



# MEMO To The Branch 2184 Leadership Council, October 18, 2022

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Ramon Robinson  
Denise Viola  
Paul Bordine  
Mike Tredway  
Danita Hill

This month's Leadership Council Memo will begin with an update on Branch administrative matters. Our next regular membership meeting is scheduled for Wednesday, November 2 at 7:30 p.m. This meeting will be conducted online by use of WebEx. To participate, contact Branch Executive Vice President Jackie McGregory at (313) 412-0028, or [ravier7498@gmail.com](mailto:ravier7498@gmail.com). Provide your name, the office you work at or retired from, and the email address you want to use for the WebEx link to log in. The link will be sent at least two days prior to the meeting. The Branch website (NALC2184.org) also has a telephone number and access code if you want to participate in the meeting telephonically.

There will be a steward meeting on Tuesday, November 15 at 7:00 p.m. This meeting will also be conducted online by use of WebEx. This is the only steward meeting scheduled for the month of November due to the occurrence of the Veterans Day and Thanksgiving holidays. Of note, there will also be just one steward meeting in December, on Tuesday the 13<sup>th</sup> at 7:00 p.m.

On Saturday, November 19, all USPS City Letter Carriers will receive a 1.3% Contractual pay raise, which is the last **regular Contractual pay raise** (not COLA) for the current Contract cycle. All CCAs will receive an additional 1% pay increase, which they receive in lieu of cost of living adjustments (COLA). Career city carriers are also scheduled to receive an additional COLA following the release of the January 2023 Consumer Price Index. This will be final COLA for the current Contract cycle and it would become effective in late February or early March 2023. The current 2019-2023 National Agreement expires at midnight Saturday, May 20, 2023. The NALC and USPS are expected to begin negotiations on a successor agreement sometime in February 2023.

Also, on November 19 this year a new Step P will be added the career city carrier pay schedule. This will add \$444 annually for those at the top of the letter carrier pay scale. The waiting period for the new step will be 46 weeks. Career letter carriers that have been at Step O (the current top step) for at least 46 weeks will be placed in the new Step P immediately. The new step will not only increase top level letter carrier pay, but also the "high 3" averages for calculation of retirement annuities.

Plymouth steward and formal Step A designee Tamara Bosman has successfully completed training as a NALC Step B Dispute Resolution Team member and she has been certified as Step B Dispute Resolution Process representative. Congratulations to Tamara! Ypsilanti steward and Step A designee Mike Tredway has completed the "School of Stewards II" training conducted by our National Business Agent David Mudd's office. Congratulations to Mike! The Branch intends to continue to utilize every opportunity to develop and enhance the Contract enforcement skills of our stewards. The "School of Stewards" is an excellent example of the valuable tools and opportunities that our Union's current National and Regional leadership makes available for NALC activists.

The annual Open Season for Federal Employees Health Benefits (FEHB) for plan year 2023 is quickly approaching. It will begin on Monday, November 14 and continue through Monday, December 12. Both active and retired letter carriers can enroll in an FEHB plan, change plans, or make changes within their current plan.

Be aware that "Medicare integration" with the FEHB for USPS retirees does NOT begin until 2025. As always, **ALL members should be encouraged to strongly consider the NALC's own excellent Health Benefit Plan for their coverage.** Rumors and misinformation about FEHB changes as well as related matters such as the Medicare integration that will occur in a few years continue to be widespread. Stewards should direct our members to authentic sources of information, such as OPM and the NALC Health Benefit Plan.

Of note, those nearing retirement are sometimes reluctant to make changes in their FEHB plan because of misinformation about FEHB eligibility after retirement. However, as long as a letter carrier has been enrolled in ANY FEHB plan or plans for five consecutive years at the time of retirement, they are eligible to carry forth their FEHB coverage into retirement. **As such, they can change plans or coverages during any Open Season in the years immediately prior to retiring without jeopardizing their eligibility for coverage after retirement.** What they cannot and should not do is cancel their FEHB coverage entirely when within five years of retirement.

