



MEMO To the Branch 2184 Leadership Council, Oct. 12, 2021

Walt McGregory
Mark Judd
Jackie McGregory
Mel MacDonald
Cathy Tondreau
Jim Powell
Phil Ashford
Tracy Mitchell
Gloria Warthen
Felicia Davis
Leonard Zawisa
Joe Golonka
Dave Reise
Erik Venzke
Kris Shaw
Mark Owen
Bryon Hendricks
Jillian Hudgins
Darryl Clay
Symone Coleman
Yvonne Jackson
Karl Tamburro
Denise Viola
Shaun Fowlkes
Lillian Bogosian
Scherrie Lacey
Scott Watts
Valerie Watkins
Tamara Bosman
Kristie Nelson
Diego Forshaw
Otis Barney
Keith Benedict
William Douglas
Jake Szor
Jeffrey Webb
Nakia Whitfield
Katrina Jones
Ananias Epps
Ramon Robinson
Tonya Rutledge
Paul Bordine
Mike Tredway
Danita Smith

This month's Leadership Council Memo will begin as always with an update on Branch 2184 administrative matters. Our regular monthly membership meeting on Wednesday, November 3 beginning at 7:30 p.m. will be conducted by teleconference in the same manner as previous meetings. The steward meeting on November 16 and the executive board meeting on November 29 will also be conducted by teleconference. Branch President Walt McGregory will provide updated information on future meetings and other Branch 2184 events as circumstances warrant.

With the expiration of the Emergency Federal Employee Leave (EFEL) on September 30, **it has become even more critical that any letter carrier who has a positive Covid diagnosis immediately initiate an OWCP claim in response to their diagnosis.** If the claim is initiated and submitted within 30 days of the positive diagnosis, and medical documentation supporting this is provided within 10 days of claim submission, a letter carrier will be eligible for up to 45 calendar days of Continuation of Pay (COP) for any work loss that is incurred as a result of the positive Covid diagnosis, in addition to other coverage and benefits under the Federal Employees Compensation Act (FECA).

Acceptance of OWCP claims in response to Covid diagnoses is a rather straightforward matter, as long as the diagnosis occurred within 21 days of a letter carrier's work day. **It is not necessary to prove that exposure came while performing job duties.** Stewards, please advise members with positive Covid diagnoses to contact the Branch 2184 office, who will put them in touch with our NALC National Business Agent's office for assistance.

On Friday, September 30 the NALC and the Postal Service agreed to extend several Covid-related Memorandums of Understanding through December 31, 2021. This agreement is M-01966 in the NALC Materials Reference System (MRS). The extended MOUs as well as an extension of a USPS directive on the liberal use of sick leave and changes of schedule can be found on the NALC website. Also extended are agreements that explain the Temporary additional paid leave for CCAs (M-01965), a sign-up process for those that did not place their names on an Overtime Desired List during the recently ended sign-up period (M-01963), and a temporary extension of time limits for appeals to Step B and to arbitration (M-01964).

The annual Open Season for Federal Employees Health Benefits (FEHB) is quickly approaching. This will begin on Monday, November 8 and continue through Monday, December 13. During that time both active and retired letter carriers can enroll, change plans, or make changes in coverage within a plan. As always, ALL members should be encouraged to strongly consider the NALC's own excellent Health Benefit Plan for their coverage.

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 ten 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 be sure that 1) they fully understand the holiday scheduling provisions of Article 11 of the Contract as well as Item #13 of our Branch 2184 Local Memorandum of Understanding (LMOU). With every holiday, there are multiple issues caused by misunderstanding and misapplication of the holiday scheduling process and requirements. **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 continuing problem with holiday scheduling in some Branch 2184-represented offices involves work on the day of a holiday itself. Management continues to improperly 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 2022 annual leave selection process in all Branch 2184 offices, which will begin on **Wednesday, 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 2022 leave year. Any steward with questions or concerns should immediately seek guidance from the union office.**

Memo

To: All Branch 2184 Stewards and Officers
From: Branch 2184 Contract Administration Unit
Date:
Re: 2022 Leave Year Information

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.

USPS Pay Year 2022 will begin on Saturday, December 18, 2021 (pay period 1, week 1, 2022)

USPS Leave Year 2022 will begin on Saturday, January 1, 2022 (pay period 2, week 1, 2022). This is the first date that a fulltime regular's newly credited annual leave for 2022 can be used. Also be aware that the new leave balances will not be reflected on paychecks until the pay date of Friday, January 21, 2022. **However, this leave is fully available to use beginning on January 1, as noted above.** Every year some in management and also among our own members 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.

Also remember that the purpose of the second round of vacation selections is to allow carriers to choose additional weeks that are still available in **the choice vacation period.** It is not intended for non-choice weeks because there are no limitations on the number of non-choice weeks that can be chosen during the initial round of vacation selections, as long as leave is available to cover them.

