

Steward Exam

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1. In offices with 100 or more Bargaining Unit Employees: Supervisors can only perform BUW in the following circumstances.

- 1.
- 2.
- 3.
- 4.
- 5.

2. A complaint of discrimination may be filed as an E.E.O. complaint only on the grounds of:

- | | |
|----|----|
| 1. | 5. |
| 2. | 6. |
| 3. | 7. |
| 4. | 8. |

3. An E.E.O. Complint must be brought to the attention of the Equal Employment Opportunity Counselor within _____ calendar days of the date of the alleged discriminatory event, the effective date of an alleged discriminatory personnel action, or the date that the aggrieved person knew or reasonably should have known of the discriminatory event of personnel action.

4. What are the 3 types of agreements between an employer & union:

5. What is an Implied Agreement ?

- A. Unspoken
- B. Unwritten
- C. Regularity of practice
- D. All of the Above

6. What are the five elements of a Past Practice ?

1. _____ 2. _____ 3. _____
4. _____ 5. _____

7. Funeral Leave is what type of agreement ? _____

8. Joe Casual worked 60 hrs. last week, while Patty PTF only was allowed to work 20 hrs. How many hours can the union grieve that Patty get paid for? _____

9. Overtime is called by: _____ and on a

_____.

10. If outgoing letters is calling day-off Overtime for an expiditor but the expiditor does not have a skill on his bid and is not on the Overtime Desired List, who is called for day-off overtime ?

- A. Another expiditor who is in the section
- B. An expiditor out of section
- C. Senior Clerk in-section on the O.T.D.L.
- D. Next available clerk on the O.T.D.L.

Seniority Order Start Times

Joe Jones	1500-2350
John Johnson	1700-0150
Tom Thomas	1700-0150
Wilma Walters	1500-2350
Fred Fredrickson	1700-0150
Jenny Jones	1500-2350
Candy Apples	1700-0150
Sandy Shores	1500-2350

11. The list starts at the top. 2 employees are needed for 2 hrs. OT at 11:30. Then at 1:30 2 employees are called for 2 hrs. OT. Where is the mark after all the OT is called?

- A. After Wilma Walters
- B. After Tom Thomas
- C. After Fred Fredrickson
- D. After Candy Apples

12. List starts at Walters, who is on her day-off. Management needs 2 clerks for 4 hrs. Who stays ?

- A. Jenny Jones & Sandy Shores
- B. Jenny Jones & Joe Jones
- C. Wilma Walters & Jenny Jones
- D. None of The Above

13. Thomas and Fredrickson are in on day-off. The list starts with John Johnson. OT is called for 3 clerks for 2 hrs at 0150. Who stays ?

- A. Johnson, Apples & Thomas
- B. Johnson, Thomas & Fredrickson
- C. Johnson, Apples & Fredrickson
- D. Thomas, Fredrickson & Apples

14. A regular and a PTF are called in on their day off, how many hours are they guaranteed ?

Regular _____ PTF _____

15. A Employee earns 6 hrs of Annual Leave per Pay Period. The employee has 240 hrs LWOP. How much total leave has the employee lost ?

- A. 30 hrs.
- B. 36 hrs.
- C. 18 hrs.
- D. 24 hrs.

16. What subchapter in the Elm. Would a steward look for leave regulations, that establish wages, hours and working conditions ?

17. Prime time is always from (date) _____ to _____ Except Maintenance which is _____ to _____.

18. During what months does the 10% apply ? _____

19. Can Management during Primetime let more than 14% off ? Yes _____ No _____.

	Sun	Mon	Tues	Wed	Thur	Fri	Sat
Senior Jones		D-O	D-O	D 1	H		
Junior Smith		A	A	H	DO	DO	A

20. Sr. Jones was denied leave on Wed/Thur. Did supervisor Labotomy properly approve Jr. Smith's leave request?

Yes _____ No _____

21. To request a Holiday off during Prime Time you must:

- A. Block Holiday in with Annual Leave
- B. Begin or end 32 hrs of AL with holiday.
- C. Use 8 hrs of Annual Leave in conjunction with Holiday and Mark 1st or 2nd choice.
- D. Write in comments "to include holiday & day off".
- E. All of the above

22. For employees to be eligible to sell back leave they must meet what criteria?

23. How many hours of Sick Leave per year can you use for Dependant Care ? _____

24. If a employee is going to carry over Ann. Leave and has 60 hours to take before the end of the year or lose the annual. The employee wants 60 hrs. around Christmas but there are 5 employee's denied. Who gets the leave ?

Explain

25. A employee earns 160 or 208 hours of Annual Leave per year. How many days can they request with their 1st & 2nd choices. (Maximum)

- A. 14
- B. 15
- C. 21
- D. 17

26. How many hrs. prior to begin tour should a employee bring in documentation & whodoes he/she give it to:

_____ hrs. _____

27. On Feburary 6th, Sammy Sprained qualified for FMLA for his Back problem. On may 6th management denied his FMLA leave request for the back problem because he fell below workhours. Did management act properly ?

