

ORDER OF CONSIDERATION

Covering a route when the regular rural carrier is absent

This document represents the position of the NRLCA as supported by the contractual and other language cited.

1. Primary Assigned Leave Replacement

- A. Entitled to weekly Evaluated Hours when covering route for full week. May only then be replaced to avoid overtime or additional overtime. (Article 30.2.O.)
- B. When covering route for entire week, they may be required and/or request to take a relief day on J or K routes. The relief day is not necessarily the same as the regular carrier. (Article 30.2.H)
- C. When a leave replacement is being scheduled on a day-by-day basis, the primary substitute, RCA or RCR must be scheduled for work on their primary assignment if available, even if this results in compensation at the overtime rate. (M-84-Pre-Arbitration Settlement G00R-4Q-C 02139495, March 14, 2005)

2. If the primary assigned leave replacement is not available, management may assign an available part-time flexible rural carrier (PTF) before assigning the second or third leave replacement on the matrix. (Article 30.2.D.2. and M-84-Pre-Arbitration Settlement G00R-4Q-C 02139495, March 14, 2005)

3. Assign the leave replacement in the secondary spot on the matrix. No entitlement to overtime. (M-84-Pre-Arbitration Settlement G00R-4Q-C 02139495, March 14, 2005)

4. Assign the leave replacement in the tertiary (third) spot on the matrix. No entitlement to overtime. (M-84-Pre-Arbitration Settlement G00R-4Q-C 02139495, March 14, 2005)

5. Assign, by seniority, another qualified substitute, RCA, or RCR in that delivery unit. Qualified means having received training or been utilized on the route. No entitlement to overtime. (Article 30.2.D.3 and M-84-Pre-Arbitration Settlement G00R-4Q-C 02139495, March 14, 2005)

6. Assign any other leave replacement **in the office**. (Article 30.2.D.4) A trained ARC may be utilized on Saturday only. (A-130-ARC Implementation Instructions)

7. Management may, on some occasions, split a route or schedule an RCA to serve a regular route and an auxiliary route. (NOTE: The NRLCA position is that the term "on some occasions" does NOT include scheduling multiple assignments or splitting routes on a repeated or on-going basis.) Except in emergency situations, management must not schedule a leave replacement to serve on two full assignments or one full assignment and one or more partial assignments in a single day, if the evaluations of these assignments total twelve hours or more. (R-96-Step 4 Settlement G95R-4G-C00170298, April 24, 2002, and P-115-Wilson Letter September 1, 2000)

8. Select a regular carrier to work in accordance with Article 8.5

A. Assign regular carriers on the Relief Day Work List (RDWL) in order of seniority on a rotating basis.

Carriers on RDWL are paid one of three ways, **at their option**: (Article 9.2.C.5.f.)

- 1. DACA Code R- Carrier and manager mutually agree on X day within next 12 weeks. No additional compensation. Form 3971 completed. Same consideration as approved annual leave.
- 2. DACA Code 3- 50% additional compensation and X day scheduled by management within next 12 weeks. Management must give 3-days' notice when scheduling X day. (P-115-Wilson Letter September 1, 2000)
- 3. DACA Code 5- Carrier receives 150% of daily evaluated pay. No X day.

B. Accept a regular carrier who volunteers who is not on the RDWL. DACA Code 3 is the only compensation choice. (Article 9.2.C.5.g.)

C. Require a regular carrier not on the RDWL to work. This is done by juniority and does not rotate. DACA Code 3 is the only compensation choice. (Article 9.2.C.5.g.)

Notes: Any regular carrier may be bypassed from working a relief day if the hours worked would cause them to exceed 2080 hours for the guarantee year or 56 hours for the week. (Article 8.5.C.)

