



1838C RECAP

DATE 11/15/2023

EMPLOYEE: [REDACTED]

ROUTE #: 62007

On 11/15/2023 an A.M. office count 1838c was performed on your efficiency of casing mail on your route. On this day you cased 53 letters and 269 flats. Additionally, you had 16 parcels and 1/2 set of sequenced letter mail. You reported to work at 08.32 (.07 units late) and performed a vehicle inspection that took 3 minutes. You withdrew mail for a total of 3 minutes, you attended a 21-minute safety & service talk. And you took 17 minutes to pull down your route. It is noted that absent the 21 min talk you fixed office time was 6 minutes. You did not pull down at the required 70 pieces per minute and we lost 13 minutes due to pausing, leaving case for no apparent reason. You called off on the days after this count denying management an opportunity to recap and retrain you on pull down standards. However, it is noted you did well overall by being under your projected office time by 22 minutes. Again, a savings of 13 minutes could have been realized by pulling down at 70 pcs per minute. I applaud your overall effort and expect nothing less than this moving forward daily. Below I have listed your office times based on your own clock rings on the three days prior to and post count day, 11/15/2023.

<u>DATE</u>	<u>ACTUAL TIME (hr:min)</u>	<u>PROJECTED TIME (hr:min)</u>	<u>OVER+/UNDER-</u>
11/10/2023 -	1:39 106	1:27 54	+0:12
11/13/2023 -	1:58	1:26	+0:31
11/14/2023 -	1:43	1:51	-0:08
<u>11/15/2023</u> -	1:31 106	1:09 101	-0:22 +5
11/20/2023 -	1:39	1:27 126	+0:12 13
11/21/2023			

DOIS

- CONSIDER THIS REVIEW AN OPPORTUNITY TO LET ME KNOW WHAT IF ANYTHING YOU NEED TO BE EFFICIENT AT CASING MAIL _____
-

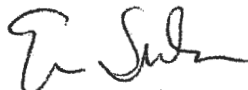
- CONSIDER THIS REVIEW AND DOCUMENTATION ON THE ATTACHED 2548 – INDIVIDUAL TRAINING RECORD THAT YOU ARE AWARE OF THE REQUIREMENT TO SORT MAIL AT YOUR DEMONSTRATED ABILITY AND PULL DOWN YOUR ROUTE AT 70 PCS PER MINUTE.
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- A RULE OF THUMB IS FOR EVERY 1 FOOT OF MAIL YOU HAVE YOU EARN 15 MINUTES OF OFFICE TIME (if you have 4 feet of mail you should move to street by 09:15 with an 08:15 start time.
-

- DO YOU HAVE ANY QUESTIONS OR CONCERNS ABOUT THESE EXPECTATIONS?
-

I look forward to you leaving ahead of your projected leave time daily and thank you for your efforts in meeting this expectation.

Eric Sieler



Postmaster

Monroe MI 48161

Post Office Monroe Delivery Unit 418162 Route Number 102007

1. Letter-Size	AM	PM	Carrier Marked-up	CFS	Actual Time Entries			
					Explanation	Time Guide	Write In Time	Elapsed Time
<u>42</u> <u>11</u> NCM		/	3	4		E		
						B		
						E		
						B		
2. Mail of All Other Sizes			1	1		E		
						B		
						E		
						B		
3. Accountable and Signature Mail						E		
						B		
						E		
						B		
3a. Registered/Certified						E		
3b. COD/Customs						B		
3c. Postage Dues						E		
3d. Priority Mail Express						B		
5. All parcels over 2 lbs.						E		
						B		
						E		
						B		
6. Sequenced and Collated						B		
						E		
						B		
						E		
6a. Letter Size						B		
						E		
						B		
						E		
6b. Other Size						B		
						E		
						B		
						E		
9. 2nd-Class Marked up (exclude PS Form 3579)						E		
						B		
						E		
						B		
10. Mail with PS Form 3579 attached						E	9:36	11
						B	9:25	
						E	9:22	7
						B	9:15	
12. Change of Address Recorded						E	9:14	1
						B	9:13	
						E	9:03	
						B	8:42	21
13. Insured Receipts Turned In						E	8:34	2
						B	8:22	
						E	8:22	3
						B	8:19	