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 NALC's 72nd Biennial Convention in Chicago, Illinois August 8-12, 2022 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.**

MEMORANDUM OF UNDERSTANDING
BETWEEN THE
UNITED STATES POSTAL SERVICE
AND THE
NATIONAL ASSOCIATION OF LETTER CARRIERS, AFL-CIO

The following Memoranda of Understanding between the United States Postal Service and the National Association of Letter Carriers (NALC) have been extended through December 31, 2021. The parties agree to meet and discuss these Memoranda of Understanding prior to December 31, 2021, to determine whether or not further extension is appropriate.

- Re: Temporary Additional Paid Leave for CCAs
- Re: Temporary Use of the Employee and Labor Relations Manual (ELM) 432.53, City Letter Carriers (7:01 Rule)
- Re: Temporary Expanded Sick Leave for Dependent Care During COVID-19
- Re: Temporary Workplace Changes to Promote Social Distancing – COVID-19
- Re: Temporary Carrier Assistants – COVID-19

for Richard L Acker
Katherine S. Attridge
Vice President, Labor Relations
United States Postal Service

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

Date: 09/30/2021

Date: 9-30-21

**MEMORANDUM OF UNDERSTANDING
BETWEEN THE
UNITED STATES POSTAL SERVICE
AND THE
NATIONAL ASSOCIATION OF LETTER CARRIERS, AFL-CIO**

Re: Temporary Expanded Sick Leave for Dependent Care During COVID-19

For the 60-day duration of this Memorandum of Understanding, in addition to the purposes outlined in the MOU Re: Sick Leave for Dependent Care, sick leave may be used by an employee for unexpected childcare needs as a result of the COVID-19 pandemic.

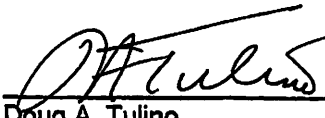
Specifically, employees may use sick leave for dependent care in the event they must care for a child as a result of daycare closures, school (Pre-K through Grade 12) closures, or the unavailability of a child's primary caregiver as a result of the COVID-19 pandemic.

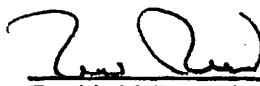
This MOU does not change the 80-hour-limit for sick leave that may be used for dependent care in any leave year.

Approval of sick leave for dependent care will continue to be subject to normal procedures for leave approval.

The parties will revisit this issue immediately prior to this MOU's expiration to determine if extension is appropriate.

This MOU will expire May 17, 2020.


Doug A. Tulino
Vice President, Labor Relations
United States Postal Service

 3-18-20
Fredric V. Rolando
President
National Association of Letter Carriers, AFL-CIO

MEMORANDUM OF UNDERSTANDING
BETWEEN THE
UNITED STATES POSTAL SERVICE
AND THE
NATIONAL ASSOCIATION OF LETTER CARRIERS, AFL-CIO

Re: Reinstatement of Temporary Additional Paid Leave for CCAs

The parties recognize that the Emergency Federal Employee Leave (EFEL) for COVID-19 related reasons provided to postal employees under American Rescue Plan Act expires September 30, 2021. Therefore, the MOU *Re: Temporary Additional Paid Leave for CCAs* will be reinstated effective October 1, 2021.

The terms of the MOU *Re: Temporary Additional Paid Leave for CCAs* will be administered as if it had been in effect without interruption since the original effective date of March 18, 2020.

This MOU will expire on December 31, 2021. The parties agree to meet and discuss prior to December 31, 2021, to determine whether or not further extension is appropriate.

Richard L Acker

Katherine S. Attridge
Vice President Labor Relations
United States Postal Service

Fredric V. Rolando

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

Date: 9-30-21

**MEMORANDUM OF UNDERSTANDING
BETWEEN THE
UNITED STATES POSTAL SERVICE
AND THE
NATIONAL ASSOCIATION OF LETTER CARRIERS, AFL-CIO**

Re: Temporary Additional Paid Leave for CCAs

For the 60-day duration of this Memorandum of Understanding, City Carrier Assistants (CCAs) will be permitted to use up to 80 hours of paid leave for use in conjunction with the COVID-19 pandemic in the following circumstances:

- The employee has contracted COVID-19 or has been directly exposed to someone with COVID-19;
- The employee has visited any country identified by the Centers for Disease Control (CDC) as a level-3 country (currently China, South Korea, Iran, Italy, and most other European countries) within 14 days of the employee returning to work;
- The employee returns from a trip on a cruise ship in which an identified case of COVID-19 was detected on board the ship;
- The employee is experiencing symptoms generally associated with COVID-19; or
- Consistent with the MOU Re: Temporary Expanded Sick Leave for Dependent Care During COVID-19.

Leave used for the above purpose will be coded as TACS Code 086, *Other Paid Leave*.

Except for emergencies, paid leave for the circumstances listed above must be requested on PS Form 3971, *Request for or Notification of Absence*, and approved in advance by the appropriate supervisor. Employees should designate the reason for the absence as "Other" and write "LC19" in the space provided.