Regular carriers with annual leave or an X day scheduled adjacent to their relief day, will not be required to work the relief day. (Article 8.5.A.3)

9. Borrow a volunteer leave replacement from another Post Office, but only after all available regular rural carriers (on and off the relief day work list) have been assigned to work the relief day. (P-115-Wilson Letter September 1, 2000)

10. In emergencies, any other qualified employee may be assigned. (Article 30.2.D.5)

2. Regular rural carriers – The annual salary for a 40-hour evaluated route (Table Two) divided by 2,080, for those carriers appointed as rural carrier associates on or after November 21, 2010.
3. Part-time flexible rural carriers appointed as rural carrier associates prior to November 21, 2010, substitute and auxiliary carriers – The annual salary for a 40-hour evaluated route (Table One) divided by 2,000.
4. Part-time flexible rural carriers appointed as rural carrier associates on or after November 21, 2010 – The annual salary for a 40-hour evaluated route (Table Two) divided by 2,000.
5. Rural carrier associates and rural carrier relief employees on the rolls prior to August 24, 1991 – See RCA/RCR Schedules (Table Three) on page **173**.
6. Rural carrier associates hired from August 24, 1991 through August 10, 2012 – See RCA/RCR Schedules (Table Three) on page **173**.
7. Rural carrier associates hired on or after August 11, 2012 – See **RCA/ARC Wage Rates** (Table Four) on page **173**.

B. Overtime Rate

When a rural carrier craft employee is being compensated on an hourly basis, overtime pay is to be paid at the rate of 150% of the basic hourly straight time rate for regular carriers except in those instances when FLSA overtime is applicable.

Section 4. Guarantees

Any employee scheduled to work and who does report for work shall be guaranteed two (2) hours work or pay.

Section 5. Relief Day Worked

- A. The relief day work list at each delivery unit shall be established twice during each guarantee period. The relief day work list will be posted for a two-week period. Each time the new relief day work list is established it shall supersede

the previous list. All regular carriers, regardless of route classification, desiring to work their relief days shall place their names on the relief day work list.

The first opportunity to sign the relief day work list will be three weeks prior to the beginning of the new guarantee period and will be effective at the beginning of the new guarantee period. The second opportunity to sign the relief day work list will be three weeks prior to the beginning of the first full pay period in May and will be effective the first full pay period in May.

When a regular rural carrier is needed to work a relief day, due to the unavailability of a leave replacement, the Employer will:

- 1. Select carriers on the list, in order of seniority on a rotating basis, to work on the relief day.**
- 2. If the need still exists, the Employer will accept volunteers from regular carriers not on the list before requiring regular carriers not on the list to work the relief day. Such requirement will be by juniority.**
- 3. A regular rural carrier on the list will not be required to work if the carrier has at least one day of annual leave (including an approved X day) or sick leave adjacent to the relief day.**

B. On the day the regular carrier works the relief day, the assigned leave replacement may be required to work any route in the delivery unit consistent with the provisions of this Agreement. Administrative errors in the assignment of work to regular carriers on relief days will not result in monetary remedies.

C. The Employer is not required to work any regular carrier on a relief day if it would cause the carrier to exceed the hours of the annual guarantee or fifty-six (56) actual hours within one (1) week.

Section 6. Wash-up Time

Additional wash-up time for those rural carriers who perform dirty work or work with toxic materials on a daily or weekly

routes with Tuesday, Wednesday, or Thursday relief days and residual vacancies with Tuesday, Wednesday, or Thursday relief days awarded to part-time flexible rural carriers, substitutes, or rural carrier associates, will not result in the above incentive.

- (2) If the required number of K routes with relief days other than Saturday has not been reached, the Employer may assign a relief day other than Saturday to those K routes with a Saturday relief day, based on juniority in the office. Should the new relief day be Tuesday, Wednesday, or Thursday the provisions in (1), above, are not applicable.
- e. The Employer may reassign the non-Saturday relief day if the office has increased the number of leave replacements. Such reassignment will be offered to rural carriers by seniority. If additional Saturday relief days are available, the Employer may then mandate the reassignment of the relief day by juniority. Any incentive provided for the relief day will cease upon such reassignment.
- f. Except as provided in item j. below, regular rural carriers on the relief day work list who work the relief day will select one of the following options:
- (1) An X day (a day for working a prior relief day) to be immediately scheduled by mutual agreement between the carrier and the Employer. The scheduled X day must be within the next twelve (12) weeks. PS Form 3971 will be completed for the mutually agreed X day and the scheduled X day will be given the same consideration as approved annual leave.

