



## National Postal Mail Handlers Union

Paul V. Hogrogian  
National President

Michael J. Hora  
National Secretary-Treasurer

June Harris  
Vice President  
Central Region

John A. Gibson  
Vice President  
Eastern Region

David E. Wilkin  
Vice President  
Northeastern Region

Lawrence B. Sapp  
Vice President  
Southern Region

Don J. Sneesby  
Vice President  
Western Region

December 9, 2020

Joe Harms, President  
Local 315 NPMHU  
83637 NE Sandy Blvd.  
Suite 100  
Portland, Oregon

Dear Brother Harms:

I am writing in response to your correspondence dated December 3, 2020, which asked me to exercise my constitutional authority as National President under Article I, Section 3 and Article XII of the Uniform Local Union Constitution and approve changes to the Local 315 Bylaws.

I have reviewed the changes submitted with your correspondence, and I am pleased to approve them.

Thank you for your attention to this matter.

Yours in Union Solidarity,

*Paul V. Hogrogian*

Paul V. Hogrogian  
National President

CC: Michael J. Hora, National Secretary-Treasurer  
Local 315 Executive Board  
Local 315 Union Council  
Bruce Lerner, General Counsel



From: slewis211@live.com,  
 To: jhraid1@aol.com,  
 Subject: RE: UNION BY-LAWS  
 Date: Wed, Oct 14, 2020 11:15 am  
 Attachments:

**Local 315 Policies**

Revised During August 14, 2020 Council Meeting

**TO: Local 315 Executive Board/ Council**

**From: Joe Harms, President Local 315**

**Date: August 14, 2020 Council Meeting**

**RE: EXECUTIVE BOARD/COUNCIL APPROVAL OF BYLAWS AND POLICIES**

**FOR MAIL HANDLERS LOCAL 315**

As per the Constitution Article I -- Affiliation and Jurisdiction, Section 3:

This Local Union shall have the right to establish and enforce its own bylaws, rules, regulations, policies and practices as it deems necessary or appropriate to fulfill the purpose for which it was chartered, provided that such bylaws, rules, regulations, policies, and practices do not conflict with the Constitution or the Constitution of the National Postal Mail Handlers Union or its rules regulations, policies or practices and lawful orders and decisions.....

The signatures set forth below acknowledge approval of the attached Bylaws and Policies (updated on August 14, 2020) by the Mail Handlers Local Union Council on this 1<sup>st</sup> day of October, 2020.

Local 315 Council Member	APPROVED	DISAPPROVED
<u>Joe Harms</u> Joe Harms, President	<u>X</u>	<u>      </u>
<u>Laurie Harms</u> Laurie Harms, Vice President	<u>X</u>	<u>      </u>
<u>Kris Kepley</u> Kris Kepley, Treasurer	<u>X</u>	<u>      </u>
<u>Donnie Booker-Taylor</u> Donnie Booker-Taylor, Recording Secretary	<u>X</u>	<u>      </u>
<u>Margaret Haughton</u> Margaret Haughton, State Representative	<u>      </u>	<u>X</u>
<u>Dewayne Kennedy</u> Dewayne Kennedy, Portland Branch President	<u>X</u>	<u>      </u>
<u>Shannon Lewis</u> Shannon Lewis, Eugene Branch President	<u>X</u>	<u>      </u>



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## **Local 315 Policies**

Revised During August 14, 2020 Council Meeting

### **ARTICLE 1 – SALARIES AND COMPENSATION**

#### **Section 1** – President's Salary / Benefit package:

**Salary** – The basic salary of a full-time President will be figured on that individual's hourly postal rate with a 40-hour work week. In addition, the President will receive an additional 25% of his/her base salary. The President will receive all contractual and COLA raises and any bonuses which are received by Mail Handlers. If it is a percentage raise, that raise will be at the current Mail Handler rate of pay for the President. All contractual and COLA increases gained by the Office of President will become part of the President's base salary.

**Benefits** – Local 315, as the President's employer, will make payment directly to the Disbursing Officer for the employer portion of health and life insurance and Postal Retirement contributions not to exceed the benefits that the President had in the year prior to taking office. Local 315 will match the President's contribution to TSP up to a maximum of 5%. Local 315 will automatically contribute 1% to TSP if the President elects not to make voluntary contributions.

Local 315, as employer, will pay into the LIUNA Pension Fund as required by the LIUNA Local Union and District Council Pension Fund Agreement.

**Sick Leave** – The President will accrue sick leave at the rate as if he/she was still employed by the Post Office. The President can accumulate a maximum of 320 hours. At the end of each year all unused sick leave in excess of 320 hours will be bought out by the Local at the President's Postal Base Salary.

**Annual Leave** – The President will accrue annual leave at the rate he/she as if still employed by the Post Office. The President can accumulate a maximum of 320 hours. At the end of each year all unused annual leave in excess of 320 hours will be bought out by the Local at the President's Postal Base Salary.

