

DISTRICT MANAGER
WESTERN PENNSYLVANIA



June 19, 2015

TO:

National Association of Letter Carriers – William Lucini
National Association of Letter Carriers – Timothy Dowdy
American Postal Worker's Union – Michael Gallagher
National Rural Letter Carriers Association – Gwyneth Whitfield
National Postal Mail Handlers Union – Eileen Mills/Kelly Dickey
National Association of Postal Supervisors – Dianne Smith
National League of Postmasters – Timothy Burke

FROM:

John J. Phelan – District Manager, Western Pennsylvania District, US Postal Service

SUBJECTS:

Dress Code Policy – Western Pa District

Policy Change with Corrective Action – Western Pa District

One year ago, the Western Pennsylvania District provided notice to our bargaining unit and management organizations that I was considering instituting a Dress Code Policy. The organizations were also provided with notice that I was considering a minor change to our disciplinary process.

I have decided to implement a District Dress Code Policy. Particularly now, with the arrival of warm weather, we regularly experience employee issues which are related to attire. It will be beneficial for employees to have a dress code to reference to help clarify what is or isn't appropriate dress for the industrial setting. "

Also effective immediately, all corrective action for both craft and EAS shall be administered in strict accordance with those procedures outlined in the applicable Collective Bargaining Agreements and the ELM. In accordance with the National Agreements and the ELM, any and all prior corrective action MAY be considered in the administration of progressive discipline.

If you have any questions or concerns with the District Dress Code or disciplinary processes, please contact David Chludzinski, Labor Relations Specialist at 412-359-7595.

Sincerely,

A handwritten signature in blue ink, appearing to read "John J. Phelan", written over a horizontal line.

John J. Phelan
District Manager, Western Pa

Western Pa District Offices – Level 18 and Above
Ken Pawlowski, Human Resources

* Based on union input during bargaining sessions some revisions were made to the proposed dress code which was provided to the organizations one year ago.

1001 California Avenue
Pittsburgh Pa 15290

To All Employees:

It is the policy of the Western PA District that every employee on duty will dress in a neat, clean, and safe manner. This policy is being issued to inform all employees of the dress code.

Reporting for Duty

Upon reporting to their workstation or assignment, all employees must be "ready, willing and able" to perform assigned duties. This requirement includes compliance with the designated dress code. Postal personnel must conform to all aspects of the dress code policy when reporting to their duty station and while on duty.

All employees who have been issued ID badges by the United States Postal Service are required to have the badges properly displayed while on duty. Sales/Service Associates are required to wear name badges while working the window.

General

Employees working around moving machinery parts must comply with the following standards:

- Wear sensible, properly fitting clothing to work. Oversized clothing, wide-flared pants, full dresses or skirts, full or flared sleeves on shirts or blouses, neckties, scarves, loose aprons, and similar clothing can be hazardous if you work with machinery, vehicles, or moving equipment. Such clothing will not be permitted to be worn around moving equipment.
- Pants must be worn at waist-height (underwear shall not be exposed).
- Do not wear neckties around moving machinery or automated equipment. If you must wear a necktie, wear the clip-on variety.
- Dress appropriately for weather conditions.

Employees will not be permitted to work in clothes soaked with oil, grease, gasoline, paint, or solvents.

Any employee who has outside duties should dress appropriately for the weather. This includes, but is not limited to gloves, hats, boots, and cold or wet weather gear.

Clothing with Inflammatory or Offensive Messages

A public employer may prohibit shirts or other items of clothing displaying obscene or inflammatory material, which is inherently offensive to the general work population or which could create disciplinary problems. Therefore, employees are not permitted to wear any clothing items displaying obscene words, gestures, or pictures. In addition, during an election, the Hatch Act prohibits employees from wearing political items of clothing, and other items such as buttons or pins that involve political candidates and/or political parties. Any clothing that may be considered offensive or inflammatory will be judged on a "case by case" basis. (Nothing in this paragraph is intended to prohibit employees from engaging in protected activity under the National Labor Relations Act.)

Clothing

Mini-skirts, bare midriffs, bicycle shorts, halters, hot pants (Daisy Dukes), short-shorts, backless dresses, skin tight clothing which conforms to the body, and other items that leave the body unduly exposed to possible injury shall not be worn.

Tank tops may not be worn. Short sleeve shirts and T-shirts with sleeves both short and long are permitted. Leotards, uni-suits, yoga pants, body suits, etc. may be worn when covered by an appropriate skirt, shirt, dress, shorts or similar type clothing. Appropriate undergarments must be worn.

Leggings may be worn, but only when accompanied by a long shirt reaching mid-thigh level at a minimum. Leggings accompanied by waist-length shirts will not be permitted.

Hems of skirts, jumpers, dresses, shorts/cutoffs must not be more than four (4) inches above mid-knee.

Uniformed Employees

Any employee who has been authorized a uniform allowance must wear the appropriate uniform at all times while on duty as outlined in Section 930 of the ELM. When adverse weather is anticipated, uniformed employees should wear the proper shoes, boots, or galoshes with slip-resistant soles and heels.

Footwear

Wear appropriate work shoes, whether you walk many miles on a route or handle mail on the workroom floor. Wear shoes that are fully enclosed at the heel, toe, and sides, made of leather or a substantial synthetic material (canvas or nylon is not acceptable). The approved footwear for uniform program employee must have the SR/USA label.

To eliminate slips, trips, and falls, do not wear the following types of shoes.

- Heels more than 1 ½ inches and soles more than ½ inch in height.
- Spiked heels, regardless of height.
- Open shoes (including open sides, toes, or heels) such as thongs, sandals, mules, house slippers, clogs, wedgies, etc.
- Heels with steel taps.
- Shoes with cloth, nylon, or mesh-woven tops, such as tennis shoes, athletic or jogging shoes (except those with leather or leather-like uppers), moccasins, etc.
- Shoes no longer adequate because of disrepair.

Hair

Hair, which restricts forward or peripheral vision or presents a risk of being caught in machinery (longer than shoulder length) must be tied up in a manner that prevents it from hanging below

the shoulder or be worn under a cap or other headpiece which does not add to the hazard. Hair, beards, and mustaches should be kept well-groomed and clean.

Fingernails

Fingernails must be reasonable length as not to interfere with performing assigned job duties safely.

Jewelry

Employees working around moving machinery parts, battery charging operation, or performing electrical work must not wear loose fitting or dangling jewelry that would have a propensity to get caught in this equipment.

Enforcement

Failure to abide by District policy may result in corrective action. Supervisors and managers are responsible for enforcing the Dress Code as stated herein.

Concern for the welfare of all employees is in the best interest of not only the U.S. Postal Service and the individual employee but most of all the CUSTOMER who relies on your knowledge and skill in order to have their mail delivered on time.

The cooperation of both mail processing and customer service employees in maintaining a high level of professionalism and safety is greatly appreciated.