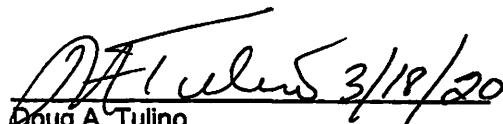
An exception to the advance approval requirement is made for emergencies and unexpected illness; however, in these situations, the CCA must notify the appropriate postal authorities as soon as possible as to the emergency or illness and the expected duration of the absence. As soon as possible after return to duty, CCAs must submit PS Form 3971 and explain the reason for the emergency or illness to their supervisor. Supervisors approve or disapprove the leave request.


The supervisor is responsible for approving or disapproving the application for paid leave by signing PS Form 3971, a copy of which is given to the CCA. If a supervisor does not approve an application for leave, the disapproved block on PS Form 3971 is checked and the reasons must be noted in writing in the space provided.

The total 80-hour allotment will not be increased due to a CCA's break in service during the 60-day period. Any remaining leave balance at the end of the 60-day period is forfeited.

The parties will revisit this issue immediately prior to this MOU's expiration to determine if extension is appropriate.

This MOU will expire May 17, 2020.


Doug A. Tulino
Vice President, Labor Relations
United States Postal Service

 3-18-20
Fredric V. Rolando
President
National Association of Letter Carriers, AFL-CIO

**MEMORANDUM OF UNDERSTANDING
BETWEEN THE
UNITED STATES POSTAL SERVICE
AND THE
NATIONAL ASSOCIATION OF LETTER CARRIERS, AFL-CIO**

Re: Temporary Use of the Employee and Labor Relations Manual (ELM) 432.53, City Letter Carriers (7:01 Rule)


For the 60-day duration of this Memorandum of Understanding, the parties agree that, the Postal Service will institute the use of Employee and Labor Relations Manual (ELM) Section 432.53, City Letter Carriers (7:01 Rule).

A city letter carrier who actually works more than 7 hours but less than 8 hours of a regular scheduled day will, upon his/her request, be officially excused from the completion of the 8-hour tour and still credited with 8 hours of work time for pay purposes. Any hours not worked between the seventh and eighth hour of a regular scheduled day pursuant to ELM 432.53 are included in an employee's regular rate of pay pursuant to ELM 443.212.g.


All delivery service supervisors are reminded that city letter carriers should not be excused under the 7:01 rule unless they have completed their routes and cannot be assigned to any available work in the same wage level.

Local management at all delivery units must reemphasize to all city letter carriers that they must apprise their supervisor of their desire to clock out prior to completion of a full 8-hour workday, minus time covered by the 5-minute leeway rule.

The parties will revisit this issue immediately prior to this MOU's expiration to determine if extension is appropriate.



Douglas A. Tulino
Vice President Labor Relations
United States Postal Service



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

3 - 23 - 20

Date

3-23-20

Date

**MEMORANDUM OF UNDERSTANDING
BETWEEN THE
UNITED STATES POSTAL SERVICE
AND THE
NATIONAL ASSOCIATION OF LETTER CARRIERS, AFL-CIO**

Re: Temporary Workplace Changes to Promote Social Distancing – COVID-19

The parties agree that the social distancing recommendations of the Centers for Disease Control and Prevention (CDC) are important measures which should be practiced as much as possible to slow the spread of the coronavirus (COVID-19). Some of those social distancing recommendations for the workplace include increasing physical space between workers, staggering work schedules, limiting large work-related gatherings, and reducing or eliminating travel.

With that in mind, the parties agree that in postal installations with 100 or more workyears of employment, to minimize the possibility of exposure to the coronavirus or the possibility of unknowingly spreading the coronavirus to a larger portion of the workforce by working in multiple facilities, to the extent possible all city letter carriers will work in their employing facility for the duration of this agreement. In addition, to the extent possible the Memorandum of Understanding *Re: City Carrier Assistants – Temporary Assignments to Other Post Offices* will not be in effect for the duration of this agreement.

In postal installations with less than 100 workyears of employment, work in facilities other than the letter carrier's employing facility should be limited to where they routinely worked prior to the outbreak of the COVID-19 pandemic.

The local parties (i.e. branch presidents and postmasters, or their designees) will immediately discuss potential scheduling and office setup changes which would create a work environment that promotes social distancing. Such changes should include, but are not limited to, the following:

1. Staggered letter carrier start times to begin as early as operationally feasible.
2. Scheduling letter carriers to begin their tours in groups of 10 or less to practice social distancing at the timeclock.
3. Where possible, scheduling groups of 10 or less carriers to begin their tours in increments of a minimum of 15 minutes and a maximum of two hours apart.
4. Start times should be staggered between the hours of 5:30 a.m. and 9:30 a.m. for letter routes.
5. Start times for all routes in test sites, for collection routes, and for combination routes may be scheduled prior to 5:30 a.m. and after 9:30 a.m., however they should still be staggered and scheduled in groups of 10 or less carriers to promote social distancing.
6. Conducting stand-up talks in a manner that allows employees to be separated from each other by 6 feet or more, such as using small groups or an intercom system.