We are now in the "holiday dense" portion of the postal year, as eight of the eleven official postal holidays occur between early September (Labor Day) and mid-February (Presidents Day). With this in mind, all of our stewards and contract enforcers should carefully review the holiday scheduling provisions of Article 11 of the Contract as well as those in Item #13 of our Branch 2184 Local Memorandum of Understanding (LMOU). With every holiday, there are issues caused by misunderstanding and misapplication of the holiday scheduling process and requirements, some these caused by management and some of these caused by unknowledgeable letter carriers - for example the ongoing myth that the Overtime Desired List (ODL) must be utilized when making the schedule. **The ODL and Article 8 itself have are not considered in any manner with the formulation of a holiday schedule.**

As another pertinent example, Christmas Day this year as well as New Years Day 2023 both fall on a Sunday. Because of this, both USPS holidays will be observed on Monday; on December 26, 2022 and January 2, 2023. This is as prescribed by Article 11, section 5.A of the Contract. When an official USPS holiday falls on a Sunday, it always moves to Monday, not to Saturday as some incorrectly believe. **Stewards that are unsure about any aspect of holiday scheduling should seek guidance from Branch officers or others with extensive contractual knowledge and experience.**

A problem that still exists with holiday scheduling in some Branch 2184-represented offices involves work on the day of a holiday itself. Management continues to schedule CCAs to do this work without first utilizing and applying our negotiated "pecking order" in our LMOU for work on a holiday. **Remember that the requirements for scheduling work on a holiday itself are NO different than with a holiday schedule that typically occurs on the day before a holiday.** Our negotiated order of scheduling **always applies.** As long as eight or more hours of work is expected to be performed by letter carriers on the day of a holiday itself, prior to scheduling CCAs to work management **MUST** 1) schedule PTFs to work, 2) seek volunteers from fulltime carriers those whose holiday it is, and 3) seek volunteers from those whose nonscheduled day it is. **Only after PTFs are scheduled and management has sought volunteers from the entire fulltime regular workforce should CCAs be scheduled to work on a holiday itself.**

Stewards should also be preparing for the start of the 2023 annual leave selection process in all Branch 2184 offices, which will begin on **Thursday, December 1**. Again, we must turn to our Branch 2184 Local Memorandum of Understanding, wherein there is the entire locally negotiated procedures and rules for annual leave submissions and approval, **found in Items #4 through #12**. Additionally, stewards should be sure that they are fully knowledgeable of the annual leave provisions in Article 10, sections 1 through 4 of the Collective Bargaining Agreement, as well as in the Employee and Labor Relations Manual (ELM), subchapter 510 and especially section 512.

Always remember that the formulation of the annual leave board in each station is NOT ever a unilateral, management only process. **Our local union representatives MUST fully participate**. This includes but is not limited to ensuring that the negotiated percentages allowed off for the choice and non-choice vacation periods are correctly calculated in accordance with our LMOU. **Please read over the separate memo concerning the forthcoming 2023 leave year. Any steward with questions or concerns should immediately seek guidance from the union office.**

At the September steward meeting, the Leadership Council Memo and accompanying documents included a discussion of issues related to USPS management's practice of arbitrarily requiring medical updates every 30 days for light and limited duty carriers. Also mentioned in the LC Memo was the separate management practice of arbitrarily requiring such updates from letter carriers with "8/40" hour restrictions (no overtime), but who otherwise can perform all assigned letter carrier work – **and thus are NOT on light duty** (see M-01360).

A further clarification is in order to ensure that grievance responses to arbitrary 30-day medical update demands for "8/40" hours restrictions **do NOT include a citation of M-01437, which is applicable to only to light duty situations**. Please utilize the contractual citations listed in the separate Memo provided with the September steward meeting info only for grievances in response to 30-day medical update demands for light and limited duty carriers. With an "8/40" (no overtime) situation, union arguments in response to arbitrary 30-day medical update demands should be that this is a unilateral and non-negotiated policy for which management has no contractual basis or support.

Also keep in mind that it is reasonable for management to expect carriers with medical restrictions on their regular duties – whether light or limited duty, to periodically update them, just not at arbitrary 30-day intervals. A good practice is for carriers with ongoing medical restrictions is to have them updated whenever they are seeing their physicians anyway for regular appointments at intervals determined by the physicians.

Most stewards are (or should be) aware that an approved PS Form 3189 – Request for Temporary Schedule Change for Personal Convenience, when made for the specific purpose of an early start, prohibits the carrier from working any post-tour overtime on the day of the change, either voluntarily or involuntarily. This is per M-01079, a national level pre-arbitration settlement from 1992. This is something that a steward should routinely monitor after signing a 3189.

