

New York/New Jersey Cross Dock, NJ Peak Cross Dock **Volunteers Needed!**

ATTENTION: Mail Handlers / Mail Handler Assistants

WHERE: P&DC's located in the Bethpage, Brooklyn, DVD, Greater Newark, ISC/JFK, Mid-Island, Morgan, NJ NDC/STC, N. New Jersey Metro, Queens, Western Nassau

WHEN: December 5, 2020 through December 23, 2020 for 24/7 coverage

The New York/New Jersey Cross Dock, NJ Peak Cross Dock needs your help! **The Cross Dock is located at 145 Talmadge Road, Suite 1, Edison NJ 08817.** We are looking for volunteer Mail Handlers and Mail Handler Assistants to work for the duration of the facility's operation (Friday, 12/5/2020 through Wednesday, December 23, 2020).

The work will include and is not limited to loading and unloading trucks, surface visibility scanning, consolidating containers, moving containers to and from staging areas and helping to keep the building fluid by organizing work areas and mail transport equipment. Although not required for consideration, trained equipment operators are helpful. Coverage across the twenty-four hours is needed so preferences will be granted based on a first come first served basis.

The tours of operation will be as follows and overtime opportunities will include pre-tour, post-tour and non-service day as warranted:

07:00 – 15:30

14:00 – 22:30

22:00 – 06:30

If you are interested in committing to this opportunity please let your local Mail Handler Union Representatives, Manager Distribution Operations / Plant Manager know and please contact Stacy Brown, A/Plant Manager, via email at Stacy.Brown@usps.gov. Mr. Brown will coordinate all tour assignments.

We recognize that all of you who decide to volunteer will need to understand the travel guidelines and how they apply to you. Please note that due to concerns with COVID-19 we are requiring that all volunteers provide their own transportation to and from work. We will NOT be providing any shuttle service to/from the cross-dock location.

Please see the travel guidelines noted as follows:

- Employees will be entitled to round trip local travel from their duty station or home (lesser of the two) to the X-Dock location. These reimbursements will be

paid via eTravel expense report as they are not considered one-time occurrences.

- Employees will be entitled to overnight hotel expense if travel to the X-Dock location exceeds 50 miles one way.
- Due to HQ COVID-19 travel restrictions all travel requiring overnight stay must be pre-approved/authorized in writing by a PCES manager / Area Vice President.
- Employees will be entitled to per diem if travel and work hours exceed 12 hours during the day. (This applies to those needing lodging and those commuting).
- All volunteers can apply for Government Citi Bank travel cards that can be utilized for overnight hotel expenses. Travel cards typically have a 7-10 day turn-around from the date the application is submitted. Requests can be expedited to Citibank but card receipt will still be based on the amount of applications submitted at one time.
- Employees will be required to submit travel expense reports every two weeks for timely reimbursement and payment of hotel charges.
- Credit cards for new hires both career and non-career can't be submitted until the employee are on the roles with an active EIN.
- Payment for local travels can't be reimbursed locally at any post office; they must be submitted via eTravel for SOX compliance.
- Options for submitting travel expense reports can be performed individually by employee (will require access to eTravel) or Web Alias whereby the reports are submitted for multiple people by an administrator.
- eTravel reports must be reviewed and approved by designated manager to ensure timely and accurate reporting.

If you have any questions regarding the travel guidelines or eTravel please reach out to Marie Macriganis via email at Marie.C.Macriganis@usps.gov or by phone at (603) 428-7579.

For those who will travel and require lodging (and need the use of a credit card) please reach out to Jen Brown via email Jennifer.A.Brown@usps.gov and phone at (860) 285-7030.

Thank you in advance for helping us deliver for the customer this peak season!