Yes _____ No _____

Why or Why not ?

28. If a employee has a serious health condition and has FMLA on file at the RMO room and the employee calls in requesting FMLA and the RMO officer requested documentation from the employee because he had denied annual for the day, does the employee have to bring in documentation ?

- A. Yes, because it's a proper request.
- B. No, because it's a improper request.
- C. Yes, and file a grievance
- D. No, and file a grievance

Explain

29. After Management has determined the number of employees in each section necessary to work the holidays, the selection shall be made as follows:

A. _____ B. _____ C. _____ D. _____
E. _____ F. _____ G. _____ H. _____

30. The regulations governing the Injury Compensation Program are found in Chapter _____ of the _____.

31. Which 2 articles should be included in every grievance ? _____

32. The Employer's step 2 grievance decision shall be furnished to the Union representative in writing, within _____ days after the Step 2 meeting unless the parties agree to extend the _____ day period. The decision shall include a full statement of the Employer's understanding of :

- A. Relevant facts
- B. Contractual provisions involved
- C. Detailed reason for the denial of grievance
- C. Or all of the Above.

33. The supervisor's Step 1 grievance decision should be stated during the Step 1 grievance meeting if possible, but in no event shall it be given to the Union representative later than _____ day thereafter unless the parties agree to extend the _____ day period.

34. A Step 1 grievance must be discussed with the employee's immediate supervisor within _____ days of the employee or union becoming aware of the grievance.

35. The installation head or designee will meet at Step 2 of the grievance procedure with the Union representative as expeditiously as possible, but no later than _____ days following receipt of the Step 2 appeal unless the parties agree upon a later date.

36. Any grievance initiated at Step 2, pursuant to Article 2 or 14 of this agreement, must be filed within _____ days of the date on which the Union or the employee first learned or may reasonably have been expected to have learned of its cause.

37. The union shall be entitled to appeal an adverse decision to Step 2 of the grievance procedure within _____ days after receipt of the supervisor's decision at Step 1 of the grievance procedure.

38. The Union may appeal an adverse Step 2 decision to Step 3. Any such appeal must be made within _____ 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 _____
_____ and _____.

39. Are supervisor's required to give specific dates on when they gave a employee job discussion:

Yes _____ No _____

40. Is Management required to give a discussion prior to a two week suspension?

Yes _____ No _____

41. What document does the union consider the deal of the devil? _____.

48. Who may file a grievance at Step 1 ?

- A. The grievant
- B. The union
- C. Either the grievant or the union

49. In handling grievance on the clock stewards may:

- A. Write Grievances
- B. Investigate Grievances
- C. Discuss grievance at Step 1
- D. Interview the grievant
- E. Interview witnesses
- F. Interview supervisors
- G. Review management documents

50. The Federal Courts have held that to fulfill the duty of fair representation, unions must represent workers in “Good Faith”. “Good Faith” is difficult to define. It is easier to identify those kinds of behavior that constitute “Bad Faith”. Which of the following kinds of union behavior might the courts consider “Bad Faith” ?

- A. Arbitrary decisions of grievance by the union
- B. Withdrawal of grievances which, in the union’s judgement lack merit
- C. Discrimination by the union
- D. Extreme negligence by the union in the processing of grievance
- E.

51. The duty of fair representation is:

- A. The union’s duty to file a grievance on every complaint brought to it.
- B. The union’s duty to represent all union members in good standing.
- C. The union’s duty to represent all in good faith – union members and scabs alike.

52. When must a steward obtain management’s permission to investigate or process a grievance on the clock?

- A. Always
- B. Only when reasonably necessary
- C. Never

53. Who has the power to decide whether to appeal to Step 2 , a grievance denied at Step 1 ?

- A. The grievant
- B. The union
- C. Either the grievant or the the union

54. A steward is entitled to review and obtain copies of management records:

- A. Pertinent to the processing of a grievance.
- B. Necessary to determine if a grievance exists.
- C. That affect employee, whether or not there is a problem or grievance related to them.

55. If a steward has a problem – but can’t decide whether it is a grievance, they should:

- A. Check with other union officers to determine the proper course of action.
- B. File a grievance at step 1 anyway.
- C. Ask co-workers
- D. Ask management