However, a question was asked about the applicability of this language to a less common situation where a carrier has an approved 3189 **for a later start time**. The answer is NO, it does not apply where a voluntary schedule change was requested and approved for a later start time. The relevant language in M-01079 states that: "During our discussion, we mutually agreed that the intent of filing a **Form 3189 which requests an earlier leaving time is to obtain approval for the employee to leave at that earlier time**. Consequently, it is inappropriate for management to approve such a form and then require the employee to work post-tour overtime in other than an emergency situation." In short, an approved 3189 for a later start does NOT preclude a carrier from working overtime that day.

## Memo

**To: All Branch 2184 Stewards and Officers**

**From: Joe Golonka, Branch 2184 Contract Administration Unit**

**Date: 09/19/2022**

**Re: 2023 Pay Year and Leave Year Information**

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In an effort to be proactive regarding the inevitable questions and concerns raised by our members regarding the forthcoming leave year, please be aware of the following information. **The initial round of vacation selections for 2023 should begin in ALL Branch 2184-represented stations on Thursday, December 1, 2022.**

**USPS Pay Year 2023 will begin on Saturday, December 17, 2022 (pay period 1, week 1, 2023). USPS Pay Year 2023 will have 27 pay periods instead of the usual 26.**

**USPS Leave Year 2023 will begin on Saturday, January 14, 2022 (pay period 3, week 1, 2023).** This is the first date that a fulltime regular's newly advanced annual leave for 2023 can be used. **Note that the current USPS leave year (2022) has 27 pay periods instead of the usual 26.** Hence, the later than usual start to USPS leave year 2023.

Also be aware that the new leave balances for fulltime regular carriers will not be reflected on paychecks until the pay date of Friday, February 3, 2023. **However, this leave will be fully available to use beginning on January 14, as noted above.** Every year some in management and also some letter carriers are confused and misinformed about this.

Please ensure that management does NOT "block" any vacation weeks with the names of ill or injured letter carriers **until after the completion of the second round of vacation selections.** Also be sure to challenge management to provide supporting documentation for **any and all** weeks that they block. Additionally, ALL vacation weeks that are subsequently cancelled must first be posted for bid prior to any management attempts to "block" them. Additionally, leave weeks on the CCA vacation boards cannot ever be "blocked" with the names of ill or injured carriers under any circumstances.

The leave remaining or "incidental leave" provisions of our Local Memorandum of Understanding (Items 4.7 and 12.2) **become effective immediately upon completion of the first round of vacation selections,** not the second round. Please ensure that the leave remaining provisions of our LMOU are adhered to and that such requests are not approved prior to six weeks in advance of the week during which the days are requested.

**ALL approved CCA leave requests must be shown on the CCA leave boards ONLY.** Please be sure that leave approved for City Carrier Assistants (CCAs) is NOT used to fill any slots on the career city carrier vacation boards, and that it is NOT counted against the number of career letter carriers allowed off at any time.

**Branch 2184 Convention Delegates planning to attend the MISALC Convention in Detroit May 1 and 2, 2023 should notify management PRIOR TO the beginning of vacation selections.**

If questions or concerns about any aspect of Branch 2184's local leave program arise, please contact the Branch office immediately so that they can be timely addressed. **These are our locally negotiated leave procedures, and any questions of interpretation or clarification should be addressed only by Branch 2184, not by postal management.**

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Date Received at Step B (MM/DD/YYYY)

## USPS-NALC Joint Step A Grievance Form

### INFORMAL STEP A — NALC Shop Steward Completes This Section (See instructions on page 2.)

1. Grievant's Name (Last, first, middle initial)		2. Grievant's Telephone No. (Include area code)	
3. Seniority Date (MM/DD/YYYY)	4. Status (Check one) <input type="checkbox"/> FT <input type="checkbox"/> FTF <input type="checkbox"/> PTR <input type="checkbox"/> PTF <input type="checkbox"/> CCA		5. Grievant's Employee Identification Number (EIN)
6. District, Installation, Work Unit, ZIP Code®			7. Finance No.
8. NALC Branch No.	9. NALC Grievance No.	10. Incident Date (MM/DD/YYYY)	11. Date Discussed With Supervisor (Filing date)
12a. Companion MSPB Appeal? <input type="checkbox"/> Yes <input type="checkbox"/> No		12b. Companion EEO Appeal? <input type="checkbox"/> Yes <input type="checkbox"/> No	
13a. Supervisor's Printed Name, Initials, and Telephone No.		13b. Steward's Printed Name, Initials, and Telephone No.	

