


DISTRICT MANAGER
CUSTOMER SERVICE & SALES

 UNITED STATES
POSTAL SERVICE
June 1, 1998

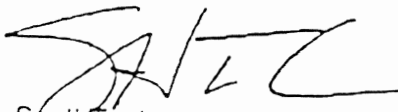
MEMORANDUM FOR SAN FRANCISCO PERFORMANCE CLUSTER
ALL SAN FRANCISCO DISTRICT POSTMASTERS
MANAGERS, CUSTOMER SERVICE - SAN FRANCISCO

SUBJECT: ENGLISH SPEAKING POLICY

Since 1990, various directives have been sent to you in order to clarify our responsibilities and obligations relative to how we should communicate with each other and with our employees. This memorandum will be the last.

The San Francisco Performance Cluster is very fortunate to have a multi-cultured workforce, and we therefore must recognize the right of our employees to converse with one another in a language other than English during breaks, lunches, or in conversations of a personal nature. However, business communications between Manager-to-Manager, Manager-to-Supervisor and Manager-to-Subordinate are to be conducted in English.

You are to ensure that no further problems arise in this area. If you have any questions, please contact Manager, Human Resources Holly Bedell at (415) 550-5543



Scott Tucker
San Francisco District Manager
Customer Service and Sales

6-19-98