

MAKE UPS PAY FOR SUPERVISORS WORKING

Supervisors aren't helping us when they do bargaining unit work.

They're taking money out of our wallets.

Working at UPS is exhausting and UPS always wants it done yesterday. It can be tempting to look at supervisors working as a necessary evil, even a helping hand.

But supervisors aren't helping us when they do bargaining unit work. They're taking money out of our wallets.

Whenever a supervisor works, a union member loses their chance to get extra hours and extra money in their paycheck.

Bargaining unit work includes loading, splitting breaking jams, and aiding in the progression of packages. Only Teamsters have the right to do this work. If a supervisor does it, you can file a grievance and get double-time pay for the time they worked.

Management always has an excuse for supervisors working, like blaming attendance. But the contract puts the burden on UPS to "maintain a sufficient workforce to staff its operations."

Before working, supervisors must "exhaust all established local practices...including where applicable double-shifting, early call-in and overtime."



"When we work together, we can win supervisors working grievances, put extra money in our wallets and build Teamster Unity on the job too."

**Charlie Jordan, Local 804
Shop Steward**

Enforce Your Rights & Put Money in Your Wallet

TDU members have won tens of thousands of dollars in supervisors working grievances. You can too. Get the complete guide on how to Make UPS Pay for Supervisors Working at www.tdu.org/supervisorsworking

- Talk with your co-workers and get on the same page about filing supervisors working grievances.
- When you see a supervisor working, ask them to get a union worker to perform the work.
- Write down the details. Who worked? Where? When did they start & finish? What work did they do?
- File a grievance for double-time pay for all hours worked by the supervisor under Article 3, Section 7.

www.tdu.org

MAKE UPS PAY FOR SUPERVISORS WORKING

Supervisors working is a chronic problem at UPS.

This advice sheet spells out winning tactics to stop supervisors working and make UPS pay for violations.

Ask Why.

When you see a supervisor working, ask them why they're working. A grievance can and will be thrown out if we don't first TALK to the supervisor and try to correct the sups working violation.

Write Down the Supervisor's Answer.

Usually supervisors will make an excuse about why they're working (someone has gone to the bathroom, or absenteeism.) Whatever the excuse is, write it down so you have a record and they can't change their argument later.

Ask To Do the Work Instead.

Ask the supervisor to be able to do the work or ask the supervisor to leave it so that you, or the most senior union employee who wants the work, can do it later.

Write Down the Supervisor's Response.

Again, write down what the supervisor says, so you have a record if they refuse to give the work to a union employee.

Write Down the Date & Time.

You need a record of WHEN the violation occurred. Write down the date and time. For night shifts that start on one day but finish the next day, be clear about the date so there are no arguments later.

Write Down How Long the Sup Worked.

Write down when the supervisor was first seen working, when they finished and the total time. If there's a witness besides yourself, write that down too.

Write Down Where the Supervisor Worked and What They Did.

Write down the details. What area (package car, box line, slide, belt, assignment area such as small sort or unload.) And write down the work they did.

Tell Your Steward.

As soon as you can, tell your steward and give them the details so they can talk to the supervisor and write down the grievance. Or take a witness, talk to the supervisor and write up the grievance yourself.

Contract Enforcement Has to Be Done Off the Clock.

Don't leave your work area to ask a supervisor why they're working. Talk to the supervisor or a steward when you're off the clock. Writing down notes about violations, filling out a grievance or reporting a violation should only be done off the clock.

Don't Get Jammed Up.

If a supervisor tells you to go back to work, follow instructions. You fulfilled your contractual obligation to try to solve the problem by trying to talk to your supervisor. There's no point in getting into an argument and risking a write-up. After your shift, write down what



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SUPS WORKING CHECKLIST

Get a List of Members Who Want Extra Work

Use the seniority list to make a list of members who want the opportunity to come in early, stay late, or double-shift. When a supervisor is working, you'll have a list ready of members who want to do the work instead.

Teach Members to Enforce the Contract

Train your interested members on what to do when they see a supervisor working. Many members won't want to be directly involved. Start with the ones who want extra work or who are generally interested in contract enforcement.

Give them a copy of "Make UPS Pay for Supervisors Working"—a step-by-step guide for members.