### FORMAL STEP A — Formal Step A Parties Complete This Section (See instructions on page 2.)

14. USPS Grievance No.: Obtain prior to Formal Step A meeting.	
15. Issue Statement: Provide contract provision(s) and frame the issue(s).	
16. Undisputed Facts: List and attach <b>all</b> supporting documents. Use additional paper if necessary.   Attachments? <input type="checkbox"/> No <input type="checkbox"/> Yes   Number ____	
17. <b>UNION'S</b> full, detailed statement of disputed facts and contentions: List and attach <b>all</b> supporting documents. Use additional paper if necessary.   Attachments? <input type="checkbox"/> No <input type="checkbox"/> Yes   Number ____	
18. <b>MANAGEMENT'S</b> full, detailed statement of disputed facts and contentions: List and attach <b>all</b> supporting documents. Use additional paper if necessary.   Attachments? <input type="checkbox"/> No <input type="checkbox"/> Yes   Number ____	
19a. Union Representative: Enter the remedy requested by the union.	
19b. Settlement Offer: List any settlement offers by either party on page 3.	
20. Disposition (Check one) <input type="checkbox"/> Resolved <input type="checkbox"/> Withdrawn <input type="checkbox"/> Not Resolved   Date of Formal Step A Meeting (MM/DD/YYYY)	
21a. USPS Representative's Name	21b. Telephone No. (Include area code)
21c. USPS Representative's Signature	21d. Date (MM/DD/YYYY)
22a. NALC Representative's Name	22b. Telephone No. (Include area code)
22c. NALC Representative's Signature	22d. Date (MM/DD/YYYY)

LABOR RELATIONS



May 8, 2017

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



Dear Fred:

As a matter of general interest, the Postal Service has developed a document entitled *Guidelines for the Use of LDC 23 and LDC 24*.

The guidelines reflect the reestablishment of Labor Distribution Code (LDC) 24 that is used to record workhours associated with delivery initiatives such as Sunday parcel and grocery delivery. LDC 23 continues to be used for recording workhours associated parcel, relay and combination routes.

Enclosed is the final draft copy of *Guidelines for the Use of LDC 23 and LDC 24*.

Please contact Tad Gallo at extension 3684 if you have questions concerning this matter.

Sincerely,

A handwritten signature in blue ink, appearing to read "Alan S. Moore".

Alan S. Moore  
Manager  
Labor Relations Policy and Programs

Enclosure

# **Guidelines for the Use of LDC 23 and LDC 24**



**Delivery Operations, USPS Headquarters**



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# Guidelines for Use of LDC 23 and LDC 24

February, 2017

## Introduction

The use of Labor Distribution Code (LDC) 23 has often been used in the City Delivery operations group of the U. S. Postal Service as a catchall LDC for any time that could not be directly attributed to Office, Street, or Collection hours. When quantities of time could not be assigned to other functional LDCs, or when units did not want to attribute the hours to LDC 21 Office Time or LDC 22 Street Time, the hours were assigned to LDC 23 which is known as Other City Delivery hours. This practice skewed the time spent on Parcel, Relay, and Combination Routes, and it made it difficult to determine the true costs of the delivery of articles assigned to these routes.

## Description of LDC 23

The actual description in the Finance and Accounting group of LDC 23 is: All nonsupervisory hours used for the delivery of parcel post, relays, intra/inter city runs (other than those made by motor vehicle operators) and combination routes.

This LDC description might be somewhat unclear which creates opportunities for misapplication. A new LDC 23 Dashboard is being created to better track and define LDC 23 functions.

## Creation of LDC 24

Headquarters Delivery Operations initiated a process to create a new LDC to separate some Operations from LDC 23 in order to more closely monitor and increase the efficiency of Parcel, Relay, and Combination routes. The Delivery group worked in conjunction with Finance and Accounting and LDC 24 has now been established.

LDC 24 will track Sunday Parcels and Fresh (formerly Amazon Fresh) so that cost pools associated with these delivery initiatives can be more clearly defined. **The new LDC 24 was implemented on February 4, 2017.** A letter was sent to the Area Vice Presidents and to all Finance and Accounting groups in the Field instructing them to begin transferring work hours for both Sunday Parcels and Fresh to the new LDC 24 on that date. The decision to create a separate LDC for those functions assigned to LDC 24 was made so that these initiatives and other new delivery initiatives could be tracked more easily. It also provides an opportunity to clarify and streamline the use of LDC 23.