- (2) Compensation at 50% of the carrier's daily rate of pay, in addition to receiving an X day within twelve (12) weeks as scheduled by the Employer.
 - (3) Compensation at 150% of the carrier's daily rate of pay. The carrier will not receive an X day.
- g. Except as provided in item j. below, regular rural carriers not on the relief day work list who are required to work the relief day will receive compensation at 50% of the carrier's daily rate of pay, in addition to receiving an X day within twelve (12) weeks as scheduled by the Employer.
- h. **If a regular rural carrier works the relief day and fails to complete the entire route, the carrier will be compensated 150% of the carrier's hourly rate of pay for the actual number of hours worked.**
- i. The Employer will not allow a regular rural carrier to work a relief day in accordance with their personal wishes when a qualified leave replacement is available in the delivery unit.
- j. Without recourse to Article 8.5, the Employer may allow a regular rural carrier to work on his or her relief day in order to grant the leave replacement scheduled to serve the regular's route, the day off, provided:
 - (1) The leave replacement has submitted a written request to be non-scheduled or to have leave on the regular's relief day;
 - (2) The regular rural carrier has signed the request, thereby indicating agreement; and
 - (3) The regular rural carrier and the Employer have agreed that compensation for working the relief day will only be an X day to be immediately scheduled by mutual agreement.

routes. However, the employee's prime responsibility is to the assigned route.

3. Not more than one part-time flexible rural carrier, substitute, rural carrier associate, or rural carrier relief employee will be assigned for each regular rural route.
4. When a regular rural carrier is on extended leave without pay for National Rural Letter Carriers' Association official business, the person serving the route of such a rural carrier shall be entitled to a leave replacement.

D. Unavailability of a Leave Replacement

1. A leave replacement assignment list showing the primary leave replacements assigned to each route and the second and third leave replacements to be utilized on each route, if any, will be posted in each office. Qualified substitutes, rural carrier associates, and rural carrier relief employees will be designated as the second and third leave replacements for each route based on the longest period of continuous service in the office. In no instance will these employees be shown as leave replacements on more than three routes on the assignment list.
2. Whenever the leave replacement assigned to serve a route is temporarily unavailable or no leave replacement is assigned to the route, the Employer may require a part-time flexible rural carrier to serve the route prior to requiring those substitutes, rural carrier associates, or rural carrier relief employees who are the second or third leave replacements designated for that route on the leave replacement assignment list.
3. If the second and third leave replacements designated for the route are unavailable, and a part-time flexible rural carrier has not been designated to serve the route, the route shall be assigned to qualified substitutes, rural carrier associates, or rural carrier relief employees assigned to that delivery unit in the order of the longest period of continuous service in the office. Qualified is

defined for Subsection D.1. and 3. as having received training on or been utilized on the route.

Delivery unit is defined for this purpose as a physical location containing one or more five digit zip codes under the control of one postmaster or station/branch manager. This does not include annexes, stations, or branches under the control of a different postmaster or station/branch manager.

4. If no qualified substitutes, rural carrier associates, or rural carrier relief employees within the delivery unit are available, the Employer may designate any other leave replacement **in the office** prior to selecting a regular rural carrier to work in accordance with Article 8.5.
5. In emergencies, when the services of a substitute, rural carrier associate, or rural carrier relief employee are not available, another qualified employee may be designated by the Employer.

E. Filling a Leave Replacement Vacancy

1. When a vacancy occurs in the leave replacement ranks, management may add it to a part-time flexible rural carrier's assignment or it shall be offered, at the time of the initial vacancy, to qualified substitutes, rural carrier associates, and rural carrier relief employees in that office in the order of the longest period of continuous service in the office, without regard to classification. If the vacancy continues to exist and the route has been substantially changed (i.e., classification, relief day, or assignment of vehicle) or the regular carrier assigned to the route has been on an extended absence for more than 30 calendar days, the assignment(s) shall be offered again to qualified substitutes, rural carrier associates, and rural carrier relief employees in the office in the order of the longest period of continuous service in the office, without regard to classification.

the office subsequently reassigns relief days in accordance with Article 9.2.C.5.b., the employee will be required to serve the auxiliary route full-time.

H. Relief Day on Vacant J and K Routes

When a substitute, rural carrier associate, or rural carrier relief employee is serving full-time on a vacant route or during the absence of the regular carrier, a relief day shall be granted, in the case of a J route or a K route, if requested by the employee and if a leave replacement is available, or if required by local management.

