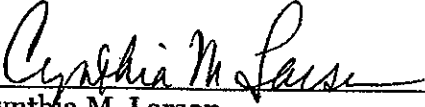



PROBATIONARY EMPLOYEE AGREEMENT

1. Before a new employee arrives at a unit, management and the JIT(s) (Job Instructor Trainer(s)) will decide who will train and on what type of routes(s). Dates will be set-up on a calendar for the 30, 45, 60 and 80 day performance reviews.
2. On the PTF's first day, the manager or a designated supervisor will greet the new employee and introduce them to the stations union steward, safety team and the JIT. A short tour of the station will follow as well as locating their locker and showing them where the office is.
3. The JIT will be present during the 30, 45, 60, and 80 day reviews. The role of the JIT will be to observe and to take notes. The JIT is responsible for writing down any deficiencies or achievements. It will be the JIT's responsibility to retrain the new employee if a deficiency is noted and to report back to management of the progress of the retraining. The manager or designated supervisor will insure that proper training is available, whether it is a driver refresher course or a safety demonstration. Most of the other retraining will be completed by the JIT.
4. The 45 day review will be administered by the JIT. The JIT will be allowed time (in the office) to observe casing skills and deficiencies. They will also be allowed time to observe the new employee on street delivery for at least one (1) hour. The JIT will make suggestions and recommendations at that point directly to the new employee. This information will be used for discussion in future reviews. All observations by the JIT will be approved by management first.
5. Prior to management taking official personnel action to terminate employment, a meeting will take place to make sure that all training was completed and the appropriate retraining was attempted. If, at that point, management and the JIT are in agreement that the employee was given a fair opportunity for continued employment, the employee will be notified of their termination. If there is a disagreement between management and the JIT, Cynthia Larson (Minneapolis Postmaster) or her designee and Pamela Donato (President, NALC Branch 9) or her designee will be notified by the above parties so they can determine the final outcome of employment. PS Form 50 will not be sent to personnel until the above parties make a decision.
6. Cynthia Larson and Pamela Donato must be notified of possible termination by the 81st day, to allow for the process to be acted upon before the 89th day of employment. The new employee must be notified in writing (by the 80th day) that termination is being considered.
7. In extraordinary cases of termination in days 88 and 89 (theft, safety of other employees, misuse of equipment, inappropriate behavior, etc.) there will be no redress to Cynthia Larson or Pamela Donato for consideration



Cynthia M. Larson
Postmaster
United States Postal Service



Pamela K. Donato
President, Branch 9 NALC
National Association of Letter Carriers