

# Witness of Single Day's Occurrence – Article 1.6.B



## WITNESS of Single Day's Occurrence – Article 1.6.B

I, \_\_\_\_\_ / \_\_\_\_\_, observed \_\_\_\_\_  
(YOUR NAME / SIGNATURE) POSTMASTER / SUPERVISOR / 204B / MANAGER / PMR's NAME & TITLE  
at \_\_\_\_\_ on \_\_\_\_\_ at \_\_\_\_\_  
(NAME OF POST OFFICE & TOWN/CITY) (DATE) (TIME)  
performing bargaining unit work historically not done except by clerks in violation of **Article 1.6.B.**

The work being performed was \_\_\_\_\_  
(DESCRIPTION OF TYPE WORK – NOT HISTORICALLY PERFORMED OUTSIDE THE CRAFT)

Date Witnessed: \_\_\_\_\_ Today's Date: \_\_\_\_\_ Total Amount of Time in Violation Estimate: \_\_\_\_\_

PLEASE SUBMIT TO APWU STEWARD IMMEDIATELY. MUST BE PROCESSED WITHIN 14 DAYS OF OCCURRENCE.

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# Supervisor Performing Bargaining Unit Work & Crossing Crafts – VIOLATION LOG SHEET

Post Office / Branch \_\_\_\_\_ Your Name & Phone \_\_\_\_\_ Week's Total Hrs. Contested: \_\_\_\_\_

Name [PM, Sup, etc] / Title / Craft	DATE	Begin Time	End Time	Nature / Type of Work Performed	Witness(es)	Witness Signature	Total Hrs

Name [PM, Sup, etc] / Title / Craft	DATE	Begin Time	End Time	Nature / Type of Work Performed	Witness(es)	Witness Signature	Total Hrs

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**Titles:** PM = Postmaster SUP = Supervisor OIC = Officer in Chrg. PMR = Postmaster Relief DA = Dual Appt RCA = Rural Carrier CC = City Carrier CAS = Casual  
**Examples of "Other":** Clearing / Assigning Carrier Acc't Mail; 2nd Notice Filing / Hold Mail Duties; Disposing of UBBM Mail; Custodial Work (clerks should perform before PM); Loading / Unloading trucks; Collections; Bulk Mail Acceptance

\*PLEASE SUBMIT TO APWU STEWARD IMMEDIATELY. Please make additional copies of form. ● Taff APWU 10 ● 10 ● 10

# Hours Analysis WORK CHART

Post Office \_\_\_\_\_

Postmaster (PM) \_\_\_\_\_

Hours of Operation: Doors Unlock \_\_\_\_\_ Doors Lock \_\_\_\_\_

Week of \_\_\_\_\_

Clerk #1 (C1) \_\_\_\_\_

Clerk #2 (C2) \_\_\_\_\_

Clerk #3 (C3) \_\_\_\_\_

Day	Title	A.M.										P.M.							
		5	6	7	8	9	10	11	12	1	2	3	4	5	6	7	8		
MON	PM																		
	C1																		
	C2																		
	C3																		
TUE	PM																		
	C1																		
	C2																		
	C3																		
WED	PM																		
	C1																		
	C2																		
	C3																		
THU	PM																		
	C1																		
	C2																		
	C3																		
FRI	PM																		
	C1																		
	C2																		
	C3																		
SAT	PM																		
	C1																		
	C2																		
	C3																		

## Legend

- Accountables..... A
- Box..... B
- Dispatch..... D
- Lobby Sweep..... LS
- Mail Prep..... MP
- Window..... W

**NOTE:** May add other operations and categories as may apply.

PRINT YOUR NAME: \_\_\_\_\_ SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_