I. Excess Substitute, RCA, and RCR Determination

In the event a rural route at an office is eliminated for any reason, the determination of the excess employee shall be made in the following manner:

1. If there are RCRs in the office, the RCR with the shortest period of continuous service in their position in the office shall be terminated.
2. If there are no RCRs in the office, the substitute or the RCA with the shortest period of continuous service in their position in the office shall be terminated.

J. Financial Liability

A part-time flexible rural carrier, substitute, rural carrier associate, rural carrier relief employee, or auxiliary carrier shall have any financial liability determined in accordance with Article 28, Employer Claims.

K. Non-Discrimination

Article 2 shall apply to part-time flexible rural carriers, substitutes, rural carrier associates, rural carrier relief employees, and auxiliary carriers.

L. Benefits for Substitutes

Articles 10 and 21 shall apply to substitute rural carriers only to the extent of maintaining their current benefit levels, if any, except as provided in Article 10.5.

M. Discipline Procedure

Article 16, except for the day of reflection, shall apply to part-time flexible rural carriers, substitute rural carriers, rural carrier associates, and rural carrier relief employees.

In addition to the provisions of Article 16, the following actions shall constitute just cause for removal of rural carrier associates and rural carrier relief employees: repeated unavailability for work, failure to maintain the regular schedule within reasonable limits, delay of mail, and failure to perform satisfactorily in the office.

N. Grievance-Arbitration

Part-time flexible rural carriers, substitutes, rural carrier associates, rural carrier relief employees, and auxiliary rural carriers shall have access to Article 15, Grievance and Arbitration Procedure, to appeal an alleged violation of the applicable provisions of Article 30 or the applicable provisions of any other Articles in which they are specifically named.

O. Leave Replacement Working Evaluated Hours

When a substitute, rural carrier associate, or rural carrier relief employee assigned to a route is working the route as a leave replacement or serving full time on a vacant route, or where the carrier is on extended leave, the employee is entitled to work at least the evaluated hours of the assigned route and then may be replaced to avoid payment of overtime or additional overtime. A part-time flexible rural carrier is only entitled, on a weekly basis, to a combination of leave and evaluated hours equal to the total of one day's evaluation of each of the assigned primary routes. A part-time flexible rural carrier may not use leave to generate overtime.

P. Sunday Work

An office-wide list will be established for substitutes, rural carrier associates, and rural carrier relief employees who desire to work on Sunday. When there is a need to work leave replacements on Sunday, the Employer may require a



Dale A. Holton, President
National Rural Letter Carriers'
Association
1630 Duke Street, 4th Floor
Alexandria, VA 23314-3465

Re: GOOR-4Q-C 02139495
Blankenship
Willis, TX 77378-9998

Dear Dale:

The parties recently met in pre-arbitration discussion regarding the above-referenced case.

The issue in this case is whether management may utilize a temporary relief carrier (TRC) to avoid using a substitute, rural carrier associate (RCA) or rural carrier relief (RCR) leave replacement on overtime, when an employee is needed to cover a regular route on a day by day basis.

The parties agree that management may choose to utilize a TRC on an assignment when such assignment would have resulted in compensation at the overtime rate for a substitute, RCA or RCR leave replacement, provided the assignments are in accordance with Article 30.2.D of the National Agreement. Specifically:

1. When a leave replacement is needed on a day-by-day basis, if the primary substitute, RCA or RCR leave replacement is available they must be scheduled, even if the hours worked on the primary assignment would result in compensation at the overtime rate.
2. When the primary leave replacement is not available, management may assign a part-time flexible (PTF) before using the second or third employee on the matrix.
3. If the primary leave replacement is unavailable, no PTF is assigned, and the second and third leave replacement on the matrix are unavailable or if assigning them would result in compensation at the overtime rate, management may assign the route to other qualified substitutes, RCA or RCR employees in the delivery unit.
4. If other qualified substitutes, RCAs, or RCRs in the delivery unit are unavailable, or if assigning them would result in compensation at the overtime rate, management may assign any other leave replacement, including a TRC, prior to selecting a regular rural carrier to work in accordance with Article 8 Section 5.

