Supervisors / Managers / Non-Clerks Performing Bargaining Unit Work Identification Log

Please use this log to report Non-Clerks performing Clerk duties. This information is essential in filing grievances and returning our work to the clerk craft.

Read guidelines below prior to using log. Turn-in the log to your Union Steward or Union Officer when entries are made.

Date	Station / Section / Activity	Name of Supervisor, Manager or Non-Clerk	Describe Clerk Work Performed	Approx Start Time	Approx End Time	Duration

Supervisors are prohibited from performing bargaining unit work at post offices with 100 or more bargaining unit employees, except:
1. In an emergency; 2. for the purpose of training or instruction of employees; 3. to assure the proper operation of equipment; 4. to protect the safety of employees; or 5. to protect the property of the USPS.

Printed Name and Signature

Date