

**MEMORANDUM OF UNDERSTANDING
BETWEEN THE
UNITED STATES POSTAL SERVICE
AND THE
NATIONAL RURAL LETTER CARRIERS' ASSOCIATION**

Re: Assistant Rural Carrier

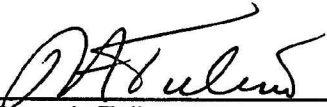
Due to the continued increase in parcel volumes throughout the country, the parties have agreed to modify memorandum of understanding (MOU) 13 of the 2018-2021 Agreement between the United States Postal Service and the National Rural Letter Carriers' Association, as follows:

The parties agree **that an** assistant rural carrier will be a non-career, bargaining unit employee with limited contractual benefits, performing service **either** on Saturdays, Sundays, and holidays **consistent with current practice, or parcel delivery on any day of the week.**

The assistant rural carrier will receive hourly compensation in accordance with Table Four, *Rural Carrier Associate***/Assistant Rural Carrier**** Straight-Time Hourly Wage Rates.*

All other principles and work rules for assistant rural carriers will be outlined in the Implementation Guidelines.

The updated Assistant Rural Carrier (ARC) Implementation Guidelines will be effective with the signing of this MOU. Additionally, this MOU will supersede all other MOUs related to the ARC position.



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



Ronnie Stutts
President
National Rural Letter
Carriers' Association

Date: 10/21/20

**ASSISTANT RURAL CARRIER (ARC)
IMPLEMENTATION GUIDELINES
OCTOBER 21, 2020**

INTRODUCTION

The 2015-2018 USPS-NRLCA National Agreement established a new category of non-career employee identified as an assistant rural carrier (ARC), specifically created to support package delivery on Sundays and Federally-observed holidays. Additionally, the ARC may case and carry routes on Saturday to provide supplemental assistance to leave replacement coverage. Due to the continued increase in parcel volumes, the ARC employee position is being expanded to include the eligibility to deliver parcels on any day during the week.

NATURE OF THE ARC POSITION

An ARC is an unlimited appointment, bargaining unit employee subject to limited contractual provisions, in particular, Articles 15 and 16. These carriers will not be eligible for non-career employee health benefits, leave earning, nor have bidding rights. An ARC will not be designated as a "leave replacement", for the purposes of definition within the USPS-NRLCA National Agreement. Additionally, no ARC will be provided work which a leave replacement is contractually entitled.

APPOINTMENT

Assistant rural carriers (ARCs) will be selected by the Employer from a hiring list following a posting in eCareer using the appropriate position description and meeting all appropriate hiring requirements. There is no limitation to the number of ARCs appointed, although offices should appoint only the number of ARCs normally needed to provide assistance with parcel delivery during the week or as needed for Sunday/holiday parcel delivery.

ARCs may be appointed in any office with rural delivery. ARCs may be appointed to work only Saturdays, Sundays, and holidays; or appointed to serve up to seven (7) days per week. In all instances management must indicate to the applicant whether their needed availability will be weekends and holidays or the entire week. The only day when an ARC may be used to case and carry routes is Saturday in accordance with the parties' agreement.

The probationary period for these assistant rural carriers will be ninety (90) days worked or one calendar year, whichever comes first.

There is no opportunity for an ARC to automatically convert to a rural carrier associate (RCA) vacancy or bid on any regular route or part-time flexible rural carrier (PTF) assignments. If an ARC wishes to become an RCA they must apply for these positions through eCareer postings and be appointed from a hiring list. There will be no required break in service to move from an ARC to an RCA position.

In the event that parcel volumes subsequently decline, for any reason, ARCs may be terminated on an office-by-office basis and there will be no recourse through the grievance-arbitration process.

COMPENSATION

ARCs will be compensated for actual hours worked at the appropriate hourly rate. The hourly rate of pay will be based on Table Four, *Rural Carrier Associate****/*Assistant Rural Carrier*****

Straight-time Hourly Wage Rates. Due to the fact that ARCs are strictly an hourly rate employee, Articles 9.2.M.1. & 3. are not applicable.

Management will utilize PS Form(s) 1314-A, *Auxiliary Rural Carrier Time Certificate*, annotating the appropriate route number, such as A991 for Sunday and holiday delivery, when submitting workhours for the assistant rural carrier. Should an ARC case and carry the entire regular route on a Saturday, utilize PS Form 1314, *Regular Rural Carrier Time Certificate*, to record the hours worked.

EQUIPMENT MAINTENANCE ALLOWANCE (EMA)

In certain instances an ARC may be required to provide a vehicle for delivery. If the ARC does provide a vehicle for delivery, these carriers will receive the appropriate EMA compensation pursuant to Article 9.2.J. and Section 576 of Handbook F-21, *Time and Attendance*.

TRAINING

ARCs will receive new hire employee orientation at their duty station as self-study material. In addition, they will receive standard driving instruction, vehicle familiarization and any necessary vehicle certification. ARCs will be provided modified rural letter carrier training specifically focused on parcel delivery to include safety, scanning, and customer service. ARCs will be scheduled for the Rural Carrier Academy training if they will be expected to case and carry mail on Saturdays. ARCs will also receive on-the-job training.

SCHEDULING AND UTILIZATION OF ARCs

ARCs will be primarily utilized for parcel delivery, either as assistance to regular and auxiliary routes during the week, or delivery of parcels on Sunday and holidays. ARCs are entitled to complete Sunday and holiday parcel delivery prior to leave replacements assigned to these offices.

Any ARC that has been appointed to a “spoke” office associated with an Amazon hub will be considered assigned to the hub for the purpose of Sunday/holiday parcel delivery prior to any collapse of the hub concept during Peak season. An ARC appointed in a hub office may be scheduled for Sunday/holiday parcel delivery in the hub office or any associated spoke office when offices are “decoupled” during Peak season.

ARCs may also case and carry routes on Saturday in their assigned office only. For regular routes, all available leave replacements must be scheduled in accordance with Article 30.2.D.1. through Article 30.2.D.4., before designating an ARC to case and carry the route. The ARC may be assigned to serve the route prior to selecting a regular rural carrier to work in accordance with Article 8.5. For auxiliary routes, the ARC may serve the route pursuant to Article 30.2.G.5, only after the route has been offered to available leave replacements in that office. ARCs may also be utilized to provide auxiliary assistance to regular or auxiliary routes on Saturday, as necessary.

ARCs will not be included on the leave replacement assignment list (matrix) and will not be included in any criteria for implementation of, or calculation of the formula for changing the relief days of regular routes.