

**Special supplement to**  
*the Virginia Rural Letter Carrier*

**Your Post Office on Wheels**

**2011-12 VARLCA elected officers**

**Contact info; local unit assignments**



**President**  
Raymond L. Aubel Jr.  
P.O. Box 621  
Leesburg, Va., 20178  
Phone: 703-771-8618  
aubelfam@msn.com  
Locals 15, 19, 22, 34



**Vice President**  
Gary Stamper  
566 Hickory Lane  
Galax, Va., 24333  
Phone: 276-233-8539  
gary.stamper1@gmail.com  
Locals 8, 21, 38, 41



**Secretary-Treasurer**  
Debbie Atwell  
11100 Maiden Creek Rd.  
Abingdon, Va., 24210  
Phone: 276-944-4487  
Fax: 276-944-4011  
deb.atwell@gmail.com  
Locals 11, 23, 37, 42



**4-year  
Committeeman**  
Deborah J. Godfrey  
2625 Pine Forest Lane  
Chesapeake, Va., 23322  
Phone: 757-421-0075  
djg23322@yahoo.com  
Locals 29, 30, 31, 39



**3-year  
Committeeman**  
Thomas K. Turner  
P.O. Box 645  
Smithfield, Va., 23431  
Phone: 757-510-2607  
mailman3@gmail.com  
Locals 12, 14, 20, 27



**2-year  
Committeeman**  
Donald K. Osborne  
2178 Peppers Ferry Rd. NW  
Christiansburg, Va., 24073  
Phone: 540-381-9762  
dosborne2@verizon.net  
Locals 1, 3, 35, 40



**1-year  
Committeeman**  
Tammy K. Gould  
675 Blundon Road  
Reedville, Va., 22539  
Phone: 804-453-9005  
tammykgould@aol.com  
Locals 9, 13, 28

**T**hese officers have been assigned by President Ray Aubel to attend the Spring meeting for each local unit. The assignments were made to promote cost savings in travel. A window of dates the officers will be available will be published in a future edition of this publication. After that, local officers should contact the state board member assigned to their local and confer with him/her as to the date, time and place of the meeting as soon as possible in order to eliminate any scheduling conflicts.

**'Pull & Save' section full of helpful stuff**

**T**his special supplement to *the Virginia Rural Letter Carrier* contains everything you need to know about the VARLCA and how to make it work for you.

Inside its pages, you'll find contact information for every elected and appointed official, as well as all of the stewards and officers of each Local Unit across the state.

As required by the state constitution, the **VARLCA Constitution** is printed in its entirety in this section. For easy access to this vital document, flip the supplement over to the **back page**.

**Inside this special section:**

Appointed State Officers . . . . .	18
Area Stewards and Their Regions . . .	10
Grievance Form & Instructions . . . . .	6, 7
Local Elected Officers . . . . .	14
Membership Application . . . . .	17
Order of Consideration For a Route . .	4
Post Offices with Local Stewards . . . .	12
State Constitution . . . . .	C1
State/Assistant State Stewards . . . . .	5
Understanding the Grievance Process	6
What to Do When a Carrier Dies . . . . .	3
What Your Pay Stub Means . . . . .	2

# Make sure you know how to read your pay stub

Submitted By **DEBBIE ATWELL**  
**VARLCA Secretary-Treasurer**

The following Information, from [www.postalreporter.com](http://www.postalreporter.com), was modified to apply to rural carriers. It is deemed reliable but not guaranteed. The United States Postal Service makes periodic changes to the Earnings Statement as conditions change. Reading the E&D from top left to bottom right:

**PAYLOC:** Your pay location code indicates where you are assigned to work. (Often it is the last two digits of your work location ZIP Code).

**FINANCE NO:** Finance number for your work location.

**EMPLOYEE NAME:** Your name.

**EMPLOYEE ID NUMBER:** For privacy and security purposes USPS switched to an eight-digit employee identification number July 2003 (pay period 14-3)

**PAY PERIOD:** This is the pay period and year of the payments (PP-YR or 01-00). Each calendar year is broken up into 26 pay periods of two weeks each.

**SERIAL NUMBER:** This is either the serial number of the check issued to the employee or the sequence number of the Earnings Statement issued to the employee when the net pay has been directly deposited to a financial institution.

**DETAIL EARNINGS:** This is a general heading for several columns which identify the type and number of hours being compensated for, the week in which those hours occurred, the rate schedule and level, the designation/activity code, and the gross payment amount for the period.

**WK:** This specifies the week, either 1 or 2, of the pay period in which the hours were worked. If an adjustment is being made, the week that the adjustment is made for will be printed on that line.

**RSC:** This is the Rate Schedule Code for the hours stated. For rural carriers, this will be your route classification H, J, or K.

**LEV:** For rural carriers, this is the route number.

**RATE:** This is the Base Rate (annual or hourly), including the cost-of-living allowance (COLA) for the hours stated.

**CODE:** This is the employee's Designation/Activity code. EMA lines will show miles paid. Example: E46 = 46 miles.

**TYP:** This is the Type of Hours code. Codes include:

- G - Guaranteed time or guaranteed overtime hours
- H - Holiday work hours
- L - Leave hours (either paid leave or leave without pay)
- N - Night differential hours (for hours worked between 6 p.m. and 6 a.m.)
- O - Overtime hours
- V - Penalty overtime hours
- P - Out-of-Schedule Premium
- S - Sunday Premium
- W - Straight work hours

**HOURS:** This space will show the actual hours and hundredths worked for every hour type listed. *Exception* – regular rural carriers will show evaluated hours for days worked.

**Note:** EMA lines will show a T for Trips in TYP column and corresponding Hours will show number of Trips for that week.

**PAY:** This space will show the total gross pay for each type of hour worked. For rural carriers, you will also see X DAY BALANCE and INSURANCE INCOME under this heading.

**GROSS TO NET:** This is a general heading for two columns which show the total gross pay, all deductions, and the resulting net pay for the current pay period and the pay year-to-date.

**GROSS PAY:** This is the gross pay for this pay period and the year-to-date, including COLA.

**FED TAX:** This is the amount deducted for federal tax this period and year-to-date. Your claimed marital status and number of exemptions will appear next to FED TAX. M2 would mean married with two exemptions. S0 would mean single with no exemptions.

**ST TAX:** This is the amount deducted for state tax this period and year-to-date. Again, your claimed marital status and number of exemptions for the state will appear next to ST TAX. VAMO1 would indicate the taxes were withheld to the State of Virginia for a person married claiming one exemption.

**RETIRE:** This is the amount deducted to your retirement account for this pay period and year-to-date. You will see one of the following codes next to RETIRE:

- 1 CSRS Civil Service Retirement System
- 2 FICA Federal Insurance Contribution Act
- 5 CSRS Offset A combination of Civil Service Retirement and Federal Insurance Contribution
- 8 FERS or A FERS The Federal Employees Retirement System covers all career employees first hired on or after Jan. 1, 1984, and those CSRS employees who chose to convert to FERS. If you are covered by FERS, you will see one of the following codes next to FERS: 8 indicates hired after Jan. 1, 1984 or A indicates CSRS who chose to convert.

**FICA/MED:** This is the amount of FICA or Medicare deductions for this period and year-to date. If you were hired after 1984, your retirement contribution will be smaller and FICA/MED will be higher. Anything identified will show the dollar amount both for the pay period and year-to-date.

**ALOT** would indicate an authorized payroll deduction from your salary that is deducted each pay period for deposit to a financial institution.

**BOND** indicates participation in Savings Bond Purchases. E or I indicates type of bonds purchased.

**C:** followed by a 4-digit number would indicate a local charity campaign and where the money is sent.

**C SUP or CS/SS** indicates child support or alimony payments.

**GARN** would appear if you had a commercial garnishment levied against you.

**HP** followed by three letters or numbers would show your health benefit plan enrollment code.

**IN** indicates your life insurance choice.

**LEVY** would show a deduction has been made for some sort of outstanding taxes.

**NT BK** shows that after all deductions and allotments have been taken out, the net pay has been directly deposited to a financial institution.

**OTHER** would appear if indebtedness to another Federal agency other than the Postal Service has been taken out. A collection for a loan from the Veterans Administration for education might be an example.

**PO DB** means that a deduction has been made for some sort of indebtedness to the Postal Service. It might be for a previous overpayment, a shortage, a loss of or damage to the mails, loss of or damage to USPS property or vehicles, or perhaps outstanding travel or salary advances.

**TSP** indicates a withholding for the Thrift Savings Plan. If you participate in the plan, you will see two or more lines

(See 'Pay', Page 11)

# When a carrier dies . . .

## FOR ACTIVE CARRIERS:

Notify employee's immediate supervisor/postmaster.

- Notify the secretary-treasurer of the National Rural Letter Carriers' Association and the state secretary of the state RLCA where the deceased was a member. Give the Social Security number of the deceased employee.

- If the deceased employee was in receipt of a benefit payment from the U.S. Department of Veterans' Affairs (VA), you may notify the VA by calling (800) 827-1000. Spouses may also be entitled to VA death benefits and assistance.

- Notify local banks and/or postal credit unions.

- Notify the Social Security Administration at the local office.

- Contact insurance companies for policies on life (if Provident Guild, write Secretary-Treasurer, P.O. Box 105, Minster, Ohio, 45865-0105; if Federal Employees' Group Life Insurance, contact local personnel office; if NRLCA Life Insurance, contact 1630 Duke St., Alexandria, Va., 22314-3467), hospitalization (if NRLCA, write Rural Carrier Benefit Plan, 1630 Duke St., Alexandria, Va., 22314-3467), house and automobile (if GMAC Insurance Company, contact P.O. Box 66937, St. Louis, Mo., 63166-6937; or your local insurance carrier).

- Notify the Internal Revenue Service and state income tax department.

- Check for safety deposit box and instructions.

- Change name on all important papers to surviving party's name.

- Notify supervisor/postmaster/employees of the time and place of memorial service.

- Have the funeral director obtain enough death certifi-

cates for your needs. He/she can advise how many.

- Give supervisor/postmaster any items belonging to the Postal Service.

- Papers to fill out (available in some post offices from personnel section or postmaster):

**SF 2800** - Application for Death Benefits

**SF 1153** - Claim of Designated Beneficiary for Unpaid Compensation

**SF 155** - Claim for Unpaid Compensation, No Designated Beneficiary

**FE 6** - Claim for Benefits, Federal Employees Group Life Insurance

- Check with personnel section or postmaster for annuity for yourself and any minor children.

- If a previous marriage, secure divorce papers.

- If a present marriage, secure marriage license.

If the cause of death is due to a job-related injury, the Office of Workers' Compensation Programs (OWCP) will pay up to \$1,000 in burial expenses, minus any amount the VA pays.

In the case of job-related death, the survivor may also apply for an annuity from the OWCP. He/she may then choose the higher amount, but there are precautions that you need to discuss with personnel or the union on this subject.

As a surviving spouse, you are eligible to continue receiving the NRLCA magazine. Contact your state secretary to see if the state pays for subscriptions. If it does not, you can mail a check for \$20 to the NRLCA to continue receiving the magazine.

**Note:** A will should be seriously considered. If there is no will, an executor must be named and an expensive court action could result.

## FOR RETIRED CARRIERS

1. The survivor should notify either the Civil Service

Retirement System or the Federal Employees' Retirement System using the respective address below:

### **Civil Service Retirement System (CSRS)**

OPM

1900 E St. NW

Washington, D.C., 20415

Phone: 202- 606-1800

### **Federal Employees' Retirement System (FERS)**

OPM

1900 E St. NW

Washington, D.C., 20415

Phone: 202- 606-1800

When writing to the Office of Personnel Management, you should request:

- **SF 2800** - Application for Death Benefits

- **FE 6** - Claim for Benefits, Federal Employees' Group Life Insurance

Include the deceased employee's name, CSA number, your name and signature. Fill out these forms and return them with a certified copy of the death certificate in each envelope which you are provided.

Survivor annuities are not paid automatically. They must be applied for.

Return any checks addressed to the deceased employee to the address of the Treasury Department on the envelope in which they were mailed.

2. Notify the secretary-treasurer of the National Rural Letter Carriers' Association and the state secretary of the state RLCA where the deceased was a member. Give the Social Security number of the deceased employee.

3. If the deceased employee was retired from military service, notify the commanding officer of the nearest military installation.

4. If the deceased employee was in receipt of a benefit payment from the U.S.

Department of Veterans Affairs (VA), you may notify the VA by calling (800) 827-1000. Spouses may also be entitled to VA death benefits and assistance.

5. Change deceased employee's name to survivor's name on all important papers.

6. Notify insurance companies for policies on life (if Provident Guild, write Secretary-Treasurer, P.O. Box 105, Minster, Ohio, 45865-0105; if Federal Employees' Group Life Insurance, contact local personnel office; if NRLCA Life Insurance, contact 1630 Duke St., Alexandria, Va., 22314-3467), hospitalization (if NRLCA, write Rural Carrier Benefit Plan, 1630 Duke St., Alexandria, Va., 22314-3467), house and automobile (if GMAC Insurance Company, contact P.O. Box 66937, St. Louis, Mo., 63166-6937; or contact your local insurance carrier).

7. Notify the Social Security Administration.

8. Notify the Internal Revenue Service and state income tax department.

9. Notify local bank(s) and/or credit unions.

10. Check safety deposit box and instructions.

11. Have funeral director obtain the appropriate number of death certificates needed. He/she can advise how many.

12. If previously married, secure divorce papers.

13. If presently married, secure marriage license.

14. If the cause of death is due to a job-related injury, the Office of Workers' Compensation Programs (OWCP) will pay up to \$1,000 burial expenses, minus any amount the VA pays.

**(See 'When',  
Page 16)**

## ORDER OF CONSIDERATION (Covering a route when a regular carrier is absent)

This page is a manager's aid. The National Agreement, applicable MOUs, Step 4 decisions, F-21 Postal Bulletins and similar documents must be followed.

1. Primary assigned leave replacement. Entitled to weekly Evaluated Hours when covering route for full week and then may be replaced to avoid overtime or additional overtime. (Article 30.2.0)

They may be required and/ or request to take a relief day on J or K routes. Note: This does not have to be the same relief day as the regular. (Article 30.2.H)

When a leave replacement is needed on a day-by-day basis, if the primary substitute, RCA or RCR is available, they must be scheduled for work on their primary assignment, even if the worked hours will result in compensation at the overtime rate. (March 14, 2005, Pre-Arbitration Settlement G00R-4G-C 02139495)

2. Any available PTF rural carrier (within office/installation) may be utilized before a Sub, RCA or RCR on any route except for the primary assignment of the leave replacement or a six-day auxiliary route assignment.

3. Assign 2nd carrier on the matrix for that route. (No Entitlement or Overtime).

4. Assign 3rd carrier listed on the matrix for that route. (No Entitlement or Overtime).

5. Assign, by seniority, to 'qualified' substitute, RCA or RCR in that delivery unit. (Qualified means previously trained on or been utilized on the route). (No Entitlement or Overtime).

### NOTES:

\* Those rural carriers with annual leave in conjunction with their relief day are bypassed until everyone on and off the relief day work list has been required to work the relief day first. If the need for a rural carrier still exists and all leave replacements and regulars on their relief day are scheduled to work, the carriers with annual leave in conjunction with their relief day may be required to work their relief day in the order they would have been assigned (in accordance with Article 8.5) if not for the leave.

\*\* 'R' Day: The 'X' day is to be immediately scheduled, or scheduled no later than the day the relief day is worked, by mutual agreement between the carrier and the Employer. The scheduled 'X' day must be within the next twelve (12) weeks. PS Form 3971 must be completed for the mutually agreed 'X' day.

6. Management has several options

Designate any other leave replacement in the office (installation). (Art. 30.2.D.4.) This includes other Subs, RCAs, RCRs, and qualified or unqualified TRCs.

Split route between RCAs or an RCA who serves regular & auxiliary route (12 hours of assigned work or less)

Select a regular carrier to work in accordance with Article 8.5. (See Note \* below)

a.) Select regulars on the Relief Day Work List (RDWL) in order of seniority on a rotating basis. Regular carriers selected from the RDWL have three ways to be paid, (at the carrier's option):

- 'R' Code - Carrier/Manager mutually agree when 'X' Day will be taken, complete 3971. \*\*
- '3' Code - 50 percent additional pay, manager schedules 'X' Day within 12 weeks.
- '5' Code - 150 percent additional pay, no 'X' Day.

b.) Accept a regular who volunteers that is not on the RDWL. (Carrier is paid DACA '3' only)

c.) Require regular carrier, who is not on the RDWL or does not volunteer, by juniority. (Carrier is paid DACA '3' only)

**Exception:** You may bypass any regular carrier from working a relief day if it will cause them to exceed 2080/2240 or 56 hours within (1) week. This includes RDWL, voluntary, or mandatory (Article 8.5.C)

7. Any other leave replacement from another Post Office (PTF, Sub, RCA, RCR, TRC). (See Sept. 1, 2000, letter signed by Andrea B. Wilson)

8. Emergencies: Any 'suitable' non-rural, postal employee may be designated by management. (Article 30.2.D.5)

# Do you know your local steward?

## Need a steward? Follow these steps



**WAYNE  
HARRISON**  
State Steward

**O**n the following pages, you will find several articles related to the work of your local, area, assistant state and state stewards. Hopefully you will never have to make use of a steward, but in the event you ever do, don't hesitate to call, and use the following information as your guide.