#### **Section 2** – Other Officer/Personnel compensation:

- A) All Union officials (salaried or hourly) and any Union member paid by Local 315 for work or services to Local 315 will submit and sign either a "Time Sheet" and/or a "Monthly Report of Business Expense" form (if applicable) for each pay period in which they are paid by Local 315. All hours on any given day will be documented by: 1) start time; finish time, and 3) the type of work done or services provided.



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- B) Compensation for lost wages of non-salaried officers/ personnel on approved Union business will be paid on a "no-loss/no gain" basis according to their current Mail Handler rate of pay. No compensation will be made for the loss of overtime. Authorization for payment of Union business must be approved by the Local President or his/her designee.
- C) Union officials/personnel will be compensated for any lost annual/sick leave due to Leave Without Pay (LWOP) for approved Union business. Payment for lost leave must include proper documentation (3971's). Request for compensation must be submitted no later than December 31<sup>st</sup> of the year following the requested compensation. (i.e., request for 2019 Lost AL/SL must be submitted no later than December 31, 2020.)
- D) No officer shall receive severance pay of any kind except for documented and creditable sick and annual leave balances.

## **ARTICLE 2 – DUTIES OF OFFICERS**

**Section 1** – The President of Local 315 (or his/her designee) shall inform the Executive Board members of any voting he/she does on behalf of Local 315.

The President and Executive Board and Council will approve an annual budget. The budget will be finalized prior to the end of the second quarter of each year. The budget will include provisions for sending delegates to the National Convention and all approved programs including a budget for "Open Season" for the Mail Handler's Health and Benefit Plan.

**Section 2** – The treasurer will ensure that a detailed Treasurer's Report is submitted at each quarterly meeting of the Local Executive Board and/ or Council. The report will include a list of all expenditures and deposits made by our Local Union since the last meeting. This detailed report will include all expenditures indicating date paid, check number, payee, amount and purpose including documentation for any voided checks. This report will be available at each Executive Board/ Council meeting for any/all Executive Board/Council members to review. The treasurer will highlight or otherwise note all expenses other than normal monthly expenses to make it easier for others to review.

Every effort shall be made to have actual signatures of the President and Treasurer on all Local Union checks. Facsimile stamps for the President and/or Treasurer are to be used only on their approval. Every effort shall be made to gain pre-approval. Any checks bearing the facsimile signature shall be initiated and approved by the appropriate officer upon receipt of the bank report and checks.

When the Annual Local Audit is completed, all members of the Executive Board/ Council shall receive a copy as soon as possible.



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The Recording Secretary shall be responsible to take an annual inventory for all Union owned equipment and maintain an up to date file of such Union owned equipment and property.

**Section 3** – The Branch President of each installation shall ensure that bulletin boards are current and shall also ensure timely posting of National Mail Handler news, Local Labor/Management Minutes, Local Executive Board and/or Council Minutes and Branch Union meeting notices.

No publication, literature or posting on Union bulletin boards shall be permitted until first being reviewed by the Branch President. It shall be the responsibility of the Branch President to police and enforce this provision. If there is a question regarding the appropriate nature of the posting, the Local President shall make the final determination.

Each Branch President (or Officer) shall be responsible for any Union purchased equipment and upon his/her leaving the office held, he/she shall immediately surrender all Union owned equipment, property, keys and records to his/her successor or the Local Union headquarters office.

### **Section 4 – Meetings:**

The Local Council prohibits the use of alcoholic beverages during the Branch meetings and the General Membership Meetings within this Local.

The Recording Secretary shall identify who proposed and who seconded all motions put before the Executive Board and/or Council. If any member of the Executive Board and/or Council requests a formal tally of any particular motion, the Recording Secretary will include how each member voted in the minutes of the meeting.

The Recording Secretary shall ensure that all Executive Board and/or Council minutes are sent to all Officers within ten working days of the next scheduled Council and/or Executive Board meeting for consideration of additions and/or corrections to said minutes. The responses from Executive Board/Council members should be communicated by telephone or in writing to the President within seven (7) days from the date that the minutes were mailed.

**Section 5 – HANDLERGRAM** – All members of the Executive Board and/or Council may submit articles for the quarterly HANDLERGRAM – Local 315's Union Publication. Compensation of lost wages of non-salaried officers will be paid on a no loss/no gain basis for official union business. However, the newsletter editor shall be paid at 1.25 times his or her hourly wage for the time spent creating and editing the newsletter. In addition, non-salaried officers as arbitration advocates shall be paid at 1.5 times their hourly wage. All LWOP or paid time for union business must be approved in advance by the Local President.



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### **Section 6 – Political Action Committee – PAC**

All current and future members of Local 315's Executive Board/ Council are strongly encouraged to show their leadership by becoming financial contributing members of the Mail Handlers 'Political Action Committee'

**Section 7 – VACANCY IN OFFICE** - In the event of a vacancy in the office of Local President, the Vice-President shall assume the office of Local President.