It is further agreed that management may bypass a substitute, RCA or RCR when making assignments to routes other than their primary route, if such assignment would result in the leave replacement exceeding 40 hours at the end of the work week. Therefore, if the

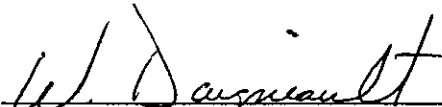
- 2 -

substitute, RCA or RCR has worked 28 hours as of Wednesday and is scheduled to work their primary route on Friday, management may bypass the leave replacement for any assignment on Thursday (e.g., second or third on the matrix) except the primary route.


The parties agree that this settlement does not address or change any previous agreements regarding scheduling of leave replacements to cover a regular route on a weekly basis, or to cover auxiliary routes. The parties agree that the provisions of this settlement are effective upon receipt and do not grant back pay claims for such employees previously affected.

Please sign and return the enclosed copy of this letter as your acknowledgment of agreement to settle the above captioned case and remove it from the pending national arbitration listing.

Sincerely,


William Daigneault
Manager
Contract Administration (NRLCA)

Date: 3/14/05


Dale A. Holton, President
National Rural Letter Carriers'
Association

Date: 3/14/05

ASSISTANT RURAL CARRIER (ARC) IMPLEMENTATION GUIDELINES

INTRODUCTION

Due to the continued expansion of the Sunday/holiday parcel delivery test, the parties have agreed to establish a new category of non-career employee identified as an assistant rural carrier (ARC), with the implementation of the 2015-2018 USPS-NRLCA National Agreement.

NATURE OF THE ARC POSITION

The ARC was 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.

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. In addition, the ARC is not designated as a "leave replacement", for the purposes of definition within the USPS-NRLCA National Agreement.

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. There will be no exam requirement associated with the eCareer posting for the ARC, although all other hiring requirements will be applicable.

ARCs may be appointed in those offices with rural delivery identified as Sunday parcel delivery hub offices and also in associated 'spoke' offices. Those rural delivery offices identified as "nearby offices" pursuant to the Sunday/Holiday Parcel Delivery Work List memorandum of understanding (MOU), will not appoint ARCs.

There is no limitation to the number of ARCs appointed in either a hub or 'spoke' office, although offices should appoint only the number of ARCs normally needed to complete Sunday/holiday parcel delivery.

The probationary period for these 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, meet exam requirements and subsequently be appointed from a hiring list.

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, which is currently \$17.02/hour, increasing to \$17.40/hour effective November 26, 2016. 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. PS Form 1314, *Regular Rural Carrier Time Certificate*, will be utilized if the ARC cases and carries the entire regular route on Saturday.

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 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 rural letter carrier training specifically focused on package delivery to include safety, scanning, and customer service. Management may schedule an ARC for the Rural Carrier Academy training, which would provide detailed instruction regarding casing and carrying mail. ARCs will also receive on-the-job training.

SCHEDULING AND UTILIZATION OF ARCs

ARCs will be primarily utilized for parcel delivery on Sunday and holidays and are entitled to complete this work prior to leave replacements assigned to these offices. Any ARC that has been appointed to an associated "spoke" office will be considered assigned to the hub office for the purpose of Sunday/holiday parcel delivery prior to any collapse of the hub concept during Peak Season.

In accordance with the Sunday/Holiday Parcel Delivery Work List MOU, the ARCs will be utilized prior to scheduling any rural carrier leave replacements to perform Sunday and holiday parcel delivery in hub offices and/or spoke offices, upon collapse of the hub concept. Example: An ARC is appointed in a hub office. When the offices are "decoupled" for Peak Season, that ARC may be scheduled for parcel delivery on Sunday or a holiday in the hub office or any of the associated spoke offices.

ARCs may also case and carry routes on Saturday in their assigned office only (either the hub or spoke office). 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.

LABOR RELATIONS



Mr. Randy Anderson
Director of Labor Relations
National Rural Letter Carriers'
Association
1630 Duke Street, 4th Floor
Alexandria, VA 22314-3465

Re: G95R-4G-C00170298
A. Hynes
Grand Prairie, TX 75051-9998

Dear Mr. Anderson:

On several occasions, the most recent being March 22, 2002, we met to discuss the above-captioned grievance at the fourth step of our contractual grievance procedure.