When contacting a steward, please follow these instructions.

**1. Local Stewards:** If you have a local steward in your office, this is your contact person. He/she was elected by the members in your office to represent you with union issues. Make sure when you need to talk to your steward that you clear it through management first.

Stewards also have to have clearance from management to conduct union business on the floor. All costs relating to union business at the local level is borne by the USPS.

**2. Area Steward:** If there is no local steward assigned to your office, look at the list of area stewards to find the area steward nearest your office and contact him/her.

**3.** If there is no area steward close to you, go to the state level list and contact the steward that is assigned to your district.

**4.** If you have gone through all of the above and are unable to contact a steward, notify the state steward for assistance.

If this procedure is followed it will make our steward system work for all of us and it will be more cost effective for our association.

**To reach the state steward:**

P.O. Box 651  
Callao, Va., 22435  
Phone: 804-529-7902  
statesteward@hughes.net

When contacting a steward, please do not call them at their post office while they are working, unless it is an emergency. Remember, they are working their mail and trying to get out on the street, as well as you. If you do need to call, be brief and to the point so you

won't keep the steward on the phone for a long period of time.

The best time to contact a steward is in the evening, between 7 and 9 p.m. Remember, stewards also have families, but that doesn't mean you shouldn't call when you need assistance.

When calling and you have to leave a message, please speak slowly and clearly. Give your name, the office where you work, your phone number and the reason for calling. It is a good idea to repeat your name and number. I have had carriers call me and leave me their name and number but I didn't have a clue as to what they said.

This applies to local, area and state level stewards. When you leave a message and don't receive a return call within two days, call back and let the steward know that this is your second call. The steward you are calling may be out on union business, taking their day off, etc. When you do call, give them a reasonable amount of time to call you back. If you call a steward and do not get a return call after two calls then call the assistant or state level steward for assistance.

*Please do not bypass the steward assigned to you.* The steward assigned to your area is more familiar with the office and issues that are related to you. As long as your steward is enforcing the contract and representing you in disciplinary issues, personal feelings or conflicts should not be an issue. If there are instances where you are not receiving due process from your assigned steward, let your state level steward, me or the state president know immediately.

If you are in an office without a local steward, please consider becoming a steward to represent your co-workers.

It has been my objective since I became state steward to have a local steward in every post office in Virginia. I thank all of our stewards - local, area and state for all they do. They make the Virginia steward system the best.



**Assistant  
State Steward  
William M. Gilliom Sr.**  
**NOVA District**  
15212 Crescent St.  
Dale City, Va., 22193  
Phone: 703-939-5816  
wmgilliomsr@verizon.net

**Assistant  
State Steward  
Roger Robinson**  
**Appalachian District**

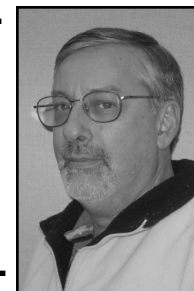
201 Maywood St.  
Blacksburg, Va., 24060  
Phone: 540-808-3267  
RogerRobinson24060@msn.com



**Assistant  
State Steward  
John Bradley**  
**Richmond District**  
P.O. Box 58  
Heathsville, Va., 22473  
Phone: 804-724-1582  
Bradleyj224@aol.com

**Assistant  
State Steward  
Tom Sisk**  
**NOVA District**

13303 Nickleson Dr.  
Woodbridge, Va., 22193  
Phone: 703-939-5817  
TESisk14@aol.com



**F**or a list of area stewards and their assignments, see Page 10; for post offices with a local steward, see Page 12.

**Send any updates/corrections to these lists to State Steward Wayne Harrison.**

# The grievance process: Understanding how it works

Submitted By **WAYNE HARRISON**  
**VARLCA State Steward**

I get numerous calls on the grievance process and how it works. I can see there is a lot of confusion about the system.

In Part 1 of this article, we will be dealing with the grievance process from the discussion all the way through Step 4. We are in a world now where everything is instant, however that is not the case in the grievance process. It takes a considerable amount of time for a grievance to be processed, especially if it goes all the way to arbitration. If it goes that far, you are probably looking at a year or more.

When processing grievances, we have to abide by the contract so that is what we will be using to go step-by-step in the process.

In Part 2, we will be discussing Article 16, which deals with the discipline procedure.

Please take the time to read this article to better understand the grievance process and your rights within the national agreement.

## ARTICLE 15 GRIEVANCE AND ARBITRATION PROCEDURE

### Section 1. General Policy

Grievances which are filed pursuant to this Article are to be processed and adjudicated based on the principle of resolving such grievances at the lowest possible level in an expeditious manner, insuring that all facts and issues are identified and considered by both parties. In the event that a grievance is processed beyond Step 1, both parties are responsible to insure all facts, issues and documentation are provided to the appropriate union and management officials at the next higher level of the grievance procedure. The parties further agree that at any step in the grievance procedure, the Union representative shall have full authority to settle or withdraw the grievance in whole or in part. The Employer representative, likewise, shall have full authority to grant, settle or deny the grievance in whole or in part.

### Section 2. Definition

A grievance is defined as a dispute, difference, disagreement or complaint between the parties related to wages, hours, and conditions of employment. A grievance shall include, but is not limited to, the complaint of an employee or of the Union which involves the interpretation, application of, or compliance with the provisions of this Agreement.

### Section 3. Procedure

#### Step 1:

a. Any employee who feels aggrieved must discuss the grievance with the employee's immediate supervisor within fourteen (14) days of the date on which the employee or the Union has learned or may reasonably have been expected to have learned of its cause. The employee may be accompanied by the steward or a Union representative, if the employee so desires.

b. For other than disciplinary actions the Union may also initiate a grievance at Step 1 in accordance with the above, and may initiate a class grievance at Step 1 when the grievance concerns the complaint of more than one employee in the office. If the Union initiates a grievance, the steward or

Union representative is the only appropriate party to meet with the appropriate supervisor.

c. If no resolution is reached during such discussion, the supervisor shall promptly annotate a joint Step 1 grievance form, indicating briefly the issue and the date of the initial discussion, which constitutes the Step 1 filing date. The grievance will then be considered further by the installation head or designee and the steward or a union representative.

d. The installation head or designee will meet with the steward or a Union representative at the local installation as expeditiously as possible to jointly develop the facts and the

**(See 'Grievance', Page 8)**

### Instructions for completing PS 8191

To file a Step 1 grievance: Fill out the 8191 (SAMPLE ON NEXT PAGE), 1 through 2c, and take it to the supervisor. If there is no settlement at that time, the grievant then tells the supervisor that he/she wants to grieve the problem, and at that time the supervisor annotates the 8191 (3a) date of incident, (3b) date of discussion, and (3c) if it was timely. This must be done within 14 days of the incident. It is the grievant's responsibility to notify the steward who will be handling the issue that he/she wants to file a grievance. The steward then has 10 days to meet with management. (The PS Form 8191 is available from management or may be downloaded at [www.varlca.org](http://www.varlca.org)).

**Items 1a through 2c** - Self explanatory.

**3a.** - Enter the date when the event causing the grievance occurred, or when the employee or union first became aware of the event.

**3b.** - Enter the date the employee and supervisor discussed the grievance pursuant to Article 15.3 Step 1 a.

**3c.** - Indicate if time limits have been extended in the space designated. (Explain.)

**4.** - Enter a statement in the form of a question.

Examples: Was there just cause for the letter of warning dated MM/DD/YYYY issued to the grievant for unsatisfactory work performance? Did management violate Article 30.2.G when the grievant was denied the auxiliary route assignment on MM/DD/YYYY?

**5.** - Manager and/or Steward: Annotate any contractual or handbook provisions involved in the grievance.

**6.** - Manager and/or Steward: List all relevant facts not in dispute.

**7.** - Manager: List any facts in dispute based on your understanding of the facts.

**8.** - Manager: Provide concise, descriptive statements to support management's position and reason for denying the grievance.

**9.** - Steward: List any facts in dispute based on your understanding of the facts.

**10.** - Steward: Provide concise, descriptive statements to support the union's position for the grievance.

**11.** - Steward: Provide a specific statement of the remedy the union is requesting. Do not list any settlement offers on this form.

**12a.** - Manager: Check the appropriate box.

**12b.** - Manager: Self explanatory.

**13.** - Manager: Sign and provide telephone number.

**14.** - Steward: Sign and provide telephone number.



**USPS-NRLCA Joint Step 1 Grievance Form**

1a. Grievant's Name <i>(Last, first, middle initial)</i>		1b. Grievant's EIN <i>(Employee Identification Number)</i>
1c. Grievant's Title, Designation Code, and Route No.		1d. Telephone No. <i>(Include area code)</i>
1e. Grievant's Mailing Address		
2a. Post Office	2b. Branch/Station	2c. Telephone No. <i>(Include area code)</i>
3a. Date of Incident	3b. Date of Step 1 Discussion with Supervisor <i>(Filing date)</i>	3c. Was Grievance Timely? <i>(Explain)</i>
4. Issue <i>(Complaint)</i>		
5. Contract Provisions <i>(Articles at issue)</i>		
6. Full, Detailed Statement of Undisputed Facts <i>(Attachments, as necessary)</i>		
7. Management's Full, Detailed Statement of Disputed Facts <i>(Attachments, as necessary)</i>		
8. Management Contentions		
9. Union's Full, Detailed Statement of Disputed Facts <i>(Attachments, as necessary)</i>		
10. Union Contentions		
11. Remedy Sought by the Union		
12a. Disposition <i>(Check one)</i> <input type="checkbox"/> Settled <input type="checkbox"/> Denied <input type="checkbox"/> Withdrawn <input type="checkbox"/> Sustained <input type="checkbox"/> Other <i>(Specify)</i>		12b. Date of Disposition
13. Signature of Installation Head or Designee and Telephone No.		14. Signature of Union Step 1 Official and Telephone No.

## Grievance (From Page 6)

grievance filed and to attempt to resolve the grievance. The parties shall cooperate fully in the effort to develop all necessary facts, including the exchange of copies of all relevant papers or documents in accordance with Article 31. In those cases involving discipline, the parties may mutually agree to jointly interview witnesses where desirable to assure full development of all facts and contentions.

**e.** The joint grievance file shall include, at a minimum: (1) the joint Step 1 grievance form; (2) a full, detailed statement of undisputed facts; (3) full, detailed statements from management and the union of any disputed facts; (4) contentions of the parties; (5) contractual provisions involved; (6) any written statements from witnesses or other individuals; (7) copies of all relevant papers or documents; and (8) remedy sought.

**f.** If the parties are unable to resolve the grievance within 10 days of the Step 1 discussion, the Step 1 grievance form will be annotated accordingly, and the Union may appeal the grievance to Step 2 within seven days thereafter. Such appeal must include copies of the joint grievance file and the Step 2 appeal form. The parties may extend these time limits, as necessary, by mutual agreement.

### Step 2:

**a.** The Step 2 appeal shall be filed with the Manager, Human Resources, at the appropriate district office. In all grievances appealed from Step 1 or filed at Step 2, the grievant shall be represented for all purposes by a steward or a Union representative.

**b.** Within 10 days of the receipt of the appeal, the Employer's Step 2 representative will meet with the appropriate state steward or designee to attempt to resolve the grievance, unless the parties agree upon a later date. The parties shall cooperate fully in sharing all relevant and necessary information not previously included in the joint grievance file.

**c.** Any settlement or withdrawal of a grievance in Step 2 shall be in writing or shall be noted on the grievance form, but shall not be a precedent for any purpose, unless the parties specifically so agree or develop an agreement to dispose of future similar or related problems.

**d.** Where agreement is not reached, the Employer's decision shall be furnished to the state steward or designee in writing within seven days after the Step 2 meeting unless the parties agree to extend the 7-day period. The decision shall include a full statement of the Employer's understanding of (1) all relevant facts, (2) the contractual provisions involved, and (3) the detailed reasons for denial of the grievance.

**e.** The Union may appeal an adverse Step 2 decision to Step 3 within 15 days after receipt of the Employer's decision, unless the parties' representatives agree to extend the time for appeal. Any appeal must include copies of (1) the joint grievance file, (2) the Employer's written Step 2 decision, and (3) the Step 3 grievance appeal form.

### Step 3:

**a.** Any appeal from an adverse decision in Step 2 shall be in writing to the Employer's Step 3 representative, with a copy to the Employer's Step 2 representative and the appropriate District Human Resources Manager.

**b.** The grievant shall be represented at the Step 3 level by the Union's Executive Committeeman, or appropriate designee. Unless the representative is an area, assistant

state steward, or state steward, the representative shall not be the individual who acted as the Step 2 representative.

**c.** In cases of discipline or discharge, the management representative at Step 3 shall be a person who has had no direct connection with the case and who is at a higher management level than the Employer's Step 2 representative.

**d.** The Step 3 meeting of the parties' representatives to discuss the grievance shall be held within 15 days after it has been appealed to Step 3. Each party's representative shall be responsible for making certain that all relevant facts and contentions have been developed and considered.

**e.** The Employer's written Step 3 decision on the grievance shall be provided to the Union's Step 3 representative within 15 days after the parties have met in Step 3, unless the parties agree to extend the 15-day period. Such decision shall state the reasons for the decision in detail and shall include a statement of any additional facts and contentions not previously set forth in the record of the grievance as appealed from Step 2.

**f.** The Union may appeal an adverse decision directly to arbitration at the area level within 21 days after the receipt of the Employer's Step 3 decision in accordance with the procedure hereinafter set forth; provided the Employer's Step 3 decision states that no interpretive issue under the National Agreement or some supplement thereto which may be of general application is involved in the case.

**g.** If either party's representative maintains that the grievance involves an interpretive issue under the National Agreement, or some supplement thereto which may be of general application, the Union representative shall be entitled to appeal an adverse decision to Step 4 (national level) of the grievance procedure. Any such appeal must be made within 21 days after receipt of the Employer's decision and include copies of the joint grievance file, all grievance forms and appeal forms, and the Step 2 and Step 3 decisions. The Union shall furnish a copy of the Union appeal to the Employer's Step 3 representative and the appropriate District Human Resources Manager.

**h.** A copy of the Step 3 decision shall be enclosed with the letter of appeal to Step 4 or to arbitration as appropriate. It is further agreed that the National President of the Union or the Employer's representative shall have authority to overrule the parties at Step 3 regarding a mutual decision to appeal a case from Step 3 directly to arbitration.

**i.** Where grievances appealed to Step 3 involve the same, or substantially similar issues or facts, one such grievance to be selected by the Union representative shall be designated the "representative" grievance. If not resolved at Step 3, the 'representative' grievance may be appealed to Step 4 of the grievance procedure or to arbitration in accordance with the above. All other grievances which have been mutually agreed to as involving the same, or substantially similar issues or facts as those involved in the 'representative' grievance shall be held at Step 3 pending resolution of the 'representative' grievance, provided they were timely filed at Step 1 and properly appealed to Steps 2 and 3 in accordance with the grievance procedure.

Following resolution of the 'representative' grievance, the parties involved in that grievance shall meet at Step 3 to apply the resolution to the other pending grievances involv-

**(Continued on next page)**



## Grievance

### (Continued from previous page)

ing the same, or substantially similar issues or facts. Disputes over the applicability of the resolution of the 'representative' grievance shall be resolved through the grievance-arbitration procedures contained in this Article. In the event it is decided that the resolution of the 'representative' grievance is not applicable to a particular grievance, the merits of that grievance shall also be considered.

j. A grievance may be filed by the Union's Executive Committeeman directly at Step 3 of the grievance procedure where a policy matter at a district or area level is involved. Such policy must direct an action which violates the National Agreement, and affects more than one office. The grievance may be filed prior to, but not later than 14 days after implementation of the change.

#### Step 4:

The parties shall meet at the national/level promptly, but in no event later than 21 days after appealing a Step 3 decision to Step 4 in an attempt to resolve the grievance. A written decision by the Employer will be rendered within 15 days after the Step 4 meeting unless the parties agree to extend the 15-day period. The decision shall include an adequate explanation of the reasons thereof. In any instance where the parties have been unable to dispose of a grievance, the National President of the Union shall be entitled to appeal it to arbitration at the national level within 30 days after receipt of the Employer's Step 4 decision.

### Part 2 ARTICLE 16 DISCIPLINE PROCEDURE

#### Section 1. Statement of Principle

In the administration of this Article, a basic principle shall be that discipline should be corrective in nature, rather than punitive. No employee may be disciplined or discharged except for just cause such as, but not limited to, insubordination, pilferage, intoxication (drugs or alcohol), incompetence, failure to perform work as requested, violation of the terms of this Agreement, or failure to observe safety rules and regulations. Any such discipline or discharge shall be subject to the grievance-arbitration procedure provided for in this Agreement, which could result in reinstatement and restitution, including back pay.

For minor offenses by an employee, management has a responsibility to discuss such matters with the employee. Discussions of this type shall be held in private between the employee and the supervisor. Such discussions are not considered discipline and are not grievable. Following such discussions, there is no prohibition against the supervisor and/or the employee making a personal notation of the date and subject matter for their own personal record(s). However, no notation or other information pertaining to such discussion shall be included in the employee's personnel folder. While such discussions may not be cited as an element of a prior adverse record in any subsequent disciplinary action against an employee, they may be, where relevant and timely, relied upon to establish that employees have been made aware of their obligations and responsibilities. The appropriate discipline which should be issued to a rural carrier craft employee may differ according to the offense; however, it is generally the case for those offenses that war-

rant progressive discipline, employees receive: letter of warning, seven-day suspension, fourteen-day suspension, and removal.