7. Staggered break schedules in the office to allow employees to maintain groups not to exceed 10 people.
8. Moving office breaks to the street on an individual voluntary basis.
9. Where possible, scheduling letter carriers in a manner which would allow them to stagger their departure from office duties to street duties.
10. Volunteers may be utilized for AM parcel runs in order to increase social distancing during casing duties.
11. Adjusting any other practice in the office to allow employees to be separated from each other by 6 feet or more


Consideration will be given to the location of letter carrier cases, the location of mail staging areas, the location and number of time clocks, the size and number of break areas, etc. Local parties will discuss temporary changes to the location of any of the above subjects in order to promote at least 6 feet of separation for all employees.

If the local parties require any additional guidance or clarification on implementation of this agreement, they should contact the appropriate Area Manager, Labor Relations and National Business Agent.

The national parties will revisit this issue immediately prior to this MOU's expiration to determine if extension is appropriate.

This MOU will expire May 27, 2020.


Doug A. Tulino
Vice President, Labor Relations
United States Postal Service


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

**MEMORANDUM OF UNDERSTANDING
BETWEEN THE
UNITED STATES POSTAL SERVICE
AND THE
NATIONAL ASSOCIATION OF LETTER CARRIERS, AFL-CIO**

Re: Temporary Carrier Assistants – COVID-19

The Postal Service may employ Temporary Carrier Assistants during the period between the signing of this agreement and May 27, 2020, as operationally necessary to replace city letter carriers absent due to COVID-19.


Temporary Carrier Assistants are subject to the following:

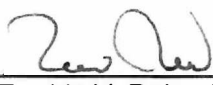
- The hourly rate will be the same as that for City Carrier Assistants.
- Over the course of a service week, the Employer will make every effort to ensure that available city carrier assistants are utilized at the straight-time rate prior to assigning such work to temporary carrier assistants working in the same work location.
- When an opportunity exists for overtime, full-time employees on the appropriate Overtime Desired List will be selected to perform such work prior to assigning temporary carrier assistants to work overtime in the same work location where the employees regularly work.
- To minimize the possibility of exposure to the coronavirus by working in multiple facilities, to the extent possible, all temporary carrier assistants will work in their employing facility for the duration of this agreement.

The Postal Service shall provide the NALC with reports on the number of temporary carrier assistants hired.

The parties will revisit this issue immediately prior to this MOU's expiration to determine if extension is appropriate.

This MOU will expire May 27, 2020.


Doug A. Vulino
Vice President, Labor Relations
United States Postal Service

 3-30-20
Fredric V. Rolando
President
National Association of Letter
Carriers, AFL-CIO

Plan - Option	Enrollment Code	2021 Total Biweekly Premium	2022 Biweekly Premium Rates - Total Premium	2022 Biweekly Premium Rates - Government Pays	2022 Biweekly Premium Rates - Employee Pays	2022 Biweekly Premium Rates - Change in Employee Payment	2021 Total Monthly Premium	2022 Monthly Premium Rates - Total Premium	2022 Monthly Premium Rates - Government Pays	2022 Monthly Premium Rates - Employee Pays	2022 Monthly Premium Rates - Change in Employee Payment
Nationwide NALC Health Benefit Plan - CDHP Self	324	218.55	218.55	163.91	54.64	0.00	473.53	473.53	355.15	118.38	0.00
Nationwide NALC Health Benefit Plan - CDHP Self & Family	325	507.66	512.73	384.55	128.18	1.27	1099.93	1110.92	833.19	277.73	2.75
Nationwide NALC Health Benefit Plan - CDHP Self Plus One	326	482.16	482.16	361.62	120.54	0.00	1044.68	1044.68	783.51	261.17	0.00
Nationwide NALC Health Benefit Plan - High Self	321	336.41	343.14	244.86	98.28	3.45	728.89	743.47	530.53	212.94	7.47
Nationwide NALC Health Benefit Plan - High Self & Family	322	760.94	776.15	574.13	202.02	3.33	1648.70	1681.66	1243.95	437.71	7.22

Plan - Option	Enrollment Code	2021 Total Biweekly Premium	2022 Biweekly Premium Rates - Total Premium	2022 Biweekly Premium Rates - Government Pays	2022 Biweekly Premium Rates - Employee Pays	2022 Biweekly Premium Rates - Change in Employee Payment	2021 Total Monthly Premium	2022 Monthly Premium Rates - Total Premium	2022 Monthly Premium Rates - Government Pays	2022 Monthly Premium Rates - Employee Pays	2022 Monthly Premium Rates - Change in Employee Payment
Nationwide NALC Health Benefit Plan - High Self Plus One	323	744.10	758.98	524.63	234.35	7.71	1612.22	1644.46	1136.70	507.76	16.70
Nationwide NALC Health Benefit Plan - Value Self	KM1	179.37	179.37	134.53	44.84	0.00	388.64	388.64	291.48	97.16	0.00
Nationwide NALC Health Benefit Plan - Value Self & Family	KM2	416.82	420.99	315.74	105.25	1.05	903.11	912.15	684.11	228.04	2.26
Nationwide NALC Health Benefit Plan - Value Self Plus One	KM3	395.70	395.70	296.78	98.92	0.00	857.35	857.35	643.01	214.34	0.00
Nationwide Panama Canal Area Benefit Plan - High Self	431	304.60	325.92	244.44	81.48	5.33	659.97	706.16	529.62	176.54	11.55

NALC REQUEST FOR INFORMATION

NAME OF STEWARD

TOUR OF DUTY

WORK LOCATION

GRIEVANT'S NAME

TOUR OF DUTY

GRIEVANCE FILE NO.