Enter Line Number in Explanation Column	Line	DPS Volume Pieces: (7a) To be added to line 7a on PS Form 1838	Comments	Begin Here	TOTAL	
Registered-Certified-COD-Customs, Postage Due PS Form 3868-signing for, returning funds and receipts	14	<u>1214</u>				
Withdrawal of mail	15		DIA Satday walk Fixed OT, < 10 min this day			
Sequencing and collating By-Pass Mail	16					
Actual Strapping out time	17					
Break (local option)	18					
Vehicle inspection	19					
Office work not covered by form (work functions must be identified and approved as being necessary and of a continuing nature) (use Comments Section)	21					
Waiting for mail (office) and other office activities not performed on a continuing basis which are excluded in computing the net office time (use Comments Section)	22					
Counting mail and filing out PS Form 1838 worksheet	23					
Signature of Carrier (or Examiner)					Time Clock Rings	
					E 17.28	
					R 17.24	
					L 19.43	
					B 05:32	

I certify the above information recorded by me is correct. Day of Week W Date 11/15/10 10:00

Exhibit 222.214a(4)

Time Allowances for Carrier Office Work

TIME ALLOWANCES FOR CARRIER OFFICE WORK			
Form 1838		Pieces Per Minute	
Line No.	Work Function	1-Trip	2-Trip
1	Routing letter-size mail	18	18
2	Routing all other size mail. (Use Notice 26, Maximum Time Allowance for Routing Mail, to convert pieces to minutes.)	8	8
		Minutes	
4.	Strapping mail in bundles or placing in trays, preparing relays and placing mail into satchels; for each 70 pieces regardless of character (minimum allowance 3 minutes). Strapping mail in bundles for markup at computerized forwarding unit. Lines 1-2-3 combined mail volume (strapping out pieces and markup pieces) is used in determining time allowance at 70 pieces per minute.....		1
8.	For each 10 pieces of all classes of mail separated for forwarding or return.....		1
9	Periodicals marked up (for each 2 pieces handled for forwarding or return).....		1
10	For each Form 3579, Undeliverable Periodical, Standard A & B or Controlled Circulation Matter		2
11	For each 4 pieces marked up (mail marked Deceased, Temporarily Away, Refused, Vacant (Occupant mail of obvious value) or No Mail Receptacle).		1
12	For each change of address, including Form 3546, recorded on Forms 1564-B and 3982.....		2
13	Insured receipts turned in		1
14	Registered, Certified, COD, Express Mail, Customs and Postage-Due; Keys, Form 3868, signing for, returning funds or receipts, and for partial completion of Form 3849 (name or address for identification). Base minimum allowance is 6 minutes		*
15	Withdrawing mail where applicable (from distribution cases, trays, sacks, and/or hampers). Base minimum allowance is 5 minutes		*
16	Sequencing and collating by-pass mail. (Representative time in minutes will be allowed for work function.)		
17	Strapping out time (when mail must be placed in order of delivery) see 922.51d. (Representative time in minutes will be allowed for the work function.)		
18	break (local option).		
19	Vehicle inspection see 922.51f. Base minimum allowance is 3 minutes		*
20	Personal needs, etc. (Time allowances are printed on the form for each trip, and must not be changed.)		
21	Office work not covered by form. (Work functions must be identified and approved as being necessary and of a continuing nature.) (Use "Comments" section.) Base minimum allowance is 9 minutes		*
22	Waiting for mail (office) and all other office activities not performed on a continuing basis which are excluded in computing net office time. (Use "Comments" section.)		
23	Counting Mail and filling out Form 1838-C worksheet.		

Note: ...For piece items, grant the next higher allowance in minutes for fractional units. Use actual times for Lines 14 through 19 and Lines 21 through 23 when those functions are performed.

* Computing Standard Office Time Under Columns (e), (f), and (g) on Form 1838: If the actual time for each of Lines 14, 15, 19, and 21 is less than the base minimum and the carrier performs the function the base minimum must be entered for the Line Item in the appropriate column. If the actual time exceeds the base minimum, an adjustment to that time cannot be shown which is less than the base minimum.

Mr. Fredric V. Rolando
President
National Association of Letter
Carriers, AFL-CIO
100 Indiana Avenue, NW
Washington, DC 20001-2144

Re: Q06N-4Q-C-11022051
Class Action
Washington DC 20260-4101

Dear Mr. Rolando:

Recently, our representatives met in prearbitration discussion of the above-referenced grievance.

