



Date: May 22, 2023

Subj: Letter of Warning

To: Eugene Gates  
FTR City Carrier  
Lakewood Station  
Dallas, TX 75214

EIN: 02347326  
PL 014

In accordance with Article 16, Section 3 of the National Agreement, you are being issued a Letter of Warning for the following reason:

**Charge: Unacceptable Performance – Expanding Street Time**

You are assigned as a Letter Carrier on at the Lakewood Station, Dallas, Texas with tenure dating back. On 05/2/2023, you were assigned to carry route C035 which is your assigned route, you traveled to route but return to office twice that day, the first time at 10:35am and second time 1:30-2:00pm not sure why. When you were finished with your route that day you drove and stop so many times on your way back to station it took you total 45 minutes.

On May 11, 2023, you were given an investigative interview with your NALC representative present and afforded an opportunity to respond to your actions. When questioned about the reason for this expansion, you were unable to give an acceptable reason for your actions.

Your actions are in violation of postal rules and regulations including, but not limited to:

**Employee and Labor Relations Manual**

**665.13 Discharge of Duties.** Employees are expected to discharge their assigned duties conscientiously and effectively.

**665.15 Obedience to Orders.** Employees must obey the instructions of their supervisors. If an employee has reason to question the propriety of a supervisor's order, the individual must nevertheless carry out the order and may immediately file a protest in writing to the official in charge of the installation or may appeal through official channels.

**M-41, City Delivery Carriers Duties and Responsibilities**

**112 General Responsibilities**

**112.1 Efficient Service**

Provide reliable and efficient service. Federal statutes provide penalties for persons who knowingly or willfully obstruct or retard the mail. The statutes do not afford employees immunity from arrest for violations of law.

**112.2 Diligence and Promptness**

**112.21** Obey the instructions of your manager.

**112.24** Display a willing attitude and put forth a conscientious effort in developing skills to perform duties assigned.

**131.3 Actual Delivery**

**131.33** Unless otherwise instructed by a unit manager, deliver all mail distributed to your route prior to the leaving time for that trip and complete delivery within scheduled time. It is your responsibility to inform management when this cannot be done.

**131.4 Reporting Requirements**

**131.41** It is your responsibility to verbally inform management when you are of the opinion that you will be unable to case all mail distributed to the route, perform other required duties, and leave on schedule or when you will be unable to complete delivery of all mail.

**131.42** Inform management of this well in advance of the scheduled leaving time and not later than immediately following the final receipt of mail. Management will instruct you what to do. (Underscore added)

**131.45** Do not curtail or eliminate any scheduled delivery or collection trip unless authorized by a manager, in which case you must record all facts on Form 1571. (Underscore added)

It is hoped that this letter of warning will serve to impress upon you the seriousness of your actions and that future discipline will not be necessary. If you are having difficulties that I may not be aware of, or if you need additional assistance or instructions for improving your performance, please call on me, and I will assist you where possible.

However, I must warn you that future deficiencies will result in more severe disciplinary actions, including removal from the Postal Service.

You have the right to file a grievance under the grievance-arbitration procedure set forth in Article 15, Section 3 of the National Agreement within 14 days of your receipt of this letter of warning.

*Sheria Overton*  
Sheria Overton  
Supervisor Customer Service

*[Signature]*  
Signature of Addressee

*5-22-23*  
Date of Delivery

I, \_\_\_\_\_, witnessed the letter of warning being issued to the addressee on \_\_\_\_\_.

cc: Mgr, CS – XXXXXXXX Station  
Official Personnel File  
Disciplinary File