As previously mentioned, the availability and convenience of LDC 23, has provided delivery units with the opportunity to transfer numerous work hours and functions to this cost pool. In order for the U. S. Postal Service to run efficiently and properly determine delivery costs, work hours must be assigned to the function and cost pool where the work is actually performed.

## Matrix for LDC 23 and LDC 24

Below is a matrix defining which Function and Operations Number should be assigned to each of these LDCs.

The following Operation Numbers should now be attributed to LDC 24:

LDC	Operation Number	Description
24	7230	Sunday Parcel – Street
24	7240	Sunday Parcel - Office
24	7250	Fresh - Street
24	7260	Fresh - Office

Hours should remain in LDC 23 for the following Operations Numbers:

LDC	Operation Number	Description
23	7330	Parcel Post – Street
23	7340	Parcel Post – Office
23	7350	Relay – Street
23	7360	Relay – Office
23	7370	Combination – Street
23	7380	Combination – Office
23	7390	Carrier Drivers – Street
23	7400	Carrier Drivers – Office
23	7670	Express Mail Delivery

## Explanation/Examples of LDC 23 and 24 Operation Numbers

A brief explanation and examples of LDC 23 legitimate hours appears below:

### Parcel Post

Time spent on Office functions by bid carriers or their replacements on routes designated as Parcel Post Routes should be transferred to Operation Number 7340 in LDC 23. Time spent loading and delivering the parcels on these routes should be attributed to Operation Number 7330 in LDC 23.

Auxiliary assistance given to city delivery routes by dedicated Parcel Post routes, even if the assistance given was to relieve the route by delivering parcels, is not part of LDC 23. That assistance is still part of the carrier's Street Time and is part of the carrier's route time. It must, therefore, be attributed to LDC 22.

### Relay

Time spent on Office functions by bid carriers or their replacements on routes designated as Relay Routes should be transferred to Operation Number 7360 in LDC 23. Time spent loading and delivering the relays on these routes should be attributed to Operation Number 7350 in LDC 23.

**Combination**

Time spent on Office functions by bid carriers or their replacements on routes designated as Combination Routes should be transferred to Operation Number 7380 in LDC 23. Time spent loading and delivering the parcels and relays on these routes should be attributed to Operation Number 7370 in LDC 23.

Auxiliary assistance given to city delivery routes by dedicated Combination Routes, even if the assistance given was to relieve the route by delivering parcels, is not part of LDC 23. That assistance is still part of the carrier's Street Time and is part of the carrier's route time. It must, therefore, be attributed to LDC 22.

**Carrier Drivers**

Time spent in the office by bid carriers or their replacements on routes designated as Carrier Driver Routes should be transferred to Operation Number 7400. Time spent loading and/or driving between destinations on these routes should be attributed to Operation Number 7390 in LDC 23.

**Express Mail Delivery**

Time utilized by city delivery carriers assigned to deliver Express Mail Delivery that is not part of their regular route assignment should be attributed to Operation Number 7670 in LDC 23.

**Conclusion**

All work hours should be assigned to the functions where the work is actually performed. By providing this information and these guidelines, Headquarters Delivery Operations is requesting that they be utilized to assist in assigning hours to the proper operational function. We are also requesting that this information be utilized to assist in making accurate and appropriate work hour assignment decisions.

# Instructions

If the initial filing discussion between the steward (and/or employee) and the supervisor at Informal Step A does not resolve the grievance, the union steward may appeal the grievance by:

- Completing the Informal Step A section at the top of page 1;
- Obtaining the supervisor's initials in Item 13; and
- Forwarding the form along with all relevant documents that were shared and discussed at the Informal Step A meeting to union and management Formal Step A representatives within 7 days of the discussion.

## INFORMAL STEP A — NALC Shop Steward Completes This Section

Item	Explanation
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- |     |   |
|-----|---|
| 1–9 | Self-explanatory. All items are essential.  |
| 10  | Enter the date when the event causing the grievance occurred or when the employee or union first became aware of the event.   |
| 11  | Enter the date the employee and/or the union first discussed the grievance with the immediate supervisor at Informal Step A. <b>This is the Step A filing date.</b> |
| 12a | Determine whether the grievant has filed an MSPB appeal on the same issue. Indicate "yes" or "no."  |
| 12b | Determine whether the grievant has filed an EEO appeal on the same issue. Indicate "yes" or "no."   |
| 13a | To be completed by supervisor, whose printed name and initials confirm the date of the Informal Step A discussion.  |
| 13b | To be completed by steward, whose printed name and initials confirm the date of the Informal Step A discussion.   |