#### Section 2. Letter of Warning

A letter of warning is a disciplinary notice in writing, identified as an official disciplinary letter of warning which shall include explanation of a deficiency or misconduct to be corrected.

#### Section 3. Suspensions

Suspensions shall not be served as time off, but will be paper suspensions, except in those cases when an employee is in a non-duty, non-pay status as described in Sections 4 and 5 below. Such paper suspensions shall indicate the length of the suspension with a written notice of the charges against the employee.

An employee who has received a 14-day paper suspension will be given a day of reflection, provided it is agreeable to the Union. If the employee is directed to take the day of reflection he or she will be placed in a paid, non-duty status for one scheduled work day. The purpose of the day of reflection is for the employee to reflect upon the seriousness of the factors which led to the discipline, to consider that should the deficiency not be corrected, the employee can normally expect that the next step of progressive discipline will be removal, and to resolve to correct his or her behavior to conform to the standards necessary for the employee to remain with the Postal Service.

Prior to the employee being directed to take a day of reflection, the employee's Union representative and the Employer will conduct a mandatory session with the employee. During this session both the Union representative and the Employer will discuss with the employee the seriousness of his or her deficiency and attempt to reach an understanding and commitment by the employee to use the day of reflection on how to correct his or her deficiency and avoid subsequent removal. Both parties will impress upon the employee that should the employee fail to correct his or her behavior, the employee can normally expect that the next step of the progressive discipline will be removal.

The Union's participation in this session will not prejudice the Union's position in grievance-arbitration on the merits of the discipline. Failure to grant an employee a day of reflection will not be considered a denial of due process or be considered a procedural or substantive defense if the employee is subsequently removed.

#### Section 4. Discharge or Crime Situation

In the case of discharge, any employee shall, be entitled to an advance written notice of the charges against the employee and shall remain either on the job or on the clock at the option of the Employer for a period of 30 days. Thereafter, the employee shall remain on the rolls (non-pay status) until disposition of the employee's case has been had either by settlement with the Union or through exhaustion of the grievance-arbitration procedure.

When there is a reasonable cause to believe an employee is guilty of a crime for which a sentence of imprisonment can be imposed, the advance notice requirement shall not apply

(See 'Grievance', Page 11)

# Area stewards and their assignments

## ABINGDON

**Debbie Atwell**

11100 Maiden Creek Road  
Abingdon, Va., 24210  
(H) 276-944-4487  
(C) 276-608-1456  
deb.atwell@gmail.com

### Assigned Offices

At Large

## AMHERST

**Sandi Maitland**

116 Meadow Green Ct.  
Amherst, Va., 24521  
(H) 434-946-5855  
(C) 434-610-9285  
sandim673@gmail.com

### Assigned Offices

Scottsville-24590

## ASHBURN

**Ray Aubel**

P.O. Box 621  
Leesburg, Va., 20178-0621  
(H) 703-771-8618  
(O) 703-406-6202  
aubefam@msn.com

### Assigned Offices

Blue Mount - 20135  
Delaplane - 20144  
Hamilton - 20158  
Linden - 22426  
Lovettesville - 20180  
Marshall - 20115  
Middleburg - 20117  
Purcellville - 20132  
Round Hill - 20141  
The Plains - 20198  
Upperville - 20184  
Waterford - 20197

## BASSETT

**Connie Hale**

104 Maplewood Ave.  
Stanleytown, Va., 24168  
(H) 276-732-7681  
czh1276@gmail.com

### Assigned Offices

At Large

## George Harbour Jr.

2365 Fairystone Park Hwy.  
Stuart, Va., 24171  
(H) 276-930-2344  
(C) 276-734-1032  
harbour909@embarqmail.com

### Assigned Offices

(At large)

## BLACKSBURG

**Don Osborne**

2178 Peppers Ferry Road  
Christiansburg, Va., 24073  
(H) 540-381-9762  
(O) 540-320-9762  
dosborne2@verizon.net

### Assigned Offices

At Large

## CALLAO

**Tammy Gould**

675 Blundon Rd.  
Reedville, Va., 22539  
(H) 804-453-9005  
(C) 804-577-7071  
TammyKGould@aol.com

### Assigned Offices

Burgess - 22432  
Farnham - 22460  
Heathsville - 22473  
Irvington - 22480  
Kilmarnock - 22482  
Kinsale - 22488  
Lancaster - 22503  
Reedville - 22539  
Warsaw - 22572  
Weems - 22576  
Whitestone - 22578

## CHARLOTTESVILLE

**Clara Lowery**

166 Oliver Lane  
Ruckersville, Va., 22968  
(C) 4344092840  
mailLadyRR08@yahoo.com

### Assigned Offices

Esmont - 22937  
Faver - 22938  
North Garden - 22959  
Schuyler - 22969

## CHESAPEAKE

**Maria Herzog**

1616 Deer Court  
Virginia Beach, Va., 23457  
(H) 757-721-9684  
(C) 7572847919  
mariaherzog@cox.net

### Assigned Offices

Chesapeake (all branches)  
Virginia Beach (all )

## CHINCOTEAGUE

**Susan Birch**

5279 Cedar Drive  
Chincoteague, Va., 23336  
(H) 757-336-6181  
(C) 7578941430  
smbirch@verizon.net

### Assigned Offices

New Church - 23415

## CHRISTIANSBURG

**Cindy Chatneuff**

1743 White Rock Road NW  
Floyd, Va., 24091  
5407639663  
5402505135  
chatneuf@swva.net

### Assigned Offices

At Large

## CLARKSVILLE

**Charles Morningstar**

2128 Carters Point Road  
Buffalo Junction, Va., 24529  
(H) 434-374-8744  
cmstar@kerrlake.com

### Assigned Offices

Halifax - 24558  
Petersburg - 23803  
Scottsburg - 24589  
South Boston- 24592  
Virgilina - 24598

## COPPER HILL

**Cora Spence**

137 Goff Road NE  
Check, Va., 24072  
(H) 540-651-4307  
(C) 540-239-3522  
clspence@swva.net

### Assigned Offices

Bent Mountain - 24059

Callaway - 24067

Copper Hill - 24079

Dugspur - 24325

Floyd - 24091

Pilot - 24138

Riner - 24149

Willis- 24380

## FALMOUTH

**Terry Love**

13104 Platoon Drive  
Spotsylvania, Va., 22553  
(H) 540-972-9638  
(C) 540-429-5463  
rural14@peoplepc.com

### Assigned Offices

Bowling Green - 22427  
Colonial Beach - 22443  
Partlow - 22534  
Woodford - 22580

## GALAX

**Gary Stamper**

566 Hickory Lane  
Galax, Va., 24333  
(H) 276-233-8539  
gary.stamper1@gmail.com

### Assigned Offices

Ararat - 24053  
Austinville - 24312  
Chilhowie - 24319  
Elk Creek - 24326  
Fries - 24330  
Galax - 24333  
Independence - 24348  
Laurel Fork - 24352  
Marion - 24354  
Mouth of Wilson - 24363  
Rural Retreat - 24368  
Sugar Grove - 24375  
Trout Dale - 24378

## LYNCHBURG

**James Pillow**

132 Poplar Drive  
Appomattox, Va., 24522  
(H) 434-352-0281  
(C) 434-907-0412  
JP24502RT15@aol.com

### Assigned Offices

Appomattox - 24553  
Concord - 24538  
Gladstone - 24553  
Spout Spring - 24593  
Wingina - 24599

## MANASSAS

**Donald Shuemaker**

8644 Burnside Court  
Manassas Park, Va., 20111  
(H) 703-393-1068  
(C) 703-895-9266  
deshue@yahoo.com

### Assigned Offices

Manassas Main - 20110  
Manassas Annex - 20110

## MIDLOTHIAN

**Tracy Bartlett**

1500 Dorset Road  
Powhatan, Va., 23139  
(H) 804-598-7986  
(C) 804-937-4923  
bartlett472@aol.com

### Assigned Offices

Amelia Courthouse - 23002  
Columbia - 23038  
Jetersville - 23083  
Manakin-Sabot - 23103  
Powhatan - 23139

The list of area  
stewards  
continues on  
Page 16.

## Grievance (From Page 9)

and such an employee may be immediately removed from a pay status.

Nothing in Section 3 above will preclude time-off suspensions in instances where modification of a discharge is agreed to by the parties as a settlement or a third party determines to reduce the penalty of discharge to a time-off suspension. Such instances of time-off suspension or non-pay, non-duty status do not entitle the employee to a day of reflection.

### Section 5. Emergency Procedure

An employee may be immediately placed on an off-duty status (without pay) by the Employer, but remain on the rolls where the allegation involves intoxication (use of drugs or alcohol), pilferage, or failure to observe safety rules and regulations, or in cases where retaining the employee on duty may result in damage to U.S. Postal Service property, loss of mail or funds. or where the employee may be injurious to self or others. The employee shall remain on the rolls (non-pay status) until disposition of the case has been had. If it is proposed to discharge the employee, the emergency action taken under this section may be made the subject of a separate grievance.

### Section 6. Review of Discipline

In no case may a suspension or discharge be imposed upon an employee unless the proposed disciplinary action has first been reviewed and concurred in by a higher authority. Such concurrence shall be in writing.

In associate post offices of 20 or less employees, or where there is no higher level supervisor than the supervisor who proposes to initiate suspension or discharge, the proposed disciplinary action shall first be reviewed and concurred in by a higher authority outside such installation or post office before any proposed disciplinary action is taken.

### Section 7. Veterans' Preference

A preference eligible is not hereunder deprived of whatever rights of appeal the employee may have under the Veterans' Preference Act. However, if the employee appeals under the Veterans' Preference Act, the employee thereby waives access to any procedure under this Agreement beyond Step 3 of the grievance-arbitration procedure.

A preference eligible who chooses to appeal the suspension of more than 14 days or the employee's discharge to the Merit Systems Protection Board (MSPB) rather than through the grievance-arbitration procedure shall remain on the rolls (non-pay status) until disposition of the employee's case has been had either by settlement or through exhaustion of the MSPB appeal.

### Section 8. Employee Discipline Records

The records of a disciplinary action against an employee shall not be considered in any subsequent disciplinary action if there has been no disciplinary action initiated against the employee for a period of two years, except that a Letter of Warning shall not be considered in any subsequent disciplinary action if there has been no disciplinary action initiated against the employee for a period of one year.

## Pay (From Page 2)

regarding the Plan. The first line would indicate either the percentage of withholdings OR the dollar amount.

**TSP02** indicates a 2 percent withholding.

**TSP \$** followed by a dollar amount indicates a regular dollar amount participation.

**SOSEC** indicates social security withholding.

**UN L** Union Dues

**NET PAY:** This is what you have left

**EM-E** for rural carriers indicates amount of EMA for this period and year-to-date.

**LEAVE STATUS:** This general area identifies the employee's use and balances of Annual and Sick leave, and Leave Without Pay for the pay period and year.

### ANNUAL LEAVE

**FROM PREV YR:** This is the number of hours carried over from the previous year.

**EARNED-THIS YR:** This is the number of hours earned to date this leave year.

**EARNED-BAL:** This is the number of hours carried over from last year plus the hours earned this year.

**USED THIS YR:** This is the total hours of annual leave used this year to date.

**USED THIS PP:** This is the total hours of annual leave used in this pay period (including adjustments).

**BALANCE:** This is the total annual leave available to you now.

### SICK LEAVE

**FROM PREV YR:** This is the number of hours carried over from last year.

**EARNED THIS YR:** This is the number of hours of sick leave accumulated this year.

**USED THIS YR:** This is the total sick leave used to date this year.

**USED THIS PP:** This is the total sick leave used this pay period (including adjustments).

**BALANCE:** This is the total sick leave available to you now.

### LEAVE WITHOUT PAY

**THIS PP:** This is the total hours of LWOP used this pay period.

**CUMULATIVE:** This is the total LWOP hours accumulated this year. If you accumulate 10 days of LWOP within a year, your leave credits will be reduced by the amount of leave earned in one pay period if you are a K route; 11 days for J route; and 12 days for H route.

**BOND DATA:** This identifies an employee's current bond(s), unapplied bond balance, and the bonds issued this pay period.

**UNAPPL BAL:** This is the amount applied towards the purchase of the next bond.

**NO ISSUED:** This is the number of bonds issued this pay period.

**USPS RETIREMENT:** This is the total amount contributed to the retirement fund as of the close of the prior calendar year. Other important codes are: FLSA: The Fair Labor Standards Act is a Federal Statute of general application that establishes requirements for child labor, minimum wages, equal pay, and overtime pay. FLSA work hours and FLSA overtime pay is printed on the E&D whenever work hours for one or both weeks of the pay period exceeds 40 hours for nonexempt employees.

**ADJ FOR PP-YR PROCESSED:** Shows that an adjustment for a specific pay period and year was processed.

**GARNISHMENT PAYMENTS COMPL:** Shows the garnishment balance as zero (0).

**GRIEVANCE OR EEO SETTLEMENT:** Self Explanatory

**INCLUDES BOND REFUND:** Self Explanatory

# Post offices with local stewards

## AMHERST

**Emanuel Farmer**  
251 Hawking Lane  
Evington, Va., 24550  
(H) 434-821-2765  
(C) 434-426-1069

## AMPTHILL

**Mary Fuerte**  
6152 Dijon Drive  
Mechanicsville, Va., 23111  
(H) 804-779-2179  
(C) 804-937-1491  
mefuerte@comcast.net

## ASHBURN

**Nancy Taylor**  
181 Alpine Drive  
Leesburg, Va., 20175  
(H) 703-443-9903  
(C) 703-303-3157  
GLTNJT3@verizon.net

## ASHLAND

**Wanda Powell**  
4141 Sprenkle Lane  
Richmond, Va., 23228  
(H) 804-264-3570  
(C) 804-305-0611  
WBP61@hotmail.com

## BEALETON

**Charis Crockett**  
P.O.Box 155  
Bealeton, Va., 22712  
(H) 540-349-7270  
(C) 540-272-9722  
charis.crockett@gmail.com

## BLACKSBURG

**Terry Porterfield**  
2395 Glade Drive  
Christiansburg, Va., 24073  
(H) 540-381-9215  
(C) 540-641-1034  
wer4vt@msn.com

## BUMPASS

**Christina Sluss**  
664 Robertson Town Road  
Bumpass, Va., 23024  
(C) 804-229-4197  
mommieto5again@aol.com

## CAPRON

**Barbara Grant**  
P.O. Box 2  
Boykins, Va., 23827  
(H) 775-7654-6276  
(C) 757-653-6294

## CARROLLTON

**Michael Hall**  
603 Marcella Road #5  
Hampton, Va., 23666  
(H) 757-714-4493  
rock4tl@gmail.com

## CEDAR BLUFF

**Michelle Hubbard**  
3115 Horton Ridge Road  
Swords Creek, Va., 24649  
(H) 276-991-0052  
(C) 276-202-6939  
cedarbluffsteward4u@yahoo.com

## CHESAPEAKE

**Tamara Culpeper**  
P.O. Box 15605  
Chesapeake, Va., 23328  
(C) 757-477-6588  
TLC122770@cox.net

## CHATHAM

**Paul Gorski**  
1225 Beverly Heights Rd.  
Chatham, Va., 24531  
(H) 434-432-8195  
(O) 434-432-4321

## CHESTER

**Tanya Gray**  
19604 Foxbrook Drive  
Colonial Heights, Va., 23834  
(C) 804-896-5850  
tanyagray50@yahoo.com

## CHRISTIANSBURG

**John Lloyd**  
P.O. Box 2535  
Christiansburg, Va., 24068  
(C) 540-641-5306  
rfkapoor@hotmail.com

## CLOVER

**Dwayne N. Griles**  
1042 Williams Road  
Scottsburg, Va., 24589  
(H) 434-454-7407  
(C) 434-470-1436  
griles@msn.com

## COURTLAND

**Kay Covington**  
16283 Cabin Pond Lane  
Boykins, Va., 23827  
(H) 434-658-4740  
(C) 757-377-7094  
kay@covforge.com

## COVINGTON

**Loretta Shinault**  
119 Cline Meadow Road  
Covington, Va., 24426  
(H) 540-962-5891  
(C) 540-691-5890  
mail4u@ntelos.net

## CULPEPER

**Melissa Marsh**  
221 Jenkins Ave.  
Culpeper, Va., 22701  
(H) 540-829-9470  
(C) 540-212-8120  
mmmarsh62009@comcast.net

## FAIRFAX

**Correna Pagach**  
10290 Chinkapin Drive  
Manassas, Va., 20111  
(H) 703-530-0970  
(C) 703-505-9836  
cormar4@verizon.net

## FERRUM

**Tina Shelton**  
7858 Fairystone Park Hwy.  
Stuart, Va., 24171  
(H) 276-930-1006  
(C) 276-692-8958  
tinahshel@yahoo.com

## FRANKLIN

**Glenda Eure**  
235 Tuggie Eure Road  
Eure, N.C., 27935  
(H) 252-357-1511  
(C) 252-287-7802  
gbeure@intelliport.com

## FREDERICKSBURG

**Crystal Furror**  
10227 Elys Ford  
Fredericksburg, Va 22407  
(H) 540-847-6415  
(O) 540-361-4235  
chibbit@gmail.com