56. The duty of fair representation requires the union to pursue every grievance to arbitration.

True or False

57. What was LAMPS ?
58. What is the handbook for supervisors guide to scheduling & premium pay?
A. P0430 B. EL860 C. EL303 D. EL401
59. What is the handbook for injury compensation ?
A. PUB 223 B. PO408 C. EL505 D. EL202
60. What is the handbook for supervisor's guide to attendance improvement ?
A. EL921 B. EL901 C. EL860 D. EL501
61. What is the handbook for supervisors guide to handling grievances ?
A. EL921 B. F-21 C. DM901 D. PO430
62. What handbook is, guidelines on reasonable accommodations?
A. PUB223 B. DM860 C. EL307 D. EL515
63. What handbook is Registered Mail?
A. EL301 B. DM901 C. F-10 D. EL901
64. What handbook is time and attendance?
A. EL921 B. F-21 C. F-10 D. EL860
65. What handbook is travel?
A. EL860 B. F-10 C. DM901 D. PO430
66. What outlines your rights when dealing with Postal Inspectors?
A. Miranda Rights B. Inspecta Rights C. Weingarten Rights D. Deminimis Rights
67. An employee transfers to a new installation, what time period does the employee have to transfer back without losing seniority?
A. 1 yr. B. 6 mo. C. 2 yr. D. None
68. Can you be on light duty and work overtime ?
Yes No Explain your answer
69. A Tour 2 MVS driver is on light duty & there is no work available in their craft. Where is he/she assigned in the clerk craft?
A. He's Not B. Tour 1 C. Tour 2 D. Tour 3
70. How long does the supervisor have to return the employee's copy with remarks of the 1767 to the employee ?
A. By end of tour B. By the next day C. 2 days D. 1 week

71. An employee has a note that restricts them to a 40 hr. work week. Do they have to submit for light duty?
 Yes No
72. When filing a Safety & Health grievance, can you skip Step 1 and file it automatically to Step 2?
 Yes No
73. Upon termination what employees can demand a meeting with the Plant Manager & appeal to the Merit System Protection Board?
 A. Any Employee B. Disabled Veterans C. Any Veteran D. Employees over 20 yrs seniority
74. A employee gets hit by a OTR what OWCP form do they fill out?
 A. CA-1 B. CA-2 C. CA-3 D. CA-6
75. A employee develops carpal tunnel after years of working in automation. What OWCP form do they fill out?
 A. CA-6 B. CA-1 C. CA-2 D. CA-5
76. How long does a employee have to file an appeal on a denied OWCP claim?
 A. 60 days B. 45 days C. 14 days D. 30 days
77. How much of a shortage does a window clerk have to have before management notifies the Postal Inspectors to place them under suspicion?
 A. \$300 B. \$250 C. \$50 D. \$100
78. What must a Letter of Demand contain?
 A. Existence, nature & amount of debt B. Options available to repay debt & method of payment
 C. Right of Appeal D. All of the above
79. A window clerk is financially liable for all shortages that occur, except when the clerk exercises _____ in the performance of their duties.
80. Who should window clerks let work out of their drawer?
 A. Station Manager B. Postmaster C. Supervisor D. No One
81. Detailing of employees to higher level bargaining unit work in each craft shall be from those _____, _____ & _____ employees in each craft in the immediate work area in which the temporarily vacant higher level position exist. By seniority always.
82. If a employee is detailed to higher level for more that 30 consecutive work days or longer and takes annual or sick leave, is he/she paid at the higher level pay? Yes or No
83. According to Article 27, how long does an employee have to file a claim, subject to a \$10.00 minimum on loss or damaged personal property?
 A. 7 days B. 10 days C. 14 days D. 3 days
84. List the items that can be negotiated at LMOU? _____ & _____.
85. Article _____ Section _____ requires that a vacant or newly established duty assignment not under consideration for reversion shall be posted within _____ days of the day it becomes vacant or is established.

86. A posted, clerk or maintance bid notice must remain posted for _____ days before it is closed.
87. What is the main basis of the collective bargaining agreement?
 A. Parity B. Equality C. Seniority D. All of listed
True of False
88. Supervisors are authorized to accompany injured employees to their personal physician in non-emergency circumstances ? True False
89. Employees who are absent on sick leave for more than 3 days are always required to provide doctor's certification of the reason for their absence. True False
90. 204-B's may work work craft Overtime immediatley after or before being 204B.
 True False
91. A supervisor may take up to 5 days to grant a Steward's request for Steward's Duty Time:
 True False
92. A Supervisor may take up to 5 days to render a grievance decision at Step 1:
 True False
93. When a P.T.F. works the same assignment for at lease 8 hrs per day over a 6 mo. Period, the senior PTF in the installation must be converted to full-time:
 True False
94. Who are considered unencumbered employee's ? _____
95. Can an unencumbered clerk be assigned to a lower level duty assignment ? Yes or No
96. Parttime Regulars can bid on _____ & _____ duty assignment posted to fulltime & PTR's employees who are eligible to bid.
97. What does PER stand for? _____
98. What does PAR stand for? _____
99. For details to Higher Level Craft Assignments in the Maintance Craft, volunteers will be solicited from the appropriate _____.
100. Occupation Group in Maintance Craft shall be determined by _____ & _____.
101. MVS employee Bid:
 A. Quarterly B. Every 6 months C. Yearly D. As management desires

102. What is MVO ? _____
103. What is TTO? _____
104. What is a temporary holddown? _____
105. Are all MVS Craft employees required to have a Commercial Drivers License? Yes No
106. Can PTF take Court Leave? Yes No
107. Can the USPS force an employee to use their privately owned vehicle while on the clock?
Yes No
108. Can a grievance be appealed from Step 2 directly to Arbitration ? Yes No