## FORMAL STEP A — Formal Step A Parties Complete This Section

Item	Explanation
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- |    |   |
|----|---|
| 14 | Management Representative: Obtain the Grievance Arbitration Tracking System (GATS) number before the Formal Step A meeting. If necessary, call District Labor Relations for assistance. Record GATS number.   |
| 15 | Frame the issue statement in the form of a question. For example: <ul style="list-style-type: none"><li>▪ Was there just cause for the letter of warning dated 7/15/2011 issued to the grievant for unsatisfactory work performance, and if not, what is the appropriate remedy?</li><li>▪ Did management violate Article 8.5.G when the grievant was required to work overtime on 8/15/2011, and if so, what is the appropriate remedy?</li><li>▪ List specific contractual or handbook provisions that apply to the grievance.</li></ul> If discipline is involved: <ul style="list-style-type: none"><li>▪ Always indicate the type of discipline (letter of warning, 7-day suspension, indefinite suspension, etc.) in the issue statement.</li></ul> |

The union steward may write a suggested issue in Item 15 when appealing to Formal Step A. The parties at Formal Step A are responsible for defining the issue as they see fit.

**Note:** If the grievance is resolved at Formal Step A, skip to Item 20, note the principles of the agreement, and complete items 21–22. If the grievance is not resolved at Formal Step A, complete Items 16 through 22.

- |       |  |
|-------|--|
| 16    | Management and/or Union Representative: List all relevant facts not in dispute.  |
| 17    | Union Representative: List any facts in dispute based on your understanding of the facts. Provide concise, descriptive statements outlining the union's position on the grievance.       |
| 18    | Management Representative: List any facts in dispute based on your understanding of the facts. Provide concise, descriptive statements outlining managements' position on the grievance. |
| 19a   | Union Representative: Enter the remedy requested by the union.   |
| 19b   | Management and/or Union Representative: On page 3, list any settlement offers made at Formal Step A.   |
| 20    | Management and/or Union Representative: Note whether the case is resolved, withdrawn, or not resolved. If resolved, note the principles of the agreement.                                |
| 21–22 | Formal Step A parties must enter names, telephone numbers, signatures, and date form is completed.   |

PS Form **8190**, March 2016 (Page 3 of 3)

# Proper recording of auxiliary assistance and labor distribution codes

**I**n its accounting system, the Postal Service uses various labor distribution codes (LDCs) to identify employee duty assignments and to associate the many work functions to the proper operation. On May 10, NALC received notification from the Postal Service of a recently developed document entitled “Guidelines for the Use of LDC 23 and LDC 24.” These guidelines made some changes to the LDCs used in the city letter carrier craft and clarified the proper use of these codes.

Prior to these changes, the following LDCs were used to differentiate among city letter carrier craft functions:

- LDC 21—office time.
- LDC 22—street time.
- LDC 23—time not directly attributed to office or street time.

As the Postal Service states in the guidelines, the use of LDC 23 has often been used by USPS managers as a catchall LDC for any time that could not be directly attributed to office, street or collection hours. When quantities of time could not be assigned to other functional LDCs, or when units did not want to attribute the hours to LDC 21 (office time) or LDC 22 (street time), the hours were assigned to LDC 23, which is known as “Other City Delivery” hours.

**Proper recording of work hours is very important for a few reasons.** First, it allows the Postal Service to determine the true costs of the delivery of the various items assigned to routes. Second, it accounts for the time spent casing and delivering the route so that letter carriers are properly credited for the work associated to their assignment, even when they are receiving auxiliary assistance. This is especially important during route evaluations and adjustments because improper crediting of time could have a major impact on the route’s evaluation. If a route receives auxiliary assistance and this time is coded under the wrong LDC, the data will not reflect a true representation of the time worked on the route, therefore resulting in a negative effect on the evaluation.

Although LDCs 21 and 22 have remained unchanged, the guidelines clarify that LDC 23 should only be used for time spent actually delivering a dedicated parcel post route, time spent performing the duties of a relay route or combination route, or time spent by a letter carrier transporting mail from one office to another. This code should also be used when a carrier is delivering Priority Mail Express.