## FRONT ROYAL

**Wendy Jones**  
517 Shangri La Road  
Bentonville, Va., 22610  
(H) 540-636-8959  
(C) 540-671-9463

## GATE CITY

**Randy Repass**  
1758 Redwine Hollow Road  
Duffield, Va., 24244  
(C) 276-594-2857  
r\_repass@yahoo.com



## GLEN ALLEN

**Lisa Farmer**  
1028 Cuckoo Road  
Mineral, Va., 23117  
(H) 540-894-8965  
(C) 804-901-3533  
lisas.farmer@yahoo.com

## GLEN ALLEN

**Larry Spencer**  
1346 Buckner Road  
Bumpass, Va., 23024  
(H) 540-872-5384  
(C) 804-513-0232

## GLOUCESTER

**Suzanne Smith**  
P.O. Box 627  
North, Va., 23128  
(H) 757-725-9218  
(C) 757-509-2500  
suesmith53@earthlink.net

## HAGUE

**Clay Lewis**  
316 Bancton Road  
Kingsale, Va., 22488  
(H) 804-472-3711  
(C) 804-450-3711  
L5Farms@wmconnect.com

## HENRY

**Reva Zachwieja**  
400 Flint Ridge Lane  
Bassett, Va., 24055  
(H) 540-483-4665  
(C) 276-806-7385  
revazach@gmail.com

## HOPEWELL

**Mary Brooks**  
714 Okuma Drive  
Chester, Va., 23836  
(H) 804-530-8068  
(C) 804-338-8781  
marydelb@comcast.net

## HOT SPRINGS

**Teresa Howard**  
304 E. Trout St.  
Covington, Va., 24426  
(C) 540-968-0354  
alsgal2u@yahoo.com

**(Continued on next page)**

# Post offices with local stewards

(Continued from previous page)

**JONESVILLE**

**Stacy Pettey**  
170 Mollie Huff Drive  
Jonesville, Va., 24263  
(H) 276-346-1806  
(C) 276-690-5205  
slpettey@verizon.net

**LEESBURG**

**Mark Jeffrey**  
3400 Allerton Ct. Apt. 202  
Dumfries, Va., 22026  
(H) 703-566-0892  
(C) 571-721-9045  
markjeffrey\_99@yahoo.com

**LYNCHBURG ANNEX**

**Jerri Gatewood**  
3001 Wards Ferry Road  
Lynchburg, Va., 24502  
(C) 757-535-6452  
vtmom06@gmail.com

**MADISON HEIGHTS**

**Michaela Mays**  
121 Turkey Mountain Road  
Amherst, Va., 24521  
(H) 434-946-5695

**MARTINSVILLE**

**Tracy Pickurel**  
230 Winners Circle  
Martinsville, Va., 24112  
(H) 276-632-0583  
(C) 276-226-6699  
mommy2cory@hotmail.com

**MCLEAN**

**Jimmie Juarin**  
3220 White Flint Court  
Oakton, Va., 22124  
(H) 703-385-7383  
(C) 703-850-6791  
david.juarin@verizon.net

**MECHANICSVILLE**

**Yolanda Ellis**  
3890 Elfstone Lane  
Richmond, Va., 23223  
(H) 804-402-7629  
youie11@yahoo.com

**MECHANICSVILLE**

**Joseph Prezioso Jr.**  
8566 Cully Drive  
Mechanicsville, Va., 23116  
(H) 804-730-1385  
(C) 804-836-3803  
joeprezioso@yahoo.com

**MIDLOTHIAN**

**Adrienne Burns**  
1945 Judes Ferry Road  
Powhatan, Va., 23139  
(H) 804-598-9647  
(C) 804-839-1524  
hvdfiregal@aol.com

**MONTROSS**

**Christy Crabbe**  
2834 Jerusalem Church Rd.  
Hague, Va., 22469  
(H) 804-472-3573  
(C) 8047614347  
crabbeshack@gmail.com

**MONTROSS HEIGHTS**

**Tammy Roth**  
1231 Archie Ln.  
Richmond, Va. 23231  
(C) 804-363-4798  
mailgerl@comcast.net

**ORANGE**

**Bruce Lohr**  
P.O. Box 1235  
Locust Grove, Va., 22508  
(H)540-854-7522

**PATRICK SPRINGS**

**Susan Cart**  
P.O. Box 453  
Patrick Springs, Va., 24133  
(H) 276-694-0108  
(C) 276-340-8282  
youseebabe@kimbanet.com

**POUNING MILL**

**Sherrie Belcher**  
P.O. 295  
Pounding Mill, Va., 24637  
(H) 276-963-9060  
(C) 276-971-3373  
sabelcher44@yahoo.com

**QUINTON**

**June Appell**  
P.O. Box 309  
Quinton, Va., 23141  
(H) 804-932-4292  
(C) 804-283-0991  
junebugva@gmail.com

**RIDGE**

**Ben Melton**  
1508 Cutshow Pl.  
Richmond, Va., 23226  
(H) 804-285-4078  
meltonbmm@clearwire.com

**RIDGEWAY**

**David Rea**  
282 Country Haven Drive  
Ridgeway, Va., 24148  
(H) 276-956-3041  
(C) 276-732-5885

**RIXEYVILLE**

**M. Scott Reppert**  
11248 Saint Pauls Road  
Remington, Va., 22734  
(H) 540-439-8859

**ROANOKE**

**Paul Yeakle**  
343 Hillview Drive  
Roanoke, Va., 24019  
(H) 540-977-0743  
pauleyeakle@comcast.net

**ROANOKE/HOLLINS**

**Bill Short**  
6815 Tinkerdale Road  
Roanoke, Va., 24019  
(H) 540-362-1403

**ROCKY MOUNT**

**Robin Scott**  
1765 Six Mile Post Road  
Callaway, Va., 24067  
(H) 540-489-4839  
(C) 540-420-8768  
letterlady@hotmail.com

**RUSTBURG**

**Wayne Mays**  
265 Woodlawn Circle  
Lynchburg, Va., 24502  
(H) 434-239-2714  
(C) 434-942-5577  
amaz65@aol.com

**RUTHER GLEN**

**Fred Servais**  
P.O. Box 310  
Ruther Glen, Va., 22546  
(C) 540-220-1923  
servais@earthlink.net

**SANDSTON**

**John Carter**  
2305 N. 29th St.  
Richmond, Va., 23223  
(H) 804-643-5959  
(C) 804-436-2059

**Send any  
Corrections to  
the lists in this  
section to State  
Steward Wayne  
Harrison.**

**STAFFORD**

**Julia Marshall**  
19 Journeys Way  
Fredericksburg, Va., 22406  
(H) 540-286-2423  
(C) 5402708560  
GonePostal2day@hughes.net

**STAUNTON**

**Judy Tammi**  
826 Burkes Mill Road  
Mt. Sidney, Va., 24467  
(H) 540-234-8526  
shamokarun@aol.com

**SUFFOLK**

**Michael Gibson**  
20 Kincaid Lane  
Hampton, Va., 23666  
(H) 757-865-0708  
(C) 804-218-1847  
gibson46@cox.net

**UNION HALL**

**Tammy Howard**  
979 Novelty Road  
Union Hall, Va., 24176  
(H) 540-576-2520  
(C) 540-493-5403  
novity@embarqmail.com

**VIENNA**

**Darrin Prailow**  
1430 East St. NE  
Washington, D.C., 20002  
(H) 240-381-5444  
prailowd@yahoo.com

**WINDSOR**

**Tammy Prevatt**  
P.O. Box 551  
Windsor, Va., 23487  
(H) 757-859-2122  
(C) 757-375-2771  
tamamprevatt@gmail.com

(Continued on Page 18)

# Local elected officers

<u>Local number &amp; name</u>	<u>Officer</u>	<u>Address</u>	<u>City</u>	<u>ZIP</u>	<u>Phone</u>	<u>E-mail</u>	
1 Albermarle, Green, Nelson	Pres	Debra J Taylor	2223 Banbury St.	Charlottesville	22901	434-466-2952	djt2223@comcast.net
	Vice	Danis Williams	P.O. Box 514	Scottsville	24590	434-953-7785	danisjr@gmail.com
	Sec	Jerry Jernigan	2851 Buck Island Road	Charlottesville	22902	434-293-3113	lora-jerry@ntelos.net
3 Amherst, Appomattox Campbell, Lynchburg	Pres	Sandi Maitland	116 Meadow Green Court	Amherst	24521	434-946-5855	sandim673@gmail.com
	Vice	Tom White	668 Skyline Road	Appomattox	24522	434-384-5731	towwhitejr@gmail.com
	Sec	James Pillow Jr	132 Poplar Drive	Appomattox	24522	434-352-0281	Jp24502RT15@aol.com
8 Fredericksburg	Pres	D. J. Love-Hayes	6309 Dawes Drive	King George	22485	804-246-6074	serenityzmine@gmail.com
	Vice	Terry Love	13104 Platoon Drive	Spotsylvania	22551	540-972-9638	rural14@peoplepc.com
	Sec	Linda M. Hull	6801 Violet Drive	Fredericksburg	22407	540-842-2263	Local8unionstuff@comcast.net
9 Mount Rogers	Pres	Connie Roberts	175 Horse Shoe Drive	Fries	24330	276-237-3250	maillady24330@embarqmail.com
	Vice	Teresa Dickerson	751 Bohon St.	Hillsville	24343	276-233-2684	
	Sec	Tracy Coffey	6266 Coulson Church Rd.	Austinville	24312	276-728-7104	tracy.coffey@ymail.com
11 Clinch Valley	Pres	Trish King	293 Greystone Drive	Castlewood	24224	276-762-0321	ktking75@hotmail.com
	Vice	Dave Boyd	130 Chincapin Drive	Lebanon	24266	276-202-0406	davidboyd9@jetbroadband.com
	Sec	Emily A Brown	P.O. Box 31	Pilgrims Knob	24634	276-259-7919	EmilyWBrown@hotmail.com
12 Five County (Culpeper)	Pres	Bruce Lohr	P.O. Box 1235	Locust Grove	22508	540-854-7522	
	Vice	Daniel R. Jenkins	1143 Desert Road	Reva	22735	540-923-4080	
	Sec	M. Scott Reppert	11248 St. Pauls Road	Remington	22734	540-439-8859	
13 Petersburg Prince George Dinwiddie	Pres	Wanda Havens	21377 Runaround Road	Sutherland	23885	804-861-3767	
	Vice	Cathy D McGuffey	2226 Walsh Ave.	Petersburg	23803	804-861-5402	
	Sec	Dale C. Fountain	5204 Brills Road	McKenney	23872	804-892-7539	
14 Fairfax Prince William Loudoun	Pres	Mozeke Slade	35355 Hawk Nest Court	Locust Grove	22508	703-593-3049	va.steward@hotmail.com
	Vice	Correna Pagach	10290 Chinkapin Drive	Manassas	20111	703-505-9836	cormar4@verizon.net
	Sec	Mae McCarty	2419 Lockett Ave.	Vienna	22180	703-560-9263	
15 Fairystone	Pres	Carolyn Zachwieja	400 Flint Ridge Lane	Bassett	24055	540-483-4665	revazach@gmail.com
	Vice	Cora Lee Spence	137 Guff Road NE	Check	24072	540-239-3522	clspence@swva.net
	Sec	Susan Cart	45 Forest Lane	Martinsville	24112	276-340-8282	youseebabe@embarqmail.com
19 Halifax	Pres	Dwayne Griles	1042 Williams Road	Scottsburg	24589	434-454-7407	
	Vice	Rhonda P Brizendine	6094 Clays Mill Road	Scottsburg	24589	434-454-7660	
	Sec	Eddie Glasscock	3028 Huell Matthews Hwy.	South Boston	24592	434-572-8510	
20 Richmond, Henrico, Chesterfield	Pres	Peggy Carstens	8803 Leisure Lane	Richmond	23237	804-543-8129	Pe0056us@yahoo.com
	Vice	Mark Foglesong	1512 Tackley Place	Midlothian	23114	804-794-0629	
	Sec	Cindy S. Clark	P.O. Box 37547	Richmond	23234	804-387-2113	cindyck01@yahoo.com

# Local elected officers

<u>Local number &amp; name</u>	<u>Officer</u>	<u>Address</u>	<u>City</u>	<u>ZIP</u>	<u>Phone</u>	<u>E-mail</u>	
21 Colonial	Pres	Suzanne Smith	P.O. Box 627	North	23128	804-725-9218	suesmith53@earthlink.net
	Vice	Deidre Bucci	100 Puffin Lane	Williamsburg	23188		
	Sec	Anna Maria Sturgeon	4774 Clay Bank Road	Gloucester	23061	804-642-0936	
22 Mecklenburg, Brunswick	Pres	Steve Jones	7141 Skipwith Road	Skipwith	23968	434-372-5430	madcat@telpage.net
	Vice	David Lucado	1325 County Road	Saxe	23967		
	Sec	Gregg Browder	416 Belfield Road	Lawrenceville	23868	434-848-4791	
23 New River	Pres	Jeff Hinton	2751 Max Creek Road	Hiwassee	24347	276-980-8316	chatneuf@swva.net DOsborne2@verizon.net
	Vice	Cindy Chatneuff	1743 White Rock Road	Floyd	24091	540-763-9663	
	Sec	Don Osborne	2178 Pepper's Ferry Road	Christiansburg	24073	540-381-9762	
27 Piedmont	Pres	M. Sonja Wallace	3295 Westwood Road	Mechanicsville	23111	804-380-7295	msonjawallace@aol.com sissysoftailrdr@aol.com
	Vice	Christina Sluss	353 Towinque Farm Road	Hanover	23069	804-229-4197	
	Sec	Wanda Powell	4141 Sprenkle Lane	Henrico	23228	804-264-3570	
28 Pittsylvania	Pres	Janice Chaney	270 North Main St.	Chatham	24531	434-432-4019	jchaney@hotmail.com kat-robbooth@juno.com chanieadams54@centurylink.net
	Vice	Robert Booth	2904 Kentuck Road	Ringgold	24586	434-822-8130	
	Sec	Chanie Adams	728 Cascade Road	Cascade	24069	434-685-1197	
29 Roanoke, Craig, Botetourt	Pres	Sue Davis	7035 Tinkerdale Road	Roanoke	24019	540-330-8829	sngleblond@aol.com JeanOverstreet1@aol.com
	Vice	Paul Yeakle	343 Hillview Drive	Roanoke	24019	540-977-0743	
	Sec	Jean Overstreet	306 Skyview Drive	Goodview	24095	540-890-4284	
30 Rockbridge	Pres	Jim Craig	88 Crawfords Knob Lane	Afton	22920	434-361-2443	pcbeard@rockbridge.net
	Vice	Tim Whitmore	2723 Airport Road	Bridgewater	22812	540-828-6455	
	Sec	Robert Beard	448 Goose Creek Road	Raphine	24472	540-348-5889	
31 Rockingham	Pres	Susan Zirkle	181 Dogwood Drive	Broadway	22815	540-896-4555	susiezq@hotmail.com dwilk36@shentel.net
	Vice	Galen Stearn	4718 Kratzer Road	Harrisonburg	22802	540-833-5139	
	Sec	Bill Wilkins	36 Oak Lane	New Market	22844	540-740-8441	
34 Southampton	Pres	Tim Harcum	2095 Carrsville Highway	Franklin	23851	757-562-2425	joyfulnoise37@hotmail.com
	Vice	Glenda Eure	235 Tuggie Eure Road	Eure, NC	27935	252-357-1511	
	Sec	Sandra Cooke	22355 W Railroad St.	Newsoms	23874	757-647-8936	
35 Southside	Pres	Bailey Wright	4732 Crab Orchard Road	Keysville	23947	434-736-9608	wricolefarm@hotmail.com gerbug3@juno.com rstoner22@gmail.com
	Vice	Gerry Gallion	P.O. Box 45	Saxe	23967	434-736-8863	
	Sec	Janet Stoner	1174 Holly Farms Road	Rice	23966	434-392-4795	
37 Tazewell	Pres	Patsy A. Perkins	1007 Shannons Br. Road	Cedar Bluff	24609	276-964-2292	sabelcher44@yahoo.com
	Vice	Kim Browning	2044 Bearwallow Road	Jewell Ridge	24622	276-979-8820	
	Sec	Sherrie Belcher	P.O. Box 295	Pounding Mill	24637	276-971-3373	

# Local elected officers

<u>Local number &amp; name</u>	<u>Officer</u>	<u>Address</u>	<u>City</u>	<u>ZIP</u>	<u>Phone</u>	<u>E-mail</u>	
38 Tidewater	Pres	Deborah Godfrey	2625 Pine Forest Lane	Chesapeake	23322	757-421-0078	djg23322@yahoo.com
	Vice	Michael Gibson	20 Kincaid Lane	Hampton	23666	757-865-0708	
	Sec	Tammy Prevatt	P.O. Box 551	Windsor	23487	757-859-2122	tamtamprevatt@gmail.com
39 Tri-County	Pres	Kelly Magalis	102 Buchanan Drive	Stephens City	22655	540-869-6734	wahoos4@comcast.net
	Vice	Cheryl Bauserman	1575 Cottontown Road	Strasburg	22657	540-465-5778	clbauserman@yahoo.com
	Sec	Richard Grim	378 Ridings Mill Road	Stephens City	22655	540-869-4660	rckgrim@aol.net
40 Washington, Scott	Pres	Dave Parker	300 El Paso Drive	Bristol, Tenn.	37620	423-764-4065	
	Vice	Tiffany West	P.O. Box 73	Chilhowie, Va.	24319	276-685-2547	
	Sec	Catherine Morrell	P.O. Box 762	Bluff City, Tenn.	37618	423-383-7840	
41 Accomac, Northampton	Pres	Sherry A Collins	P.O. Box 295	Keller	23401	757-787-3923	sherry.b.collins@gmail.com
	Vice	Tonya Major	P.O. Box 474	Keller	23401	757-710-6095	major329@gmail.com
	Sec	Susan Birch	5279 Cedar Drive	Chincoteague	23336	757-336-6181	smbirch@verizon.net
42 Bristol	Pres	Brandon Hughes	5006 Sinking Creek Hwy.	Dungannon	24245	276-467-2375	
	Vice	Tom McConnell	12059 Teakwood Court	Bristol	24202	276-492-1083	
	Sec	Angela Gentry	307-A Academy Drive NW	Abingdon	24210	423-366-2880	horseaholic32@yahoo.com