SUPERVISOR RECEIVING REQUEST

GRIEVANT'S SIGNATURE

INFORMATION
REQUESTED:

INFORMATION PROVIDED
YES NO

1. Copy of 3999x, All inspector notes, first 3999
and Final 3999 with Audit Trail and all 3999 data
capture summary screen.
2. ETC From (carrier) involved.

DATE INFO. REQUESTED

STEWARD'S SIGNATURE

SUPERVISOR'S SIGNATURE

DATE INFO. RECEIVED

IF INFORMATION IS NOT MADE AVAILABLE, GIVE EXPLANATION (SUPERVISOR):

ROUTE 83015 Day Thursday DATE 4/23/2015

PAGES

3999 Audit Trail Report

RESTRICTED INFORMATION

Zip Code: 33026

Route Number: 023

Data Capture Date: 01/10/2011

Ver Nbr	Del Met	Block Number & Street Name	Tvl Pat	Actual Time Used	Residential					Business					Det. PO Box or NPU
					Other	Curb	NDCBU	Cent	Made	Other	Curb	NDCBU	Cent	Made	
1	Othr	11400 - 11498 NW 13TH CT	E	0:00:56	0	3	0	0	3	0	0	0	0	0	0
2	Othr	11400 - 11498 NW 13TH CT	E	0:01:06	0	3	0	0	3	0	0	0	0	0	0
1	Othr	11500 - 11598 NW 13TH CT	E	0:00:08	0	1	0	0	1	0	0	0	0	0	0
2	Othr	11500 - 11598 NW 13TH CT	E	0:00:28	0	1	0	0	1	0	0	0	0	0	0
1	Othr	11600 - 11698 NW 13TH CT	E	0:00:02	0	1	0	0	1	0	0	0	0	0	0
2	Othr	11600 - 11698 NW 13TH CT	E	0:00:22	0	1	0	0	1	0	0	0	0	0	0
1	Othr	11800 - 11800 NW 13TH CT	B	0:01:22	0	1	0	0	1	0	0	0	0	0	0
2	Othr	11800 - 11800 NW 13TH CT	B	0:00:32	0	1	0	0	1	0	0	0	0	0	0
1	Othr	1801 - 1899 NW 118TH AVE	O	0:01:19	0	2	0	0	2	0	0	0	0	0	0
2	Othr	1801 - 1899 NW 118TH AVE	O	0:00:59	0	2	0	0	2	0	0	0	0	0	0
1	Othr	2000 - 2098 NW 114TH AVE	E	0:01:23	0	2	0	0	2	0	0	0	0	0	0
2	Othr	2000 - 2098 NW 114TH AVE	E	0:01:30	0	2	0	0	2	0	0	0	0	0	0
1	Othr	2001 - 2099 NW 118TH AVE	O	0:00:31	0	2	0	0	2	0	0	0	0	0	0
2	Othr	2001 - 2099 NW 118TH AVE	O	0:00:51	0	2	0	0	2	0	0	0	0	0	0
1		LUNCH BREAK		0:30:07	0	0	0	0	0	0	0	0	0	0	0
2		LUNCH BREAK		0:30:00	0	0	0	0	0	0	0	0	0	0	0
1		PERSONAL NEEDS		0:02:17	0	0	0	0	0	0	0	0	0	0	0
2		PERSONAL NEEDS		0:02:24	0	0	0	0	0	0	0	0	0	0	0
1		STREET BREAK TIME		0:10:00	0	0	0	0	0	0	0	0	0	0	0
1		TRAVEL WITHIN		0:00:06	0	0	0	0	0	0	0	0	0	0	0
1		VEHICLE LOAD		0:18:21	0	0	0	0	0	0	0	0	0	0	0
2		VEHICLE LOAD		0:26:21	0	0	0	0	0	0	0	0	0	0	0

3999 Data Capture / Summary

Route Number: 26008

Data Capture Date: 01/10/2011

Street Analysis Type: Full 3999

3999 Data Capture

3999 Data Summary

3999 Function Analysis

Time Breakdown

Description	Time
Vehicle Load	0:24:33
Travel To	0:11:08
Travel From	0:16:46
Vehicle Unload	0:07:22
Relay Time	0:00:00
Other Street Time	1:14:25
Non Recuring Street Time	0:29:55
Total Allied Time	2:44:10
Total Delivery Time	4:45:08
Total Gross Time	7:29:17
Lunch Time	0:30:00