The issue in this grievance is whether the office efficiency tool used to project office and street time in the Greater Indiana District violates the National Agreement.

After reviewing this matter, we mutually agree to settle the grievance as follows:

The subject office efficiency tool is a management tool for estimating a carrier's daily workload. The office efficiency tool used in the Greater Indiana District or any similar time projection system/tool(s) will not be used as the sole determinant for establishing office or street time projections. Accordingly, the resulting projections will not constitute the sole basis for corrective action. This agreement does not change the principle that, pursuant to Section 242.332 of Handbook M-39, "No carrier shall be disciplined for failure to meet standards, except in cases of unsatisfactory effort which must be based on documented, unacceptable conduct that led to the carrier's failure to meet office standards." Furthermore, as stated in the agreement for case H1N-1N-D 31781, "there is no set pace at which a carrier must walk and no street standard for walking."

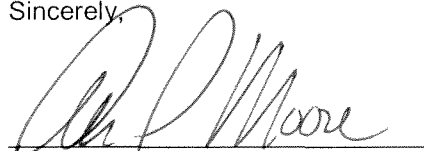
Projections are not the sole determinant of a carrier's leaving or return time, or daily workload. The use of any management created system or tool that calculates a workload projection does not change the letter carrier's reporting requirements outlined in section 131.4 of Handbook M-41, the supervisor's scheduling responsibilities outlined in section 122 of Handbook M-39, or the letter carrier's and supervisor's responsibilities contained in Section 28 of Handbook M-41.

This settlement is made without prejudice to the parties' rights under the National Agreement.

Please sign and return the enclosed copy of this decision as acknowledgement of our agreement to resolve this case, removing it from the national arbitration docket.

Time limits were extended by mutual consent.

Sincerely,



Alan S. Moore
Manager
Labor Relations Policy
and Programs



Fredric V. Rolando
President
National Association of Letter
Carriers, AFL-CIO

Date: 9-16-11

Mr. William H. Young
President
National Association of Letter
Carriers, AFL-CIO
100 Indiana Avenue, N.W.
Washington, DC 20001-2144

NALC# 8266
Re: Q01N-4Q-C 05022610
Class Action
Washington DC 20260-4100

Dear Mr. Young:

Recently, our representatives met at the Interpretive Step to discuss the above-referenced grievance.

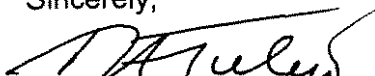
After reviewing this matter, the parties agree to resolve this dispute based on the following:

The Delivery Operations Information System (DOIS) is a management tool for estimating a carrier's daily workload. The use of DOIS does not change the letter carrier's reporting requirements outlined in section 131.4 of Handbook M-41, the supervisor's scheduling responsibilities outlined in section 122 of Handbook M-39, or the letter carrier's and supervisor's responsibilities contained in Section 28 of Handbook M-41. DOIS projections are not the sole determinant of a carriers leaving or return time, or daily workload. As such, the projections cannot be used as the sole basis for corrective action. A five minute time credit for lines 8-13 will be added or when route inspection data is available for lines 8-13 the actual average information will be used for daily workload projections.

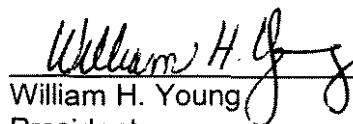
Management is responsible for accurately recording volume and other data in DOIS. Other than obvious data entry errors, route based information may only be changed through a full-count and inspection or minor route adjustment. Additionally, the parties have previously agreed that functions in DOIS which relate to the route inspection and adjustment process must be in compliance with the city letter carrier route adjustment process in Subchapter 141 and Chapter 2 of the M-39 Handbook. Exceptions are offices that have jointly established an alternate route adjustment method. DOIS base information in such offices shall, as appropriate, comply with the alternate route adjustment method.

Please sign and return the enclosed copy of this decision as acknowledgment of your agreement to settle this grievance.

Sincerely,



Doug Tulino
Vice-President
Labor Relations
U.S. Postal Service



William H. Young
President
National Association of
Letter Carriers, AFL-CIO

Date: 7-30-07

The terms of this settlement became effective September 11, 2007 with ratification of the 2006-2011 National Agreement.