

FREQUENTLY USED PS FORMS AND WHAT THEY'RE FOR

(Reminder: if it's not a PS form, don't sign it and request your steward)

PS 3996—Request if you're going to be over 8 on your own route (see back)

PS 3971—Request for or notification of absence (like annual or scheduled sick leave)

PS 3189—Request for a schedule change (ex. Temporary change of schedule (like switching day off) or start time)

PS 1767—Request to report a safety hazard (including working in the dark)

PS 1571—Request if you're asked or told by Management to curtail mail (get copy for yourself too). When filling this out, use a linear measurement. For example, 2 inches of standard flats. We don't do piece counts

PS 4565—Request if your vehicle needs repair (Keep copy for yourself too)

PS 4584—Observation of driving practices (*Management should provide copy to you after observing you on the street—if they don't, inform your steward*)

PS 4588—Observation of work practices (*Management should provide copy to you after observing working practices, in office or on street—if they don't, inform your steward*)

PS 50—Notification of personnel action (You will receive in the mail for step changes, etc.)

If you have any questions, reach out to your steward.

If you think you're going to go over 8 hours on your own route...

1. Verbally inform your manager you don't think you can complete assignment in 8 hours. Once you have done that, the manager is required to tell you what he or she wants you to do. Follow the manager's instructions. If you still believe you will not be able to finish your route in 8...
2. Request PS Form 3996 from your manager. If they refuse to provide you one, request your steward.
3. Once you get a 3996, fill it out completely. In the "Reason for Use of Auxiliary" box, write down why you believe you can't complete assignment in 8 hours. Give specific—not general—reasons.
4. If your manager denies your request, tell them you'll do your best, then ask what they want you to do if you are not able to deliver all the mail by the time they want you back. If they tell you to deliver all your mail and be back in 8, don't argue, say ok, and request a copy of your 3996.
5. Go to the street, do your best, and if you still believe you won't be able to finish in 8, notify your manager about 2 hours before you are scheduled to return and let them know where you are and how long you think it will take you to finish. Ask whether they want you to bring back the mail at the approved time or finish your route. Follow whatever instructions they give you. If they refuse to tell you what to do—or if you still can't finish in 8—return to the office within the allotted time and ask for further instructions. Make them make decisions, that's what they're paid for. We're just paid to deliver the mail.
6. Remember: don't ever return mail to the office and leave without getting instructions on what to do with the mail from a manager. Make a note of what instructions you were given and what time it was.

Know Your Maximum Hour Limits

If you're a CCA, PTF or on 8-hour list, you cannot be required to work more than 11.5 hours/day (12 with lunch)

If you're a FTR on the ODL, you cannot be required to work more than 12 hours/day (12.5 with lunch) or 60 hours/week

If you're a FTR on WA, you cannot be required to work more than 12 hours/day (12.5 with lunch) *on your own route* or 60 hours/week

During the penalty exclusion period, the above limits still exist if you're a CCA, PTF or 8-hour list. If you're on the ODL or WA, you may be required to work more than 12,