**Section 8** – In the event that the Vice-President does not want to assume the office of Local President, there shall be a posting to the membership of this Local notifying them of this, and requesting that any member in good standing wishing to be considered for this position shall submit their name in writing to the Council. This posting shall be up for not less than fourteen (14) calendar days. The Vice-President shall then call a meeting of the Executive Board within three (3) working days for the purpose of filling the office of Local President from among the members of this Local who submitted their names and who meet the qualifications for office as determined by the Constitution, to serve the unexpired term of office.

**Section 9** – In the event of any other vacancy in the Executive Board develops, there shall be a posting to the membership of this Local notifying them of the vacancy, and requesting that any member in good standing wishing to be considered for the position shall submit their name in writing to the Council. This posting shall be up for not less than fourteen (14) calendar days. The Local President shall then call for a meeting of the Executive Board within three (3) working days for the purpose of filling the office of Local President from among the members of this Local who submitted their names and who meet the qualifications for office as determined by the Constitution, to serve the unexpired term of office.

## **ARTICLE 3 – STEWARDS**

**Section 1** – Shop stewards are expected to attend their respective Branch and Steward meetings. Regular stewards shall show cause for not being in attendance.

## **ARTICLE 4 -EXPENSES AND TRAVEL**

**Section 1** – Any out of town travel paid by Local 315 should have prior Executive Board approval. When possible, this should be done at regular scheduled Board/ Council meetings. In the absence of a meeting, a telephone poll of the Executive Board shall be conducted using Local 315's telephone poll form TP-3/97.



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**Section 2** – All persons traveling more than 50 miles from their normal workplace and on Local Union business as authorized by the Local President are entitled to receive meal allowances at the current government rate for each day traveled. For partial days, meal allowances will only be paid for mealtimes spent in traveling and as approved by the Local President.

**Section 3** – No meal allowances shall be paid for the Local Union business performed within 50 miles of a normal workplace unless specifically authorized by the Local Union President.

**Section 4** – All persons using their automobiles for Local Union purposes shall be reimbursed at the current rate per mile allowable by the IRS for actual miles driven, and as authorized by the Local President.

Amounts reimbursable for use of automobiles in lieu of airfare shall be limited to comparable amounts of airfare (plus destination taxi fares or automobile rental costs, if applicable). Only drivers of automobiles shall be reimbursed for mileage and not any passengers. Reimbursement for automobile trips in personal automobiles shall not exceed the expense of a comparable rental vehicle.

**Section 5** – Means of transportation shall be at the most economical and practical methods for the Local Union and shall be approved in advance of travel by the Local President. Every effort will be made to purchase discounted fares in advance. Expenses for Saturday night stay overs will not be approved unless it is documented that the additional costs of hotels, meals, etc. will save the Union money.

**Section 6** – All reimbursable expenses shall be documented on an expense report with full explanations of all expenditures together with supporting receipts.

**Section 7** – Each person traveling on Local Union business and as authorized by the Local President shall attempt to travel at times most suitable and convenient for the travelers and for the Local Union. The amount of travel time necessary depends on times, places and dates of meetings or Union functions, and means and availabilities of transportation.

**Section 8** – Members attending conferences, seminars, conventions or meetings shall not be compensated or reimbursed unless all sessions of business are attended until adjournment unless excused by the Local President or his/her designee.

**Section 9** – All Local Union credit cards are to be used exclusively for Union expenses. No charges will be allowed for personal expenses.

**Section 10** – No travel monies, except for the approved food allowance at the current government rate will be advanced to anyone. Airport taxi to and from will be reimbursed with the proper receipt. Tips for hotel bellmen, airport porter and maid service will be reimbursed.



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**Section 11** – All travel and expense records will become property of the Local and will remain filed with the Local Office for a minimum of seven years after which said files may be purged with approval of the Executive Board.

### **ARTICLE 5 – UNION OFFICE**

**Section 1** – The Local President shall work full-time hours as dictated by the needs of the position and shall be accountable to the Executive Board and accessible to the membership of this Union.

**Section 2** – The Local President is responsible for the operations of the Local Office. Access to its facilities, equipment and information will be coordinated by the President.

**Section 3** – Person on the payroll of this Local shall keep the Local President apprises of their location at all times.

### **ARTICLE 6 – MEMBERSHIP GOOD AND WELFARE**

**Section 1** – Local 315 shall have two social functions per year as long as funds are available. This does not preclude the Executive Board/ Council from endorsing other functions.

**Section 2** – Local 315 shall endorse the Annual Oregon Beach Cleanup in the fall of each year as long as funds are available.

### **ARTICLE 7 – CHANGES TO POLICIES**

**Section 1** – Any member may submit proposals to amend the Local Union Policies to the Local President in writing. Proposals to amend or change the Local Policies shall be submitted to the Local Union Council.

**Section 2** – The Local President shall notify the Local Union Council of proposals affecting the Policies and the proposals will appear on the next agenda list for the Council to address.

### **ARTICLE 8 DEATH BENEFITS**

The Local Union shall maintain a sufficient supply of sympathy cards. Upon notification of the death of a member or his/her immediate family, a card will be sent on behalf of the Union.

The end