## Area stewards (From Page 10)

**ONANOCK**  
**Sherry Collins**  
 P.O. Box 295  
 Keller, Va., 23401  
 (H) 757-678-6166  
 sherry.b.collins@gmail.com  
**Assigned Offices**  
 Accomac - 23301  
 Bloxom - 23308  
 Parksley - 23421

**SALEM**  
**Elizabeth Sherman**  
 525 Chamberlain Lane  
 Salem, Va., 24153  
 (H) 540-467-6606  
 bethwshearn@hotmail.com  
**Assigned Offices**  
 Buchanon - 24066  
 Catawba - 24070  
 Daleville - 24083  
 Eagle Rock - 24085  
 Fincastle - 24090  
 Natural Bridge - 24578  
 New Castle - 24127

**SMITHFIELD**  
**Tommy Turner**  
 P.O. Box 645  
 Smithfield, Va., 23431  
 (C) 757-510-2607  
 mailman3@gmail.com  
**Assigned Offices**  
 At Large

**STANLEY**  
**Jeff Mayes**  
 441 Vista View Road  
 Stanley, Va., 22851  
 (H) 540-778-3884  
 (C) 540-742-9545  
 ampm@embarqmail.com  
**Assigned Offices**  
 Luray - 22835  
 Stuarts Draft - 24477

**WOODBRIIDGE**  
**Robert Marshall**  
 1262 Belle View Rd., #104  
 (C) 703-878-2751  
 ghostrm321@hotmail.com  
**Assigned Offices**  
 Centreville - 20121  
 Clifton - 20124  
 Sully Station - 20120

**Mozeke Slade**  
 35355 Hawk Nest Court  
 Locust Grove, Va., 22508  
 (H) 5404231280  
 (C) 5405933049  
 va.steward@hotmail.com  
**Assigned Offices**  
 Gainesville - 20155  
 Haymarket - 20169  
 Triangle - 22172

**SUFFOLK**  
**Deborah J. Godfrey**  
 2625 Pine Forest Lane  
 Chesapeake, Va., 23322  
 (H) 757-617-8781  
 djg23322@yahoo.com  
**Assigned Offices**  
 At Large



**POTOMAC FALLS**  
**Lois Davis**  
 P.O. Box 626  
 Nokesville, Va., 20182  
 (H) 571-230-4305  
 loisdavis2010@yahoo.com  
**Assigned Offices**  
 Potomac Falls - 20165  
 Sterling Main - 20164

## When (From Page 3)

15. In the case of job-related death, the survivor may also apply for an annuity from the OWCP. He/she can then choose the highest annuity.

16. Notify the local post office where the employee worked concerning the memorial service.

17. As a surviving spouse, you are eligible to continue receiving the NRLCA magazine. Contact your state secretary to see if the state pays for subscriptions.

**Note:** A will should be seriously considered.



UNITED STATES POSTAL SERVICE
AUTHORIZATION FOR DEDUCTION OF DUES

Mail this form to Debbie Atwell, VAR-CLA Secretary-Treasurer, at 11100 Maiden Creek Road, Abingdon, VA, 24210-9356

Revised
NRLCA Form 1187
2006

Grid for Social Security Number

(SOCIAL SECURITY NUMBER)

OR

Grid for USPS Employee ID Number

(USPS EMPLOYEE ID NUMBER)

RURAL CARRIER CLASSIFICATION

Regular PTF Relief checkboxes

Grid for Last Name

LAST NAME

Grid for First Name

FIRST NAME

MI grid

MI

MAILING ADDRESS

CITY

STATE

ZIP CODE

POSTAL INSTALLATION WHERE EMPLOYED

ZIP CODE OF INSTALLATION

INSTALLATION FINANCE NO.

SECTION A - AUTHORIZATION BY EMPLOYEE

I hereby assign to the NATIONAL RURAL LETTER CARRIERS' ASSOCIATION, from any salary or wages earned by me as your employee...

This assignment, authorization and direction shall be irrevocable for a period of one (1) year from the date of delivery hereof to you...

This assignment is freely made pursuant to the provisions of the Postal Reorganization Act and is not contingent upon the existence of any agreement between you and my Union.

Contributions or gifts (including dues) to the NRLCA are not tax deductible as charitable contributions. However, they may be deductible under other provisions of the Internal Revenue Code.

SIGNATURE OF EMPLOYEE

DATE

PHONE

SECTION B - FOR USE BY STATE EMPLOYEE ASSOCIATION

R - NATIONAL RURAL LETTER CARRIERS' ASSOCIATION

SIGNATURE OF ACCEPTING UNION OFFICIAL

DATE

I hereby certify that the dues of this organization for the above named member, for the

applicable designation, are currently established at \$ \_\_\_\_\_ per pay period.

Table with columns: LOC.#, STATE, DATE, REMIT #

STATE SECRETARY

SECTION C - FOR USE BY THE NATIONAL ORGANIZATION

Date of Delivery to Employer (For National Office use)

ANNIVERSARY DATE TO BE USED AT USPS PERSONNEL OFFICE

Large empty box for date information

Employee submits all copies to state secretary.

Important! Be Sure To Include Postal Installation ZIP CODE Where Indicated.

Mail this form to Debbie Atwell, VARCLA Secretary-Treasurer, at 11100 Maiden Creek Road, Abingdon, VA, 24210-9356

- NRLCA

50012



# 2011-12 VARLCA appointed officers



**Legislative  
Director/PAC  
Chairman**  
**Cindy Chatneuf**  
1743 White Rock Rd.  
Floyd, Va., 24091  
Phone: 540-763-9663  
chatneuf@swva.net



**Chaplain**  
**Dan Jenkins**  
1153 Desert Road  
Reva, Va., 22735  
Phone: 540-923-4080

**National Rural Letter  
Carriers' Association**

1600 Duke St.  
Alexandria, Va., 22314  
Phone: 703-684-5545  
Web site: www.nrlca.org  
VARLCA Web site:  
www.varlca.org



**Historian**  
**Jean Overstreet**  
306 Skyview Drive  
Goodview, Va., 24095  
Phone: 540-890-4284  
JeanOverstreet1@aol.com



**Provident Guild  
Representative**  
**James Norman**  
5836 Forest Road  
Bedford, Va., 24523  
Phone: 540-586-3063  
jbnorman40@hotmail.com



**Auto/Home Insurance  
Representative**  
**Martha A. Newton**  
138 Greenbank Road  
Fredericksburg, Va., 22406  
Phone: 540-286-0249  
Marthanewton1102@aol.com

**Communications  
Specialist**

**Debbie Hearn**  
P.O. Box 559  
Cross Junction, Va., 22625  
Phone: 540-219-2995  
rural\_editor@verizon.net



## Local stewards (From Page 13)

**VIRGINIA BEACH**  
**Joyce Rouse**  
1053 Hope Ave.  
Virginia Beach, Va., 23451  
(C) 757-630-0769  
jcrumble08@cox.net

**WOODBIDGE**  
**Erica White**  
6100 Team Pl.  
Woodbridge, Va., 22193  
(C) 919-724-9509  
applebelly@hotmail.com

**ZUNI**  
**Connie Barrett**  
16495 Barrett Drive  
Zuni, Va., 23898  
(C) 757-377-6848  
tcbarrett101@gmail.com

**WEST POINT**  
**Mark Koehler**  
8231 Founders Mill Way  
Gloucester, Va., 23061  
(H) 804-694-5663  
(C) 804-654-0104  
mekoe@cox.net

**WOODFORD**  
**Christopher Stevens**  
103 Cedar Lane  
Bowling Green, Va., 22427  
(H) 804-633-5051  
(C) 804-878-4588  
revstevens@yahoo.com



**WINCHESTER**  
**Kathleen Miller**  
126 Locust Tree Lane  
Front Royal, Va., 22630  
(H) 540-660-5651  
(C) 540-660-5631  
millju@embarqmail.com

**YORKTOWN**  
**Elizabeth Maynard**  
943 Coach Trail  
Newport News, Va., 23608  
(H) 757-875-0207  
(C) 757-593-5819  
lizrr5@cox.net

**\_nion ...  
What's missing:  
'U'!**

This page intentionally left blank.

This page intentionally left blank.

Local 31 - Rockingham	2000: Whereas: The VARLCA should support their own resolutions at National Convention; Be It Resolved: The Virginia delegation will hold a meeting prior to voting on resolutions at National Convention to determine the ones passed at their State Convention.
Local 34 - Southampton	2001: No binding resolutions which apply to State Association.
Local 35 - Southside	2001: No binding resolutions which apply to State Association.
Local 37 - Tazewell	2002: Anytime a resolution or Constitution and Bylaws change is proposed which affects funds (salary increases etc.); Be It Resolved: That the voting take place by secret ballot. Adopted as Constitution change in 2011.
Local 38 - Tidewater	2003: Be It Resolved: While the State of Virginia is a right to work state, the Board should look into charging non-members when the steward travels into an office.
Local 39 - Tri-County	2003: Be It Resolved: That the State Board adopt the emblem that depicts the entire state outline (including the Eastern Shore) with Virginia Rural Letter Carriers' Association in a circular pattern around it as the official state association logo.
Local 40 - Washington, Scott	2003: Be It Resolved: That the State Board adopt the
Local 41 - Accomack, Northampton	2003: Be It Resolved: That the State Board adopt the
Local 42 - Bristol	2003: Be It Resolved: That the State Board adopt the

**INFORMATIONAL PURPOSES ONLY  
BINDING RESOLUTIONS**

Binding Resolutions:

This is a list of Binding Resolutions which apply to our State Association passed at State Conventions since 1997. Prior to the year 1997, resolutions were not presented as binding or non-binding and were considered advisory in nature. This list encompasses resolutions reported out from the Resolutions Committee as well as resolutions presented from the convention floor under New Business and motions made and passed by the State Delegation during conven- tions. This information was gathered from the Official Minutes as printed in our state newspapers for the corre- sponding years.

1997: Be It Resolved: The State President shall be in charge of the State Resolutions sent to National. The President shall report in the state paper following the National Convention on the success or failure of Virginia resolutions.

1997: Members of this Association who are working for this Association and are on the FERS retirement system lose monies and retirement benefits for each day of LWOP they take for the Union. Therefore Be It Resolved: That this Association pursue option for retirement to cover those employees working for this Association who are on the FERS program.

1998: Whereas: Acoustics in our State Convention hall is sometimes poor; Be It Resolved: That floor mikes be provided for delegates to use to better enable everyone to properly hear the proceedings of the State Convention.

1999: Be It Resolved: That all voting on non-personnel issues be recorded and printed in the VARLCA Newspaper with how each Board member voted.

1999: Be It Resolved: That the State President shall take copies of each resolution passed at the State Convention to the National Convention. Each shall be typed in triplicate. This is in addition to the Secretary submitting them through the proper channels. In the event any State Resolutions do not make it to the National Convention floor by the NRLCA Resolutions Committee (as happened in Denver) the State President shall present them from the floor.

2004: No binding resolutions which apply to State Association.

2005: No binding resolutions which apply to State Association.

2006: Be It Resolved: A complimentary subscription of the Virginia Rural Letter Carrier be mailed to surviving spouses of deceased Association members if requested.

2007: No binding resolutions which apply to State Association.

2008: No binding resolutions which apply to State Association.

2009: No binding resolutions which apply to State Association.

2010: Whereas: There is no current publication of previously passed binding resolutions; Be It Resolved: All VARLCA Constitution as newly-created Appendix G. Delegates voted to rescind and replace with the binding resolution immediately following this one in 2011.

2011: Whereas: The State Board won't authorize mail count seminars for special counts; Be It Resolved: If over 50% of routes in any given postal district are scheduled to be counted in a special count, then the State Board will authorize a mail count seminar to be given in that district.



**C. Secretary.** The Secretary shall be responsible for keeping the minutes, handling of finances, reports and correspondence relating thereto and shall establish an approved accounting and record keeping system. The Secretary shall make a report at each regular meeting of all monies received and expended, report on all official correspondence and shall file any necessary governmental reports. The Secretary shall perform other duties as prescribed by the President.

**D. Treasurer.** The Treasurer shall make a report at each meeting of all monies received and expended, shall make timely deposits of all monies into the Unit's accounts and pay all authorized bills.

**E. Executive Board.** An Executive Board is optional with each Unit, but shall consist of all the Unit Officers and not more than 6 additional members, if authorized. The Executive Board shall have authority to act for the Unit Membership between meetings.

**Section 3. Election.** Only members in good standing shall be eligible to nominate, vote or hold office in this Unit. Election of officers shall be by secret ballot and shall take place at the annual meeting. The Unit President shall make appointments when necessary to fill vacancies in elective positions until the next annual meeting.

**Section 4. Convention Delegates.** All delegates to the State Convention shall be elected by secret ballot.

**ARTICLE V  
Meetings**

**Section 1. Meetings.** Meetings shall be held as determined by the Unit. Failure to hold a meeting at least once a year shall cause revocation of the Unit Charter. A permanent record of the minutes which accurately reflects the business transacted at each meeting shall be kept by the Secretary.

**Section 2. Special Meeting.** A special meeting may be called by the Unit President or at the request of 25% of the members. No business other than that for which the special meeting is called shall be transacted.

**Section 3. Quorum.** Those members in attendance shall constitute a quorum for the transaction of the Unit's business at any meeting.

**Section 4. Annual Meeting.** Notice of the annual meeting for the purpose of election of Unit officers shall be given in writing to each member not less than 15 calendar days prior to the meeting date. The annual meeting must be held at least 40 days prior to the State Convention. The meeting notice shall be mailed to each member at the last known address.

**Section 5. Agenda.** A suggested order of business may include:

- Call to Order
- Reading and Approval of Minutes
- Reading of Financial Report
- Unfinished Business
- New Business
- Adjournment

**ARTICLE VII  
Parliamentary Authority**

In the event of dissolution or revocation of the Unit's charter, all assets shall become the property of the State Association.

**ARTICLE VI  
Dissolution**

The rules contained in the current edition of *Robert's Rules of Order Newly Revised* shall govern the Unit in cases to which they are applicable and in which they are not inconsistent with the Constitution or any special rules of order the Unit may adopt.

**ARTICLE VIII  
Amendment**

This Constitution may be amended at a Unit meeting by a two-thirds vote, provided that each member has been notified in writing at least 15 days prior that Constitutional changes will be considered. All amendments to this Constitution shall become effective upon approval of the Virginia Rural Letter Carriers' Association.

**APPENDIX B - LOCAL UNITS**

Local 1 - Albemarle, Greene, Nelson

Local 3 - Amherst, Appomattox, Campbell, Lynchburg

Local 8 - Fredericksburg

Local 9 - Mt. Rogers

Local 11 - Clinch Valley

Local 12 - Five County

Local 13 - Dinwiddie, Prince George, Petersburg, Sussex, Surrey

Local 14 - Fairfax, Loudoun, Prince William

Local 15 - Fairystone Park

Local 19 - Halifax

Local 20 - Richmond, Henrico, Chesterfield

Local 21 - Colonial Area

Local 22 - Mecklenburg

Local 23 - New River Valley

Local 27 - Piedmont

Local 28 - Pittsylvania

Local 29 - Roanoke, Craig, Botetourt

Local 30 - Rockbridge, Augusta, Highland

**(Continued on next page)**

*charging party, one member will be chosen by the charged party, and the two original members will then choose the third member. All members of the investigating committee must be members of the State Association, who do not hold an elected post-  
 tion on the State Board, and excludes Associate members. Within thirty (30) days of their appointment, the investigating committee will make a report, jointly, in writing, including the findings and recommendations to the State Board. The State Board is authorized, in consultation with the NRLCA assigned Executive Committeeman, to take the necessary action to resolve the issue within thirty (30) days, unless extensions of time limits are necessary and approved by the State Board with concurrence from the assigned NRLCA Executive Committeeman. Time extension(s) shall not exceed fifteen (15) days. All parties must be notified in writing of such action.*

*B. Any member not satisfied with this decision, or any action of the State Board on said appeal, shall have the right to appeal to the National Board. This appeal must be in writing and must be filed with the President of the National Association within thirty (30) days of the receipt of the State Board's decision.*

*Appeals to the State Board will be handled as outlined in the Constitution of the NRLCA (National Rural Letter Carriers' Association).*

**ARTICLE XII  
 Parliamentary Authority**

The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern the Association in all cases to which they are applicable and in which they are not inconsistent with the Constitution and any other special rules of order the Association may adopt.