LDC 23 should never be used when a route is receiving auxiliary assistance via parcel help, even if the assistance is being provided by a carrier who normally performs the duties of a parcel post route. The guidelines state:

## Parcel Post

Time spent on Office functions by bid carriers or their replacements on routes designated as Parcel Post Routes should be transferred to Operation Number 7340 in LDC 23. Time spent loading and delivering the parcels on these routes should be attributed to Operation Number 7330 in LDC 23.

Auxiliary assistance given to city delivery routes by dedicated Parcel Post routes, even if the assistance given was to relieve the route by delivering parcels, is not part of LDC 23. That assistance is still part of the carrier’s Street Time and is part of the carrier’s route time. It must, therefore, be attributed to LDC 22.

The same goes for any other carrier who is providing auxiliary assistance to a route by delivering parcels. The letter carrier providing this assistance should record this time on LDC 22. This is important so that the time spent delivering these parcels is properly recorded.

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**“If a route receives auxiliary assistance and this time is coded under the wrong LDC, the data will not reflect a true representation of the time worked on the route, therefore resulting in a negative effect on the evaluation.”**

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**While there is a relationship between LDCs and operation codes that are entered into the Time and Attendance Control System (TACS) on the badge reader, it is important not to confuse the two.** When a carrier enters an operation number into the reader and swipes their badge, the TACS code entered determines which LDC the work will be assigned to.

For example, if a carrier on a residential motorized route needs auxiliary assistance and management has another carrier deliver parcels to provide that assistance, the carrier providing the assistance clocks to TACS operation code 721 on that route. Their time would  
*(continued on next page)*

## Contract Administration Unit

Brian Renfroe, Executive Vice President  
Lew Drass, Vice President  
Christopher Jackson, Director of City Delivery  
Manuel C. Peralta Jr., Director of Safety and Health  
Ron Watson, Director of Retired Members



# Proper recording of auxiliary assistance and LDCs (continued)

then be coded under LDC 22, which is the correct code and means the time spent by the carrier providing assistance would be credited to the correct route. However, if the carrier providing assistance clocks to, or is moved

by management to, a TACS code that is covered under LDC 23 or LDC 24, the time would not be credited to the correct route.

In addition to clarifying how LDC 22 and LDC 23 should be used, the Postal Service also created LDC 24 to be used to track the work performed during Sunday parcel delivery and Fresh grocery delivery. The TACS codes associated with LDC 24 are 723 for Sunday parcel street time, 724 for Sunday parcel office time, 725 for Fresh street time, and 726 for Fresh office time. These codes should only be used when carriers are engaged in these duties.

**The table at left lists** each operation number to which letter carriers should be clocked to when performing the corresponding duties described for each.

If a route is being provided street auxiliary assistance to deliver parcels, shop stewards should ensure that this time is being coded properly under LDC 22 and not another code, such as Sunday Parcel delivery or Parcel Post. Contract enforcers should remain diligent at monitoring these codes.

“Guidelines for the Use of LDC 23 and LDC 24” has been placed in NALC’s Materials Reference System (MRS) on the NALC website. The document, labeled M-01885, can be found at [nalc.org/mrs](http://nalc.org/mrs).

LDC	Operation Number	Description
21	354	Standby-Delivery Service
21	613	Stewards-Carriers
21	622	Travel-Delivery Services
21	632	Meeting Time-Delivery Services
21	714	VIM Route-Office
21	716	2-Trip Business-Office
21	718	1-Trip Business-Office
21	720	Residential Foot-Office
21	722	Residential Motor-Office
21	724	2-Trip Mixed Foot-Office
21	726	2-Trip Mixed Motor-Office
21	728	1-Trip Mixed Foot-Office
21	730	1-Trip Mixed Motor-Office
21	744	PM – Carrier Office Time

LDC	Operation Number	Description
22	715	2-Trip Business-Street
22	717	1-Trip Business-Street
22	719	Residential Foot-Street
22	721	Residential Motor-Street
22	723	2-Trip Mixed Foot-Street
22	725	2-Trip Mixed Motor-Street
22	727	1-Trip Mixed Foot-Street
22	729	1-Trip Mixed Motor-Street

LDC	Operation Number	Description
23	733	Parcel Post-Street
23	734	Parcel Post-Office
23	735	Relay-Street
23	736	Relay-Office
23	737	Combination-Street
23	738	Combination-Office
23	739	Carrier Drivers-Street
23	740	Carrier Drivers-Office
23	767	Express Mail Delivery

