

KNOWLEDGE IS POWER

# K.I.P. CLIPS

EFFECTIVE SERVICE COMMITTEE

## Open Season - Know Your Numbers

**EIN** - Employee Identification Number, located at the top of your pay stub

**PIN** - Personal Identification Number, 4-digit PostalEASE number

**Flexible Spending Accounts**  
November 12 - December 29, 2007, 5:00pm Central Time. \$5,000 maximum Health Care or Dependent Care. Enroll via PostalEASE.

**Annual Leave Exchange** November 15 - December 15, 2007, 11:59pm Central Time. EAS employees may exchange 8 to 128 hours if annual leave balance is at least 160 hours as of COB on January 5. Payment received in January 26-paycheck. Enroll via PostalEASE.

**Federal Employee Health Benefits (FEHB)** November 12 - December 11, 2007, 5:00pm Central Time. 2007 FEHB Guides mailed to employees in November. Enroll via PostalEASE.

**Federal Employees Dental and Vision Insurance Program (FEDVIP)** November 12 - December 10, 2007, 11:59pm Eastern Time. 2007 Guide mailed in November with details and costs. Must be eligible for FEHB. Premiums withheld on pretax basis. Group insurance/no USPS contribution. Coverage effective December 31. Enroll via OPM's BENEFEDS portal on Internet.

ISSUE 7

## Blue's Clues



### NAVIGATING THE BLUE PAGE

#### Holiday Mailing Shipping Deadlines

The holiday mailing and shipping deadlines for items to arrive by December 25, 2007 have been published. Make sure Retail Associates are aware of the deadlines and are able to advise customers. Print the Holiday Mailing Deadlines that is available on the Retail Operations website:

[http://blue.usps.gov/delret/L4RetOper\\_Price\\_Change\\_Resources\\_2007.htm](http://blue.usps.gov/delret/L4RetOper_Price_Change_Resources_2007.htm)

This document should be made available to employees only. DO NOT post this sheet at the window or in the retail lobby where customers could potentially see it.

**- DO NOT POST IN THE LOBBY -**



Editor, Debi Chapman-Hermann  
Effective Service Chairman

T.O.T.S Tools Of the Trade

## Seasonal Decoration Policy

With the holiday season quickly approaching, it is important that all Post Office employees understand the official USPS policy on seasonal decorations.

Displays should relate to the business of the Postal Service (i.e. promote the use of postal products/services or encourage customers to send greetings and gifts).

Displays must avoid the appearance of favoring any particular religion or religion itself.

Symbols identified with a particular religion, including but not limited to nativity scenes, crosses, or the Star of David, shall not be displayed on postal property. Examples of permissible displays include: stamps and stamp

art, evergreen trees bearing nonreligious ornaments, menorahs (when displayed in conjunction with other seasonal matter), wreaths, holly, candy canes, Santa Claus, reindeer, dreidels, snowmen, stockings, candles, carolers, hearts, colored lights, and Kwanzaa symbols such as mkeka (a straw mat), kikombe cha umoja (unity cup), or mishumaa saba (a seven place candle holder with three red, three green, and one black candle).

Printed expressions "Season's Greetings" and "Happy Holidays" should be used instead of "Merry Christmas" or "Happy Hannukkah."

Please see Postal Operations Manual (POM 124.57) for complete details.