**ARTICLE XIII  
 Amendment of Constitution**

A. This Constitution shall take effect immediately upon its adoption, unless a later effective date is so stipulated. It may be amended at any State Convention by a two-thirds vote of the voting Delegates of that Convention.

B. The Executive Board is hereby empowered to make such interim amendments to the Constitution of the Association as may be necessary to conform to the requirements of Federal or State Law.

C. Any provision of this Constitution which conflicts with any Federal or State Law, regulation, or ordinance shall be inoperative as to those jurisdictions in which said Federal or State Law, regulation, or ordinance is in force.

**APPENDIX A**

In compliance with Federal Labor Laws, all Local and/or District Units must have a Constitution. All sections in this Uniform Local Unit Constitution must be included. However, adoption of this Uniform Constitution by the Local or District Unit eliminates the need for any other Unit Constitution. The Local and/or District Unit may make amendments to this Uniform Constitution, but no amendment shall be in conflict with the State Constitution or NRLCA Constitution.

**UNIFORM LOCAL AND/OR DISTRICT UNIT CONSTITUTION**

**ARTICLE I  
 Name**

The name of this Association shall be:

**ARTICLE II  
 Purpose**

hereafter referred to as the Unit. This Association shall be a subordinate unit of the Virginia Rural Letter Carriers' Association (VARLCA) and the National Rural Letter Carriers' Association (NRLCA).

**ARTICLE III  
 Members**

Eligibility for membership in this Unit shall be in compliance with Article III of the NRLCA Constitution and with the assignment of subordinate units by the VARLCA.

**Section 1. Officers.** The elective officers of this Unit shall be a President, Vice President, Secretary, Treasurer (or a combined Secretary-Treasurer) and such other officers as the Unit deems necessary.

**Section 2. Duties.** The Unit Officers shall perform such duties as are prescribed in this Constitution, by the State Board or in the adopted parliamentary authority. No Officer of this Unit shall incur any indebtedness on its behalf or appropriate any money without authority from the Unit. Officers shall account for and deliver to their successors or to the Unit all monies, books, papers, securities or other property of the Unit at the end of their term of office or when requested by the State Board.

A. **President.** The President shall be responsible for the supervision of all activities of the Unit and shall enforce compliance with the NRLCA Constitution and the VARLCA Constitution. The President shall preside at all meetings and shall be entitled to one vote on all matters to come before the Unit. The President shall sign papers or documents requiring the President's signature.

B. **Vice President.** The Vice President shall serve in the absence of the President and perform other duties as prescribed by the President.

(Continued on next page)

F. The Local Steward shall be certified in accordance with policies established by the National Office. At any local negotiations, the Local Steward shall serve as the representative of the rural carrier craft. The Local Steward shall be responsible for representation of the rural carrier craft in the installation, including branches and stations. The Local Steward shall assist any rural craft employee who feels aggrieved. If the employee desires, the Local Steward may accompany the grievant during any discussion with the immediate supervisor. In the event that the grievance was not settled at Step 1, the Local Steward will meet with the installation head or designee as expeditiously as possible to jointly develop the facts in the grievance file and attempt to resolve the grievance. The Local Steward shall write the grievance appeals for rural craft employees in Step 2 of the grievance procedure and a copy shall be submitted to the State Steward.

**Section 4. Discipline, Removal, Penalties & Restrictions.**

A. The Virginia Rural Letter Carriers' Association shall be empowered through proper procedures to disqualify for eligibility to hold office for a specified period of time, suspend or expel a State Steward, Assistant State Steward, Area, or Local Steward for violation of the National Constitution or policies set forth by the State Association.

B. The following violations are considered grounds upon which charges may be filed:

1. Neglect of duty or breach of the National or State Constitution;
2. Engaging in any conduct detrimental to the welfare and interests of the membership of the National or Virginia Rural Letter Carriers' Association;
3. Engaging in acts which tend to hinder the due process of the grievance procedure in the protection of a rural carrier craft employee's rights; and
4. Instigating or engaging in any acts on the side of management that violates the principles of the National Agreement or the National or Virginia Rural Letter Carriers' Association Constitutions.

**C. Charges against a State, Assistant State, Area, or Local Steward must be in writing and filed with the President of the VARLCA by a member within thirty (30) days of the time that knowledge of the alleged offense comes to such members. Within ten (10) days of receipt of such appeal, the State President will cause to be notified all members of the State Board and the assigned NRC, and also request that the charging party provide a letter outlining the specific charges and relief sought. This letter of specificity must be returned within twenty (20) days, and upon its receipt the State Board will forward a copy to the charged party for response. The charged party will have twenty (20) days to respond in writing to the State Board. The State Board will review the charging party's letter of specificity and relief sought and the response of the charged party. If the State Board chooses not to or is unable to effect the relief sought, it will then establish an Investigating Committee which will have full authority to conduct a full, fair, and impartial investigation. One member of the investigating Committee will be chosen by the charged party, one member will be chosen by the charging party, and the two original members will then choose the third member. All members of this investigating Committee must be members of the State Association, who do not hold an elected position on the State Board, and excludes Associate members. Within thirty (30) days of their appointment, the investigating Committee will make a report, jointly, in writing, including the findings and recommendations to the State Board. The State Board is authorized, in consultation with the NRC assigned Executive Committee, to take the necessary action to resolve the issue within thirty (30) days, unless extensions of time limits are necessary and approved by the State Board with concurrence from the assigned Executive Committee. All parties must be notified in writing of such action. Any expense incurred by the investigation shall be borne by the State Association.**

**ARTICLE XI**

**Appeals**

**A. Any member aggrieved by any action of the State Association, or officer thereof, shall have the right to appeal to the State Board. Such appeal must be in writing and must be filed with the State President within thirty (30) days of having knowledge of said action. Within the (10) days of receipt of such appeal, the State President will cause to be notified all members of the State Board and the assigned NRC Executive Committee, and also request that the charging party provide a letter outlining the specific charges and relief sought. This letter of specificity must be returned within twenty (20) days, and upon its receipt the State Board will forward a copy to the charged party for response. The charged party will have twenty (20) days to respond in writing to the State Board. The State Board will review the charging party's letter of specificity and relief sought and the response of the charged party. If the State Board chooses not to or is unable to effect the relief sought, it will then establish an Investigating Committee which will have full authority to conduct a full, fair, and impartial investigation. One member of the investigating Committee will be chosen by the charged party, one member will be chosen by the charging party, and the two original members will then choose the third member. All members of this investigating Committee must be members of the State Association, who do not hold an elected position on the State Board, and excludes Associate members. Within thirty (30) days of their appointment, the investigating Committee will make a report, jointly, in writing, including the findings and recommendations to the State Board. The State Board is authorized, in consultation with the NRC assigned Executive Committee, to take the necessary action to resolve the issue within thirty (30) days, unless extensions of time limits are necessary and approved by the State Board with concurrence from the assigned Executive Committee. All parties must be notified in writing of such action. Any expense incurred by the investigation shall be borne by the State Association.**

**B. Anyone who regularly serves in a supervisory or management capacity shall not represent any craft employee, during such period of service, in the grievance/arbitration procedure nor for a period of 60 calendar days from the last date such person served in such supervisory or management capacity. Any such person serving in a supervisory or management capacity shall notify any craft employee desiring representation of the proper person to contact for such representation.**

(Continued on next page)

**A. Any member aggrieved by any action of the State Association, or officer thereof, shall have the right to appeal to the State Board. Such appeal must be in writing and must be filed with the State President within thirty (30) days of having knowledge of said action. Within the (10) days of receipt of such appeal, the State President will cause to be notified all members of the State Board and the assigned NRC Executive Committee, and also request that the charging party provide a letter outlining the specific charges and relief sought. This letter of specificity must be returned within twenty (20) days, and upon its receipt the State Board will forward a copy to the charged party for response. The charged party will have twenty (20) days to respond in writing to the State Board. The State Board will review the charging party's letter of specificity and relief sought and the response of the charged party. If the State Board chooses not to or is unable to effect the relief sought, it will then establish an Investigating Committee which will have full authority to conduct a full, fair, and impartial investigation. One member of the investigating Committee will be chosen by the charged party, one member will be chosen by the charging party, and the two original members will then choose the third member. All members of this investigating Committee must be members of the State Association, who do not hold an elected position on the State Board, and excludes Associate members. Within thirty (30) days of their appointment, the investigating Committee will make a report, jointly, in writing, including the findings and recommendations to the State Board. The State Board is authorized, in consultation with the NRC assigned Executive Committee, to take the necessary action to resolve the issue within thirty (30) days, unless extensions of time limits are necessary and approved by the State Board with concurrence from the assigned Executive Committee. All parties must be notified in writing of such action. Any expense incurred by the investigation shall be borne by the State Association.**



B. The President shall annually appoint a Full Time State Steward. In the event the State Steward would become permanently unable to complete his term of office, the President shall appoint a qualified member in good standing to complete the unexpired term. The President shall have the option to appoint up to six (6) Part Time Assistant State Stewards, or one (1) Full Time Assistant State Steward and up to five (5) Part Time Assistant State Stewards annually. Selection of Assistant State Stewards is made with the consensus of the President and the State Steward. All State Level Steward appointments shall require the confirmation vote of the Executive Board by a simple majority. All steward appointments are subject to approval by the National Association. If the President and the State Steward cannot reach consensus on a candidate for an Assistant State Steward position, then the President shall make the appointment and the confirmation vote by the Executive Board shall be by simple majority.

C. The selection of the Local Steward should be in accordance with democratic procedures. To become a steward, a rural carrier must be a member of the National Rural Letter Carriers' Association. Mandatory local steward elections will be conducted in the month of January of every fourth year beginning in 2004. The term will be four years and a local steward may be reelected to the position. Written notification to all NFLCA members shall be given at least 15 days before the date for an election. A majority vote of those NFLCA members voting is required for an election. When there is more than one (1) Local Steward at an installation, one (1) shall be selected by the National Rural Letter Carriers' Association members of said office as Chief Steward.

D. An election for Local Steward shall not be held sooner than the four-year mandatory election, unless the position becomes vacant, the incumbent Local Steward retires, or a petition requesting replacement of the Steward is signed by a two-thirds majority of NRLCA members of said office to the State Steward, and upon approval of the State Steward.

E. In the event of a tie vote for a Local Steward, the State Association, upon recommendation of the State Steward, shall select a steward to serve in that office until a new Local Steward has been elected and certified. The same procedure will be used to break a tie for Chief Steward.

**Section 3. Duties and Responsibilities of Stewards.**

A. The State Steward shall supervise and administer the Steward System within the state. The State Steward shall be responsible to the State and National Associations for the performance of all duties as defined in Article X of the State Constitution. The term of office shall be determined by the State Association in accordance with Article X, Section 2.B of the State Constitution or until termination by the National Association in accordance with Article IX, Section 7 of the National Constitution.

B. The following duties shall be performed by the State Steward:

1. To certify, on the appropriate National Forms, the Area and Local Stewards, including the names, addresses and telephone numbers, with notification to all postmasters and the National Office;
  2. To submit, on the appropriate National Office forms, the names, addresses and telephone numbers of the Assistant State Stewards to the National Office for certification.
  3. To train all Assistant, Area, and Local Stewards prior to certification, utilizing training as designed by the National Office;
  4. To provide, on an annual basis, enhancement (refresher) training to all stewards;
  5. To appeal Step 2 and Step 3 grievances to the appropriate postal designee closely coordinating efforts with the Executive Committeeman of the National Rural Letter Carriers' Association, and
  6. In the event an Area or Local Steward is unavailable, to represent the National Rural Letter Carriers' Association, or name a qualified individual to serve temporarily as a Steward.
- C. The State Association shall select Assistant State Stewards as needed. The Assistant State Stewards shall be responsible to the State Steward and to the State and National Association for the performance of all duties. It shall be the responsibility of the Assistant State Stewards to represent carriers in offices as assigned by the State Steward. The Assistant State Stewards, under the direction of the State Steward, shall serve with the same authority as the State Steward. The Assistant State Stewards may, in the absence of the State Steward and in conjunction with the Executive Committeeman, appeal grievances to the Step 2 and Step 3 levels.
- D. The State Association shall select Area Stewards as needed. The Area Stewards shall be responsible to the State Steward. An Area Steward that has not been properly certified for an office will have no authority in any office that currently has a Local Steward. An Area Steward is equal to a Local Steward in authority. An Area Steward will be assigned a geographical area so that every office within said area can be reached in a reasonable time without the local carrier being unduly delayed in representation. Each office is encouraged to have a Local Steward. An Area Steward cannot serve as Area Steward in more than twenty (20) offices.
- E. It shall be the responsibility of the Area Steward to write grievance appeals for carriers in Step 2 of the grievance procedure in those offices where no Local Steward has been selected. The Area Steward shall submit copies of grievances to the State Steward. In the event of an adverse decision by the installation head, the Area Steward shall forward the complete file to the State Steward with recommendation for consideration of further appeal.

(Continued on next page)

**Section 2. Duties.**

- A. The State Board shall have oversight of the publication known as the Virginia Rural Letter Carrier, and be responsible for its continued distribution and content. **The State Board shall employ a Communications Specialist from within the rural craft if possible with an annual salary of \$6,000 plus applicable expenses.**
- B. The State Board has the authority to make decisions necessary to meet the financial needs of the Association.

**Section 3. Meetings.** The President may convene the State Board and/or Committees whenever in his/her judgment circumstances demand, and assign duties to any of them. For this service, members of the State Board or Committees shall receive their travel, \$40 per diem, and lodging, or similar related essential expenses when itemized and approved by the State President or State Steward, as appropriate. Copies must be submitted to the Finance Committee on a monthly basis.

**ARTICLE IX  
Committees**

**Section 1. Convention Committees.**

- A. All Committees, unless otherwise provided for, shall be appointed by the President. Said Committees and appointees shall consist only of regular elected delegates.

- B. No less than two full weeks before the State Convention, the President shall appoint from the list of regularly elected delegates then in the hands of the Secretary-Treasurer, committees of: no less than three (3) on Credentials, ~~no less than three (3) on Finance~~, no less than three (3) on Resolutions, no less than three (3) on Constitution, no less than three (3) on Time and Place, and no less than three (3) on **Outstanding Member of the Year**. In addition, a Teller Committee Chairman and two (2) Tellers Committees of no less than four (4) members each shall be appointed.

- C. The committees on Constitution, Resolutions, and Elections may be required to report to the site of the State Convention one day preceding the opening of the State Convention to discharge their duties at the direction of the State President.

**Section 2. Standing Committees.**

- A. The Finance Committee shall be a standing committee consisting of members of the Executive Committee. The Chairperson shall be appointed by the President. The Finance Committee shall review the Association's total revenues and expenditures from the past year, and hear suggestions from the members. The Finance Committee shall evaluate and submit recommendations from said review, concerning but not limited to general expenditures, officers' salaries, benefits and expenses; and propose the level of dues for the upcoming year. The Finance Committee shall submit a final report to the delegation with the recommendations to be voted upon. The Finance Committee, if necessary, will have access

to the CPA firm employed by the State President, and to all records to effectively perform their duties.

- B. The Time and Place Committee shall be a standing committee. The Time and Place Committee shall be responsible to receive bids on future convention sites and consider bids submitted by a Local Association. The committee will then investigate the bid and inspect the sites to determine their suitability. The committee will, after thorough deliberation, make a report at the next State Convention on prospective convention sites.

- C. The Elections Committee shall be a standing committee. ~~The Chairman and at least three (3) members shall be appointed for a term of no less than three (3)-years. The Chairman and two additional members will be appointed annually. These members will be responsible for the retrieval and tabulation of National Delegate ballots at each State Convention, and conforming with applicable Federal Labor Laws. A minimum of an additional seven (7) members will be appointed no less than two full weeks prior to the State Convention.~~

**Section 3. Committee Compensation.** The President shall direct the Secretary-Treasurer to compensate these committee members for their travel, lodging, \$40 per diem, and any loss of pay for any extra days related to their service on the respective committee prior to the Convention.

**ARTICLE X  
Steward System**

**Section 1. Responsibility.**

- A. The National Agreement provides for a Steward System. The purpose of the Steward System shall be to provide representation to employees in the rural carrier craft in all matters of Labor-Management relations with the U. S. Postal Service. Under the Agreement, the National Rural Letter Carriers' Association, as the exclusive organization representing the rural carrier craft, is the only organization to represent rural carriers. The State Association, under the direction of the National Executive Board, shall be responsible for the implementation and operation of the Steward System within each State.
- C. Primary responsibility for financing the Steward Program will rest with the State Association.

**Section 2. Selection.**

- A. The State Association shall recommend to the National Association the name of a member of its Organization to serve as State Steward. The State Association, in conjunction with the State Steward, shall recommend to the National Association the name(s) of a member(s) to the National Association the name(s) of a member(s) to serve as the Assistant State Steward(s). The State Association, in conjunction with the State Steward, shall recommend to the National Association the name(s) of a member(s) to serve as the Area Steward(s).

**(Continued on next page)**

published in The National Rural Letter Carrier in the first issue of February, March, April and May. Such nominations may include self-nominations. The nominating ballot shall be signed, showing the name and address of the member making the nomination:

B. Nominations for candidates for National Delegates shall be in the office of the State Secretary at least forty (40) days prior to the opening of the State Convention. Upon receipt, the State Secretary shall send a notice of nomination to the candidate by U.S. Mail.