Make sure that members or a steward TALKS to the supervisor as the first step. Otherwise a grievance can and will be thrown out.

Beginning of the Shift Checklist

Are supervisors working at the beginning of your shift?

Under Article 3 of the contract, management has the responsibility to "maintain a sufficient workforce" and to "exhaust all established local practices to first use bargaining unit employees including double shifting, early call-in and overtime."

Ask management what steps they took and exhausted before using supervisors to do union work.

Specifically, ask:

- Did you ask anyone from the previous shift to double shift? Who? (Write down the answer).
- Did you offer anyone overtime? Who? (Write down the answer).
- Did you ask anyone to come in early to work before their normal start time? Who? (Write down the answer).

Follow up with these members and verify management's story. You have ten days to file a grievance.

End of Shift Checklist

- Are supervisors wrapping up the assignments? Take notes on the basic details (who, what, where).
- Have all bargaining unit members received their daily guarantee or did management send some members home early? (If so, management did not maintain a sufficient workforce. Write down who was let go early.)
- Review violations with the Shift Manager. Ask management: What bargaining unit members have been offered a chance to keep working? If no one was offered the work, give management a chance to correct the violation by putting a member to work. If they refuse, file a grievance.

If management claims they offered members the chance to work, ask them who. Write down the name(s) and follow up to verify management's story. You have ten days to file a grievance.



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Use Company Documents to Make Your Case

At the beginning of each shift, ask to see the attendance list from the Package Timecard Reporting System. The shop steward has the right to this information under Article 4 of the contract.

These lists show the members assigned to each box line, primary, or small sort. It shows who punched in late, how absences are coded (no call, sick, oph, vacation, scheduled off, etc.).

Management will often claim that supervisors had to work because members were absent or late.

Getting these lists will allow you to tell if an absence was unplanned or if it was planned and management needed to arrange for coverage by union workers—not use sups.

Review the list and look for:

- How many members were late.
- How many minutes they were late compared to the number of minutes supervisors worked.
- How many members called in sick.
- How many planned absences there were.

Save a copy of the Package Timecard Reporting System if it helps prove your case.

GRIEVANCE CHECKLIST

Work With the Members

Discuss the details of the sups working violation with members who were affected or involved. Help them fill out the grievance so they learn how to do it for themselves. If a member does not want to be on the grievance, you can fill it out for them.

Make Sure the Grievance is Completely Filled Out

- Include the details about where the supervisor worked, what work they did, and how long they worked, and witnesses if any. Specifics help.
- Include the name of the supervisor spoken to and the date. (Otherwise your grievance can be thrown out).
- Make sure the grievance is signed and dated.

Make Copies of the Grievance

Make copies before you hand in your grievances. Good records pay off!

Get an Answer from Management

Make sure you get an answer in writing. If your grievance is not answered timely, or denied, give a copy including management's response to your Business Agent so they can discuss it with the Division Manager and settle it or take it to the next level .

Get the Details to Your Business Agent

Give your Business Agent all statements and paperwork you obtained to support their case, such as the Package Timecard Processing List, witnesses, etc.



When Supervisors Work YOU LOSE MONEY

SUPERVISOR WORKING REPORT FORM

INSTRUCTIONS TO MEMBERS: If you see a supervisor working, make note of the time the supervisor was working, where the supervisor was working and what they were doing. Also, note who the names of witnesses. During break or after work complete this form and give it to your union steward. This form must be completed of the clock, on your own time.

Name of member making report (Please print) _____

SS# (last 4) _____ Your Phone # s _____

Your address _____ City _____ State _____ Zip _____

Area / center you work in _____ Your Sart Time _____ AM PM

Your date of hire _____ Your pay rate _____ Your job title _____

Name of Supervisor you saw working _____ Title _____

Date you saw this supervisor working _____ Name of UPS Facility _____

Time Sup was observed working.	Describe where the Sup was working and the work the Sup was doing.	Name of a witness who saw the Sup working.
FROM _____ TO _____	_____	_____
FROM _____ TO _____	_____	_____
FROM _____ TO _____	_____	_____
FROM _____ TO _____	_____	_____

For Steward's Use Only

Name of Steward

Grievance Number

Date this form given to steward