



Employee's Statement Working ALONE on the DBCS

I worked alone from _____ to _____, on _____.
(beginning time) (ending time) (date)

I worked alone on the machine **all day long** for the shift of _____.
(date)

I was assigned to DBCS machine # _____.

During that time I had to sweep and load at the same time. YES NO

Were you allowed time to rotate to allied duties? YES NO

Did you work more than 6 continuous hours without a lunch break? YES NO

Did you take your rest breaks, (2–15 minutes rest breaks)? YES NO

I asked my supervisor (name) if I had a partner and the response was;

I was instructed not to shut down the machine to prevent loading and sweeping at the same time.

YES NO

I normally work this city run every day and seldom have a partner. YES NO

I was first assigned to zone/program # _____ by myself and when I finished I ran
zone/program # _____.

(print name)

(EIN)

(signature)

(date)

Union Steward Checklist

- Employee on the clock report for the DBCS operators listing the applicable operation number used for DBCS or allied duties.
- If these reports do not show an operator was in a DBCS area for the entire shift, ask for that clerks' clock rings to demonstrate they went home OR were sent to other areas outside of mail processing such as 030, express mail, etc.
- All information requests that are signed and filled should be included in file.
- Any interviews that *may* have been conducted should be included.
- A list of the allied duties being performed and that or could/should be performed by