**Section 4. Election-**

A. A member must be on the rolls at least forty (40) days prior to the opening of the state convention in order to be eligible to vote for National Convention Delegates. It shall be the duty of the State Secretary to prepare a ballot listing the nominees for the position of delegate to the National Convention. The Secretary shall place the names of all nominees in a hat to be drawn for position on the ballot for national delegate, and shall place them on the ballot in the order in which they are drawn, and mail said ballot to all members at least twenty (20) days prior to the opening of the State Convention. The Secretary/Designee shall arrange for the rental of two post office boxes: one post office box for receipt of the ballots and the other for return of undeliverable ballots.

B. An Election Committee shall be appointed by the state president. No member whose name appears on the ballot may serve on the Election Committee. Ballots shall be returned to a post office box accessible only to the Election Committee. At the end of the cut-off period, said ballots shall be collected and counted at the State Convention. Any candidate may observe the ballot tabulation. An envelope marked "Secret Ballot" shall be provided each member in which to seal the ballot for mailing.

D. To permit verification of membership enrollment and to maintain the integrity of the voting procedure, the sealed envelope containing the ballot shall be placed in another envelope by the member and mailed to the designated post office box. The other envelope, also marked "Ballot", shall clearly identify name and address of the member.

E. The number of candidates to be voted upon by each member shall not be more than the total number of delegate votes to which the State Association was entitled the previous year. Appropriate instructions shall be on each ballot stating the number of delegates to be elected and the mailing address of the designated post office box at which it must be received prior to the cut-off date. In reporting the results of the vote tabulation, the candidates shall be placed on a roster in accordance with the number of votes received. The required number of delegates for the State Association, in accordance with Article VI, § 3, A, 1,

National Constitution, shall be declared regular delegates and the remaining candidates shall be declared alternates.

F. The President, Vice President, Secretary-Treasurer, in descending order, if elected as a National Delegate, shall be in charge of the delegation to the National Convention. In the event none of the above is elected as a National Delegate, the Virginia delegation shall select from the delegation a chairman.

G. A State Officer may not be automatically declared a National Delegate by virtue of the office, unless elected to the State Office by direct vote of the membership. If the State Officer is elected by the delegate system, to be a National Delegate the officer must be a candidate and be elected in a state-wide election.

H. The State Secretary, immediately after the State Convention, shall fill out credentials of Delegate at large and regular delegates to the National Convention in duplicate, the original to be immediately sent to the National Secretary-Treasurer, the duplicate to be retained for identification by the delegate. The state's seal shall be embossed on the face of the credentials.

Section 5. Compensation of State-Paid National Delegates. Duty elected delegates and the first alternate delegate to the National Convention shall be paid mileage at the rate prescribed by the National Constitution. Mileage shall be computed at the most direct route over federal and state highways by the State Secretary-Treasurer. Duty elected delegates and the first alternate delegate shall be paid per diem for attending sessions of the National Convention at the rate equal to that paid by the National Association. All National-Paid Delegates shall be excluded from this provision.

**ARTICLE VIII  
State Board**

Section 1. Members. There shall be a State Board consisting of the President, Vice-President, Secretary-Treasurer, and four (4) Committeemen.

(Continued on next page)

C. Each Local Unit shall elect the number of delegates and alternates in accordance with Subsection A.

D. Alternates will be called on by the Local Unit Secretary due to the inability of one or more delegates to attend. Such alternates or alternates shall have all the rights and privileges accorded delegates.

E. The Local Unit Secretary shall certify to the State Secretary a list of delegates and alternates twenty (20) days prior to the beginning of the State Convention.

F. No delegate can be seated from any Local Association that has not paid local, state and national dues, or given security for same, and only when holding properly signed credentials. The State Secretary-Treasurer will notify each Local Association, at least two weeks prior to the opening date of the State Convention, the status of the Local Association as it relates to the payment of local, state and national dues for its members.

**Section 4. Compensation for State Delegates.** Duly elected delegates to the State Convention shall be paid mileage at the rate of double that allowable by the Internal Revenue Service per mile one way. Mileage shall be computed at the most direct route over Federal and State highways by the Mileage and Per Diem Credentials Committee.

**Section 5. State Officers.**

A. The outgoing State President shall have the status of Delegate-at-Large at the next succeeding State Convention immediately following that term in office, but shall not be eligible to vote for officers of this Association unless he/she is a duly elected delegate.

B. Each State Board Member shall be entitled to a vote on every question coming before the State Convention. This would include election of President, Vice President, Secretary-Treasurer, and Executive Committee only if said State Board Member is a duly elected delegate from his or her Local to the State Convention in question.

**Section 6. Quorum.** Twenty five (25) members representing not less than one third of the Local Associations shall constitute a quorum for transacting business.

**Section 7. Order of Business.** The order of business of the annual State Convention shall be determined by the State Board, except the reports of the Constitution and the Resolutions shall be the first and second order of business of the State Convention, without interruption, beginning at the opening of the afternoon session of the first day.

**ARTICLE VII**

**National Convention Delegates**

**Section 1. Representation.** Each Chartered State Association shall be entitled to representation in the National Association by one Delegate at Large. Each Chartered State Association is also entitled to one delegate for each 100 or major fraction thereof of its own members, based on the current membership year.

Membership shall be based on the number of dues with holding and cash pay Bargaining Unit and Retired

(Continued on next page)

Member. In order for a state to receive credit for each pay member, dues must be received no later than the close of business on the first day of the Convention. National delegates will be selected as follows:

**Section 2. Eligibility.**

A. No member shall be nominated or be a National Delegate whom from the time of nomination through the end of the convention holds a position in management (either permanent or temporary) in the Postal Service; in any other postal craft; or any other job which competes with the Postal Service and/or this Association. This policy is defined as follows:

1. When a rural carrier craft member is serving in a managerial or supervisory position such as an OIC or 204B, the member is prohibited from Union participation. The member may not be nominated or serve as a National Delegate.

2. However, there are many instances where a member may be utilized by Postal Management to assist in the rural craft that equally benefit the rural craft and Postal Management. In those instances, where the individual is not in a managerial/supervisory position, the individual will not be prohibited from any Union participation. (Such examples may include, but are not limited to, assisting with route adjustments, mail count, academy trainers, automation team member, safety teams.)

3. If a Steward is utilized by the Postal Service in this type of position, the Steward must notify the affected carrier(s) whom to contact in the Steward System for representation in any dispute where the Steward is involved. By doing this, the Steward will avoid any appearance of conflict of interest and will be in compliance with Article IX, Section 8 of the National Constitution.

B. A retired Associate member, a non-member or a craft member who has been separated involuntarily from the Postal Service cannot be nominated, elected, or seated as a National Delegate.

C. A delegate must be an active or retired carrier in good standing at the time of nomination, election and seating as a National Delegate. Only Bargaining Unit Members and Retired Members in good standing may be nominated, elected or seated as delegates. Such "good standing" status shall be the sole prerequisite for determining eligibility or entitlement to service as a delegate or to any payment or benefit, except that a state may establish reasonable rules to ensure attendance at the Convention.

**Section 3. Nomination.**

A. Nominations for National Delegates within each State Association shall be accomplished by submitting the nominations on a nominating ballot to be

postal policy at the employee's attained rate, forwarded at the beginning of the Union Year. Unused annual leave can be carried forward for use in future years up to a limit of 55 days. All or a portion of it may be "cashed out" annually, at the employee's daily rate of pay.

b. Sick leave will be earned in accordance with postal policy. Unused sick leave will be carried forward for future use. The employee will be paid for any unused sick leave accumulation at their daily rate of pay within six months of having a successor appointed or elected.

c. In the event of the death of the employee, all accrued annual leave shall be paid to the employee's estate.

2. Retired Carrier  
A retired carrier serving as a full time VARLCA employee will be granted up to thirty-nine (39) days annually of personal leave with no effect on their salary. There will be no accumulation or "cashing out" of personal leave.

B. All personnel serving in an Official Union Capacity are to be covered by a Workman's Compensation/Insurance program in case of injury while on Official Business. The coverage is to be purchased and kept in force by the State Association.

C. All personnel serving in an Official Union Capacity shall be compensated for lost retirement benefits and matching funds equal to those which would have been earned in their capacity with USPS. Said funds are to be deposited in their respective Retirement Plan.

D. If the full time VARLCA employee is a designation 71 or 76, the State Association will be responsible for reimbursement to the USPS for all postal contributions to the full time VARLCA employee's health and life insurance programs in which enrolled. If a retired carrier is the full time VARLCA employee, no additional benefits will be paid.

**Section 7. Removal.**

A. In case of neglect of duty or violation of this Constitution on the part of any Officer of this Association or subordinate branch thereof, in the interim of the State Convention, the State Board shall have the power to suspend such Officer, without pay, after a fair hearing, subject to an appeal to the next State Convention.

B. In case a State Officer shall prove unfaithful to the Association, such officer may be impeached and removed from office by a two-thirds vote of the delegates at the State Convention. The officer shall be duly notified and granted a fair hearing before a Committee comprised of three members; one selected by the State Board; one selected by the accused Officer; and a chairman selected by the other two members of the Committee. The Committee shall report to the State Convention before a vote is taken.

**Section 8. Vacancy in Office.**

A. In the event other vacancies exist causing an unexpired term, an election shall be held to fill such vacancies for the remainder of the term at the next State Convention or the President shall have the authority to appoint a replacement if the vacancy occurs more than sixty (60) days prior to the State Convention.

B. In the event of death or other cases of incapacity of the Secretary-Treasurer so as to render him/her unable to perform his/her duties, the President will appoint a qualified member in good standing to temporarily assume the duties of the Secretary-Treasurer.

**Section 9. Association Property.** All Officers elected and appointed, at the expiration of their terms of office, if removed from office, or if their office is declared vacant, shall deliver to their successor and/or the State Board, all books, records, monies, and other property in their possession belonging to the State Association.

**ARTICLE VI**

**Meetings**

**Section 1. State Convention.**

A. The State Association shall convene each year between June 1 and June 30. The length of the Convention shall be determined by the State Board.

B. The State Convention shall consist of its Officers and Delegates from the Local Units. Such Officers and Delegates shall consist of those members eligible as defined in Article III of the VARLCA Constitution, and meeting the requirements as set forth in Article VI.3.F of the VARLCA Constitution.

C. All proposed actions relating to financial matters shall be voted on by secret ballot by the delegates.

**Section 2. Site Selection.**

A. The delegates shall choose the dates for the Convention a minimum of three years in advance.

B. The annual meeting place for the State Convention shall be selected two (2) years in advance as follows: The Convention Delegates shall select the location after hearing the report of the Time and Place Committee. If, for any reason, the place so prescribed shall be unsuitable, the State Board shall have the authority to change such place by giving notice through the Virginia Rural Letter Carrier of the official notice of the annual meeting.

**Section 3. Delegates.**

A. Any Local Unit shall be entitled to representation in the State Association by one (1) delegate and one (1) alternate for each four (4) members or major fraction thereof. This representation shall be based on the membership of the previous Association year.

B. Each Local Unit shall elect delegates by secret ballot by those present and entitled to vote.

(Continued on next page)

State Steward \$8,000; State Insurance Representative \$500. ~~and the State Editor \$750.~~

- B. The Secretary-Treasurer shall have a semi-annual (6 month) salary equivalent to a 40K rural route at Step 12. This period will run from March 1 - August 31. During this period this position will be considered full-time. The remainder of the year the Secretary-Treasurer will be compensated \$4000. In addition to the above mentioned salaries, the Secretary-Treasurer shall receive secretarial expenses and annual office rent of \$2400.
- C. In the event a retired carrier is appointed State Steward, the annual salary shall be the equivalent of a 48K rural route at Step 12. In the event a retired carrier is appointed Full Time Assistant State Steward, the annual salary shall be the equivalent of a 46K rural route at Step 12.
- D. In the event a retired carrier is elected Secretary-Treasurer, the semi-annual (6 month) salary shall be the equivalent of a 40K rural route at Step 12.

**Section 5. Expenses.**

- A. All union members in good standing, and not receiving any reimbursement from the State Association, shall receive compensation, one way, for their mileage to all State Board and Booster meetings, at the rate of mileage reimbursement currently outlined in the Constitution.
- B. No person holding office in this Association shall be allowed compensation for services or expenses if such officer is receiving compensation from any other source for that service. Officers shall not hold any other paid position in the Association or in connection with the Association while receiving compensation as an officer.
- C. No union member shall receive DOP (Day of Pay) from the Union while in a paid leave status from the U. S. Postal Service.
- D. The Association shall pay Officers of the Association, elected or appointed, actual travel and lodging expenses plus \$40 per diem while in travel status. All Officers elected or appointed shall be reimbursed for all other necessary expenses in the performance of their duties and shall be paid for loss of rural carrier salary when in a leave without pay status while in the performance of said duties. All necessary expenses shall be itemized and approved by the State President or State Steward, as appropriate. Copies must be submitted to the Finance Committee on a monthly basis.

**Section 6. Benefits.**

- E. All Officers elected or appointed shall be paid mileage for the use of their vehicle at the same rate per mile as paid by the Internal Revenue Service, while in the performance of their duties.
- A. Full Time VARLCA Employees
  - 1. Active Carrier
    - a. Annual leave will be earned in accordance with

- 2. Each member of the Executive Committee shall work as advocates for all interests of the membership, including, but not limited to, membership growth, PAC, GMAC Insurance, attendance, legislative representation, and the administration of the Steward Program.

- 3. The Executive Committee shall meet regularly with the officers to administer whatever the entire State Board prescribes.

- 4. Each member of the Executive Committee shall give a report of their activities at each Board meeting and a written report annually at the State Convention to be published in *the Virginia Rural Letter Carrier*. The Executive Committee shall perform such other duties as the Constitution of this Association shall require.

- 5. The State Board shall become certified Area Stewards to assist State Stewards in assigned areas of the State. Upon removal from the State Board by election or otherwise, those certified as Area Stewards will serve in that capacity for a continuing six (6) months period of time.

- 6. While serving as a member of the State Board, no Board Member shall serve as a State Steward or an Assistant State Steward.

- E. All officers, executive committeemen, and appointed office holders shall discharge the duties of their respective offices until their successors are elected or appointed. If removed from office, their duties shall cease immediately.

**Section 3. Election.**

- A. The nomination and election of officers shall take place at each Convention of the State Association. Nominations shall be in order at any time after 10:00 a.m. of the first day of the State Convention and until the time of election.

- B. The election of officers shall be by majority vote and write-in votes shall not be considered valid. Election shall be by ballot when there is more than one nominee for the same office. When there are more than two nominees for the same office, the one receiving the least number of votes on the third ballot and on each succeeding ballot shall be dropped, until election is accomplished. When there is only one nominee for an office and nominations have been closed, the President or Secretary-Treasurer shall declare that the nominee is elected.

**Section 4. Salaries.**

- A. ~~Effective July 1, 2009~~, The annual salaries of the officers of the Association shall be President \$4,500; Vice-President \$2,500; Executive Committee member - \$800 each; Full time State Steward the amount of a 48K rural route at his or her attained Step and annual office rent of \$2,400; Full Time Assistant State Steward (if appointed) the amount of a 46K rural route at his or her attained Step; Part Time Assistant

Vice President shall become the President and serve until such time as a successor shall be duly elected and installed. **The Vice President shall serve as Editor of the Virginia Rural Letter Carrier.**

- 2. The Vice President shall have the authority to countersign all checks issued in payment of any obligations of the Association.

- 3. The Vice President shall give a report of his/her activities at each Board meeting and a written report annually to be published in the *Virginia Rural Letter Carrier*. The Vice President shall perform such other duties as the Constitution of this Association shall require.

C. Secretary-Treasurer

- 1. The duties of the Secretary-Treasurer shall be:

- a. To keep a correct record of the proceedings of this Association, read, or cause to be read, all communications, reports, etc., and draw and attest all orders drawn on the Treasury; affix the stamp of the Association to all official documents;

- b. Within two months after the close of each State Convention or special meeting, to prepare for publication in the *Virginia Rural Letter Carrier* a correct copy of the entire proceedings of the State Convention, or special meeting of the Association, giving a complete statement of the financial conditions of the Association and a statement of the membership;

- c. To issue checks in payment of all properly itemized invoices and statements, for authorized payroll payments and for other obligations of the Association as directed by the State Board;

- d. To conduct the correspondence of this Association, keep a record of and submit same when demanded by the State Board;

- e. To keep a true and correct account between the State Association and the Local Associations and of all other financial transactions. Following the end of the Association year, June 30, the books and records for the fiscal and Association year's operation, July 1 to June 30, shall be immediately audited as prescribed in Article V, Section 2.A.1. The report of the Certified Public Accountant shall be submitted to the Finance Committee;

- f. To submit to the Finance Committee prior to the first day of the State Convention a detailed report on all receipts, expenditures, and other financial transactions between the close of the books, May 31, and the opening of the State Convention. This committee shall examine the books, records, and financial statement of the Secretary-Treasurer for that period and report their findings to the Convention;

- g. To receive all funds due the Association and make timely deposits of all receipts into the Association's Treasury, keeping on file a copy of each deposit slip;

(Continued on next page)

D. Executive Committee

- d. To be the membership chairman for the Association.

State Board.