Additional Detail Analysis

Total Possible Deliveries	861
Total Deliveries Made	840
% Deliveries Made (Total Deliveries Made/Total Possible Deliveries)	97.6%
Total Other Street Time less Break Time	1:04:25
Other Street Time Average per Delivery Made (sec)	4.60

Preview Audit Trail

Preview 3999

Save

Close

3999 Data Capture / Summary

Route Number: 26008

Data Capture Date: 01/10/2011

Street Analysis Type: Full 3999

3999 Data Capture

3999 Data Summary

3999 Function Analysis

Function Analysis

Function Description	Total Time
Relay Time	0:00:00
Travel To	0:11:08
Travel From	0:16:46
Vehicle Load	0:24:33
Vehicle Unload	0:07:22
Other Street Time*	1:14:25
Non-Recuring Street Time**	0:29:55
Total Allied Time	2:44:10

* Other Street Time Detail

Function Description	Total Time
Travel Within	0:13:41
Accountable Delivery	0:14:37
Parcel Delivery	0:26:22
Street Break Time	0:10:00
Collection Time	0:00:00
Deadhead Time	0:00:00
Personal Needs	0:00:55
Customer Contact	0:00:50
Gas Vehicle	0:00:00
Totals	1:14:25

** Non-recuring Street Time Detail

Function Description	Total Time
Backtracking	0:04:07
Animal Interference	0:00:00
Waiting for Relay	0:00:00
Waiting for Transportation	0:00:00
Waiting - Other	0:15:41
Temporary Detail	0:00:00
Management Time	0:00:00
Accident	0:00:13
Miscellaneous Other	0:09:54
Totals	0:29:55

Preview Audit Trail

Preview 3999

Save

Close

OFFICE Trenton ROUTE 83015 DATE 4/23/2015

Street Comment Sheet con't

It is the professional opinion of this examiner that this carriers
90 pace during delivery of the entire inspection
was a calculated and deliberate attempt to expand the field time of this route

There where multiple intances where relays could have been
doubled, due to the light volume of mail.

This carrier did not take any obvious shortcuts, such as adjacent driveways
to get to nieghboring house, or using driveways to
cross the street and the end of a street

Reviewed 3999 with Justin and brought up relays being
combined, not taking shortcuts, dilibenate pace. I said
he would be fattened up with Mike Sclump to ensure
he is combining his relays with mail carriers.
Justin offered no comments.

OFFICE Trenton ROUTE 83016 DATE 6/15/2015

Street Comment Sheet

The Route Examiner must record comments on each line on the day of inspection.

Loading Double handling of parcels and lining up SPRs

Travel to route TRVL TO ACCEPTABLE

Address of first delivery 3371 Edison

Address of last delivery before lunch 1790 Fort ST2689 West RD

Travel to lunch McDonalds

Travel from lunch West RD to Birchwood

Address of first delivery after lunch 3102 Birchwood

Address of last delivery 3180 Anna

Travel from route Anna To Harrison to West RD to Third ST to PO.

Unloading No irregularities

Did the carrier finger mail? yes

Take obvious shortcuts? Some

General Comments regarding park points, relays, deadheads, dismounts, etc.

Carrier took full relays in his satchel.

Very miticulous with relays costing excess time for relays.

Mail not available when carrier is at mailbox. Having to wait to sort mail on porch.

121.314 Loading the Carrier Satchel

Carriers must use a satchel when delivering mail on foot, except for authorized dismount deliveries. Carriers are expected to load the satchel with up to 35 pounds of mail. The weight of the satchel is not included in the 35 pounds.

- a. *Carriers Using a Single Satchel.* The first mail to be delivered is loaded into the satchel. Letter bundles are placed in the bottom of the satchel in the reverse order of delivery. The carriers then stands the flats on edge with the addresses faced so they can be easily read when carrying the satchel. SPRs and samples that were not strapped out with the flats are then placed in the satchel.
- b. *Carriers Using a Double Satchel.* Carriers have the option of wearing the Double Satchel in several configurations, according to their needs and the needs of the route. It can be used as a single or double pouch, with or without the shoulder strap(s) and waist belt. When using a configuration with the waist belt, the satchel is put on first and then loaded with mail. Carriers should use their discretion in arranging mail in the Double Satchel to ensure the most efficient methods and comfortable weight distribution.

125.42 Loading the Satchel

The satchel is loaded with all the letter, flat, and SPR mail for a loop or relay to minimize the trips to the replenishment point, except when this would require carrying more than 35 pounds of mail. When using the Double Satchel in a configuration with the waist belt, the satchel must be put on first and then loaded with mail. Carriers should use their discretion in arranging mail in the Double Satchel to ensure the most efficient methods and conformable weight distribution.

322 Motorized Routes (See also Chapter 8)

322.1 Letter-Size Mail Delivery

322.11 Letter-size mail for the entire route may be placed in suitable trays or boxes rather than being strapped out. These may be used for working the mail rather than a strap. Place the container of mail in the vehicle's tray so the letter mail faces the driver. When serving house boxes, withdraw sufficient letter mail before dismounting to allow fingering to determine the next delivery stop (see [133.2](#)).

