11/16/24
Postmaster	Watford City	20	Kirk Barnes	11/16/24
Postmaster	Grafton	43	Ashley Mooridian	11/16/24
Postmaster	Pine City	43	Lynn Nelson	11/16/24
Postmaster	Roseau	43	Amber Jenson	11/16/24
Postmaster	Tower	43	Rhonda Kori	11/16/24
Postmaster	Wadena	43	Amy Vigen	11/16/24
Supv Customer Services	Albert Lea	17	Caden Kraushaar	11/16/24
Supv Customer Services	Austin	17	Eduardo Martinez Jr	11/16/24
Supv Customer Services	Buffalo	17	Tyler Petz	11/16/24
Supv Customer Services	Forest Lake	17	Theresa Drevecky	11/16/24
Supv Customer Services	Min-Normandale	17	Ronald Chandler	11/16/24
Supv Customer Services	Moorhead	17	Dylan Stauss	11/16/24
Supv Customer Services	Saint Cloud	17	Emily Roerick	11/16/24
Supv Customer Services relief	Saint Paul	17	Alexander Ionov	11/16/24
Supv Customer Services	STP-Roseville	17	Bernard Manthey	11/16/24
Supv Customer Services	Wahpeton ND	17	Katrina Lorenzen	11/16/24



Ann Joos
Chaplain



In the 1960's, Arnold Palmer was #1 in world golf. The King of Saudi Arabia invited Palmer to come, as a guest, to play in a tournament in the Kingdom. He flew Palmer there on a private jet, hosted him in a lush hotel suite, and treated him like royalty.

Midway through the tournament, the King sat down with Palmer for a chat and offered him a gift. Palmer tried to decline. "You've already been so gracious, so generous." But the King would not hear it. "It's an offense to reject a gift. In our culture, the host always gives the guest a gift. But what can I give to the world's #1 golf professional?"

Palmer felt embarrassed by the entire exchange and suggested a golf club—nothing more.

The tournament ended and Palmer returned to the United States, wondering about that golf club. Perhaps it would be a putter embedded with jewels, or a driver with a gold-plated head.

Two months after he returned, Palmer received a knock on the door from the mailman. The mailman delivered a single, yellow envelope from the King. It was clearly not what he had expected. The package was far too small for a golf club. Not much bigger, in fact, than a large envelope.

Palmer opened the envelope and took out a letter from the King; a letter which included the Grant Deed to a *Golf Country Club*!

This incredible story illustrates the vast difference in thinking between a mere mortal and a king.

If an earthly king could interpret a small request so grandly, imagine what the King of all kings could do for you. When you pray, don't limit yourself—let the King give according to His infinite capacity.

Ephesians 3:20 "Now to Him who is able to do exceedingly abundantly above all that we ask or think, according to the power that works in us."

Isaiah 55:8-9 "For my thoughts are not your thoughts, neither are your ways my ways," declares the LORD. "As the heavens are higher than the earth, so are my ways."

Father, transform us by the renewing of our minds, that we might see things from your perspective today. Grant us the grace to release our agendas and discover yours for us, this day. Thank you for all the blessings You have given and yet have planned for us. Amen.



PS Form 3369 **Consigned Credit Receipt**

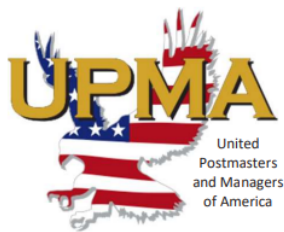
Everyone with a stamp or stock credit must have a PS Form 3369 on file. The form must be signed by both management and the credit holder.
Make sure this form and the 3368-P are kept together and organized in case of financial audit.

PS Form 3368-P **Accountability Examination Record**

After each count, the result should be recorded on PS Form 3368-P. Make sure this form and the 3369 are kept together and organized in case of financial audit.

PS Form 1260 **Nontransactor Card**

Each change made to an employee's time must be recorded on a PS Form 1260. The card must be signed by the timekeeper. Failure to document clocking changes can be used against the timekeeper in disciplinary actions. Protect yourself by using PS Form 1260.



Form 1187

Request and Authorization for Voluntary Allotment
of Compensation for Payment of Employee Organization Dues

*Fill Out Form and Send to UPMA National Office
at the Address Below for Processing*

Section A: All New Members Complete Required*

USPS Employee Identification Number (EIN)*	Date of Birth*	Gender Male <input type="checkbox"/> Female <input type="checkbox"/> Other <input type="checkbox"/>
Name* (PRINT First*, MI, Last Name*)	Personal Cell Phone*	
Home (Mailing) Address (Number and Street or PO Box)*	City*	State* ZIP* +4
Personal E-mail Address (not @usps.gov)		

Section B: From your current PS Form 50 (Check One): Postmaster ☐ Manager ☐ Supervisor ☐ Other EAS/PCES ☐ Associate (Craft) ☐ PMR ☐

Form 50 Position* / Detail Position (If Applicable)	Finance Number of Form 50 Post Office/Home Payroll Office *
Form 50 Position Pay Schedule level	Work Location/City/State/ZIP*
Post Office/Work Telephone Number	Designation Code/Pay Location (All found on ePayroll*)

P

Section C: For Use by the Employee Organization

Mail completed form to: **United Postmasters and Managers of America (UPMA)**
8 Herbert Street
Alexandria, Virginia 22305-2600



Visit the UPMA website uniteddpma.org for membership benefit information.