- c. To invest Association funds, in excess of that needed for current operation. Excess funds shall be invested in U.S. Government Securities, federally insured depositories, credit unions or in certificates of deposit issued by federally insured banks in such manner as provided by the State Board. The payment of interest or dividends, or the withdrawal or transfer of funds from one depository to another, and issuing orders as may be drawn upon the Secretary-Treasurer, in accordance with the laws of the Association, shall be made as provided by the State Board.

- b. Subject to the approval of the State Board, to employ such office help as may be necessary to properly discharge the duties of the office;

- a. To have charge of the seal, books, papers, and documents belonging to this Association;

- 2. The responsibilities of the Secretary-Treasurer are:

m. The State Secretary-Treasurer shall remit \$4.00 per annum to each Local for each member of that Local who is on dues withholding.

- l. The Secretary shall, immediately after the closing of the State Convention, prepare all resolutions adopted at said Convention which deal with matters that come within the jurisdiction of the National Convention by listing only one resolution on each sheet of paper, designating whether the resolution is binding or non-binding. The State Secretary shall also submit all Constitution changes considered and adopted by the delegates at the State Convention to the National Secretary-Treasurer.

- k. Following any changes in the State Constitution, the Secretary-Treasurer shall cause such revisions to be incorporated into a supplement of the changes, or a new printing of the Constitution, as directed by the State Board.

- j. The Secretary-Treasurer shall give a report of his/her activities at each Board meeting and a written report annually to be published in the *Virginia Rural Letter Carrier*. The Secretary-Treasurer shall perform such other duties as the Constitution of this Association shall require.

- i. To meet with the Finance Committee and provide a detailed overview of the total revenues and expenditures of the Association; and

- h. To prepare a quarterly financial report, giving the receipts and expenditures of the Association in detail, as shown by the ledger accounts; such report to be published in the *Virginia Rural Letter Carrier*.

**Section 2. Duties and Responsibilities.**

any qualified member serving in an official capacity, under the authority of the State Board.

A. President

1. The President shall preside at all meetings of the State Association and enforce all requirements of the Constitution subject to the approval of the State Board. The President shall sign all papers and documents that require his approval. The President shall employ a Certified Public Accountant to audit the Treasurer's books every year and prior to a new Treasurer receiving said books.

2. The President shall appoint from the membership an Insurance Representative, ~~an Editor~~, a PAC Chairman, a State Chaplain, others as necessary, and a Parliamentarian. These persons shall be appointed at his earliest convenience, except that the State Steward must be appointed within five (5) days following the State Convention.

3. The President shall, at the close of each Annual State Convention, make such appointments of special committees as shall have been provided for and shall have authority to fill all vacancies occurring therein during recess. The President shall temporarily fill all vacancies in the State Board of the Association, subject to the approval of the State Board.

4. The President shall make decisions upon all questions of law, which shall be subject to a vote of the State Board, during the recess of the Association. The President and the Board shall report all such decisions to the Association at its next Annual State Convention, for approval or rejection; such decisions, when approved, shall have the effect and force of the general laws of the Association.

5. The President shall give a report of his/her activities at each Board meeting and a written report annually to be published in the *Virginia Rural Letter Carrier*. The President shall perform such other duties as the Constitution of this Association shall require.

6. The President shall make a summary report available on the disposition of those resolutions adopted at the previous convention.

7. The President shall have authority:  
a. To grant charters and, in conjunction with the Secretary-Treasurer, issue them during the interim between meetings of the Association.  
b. To countersign all checks issued in payment of obligations of the Association.

B. Vice President  
1. The duties of the Vice President shall be to preside in the absence of the President, and in case of death, resignation, disqualification, refusal or neglect of the President to discharge the duties of the office. The

**(Continued on next page)**

4. To restore democratic procedures;  
5. To otherwise carry out the legitimate objectives of the State and National Associations;  
6. Failure to hold a meeting annually.

B. The Trustee shall assume immediate control and authority of the Local Association, with full authority over the Officers and property thereof. The Trustee shall continue to act in such a capacity for the duration of the trusteeship.

C. Within 30 days of the imposition of the trusteeship, a hearing shall be held before an impartial committee of three (3) members. The members shall be selected as follows: one member selected by the State Board, one selected by the Local in trusteeship and a chairman selected by the other two members. The committee shall have sole discretion regarding the conduct and procedures of the trusteeship hearing. Any active member in good standing may serve on this committee, except that no member of this committee shall be chosen from the Local Association in trusteeship, nor from the State Board. All interested persons shall have the right to present evidence at the hearing to the hearing committee.

D. The hearing officer shall report as soon as practicable, after the close of the hearing, the findings and recommendations to the State Board. The State Board may accept or reject these findings and recommendations, and the trusteeship may be continued or terminated accordingly.

E. Upon a petition filed with the State Board, no earlier than six months after the appointment of the trustee-ship, and at six month intervals thereafter, any party may request termination of the trusteeship. The State Board acting on such petition, or at any time, may terminate the trusteeship, and restore government to the Local Association Officers.

F. Any member in good standing of the affected Local Unit not satisfied with the decision of the President may have the right to appeal as provided in Article XI of this document.

**ARTICLE V  
Officers and Appointees  
Section 1. Officers.**

A. The officers of this Association shall consist of President, Vice-President, and Secretary-Treasurer. They shall be elected annually from the active membership for a one year term by the delegates at the State Convention. No member shall hold two elected positions simultaneously.

B. There shall be a State Board consisting of the President, Vice-President, Secretary-Treasurer, and four (4) Committeemen. The Committeemen shall likewise be elected from the active membership for a four (4) year term by the delegates at the State Convention. One Committeeman shall be elected each year in order to maintain a rotating body.

C. An officer of this Association shall be further defined as



ARTICLE IV  
Subordinate Units

Section 1. Subordinate Units.

- A. The state shall be organized into Local Units which have been duly chartered by the State Association.
- B. A Local with fifteen or more bona fide members may apply to obtain a charter by remitting a charter fee of \$5.00 and the per capita tax for all members as of the time of application. In conjunction with the application for a charter, the Local shall submit a copy of its proposed Constitution to the State Secretary-Treasurer for review.
- C. In compliance with Federal Labor Laws, all Locals must have an approved Constitution, or will be governed by the Uniform Constitution as printed in Appendix A of the National Constitution.
- D. All Local Constitutions shall be in harmony with the State and National Constitutions and in compliance with Federal Labor Laws. The Local Association is subordinate to the State Association, and the State Association is subordinate to the National Association.
- E. All Local Constitutions shall be submitted to the state for review, and subsequent amendments to them shall be submitted to the state for approval.
- F. No Local Association shall offer representation to rural carrier craft employees on matters relating to EEO, MSPB, OWCP, or other non-contractual labor-related issues without prior written consent of the National Board.
- G. The Local Associations shall maintain fiscal responsibility to ensure that all financial obligations are paid in a timely manner.

Section 2. Dissolution. If the charter of a Local Association

is suspended or revoked, or in the event of the dissolution, disaffiliation or termination of operations of a Local Association, all property, assets, liabilities and funds of the Local Association shall become the property of the State Association. If the Local Association is re-chartered and resumes operation, the balance of the aforementioned funds shall revert back to and become the property of the Local Association.

Section 3. Trusteeship.

- A. The President, with the approval of the State Board may place in trusteeship any Local Association or subordinate body for any of the following reasons:

- 1. To uphold the principles and integrity of this Constitution;
- 2. To correct corruption or financial malpractice;
- 3. To assure performance of collective bargaining agreements or other duties of a bargaining representative;

(Continued on next page)

Section 5. Membership Year. The Association membership and fiscal year shall begin July 1 and end on June 30.

Section 6. State Publication. Persons paying membership dues including, Regular-Designation 71, PTF Rural-Designation 76, Substitute-Designation 72, 73, Rural Carrier Relief employees-Designation 75, Rural Carrier Associate employees-Designation 74, 78, 79, Retired-Designation 04, shall receive each issue of the Virginia Rural Letter Carrier.

Section 7. Standards of Conduct for the Association and its Members.

- A. The following standards of conduct are prescribed for this Association.
  - 1. To maintain democratic procedures and practices, including provisions for periodic elections to be conducted subject to recognized safeguards and provisions defining and securing the right of the individual members to fair and equal treatment under the organization, to fair and equal treatment under the governing rules of the organization, and due process in any disciplinary proceedings.

- 2. To prevent discrimination on the basis of race, color, age, gender, religion, creed, national origin, disability, or marital, economic, social, or political status;
- 3. To prohibit business or financial interests on the part of organization officers and agents which conflict with their duty to the organization and its members; and
- 4. To maintain fiscal integrity in the conduct of the affairs of the organization.

- B. In addition to the above, the language found in Article III, Section 9 of the NRLCA Constitution shall apply.

Section 8. Recruitment. As membership is the lifeblood of any organization, this Association strongly supports the active recruitment of non-members by encouraging the development of membership campaigns within all levels of this Association, including but not limited to, Rural Academies, new employee orientations, individual visitations,

- 2. Regular Rural Carriers; \$4
- 3. Part-Time Flexible Rural Carriers; \$4
- 4. Substitute Rural Carriers; \$4
- 5. Rural Carrier Associates; \$4
- 6. Rural Carrier Reliefs; \$4
- 7. Auxiliary Rural Carriers; \$4
- 8. Retired Rural Carriers; \$4

These amounts shall be deducted pro-rata from NRLCA State Association dues by the NRLCA and remitted to the National Auxiliary quarterly.

Those NRLCA members who have signed an authorization for deduction dues and do not wish to participate in the Family Plan may request a refund of Auxiliary dues. Such refund request must be made in writing to the NRLCA Secretary-Treasurer not more than twenty (20) days and not less than ten (10) days prior to the beginning of each NRLCA fiscal year.

**PREAMBLE**

This Association is predicated upon the long recognized need of those who work in our service industry for the establishment of a united force, free from divisive conflict, to accomplish the organization of all workers within its authority; to advance the economic and other interests of all members; to safeguard, enhance, and insure their job security; to enlarge upon their opportunities, and to provide in every respect their continuing full share of the reward in the growth and expansion of the United States Postal Service to which they contribute so substantially in the commitment of their working lives.

This Association shall seek, in unity and with all the resources at its command, to realize the highest aspirations of its members as workers and as citizens. It deems such realization to be their right, and it shall protect against all threats of impairment from any source.

This Association is dedicated to the discharge of its responsibilities and the achievement of its objectives in accordance with democratic principles, processes, and traditions which are embodied in this Constitution. As its basic charter, this Constitution establishes the Virginia Rural Letter Carriers' Association and the organic law governing its operation.

**ARTICLE I**

**Name**

The name of this organization shall be the Virginia Rural Letter Carriers' Association (VARLCA), chartered by the National Rural Letter Carriers' Association in 1904, Charter #24.

**ARTICLE II**

**Purpose**

The purpose of this Association shall be to improve the methods used by rural letter carriers, to promote a fraternal spirit among its members, and to benefit their conditions of labor.

**ARTICLE III**  
**Members**

**Section 1. Member in Good Standing.** A "member in good standing" is a member who has made timely payment of dues and has not voluntarily withdrawn or been expelled or suspended by the Association.

**Section 2. Classifications.**

- A. The active membership of this Association shall be composed of regular rural letter carriers; PTF rural letter carriers; rural letter carriers who are serving in the Armed Forces of our country, provided they were members of the Virginia Rural Letter Carriers' Association at the time of their entry into the Armed Forces; auxiliary rural letter carriers; substitute rural letter carriers; rural carrier relief employees; rural carrier associate employees; rural carriers who have been retired on an annuity (Retired Members in good standing are entitled to all voting rights with the exception of affiliation of National Agreements); all former rural letter carriers who were in good Association standing

- A. Annual State Per Capita dues shall be defined as follows per membership classification plus the National dues as defined in the National Constitution as soon as practicable:

Regular	\$311.00
PTF	\$259.00
Substitute Rural Carriers	\$102.00
Rural Carrier Associates	\$102.00
Rural Carrier Reliefs	\$102.00
Auxiliary Rural Carriers	\$102.00
Retired Rural Carriers	\$102.00
Associate (Active)	\$311.00
Associate (Retired)	\$102.00

- B. Local, state, and national dues, or dues withholding forms 1187 or 1187-R, must accompany application for membership. The amount of national dues per capita shall be added to state dues. The amount of national dues shall be the amount as set forth by the National Rural Letter Carriers' Association.
- C. The Secretary-Treasurer shall remit to the Virginia Rural Letter Carriers Association the amount of \$1.00 for each retired member in good standing.
- D. Family Plan.

1. In addition to the above defined amounts, those who have authorized deduction of such dues, annual State Auxiliary Per Capita dues shall be designated as follows, plus the National Auxiliary Per Capita dues as defined in the National Auxiliary

(Continued on next page)

## VARLCA CONSTITUTION TABLE OF CONTENTS

<p>ARTICLE VII National Convention Delegates . . . . . C9</p> <p>ARTICLE VIII State Board . . . . . C10</p> <p style="padding-left: 20px;">Section 1. Members . . . . . C10</p> <p style="padding-left: 20px;">Section 2. Duties . . . . . C11</p> <p style="padding-left: 20px;">Section 3. Meetings . . . . . C11</p> <p>ARTICLE IX Committees . . . . . C11</p> <p style="padding-left: 20px;">Section 1. Convention Committees . . . . . C11</p> <p style="padding-left: 20px;">Section 2. Standing Committees . . . . . C11</p> <p style="padding-left: 20px;">Section 3. Committee Compensation . . . . . C11</p> <p>ARTICLE X Steward System . . . . . C11</p> <p style="padding-left: 20px;">Section 1. Responsibility . . . . . C11</p> <p style="padding-left: 20px;">Section 2. Selection . . . . . C11</p> <p style="padding-left: 20px;">Section 3. Duties and Responsibilities of Stewards . . . . . C12</p> <p style="padding-left: 20px;">Section 4. Discipline, Removal, Penalty and Restrictions . . . . . C13</p> <p>ARTICLE XI Appeals . . . . . C13</p> <p>ARTICLE XII Parliamentary Authority . . . . . C14</p> <p>ARTICLE XIII Amendment of the Constitution . . . . . C14</p> <p>APPENDIX A - LOCAL UNIT CONSTITUTION . . . . . C14</p> <p>APPENDIX B - LOCAL UNITS . . . . . C15</p> <p>BINDING RESOLUTIONS . . . . . C16</p>	<p>Preamble . . . . . C3</p> <p>ARTICLE I Name . . . . . C3</p> <p>ARTICLE II Purpose . . . . . C3</p> <p>ARTICLE III Members . . . . . C3</p> <p style="padding-left: 20px;">Section 1. Member in Good Standing . . . . . C3</p> <p style="padding-left: 20px;">Section 2. Classifications . . . . . C3</p> <p style="padding-left: 20px;">Section 3. Affiliation . . . . . C3</p> <p style="padding-left: 20px;">Section 4. Dues . . . . . C3</p> <p style="padding-left: 20px;">Section 5. Membership Year . . . . . C4</p> <p style="padding-left: 20px;">Section 6. State Publication . . . . . C4</p> <p style="padding-left: 20px;">Section 7. Standards of Conduct . . . . . C4</p> <p style="padding-left: 20px;">Section 8. Recruitment . . . . . C4</p> <p>ARTICLE IV Subordinate Units . . . . . C4</p> <p style="padding-left: 20px;">Section 1. Subordinate Units . . . . . C4</p> <p style="padding-left: 20px;">Section 2. Dissolution . . . . . C4</p> <p style="padding-left: 20px;">Section 3. Trusteeship . . . . . C4</p> <p>ARTICLE V Officers and Appointees . . . . . C5</p> <p style="padding-left: 20px;">Section 1. Officers . . . . . C5</p> <p style="padding-left: 20px;">Section 2. Duties and Responsibilities . . . . . C5</p> <p style="padding-left: 20px;">Section 3. Election . . . . . C7</p> <p style="padding-left: 20px;">Section 4. Salaries . . . . . C7</p> <p style="padding-left: 20px;">Section 5. Expenses . . . . . C7</p> <p style="padding-left: 20px;">Section 6. Benefits . . . . . C7</p> <p style="padding-left: 20px;">Section 7. Removal . . . . . C8</p> <p style="padding-left: 20px;">Section 8. Vacancy in Office . . . . . C8</p> <p style="padding-left: 20px;">Section 9. Association Property . . . . . C8</p> <p>ARTICLE VI Meetings . . . . . C8</p> <p style="padding-left: 20px;">Section 1. State Convention . . . . . C8</p> <p style="padding-left: 20px;">Section 2. Site Selection . . . . . C8</p> <p style="padding-left: 20px;">Section 3. Delegates . . . . . C8</p> <p style="padding-left: 20px;">Section 4. Compensation for State Delegates . . . . . C9</p> <p style="padding-left: 20px;">Section 5. State Officers . . . . . C9</p> <p style="padding-left: 20px;">Section 6. Quorum . . . . . C9</p> <p style="padding-left: 20px;">Section 7. Order of Business . . . . . C9</p>
--	---

**2011 - 2012**

**CONSTITUTION  
OF  
THE VIRGINIA RURAL LETTER  
CARRIERS' ASSOCIATION**

As amended at Fredericksburg, Va., June 2011

**President: Raymond L. Aubel, Jr.  
Vice President: Gary A. Stamper  
Secretary-Treasurer: Debra B. Atwell**

**BOARD MEMBERS  
Tammy K. Gould  
Donald K. Osborne  
Thomas K. Turner  
Deborah J. Godfrey**