LDC	Operation Number	Description
24	723	Sunday Parcel-Street
24	724	Sunday Parcel-Office
24	725	Fresh-Street
24	726	Fresh Office

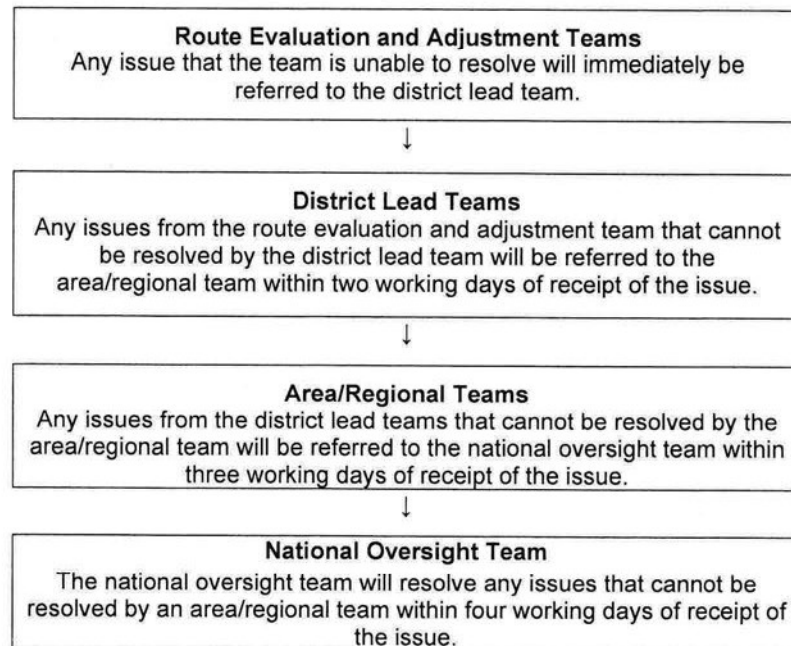


- Assisting the route evaluation and adjustment team with territory adjustments. The local office contacts may also jointly select someone with knowledge of the territory to provide this assistance.
- Providing carriers their routes' evaluated time, prior to the adjustment consultation.
- Providing carriers copies of any amended PS Form(s) 1840 Reverse if changes were made after the adjustment consultation by the route evaluation and adjustment team.

The district lead team may, by mutual agreement, assign additional tasks to a specific pair of local office contacts, on an individual, case-by-case basis.

### **Issue Resolution**

The issue resolution process will be used to resolve issues related to the Technology Integrated Alternate Route Evaluation and Adjustment Process. Team members at all levels should consult this document prior to elevating any unresolved issue. The steps and time frames for elevating unresolved issues are as follows:



## Technology Integrated Alternate Route Evaluation and Adjustment Process

### Consultation Script

Route # \_\_\_\_\_ Carrier \_\_\_\_\_ Date \_\_\_\_\_

(Introduce Yourself)

The NALC and the USPS have developed an alternative process to jointly evaluate and adjust routes to as near as eight hours as possible. We have been selected by the Postal Service and the NALC to evaluate and adjust routes. We are going to ask you a few questions about your route and share data with you. We want your honest input. Please consider a normal day on your route when answering the following questions:

What time does your tour start?	
What time do you normally move from office time to street time?	
What time do you normally return to office time from street time?	
What time do you normally clock out for the day?	
Do you take a 30 minute lunch on street time?	

Now we would like to review the data we have for your route.

The actual average office and street times data, as well as the average volume data is for days that you were on the route for 7 randomly selected weeks during the months of \_\_\_\_\_ plus a recent Live Week of data collection. It includes any auxiliary assistance you may have received.

We have determined an estimated standard office time by using your average volume and the casing and pull down standards of 18/8/70. Your Fixed Office Time is comprised of time allowances for carrier office work aside from casing and pulling down the mail on your route.

Actual Average Office Time	
Estimated Office Standard	
Fixed Office Time	
Base Fixed Office Time	
Actual Average Cased Letters	
Actual Average Cased Flats	
Actual Average 8 Week Street Time	
Actual Average Live Week Street Time	

We will be conducting additional consultation(s) as necessary with you in the next few weeks, to obtain your feedback regarding the proposed adjustments (if any) to the route. Thank you for your time.

Please provide any comments you have regarding this data:

### For Route Evaluation and Adjustment Team Use Only

Office Time \_\_\_\_\_ Street Time \_\_\_\_\_