

8. Discipline for Not Making Standards

Office Time

No letter carrier can be disciplined for simply not making standards. There must be a showing of unsatisfactory effort. This showing must be based on documented, unacceptable conduct that led to the carrier's failure to meet office standards (M-39 Section 242.332).

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242.332 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.

Street Time

There are no street standards! In national level settlement M-00304, the parties agreed there is no set pace at which a carrier must walk and no street standard for walking. This language was reinforced in the September 16, 2011 national level settlement M-01769. The relevant language from these two settlements is shown below.

M-00304

“In keeping with the principle of a fair day's work for a fair day's pay, it is understood that there is no set pace at which a carrier must walk and no street standard for walking.”

M-01769

“...there is no set pace at which a carrier must walk and no street standard for walking.”

These settlements are reproduced in their entirety on the next two pages.

2. Lines 14-23 on PS Form 1838-C

The following is a brief description of each of the line items used to record time during the week of route count and inspection on PS Form 1838-C. During the week of inspection, carriers will be credited with the actual time it takes to perform the tasks as explained below.

Line 14 – Accountable Mail – 6 minutes minimum time allowance –

Time spent when you stop casing mail to get your accountable mail, signing for it, filling out the name or address on PS Form 3849, and casing the notice as a reminder in the morning plus the time it takes to get cleared and go on to your next task in the afternoon/evening.

Line 15 – Withdrawal of Mail – 5 minutes minimum time allowance –

This includes time spent withdrawing mail from tubs or trays, cutting straps, removing plastic, etc. This line item also includes time you spend withdrawing mail from both the throwback and hot cases. The M-39 states that, *“two withdrawals of letter mail and one of papers for each trip, with a final pull just prior to leaving time, generally are sufficient.”*

Line 16 – Sequencing and Collating Mail – Time spent collating or sequencing mail is recorded on this line. For example, time spent collating circulars to get down to three bundles in an FSS environment is recorded on line 16.

Line 17 – Strapping Out Time – Most letter carriers will not use this line item. Line 17 is only used in very limited circumstances. The only time line 17 is used is when you have motorized curb delivery routes where the majority of the case separations contain more than two addresses per separation. In these instances, the Letter Carrier records the actual time to place the mail in the exact sequence of delivery instead of 1 minute for each 70 pieces.

Line 18 – Break - 10 minutes minimum time allowance – In most offices, a 10 minute credit is given where letter carriers take a morning office

break. If your office has a longer break time than 10 minutes, keep in mind that more time must be credited for line 18.

Line 19 – Vehicle Inspection – 3 minutes minimum time allowance –

Time spent inspecting your vehicle every morning is recorded on this line. Time starts when you get your key to go to your vehicle and ends when you come back into the office and begin your next task.

Line 20 – Personal Time – 5 minutes minimum time allowance – This time credit covers any personal needs that you may have while in the office such as obtaining raingear from your locker, restroom needs, etc. This time is not entered on Form 1838-C. Five minutes for line 20 is automatically calculated in the fixed office time. If your office has additional wash-up time such time is entered on line 21 not line 20.

Line 21 – Recurring Office Work Not Covered by Other Line Items – 9 minutes minimum time allowance –

This covers a wide variety of office functions that you perform on a recurring, continuing basis. Generally speaking, recurring office time is an office task that occurs at least once per week. Many of these functions are universal and take place on almost all, if not all, routes. Some examples in the morning are getting your scanner and setting it up, trip(s) to the throwback case, getting your parcel hamper, checking for sleepers, AMS/edit book/red book work, replenishing forms, verifying hold mail, weekly safety talks, removing tags, returning empty equipment to a designated area, etc. Some examples in the afternoon/evening are taking care of outgoing mail collected on your route, placing your attempted parcels and 3M mail in the designated location, returning your parcel hamper to the designated location, processing undeliverable mail, trip(s) to the throwback case, returning empty equipment to a designated area, etc.

Line 22 – Non-recurring Office Work – Line 22 is for non-recurring, non-continuing office functions. Because Line 22 items are not regular office activities, you will not receive credit in the route evaluation for the time spent performing them. Activities that are not part of the normal routine do

Office

1. Exception to Office Standards

Management may make an exception to normal office standards for letter carriers with 25 years of continuous service or those over the age of 55 (M-39 Section 242.214).

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242.214 An exception may be made for carriers who have served continuously for 25 years or more or are over 55 years of age. Before making an exception, determine that the carrier cannot meet the standard office time and that his or her conduct and performance are otherwise satisfactory. The office time allowed for an exempted carrier must be reasonable and be determined by management.

2. Volume Adjustments

No volume adjustments will be made to office or street work evaluations unless the mail volume has changed by more than 13% (M-39 Section 242.312).

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242.312 No mail volume adjustments will be made to carrier office work (casing and strapping out functions) or street work evaluations unless the mail volume for the week of count and inspection is at least 13% higher or lower than the average mail volume for the period between the most recent regular and the current inspection (excluding the months of June, July, August, and December).

Exhibit 121.12

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 <u>not</u> 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.