322.12 Any sequenced mailing received by a motorized curb delivery route shall be handled as separate bundles, unless the Delivery unit manager authorizes the casing and/or collating of the mailings.

322.2 Flat Mail

322.21 For other than one bundle system, flat mail should be strapped out, limiting the thickness of bundles to conform to the vehicle tray size and to allow good visibility through the windshield.

322.22 Flats may be worked from a loosened strap placed to the right of the letter tray or box.

322.23 Any sequenced mailing received by a motorized curb delivery route shall be handled as separate bundles, unless the Delivery unit manager authorizes the casing and/or collating of the mailings.

242.33 Office Time Allied Work Rules

242.331 All CFS and throwback mail will be transported to its designated location by the carrier.

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.

242.34 Street Time Allied Work Rules

242.341 The carriers at the delivery unit will receive two 10-minute break periods. The local union may annually opt to have either (a) both breaks on the street or (b) one of the 10-minute breaks in the office and one break on the street. If two 10-minute breaks are taken on the street, they will be separate from each other. Breaks must be separate from the lunch period. The carrier shall record on Form 1564-A, *Delivery Instructions*, the approximate location of the break(s). Reasonable comfort stops will not be deducted from the carrier's actual time.

242.342 Fingering of mail between delivery points will be done only in accordance with Article 41, Section 3.I of the *National Agreement*.

242.343 The crossing of lawns will be done only in accordance with Article 41, Section 3.N of the *National Agreement*.

242.344 If during the route inspection, the supervisor notes that the letter carrier fails properly to finger mail or to take proper short cuts, and that those failures were sufficient enough to warrant a time adjustment for the route, a reinspection will be made after the letter carrier has been instructed regarding the proper procedures to be used. Every effort will be made to conduct such reinspection prior to the implementation of the adjustments in the delivery unit.

242.345 Any time adjustment to a carrier's base street time due to identified improper practices or operational changes (such as, but not limited to, the elimination of relay or park points, or travel pattern changes), must be documented by appropriate *Comments* on the reverse of Form 1840 or attachments thereto. Such adjustments must be discussed with the carrier at the time of consultation concerning the route evaluation. If the carrier, at the time of the consultation, notes the absence of such documentation in writing on the Form 1840 or attachment thereto, and initials and dates the Form 1840 or attachments thereto, and management does not supply such documentation within 1 week, with a copy to the carrier, the time adjustment shall be disallowed.

242.346 Any claim that conditions during the 8 week timecard analysis period or the week of count and inspection were not normal so as to justify not including such day or days in the base street time computation, must be documented. Such adjustments are to be discussed with the carrier at the time of consultation concerning the route evaluation. If the carrier, at the time of consultation, notes the absence of documentation in writing on the Form 1840 or attachments thereto, initials and dates the Form 1840 or attachments

EL 814
GUIDE TO
SAFTY

- Look, listen, and live at all railroad crossings.
- Obey all highway rail-crossing warnings.

4. Parking

Whenever the driver leaves the vehicle, the vehicle must be parked. To park the vehicle:

- Apply the foot brake and place automatic transmissions in the park position. Place manual transmissions in gear. For PVS vehicles 7 ton and above, place the transmission in neutral.
- Turn the vehicle's front wheels toward the curb if you are on a flat surface or the vehicle is facing downhill. If the vehicle is parked facing uphill, turn the front wheels away from the curb.
- Set the hand-parking/emergency brake. For PVS vehicles 7 ton and above, the parking air brakes must be applied.
- Turn off the engine and remove the key.
- Lock any sliding door(s) between the truck body and cab.
- Lock the doors if you will be out of direct sight of the vehicle.

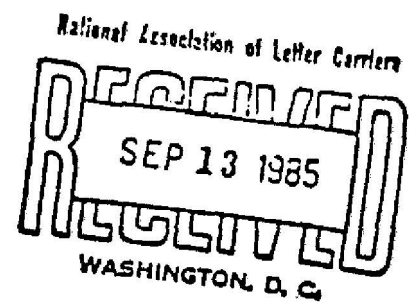
5. Passengers

- Ride in Postal Service-owned, GSA-owned, rental, or contract vehicles (including employees' privately owned vehicles when used in Postal Service operations) only if you are authorized to do so. All passengers must use safety belts.
- If conventional passenger seats are not provided, use an approved auxiliary seat that faces forward and is equipped with a backrest and safety belts. Never stand in a vehicle that is in motion.



M-00994

UNITED STATES POSTAL SERVICE
475 L'Enfant Plaza, SW
Washington, DC 20260-0001



Mr. Joseph H. Johnson, Jr.
Director, City Delivery
National Association of Letter
Carriers, AFL-CIO
100 Indiana Avenue, N.W.
Washington, D.C. 20001-2197

SEP 13 1985

Re: Class Action
Williamsburg, VA 23186
H1N-2U-C 19335

Dear Mr. Johnson:

On August 12, 1985, we met with you to discuss the above-captioned grievance at the fourth step of our contractual grievance procedure.