Section D: Authorization by Employee

I hereby authorize the above-named agency to deduct from my pay each pay period the amount certified above as the regular dues the (UN-P) United Postmasters and Managers of America (UPMA) and to remit such amounts to that employee organization in accordance with its arrangements with my employing agency. I further authorize any change in the amount to be deducted that is certified by the above-named employee organization as a uniform change in its dues structure.

I understand that this authorization is a pay periods deduction. It will become effective the first pay period, following its receipt in the employee organization's headquarters office: UPMA, 8 Herbert Street, Alexandria, VA 22305-2600.

I further understand that revocation forms Standard Form No. 1188, "Revocation of Voluntary Authorization for Allotment of Compensation for Payment of Employee Organization Dues" are available from my employing agency and that I may revoke this authorization at any time by filling such a revocation form or other written revocation request by "Certified Mail" directly to the employee organization's headquarters office: UPMA, 8 Herbert Street, Alexandria, VA 22305-2600. Such revocation will not be effective, however, until the first full pay period following March 1 or Sept. 1 of any calendar year, whichever date first occurs after the revocation is received in the employee organization's headquarters office.

Signature of Employee*	Date*	Chapter Preference (If Applicable) *
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Section E:

☐ Check this box to signify you've read and understood the terms in Section D of this form*.

Who/what most influenced your decision to join UPMA?

☐ Person's Name: ☐ Career Conference ☐ USPS Provided Training ☐ Other



Some days, I just want to reply to emails
with 'ok' and this photo



A lot of you might have noticed UPMA MN now has the ability to send email. Don't worry about spam. We will only use the list for things like chapter-related events and opportunities.

We picked now to add email to our bag of tricks for two reasons: first, our state convention is coming up in April and we wanted members to have more information and easier access to registration resources, and second, to alert chapter members about the November 20th all-chapter Zoom.

I know, I know—EAS needs more Zooms like we need a third nostril, but let me explain why I asked the rest of the board for a quarterly UPMA Zoom in the first place. It's been years since most of us attended any kind of kickoff event, and half—or maybe more than half—the benefit of the kickoff meetings was the boost we all get from being around others who understand exactly what we go through on a daily basis. Never mind the training or even the networking, most everyone I know left those meetings feeling re-energized about the job.

These days only level 20+ offices attend kickoffs, so I haven't been to one in years. The closest thing I've felt to that kickoff camaraderie was an UPMA board-member Zoom. And with our present toilet-esque morale climate, I wanted to extend everyone the chance to be around other people who 'get it'. If USPS can't provide those opportunities, UPMA can. That's at least part of the reason we exist.

We have not yet scheduled our Quarter Two meeting. Mid-February would be the most likely time. If you're curious about what happens at these things, here's a general recap: We start with a brief go-round where board members share news from their area of concern. For instance, David fills us in on the latest

state convention news. Tony and Alex make fun of each other, Susan brings the gravitas, Margie says something sweet and kind, Jason disappears for a minute and returns wearing unnecessary headgear, and I pretend to be calm about board members missing their article submission deadline. Then we open the floor for chapter members to share needs and concerns. The Zoom is open for an hour, and anyone can join for an opportunity to speak their piece. Or people can just lurk and listen. We're just happy to have you.

Back to the email list: I'm the custodian for the time being, and I have a concern. UPMA MN has almost nine-hundred chapter members. We only have email addresses for 514 .

I'm sure there are members who don't want to be bothered with emails, but for those who do, please check your emails from November 11th. I sent out the first email that day, inviting everyone to the all-chapter Zoom.

If you did not get that email and want to be included in the list, please send a request from the preferred email account to upmameditor@gmail.com.

You may also have noticed there is no subscribe or signup page on the UPMA MN website. (If you just said "what website?", find us at mnupma.org) This is by design to avoid random subscriptions or other shenanigans. Again, if someone needs to be added, the fastest way to make that happen is to contact me at upmameditor@gmail.com.

I wish you all the best through peak. Thank you for all you do.

**Share your news, events
and announcements
in the *Postmark***

send submissions to
upmameditor@gmail.com



Article Deadline
Jan 15, 2025

Address Changes

If you need to change your mailing address, notify the editor and secretary at

snmupma@gmail.com
AND
upmameditor@gmail.com

Changes can also be submitted to

UPMA MN EDITOR
PO Box 13
Staples MN 56479

Visit
mnupma.org

links of interest:

Postmark feedback
mnupma.org/feedback

article submission:
mnupma.org/articles

state convention:
mnupma.org/convention



Funeral Notices

Please send all funeral notifications to

Secretary Susan Maki
snmupma@gmail.com
and

Editor Nancy Youngbauer
upmameditor@gmail.com



UPMA EVENTS CALENDAR

January 18, 2025	UPMA Kickoff (Membership) Meeting Dallas TX
January TBD	Minnesota Executive Board Meeting Alexandria MN
February TBD	All-Chapter Zoom
March 16 – 19, 2025	Legislative Summit Washington DC
April 2, 2025	Minnesota Executive Board Meeting
May 14 – 16, 2025	Minnesota State Convention Alexandria MN
August 9 – 15, 2025	UPMA National Convention Dallas TX
September 26 – 28, 2025	Central Area Officers Summit (CAOS) Oak Brook IL
July 31 – Aug 7, 2026	UPMA National Convention Puerto Rico
September, 2026	Central Area Officers Summit (CAOS) Minneapolis MN