The issue raised in this grievance involved instructions not to place vehicles in neutral while making curbside deliveries from right-hand drive vehicles.

It is our position that advising carriers not to put the gear selector in the neutral position at each delivery point on a mounted route was improper. U. S. Postal Service policy in this regard provides that employees performing curbside delivery, from right hand drive vehicles, shall follow the procedures of (1) on level streets or roads, placing the vehicle in neutral (N), placing the foot firmly on the brake peddle while collecting mail or placing mail in the mail box; (2) on hills, placing the vehicle in park (P), placing the foot firmly on the brake peddle while collecting mail or placing mail in the mail box. We find that the grievance in this regard does have merit.

By copy of this letter, the Postmaster is instructed to comply with Postal Service policy concerning the operation of motor vehicles while delivering mail.

Sincerely,

Thomas J. Lang
Labor Relations Department

8 Vehicle Operations

81 Vehicle Regulations and Safety Practices

811 Vehicle Regulations

811.1 Responsibility of Carrier

- 811.11 Be sure you are qualified to drive the vehicle assigned to you; maintain a valid state driver's license.
- 811.12 Advise your immediate manager of suspension or revocation of your state license.

811.2 Authorized Riders

- 811.21 Postal employees with proper identification may ride in motor vehicle when necessary to perform their official duties. Unauthorized riders in postal vehicles are prohibited.
- 811.22 Employees may not ride in postal vehicles when off duty, nor when on duty unless riding is essential to the duty being performed.
- 811.23 All employees, including route examiners and officials, are forbidden to ride on powered industrial mobile equipment as passengers.
- 811.24 Route examiners may use a separate motor vehicle for which they have been qualified and authorized when making light delivery vehicle route inspections.

812 Safety Practices

- 812.1 Practice safety in the office and on the route.
- 812.2 Observe all traffic regulations prescribed by law. Rules applying to the public also apply to operators of postal vehicles.
- 812.3 Seatbelts must be worn at all times the vehicle is in motion. Exception for Long Life Vehicles: In instances when the shoulder belt prevents the driver from reaching to provide delivery or collection from curbside mailboxes, only the shoulder belt may be unfastened. The lap belt must remain fastened at all times the vehicle is in motion.
- 812.31 When traveling to and from the route, when moving between park and relay points, and when entering or crossing intersecting roadways, all external vehicle doors must be closed. When operating a vehicle with sliding driver's cab doors on delivery routes and traveling in intervals of 500 feet (1/10 mile) or less at speeds not exceeding 15 MPH between delivery stops, the right-hand sliding cab door may be left open.

- 812.32 For vehicles with separate driver and cargo compartments, only working mail should be kept in the driver's compartment while performing delivery and collection duties. Interior cargo doors (if any) may be kept in the "open" position to accommodate authorized passengers being transported in auxiliary seating, operator use of cargo area windows (if any), or to aid airflow. Consider the nature of mail or equipment being transported and use good judgment in deciding when an open internal door is suitable and will not interfere with the safety of vehicle operations. Internal cargo doors must be closed and locked when the vehicle is parked (see [822e](#)).
- 812.4 Do not finger mail while driving or hold mail in your hands while the vehicle is in motion. You must use mirror to check for pedestrians ahead, in back, and on both sides before placing the vehicle in motion.
- 812.5 Arrange letter mail, flat mail, and small parcels in the work tray provided on the ledge behind the windshield so as not to obstruct vision or use of the vehicle controls. Trays must not be piled on top of other trays on the ledge behind the windshield.
- 812.6 Any authorized sticker placed on the windshield or on other glass of the vehicle must not hinder your vision.
- 812.7 Only authorized passengers are permitted to ride in postal-owned, GSA-owned, rental, or contract vehicles (including employees' privately owned vehicles when used in postal operations). All passengers must use seatbelts. Where conventional passenger seats have not been provided in the vehicle, an approved auxiliary seat, facing forward, and equipped with a backrest and seatbelts must be used. Sitting in other than an approved seat or standing in a postal vehicle while such vehicle is in motion is prohibited.

82 Postal Security

- 821 Always keep the rear door and/or tailgate of the vehicle locked, except when loading or unloading the vehicle.
- 822 Whenever the driver leaves the vehicle, the vehicle must be parked. To park the vehicle:
- Apply the foot brake and place automatic transmissions in the park position. Place manual transmissions in gear.
 - Turn the vehicle's front wheels toward the curb if you are on a flat surface or when the vehicle is facing downhill. If the vehicle is parked facing uphill, turn the front wheels away from the curb.
 - Set the hand-parking/emergency brake.
 - Turn off the engine and remove the key.
 - Lock any sliding door(s) between the truck body and cab.
 - Lock the doors if you will be out of direct sight of the vehicle.
- 823 Inspect the inside of the vehicle for mail matter after completing street duties.