The issue in this grievance is whether management violated the National Agreement when an rural carrier associate (RCA) was scheduled to serve a regular route and an auxiliary route in a single day rather than work a regular rural carrier in accordance with Article 8 Section 5.

During our discussion, we mutually agreed that the following will constitute full and complete settlement of this grievance:

Signing of the relief day work list does not provide an entitlement to the regular rural carrier to work the relief day due to the unavailability of a leave replacement. Management must follow the provisions outlined in Article 30 to provide coverage for a route, and may also on some occasions split a route or schedule an RCA to serve a regular route and an auxiliary route, prior to utilizing a regular carrier to work on the relief day.

However, except in emergency situations, management must not schedule a leave replacement to serve on two full assignments or one full assignment and one or more partial assignments in a single day, if the evaluations of these assignments total twelve hours or more.

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

Sincerely,

A handwritten signature in cursive script, reading "Cathy M. Perron".

Cathy M. Perron
Contract Administration
(NRLCA/NPMHU)
Labor Relations

A handwritten signature in cursive script, reading "Randy Anderson".

Randy Anderson
Director of Labor Relations
National Rural Letter Carriers'
Association

Date: 4-24-02

LABOR RELATIONS



September 1, 2000

MANAGERS, HUMAN RESOURCES (AREA)
MANAGERS, LABOR RELATIONS (AREA)
MANAGERS, DELIVERY PROGRAMS SUPPORT (AREA)
MANAGERS, HUMAN RESOURCES (DISTRICT)
MANAGERS, OPERATIONS PROGRAMS SUPPORT (DISTRICT)

SUBJECT: Extension to the 1995 USPS-NRLCA National Agreement

Following ratification of the Extension to the 1995 USPS-NRLCA National Agreement, joint training sessions were held in Tampa, Florida, and Salt Lake City, Utah. During the training sessions it was requested that further written clarification be provided on several issues. This letter will serve to clarify those issues and provide additional guidance on the PTF rural carrier positions.

Part-time Flexible Rural Carrier

The Extension to the 1995 Agreement introduces the part-time flexible rural carrier (PTF). Information regarding the establishment of PTF positions can be found in the Analysis of Changes to the Extension to the Agreement and the Implementation Guidelines distributed with advance copies of the Extension in May. Several key points must be noted prior to the establishment of a PTF position.

The district office is responsible for ensuring that local managers are making every effort to fill leave replacement vacancies with RCAs or TRCs. The district is also responsible for ensuring that rural carrier examinations are given on a regular basis and that hiring registers are continually maintained. In addition, the district office will require that local managers obtain the appropriate district approval prior to establishing a PTF position.

As stated in the Extension, the establishment of a PTF is at the discretion of the Employer, however, each regular rural carrier shall have the right to require that a leave replacement be assigned to his or her route. Management has a reasonable period of time, which has been defined as 120 days, to obtain an RCA or TRC for the route after the carrier's request. If management is unsuccessful in obtaining an RCA or TRC to serve on a K route, a PTF position will be established, provided the PTF will be assigned at least two K routes.

PTF rural carrier positions will not be effective prior to September 9, 2000. PTFs will be assigned only to K routes. The assignment will include no less than two (2) K routes and the total evaluated hours of the assigned routes must not exceed 40 hours each week. Generally, the PTF assignment will include no more than four (4) K routes. Management may add or remove routes from the PTF assignment at any time, provided the number of assigned routes does not fall below two (2) K routes, or exceed five (5) K routes.

All qualified substitute rural carriers and RCAs that have completed their probationary period are eligible to bid on PTF assignments. If the PTF assignment still exists after posting in the office, the assignment will be posted district-wide. Only substitutes and RCAs who have completed their probationary period will be eligible to bid on these posted assignments. PTFs may not bid on district-wide PTF postings. If a PTF assignment becomes vacant in an office, management will have the option of eliminating the position or posting the assignment.

When one of the assigned routes of the PTF becomes vacant or the regular carrier is out on extended absence, management may utilize the PTF full-time on the assigned route or utilize the provisions of Article 30.2.D to provide coverage for the route.

Relief Day Work List

If a regular rural carrier on the relief day work list, works his or her relief day and selects option #1 in accordance with Article 9.2.C.5.f.(1), a Form 3971 will be completed for the mutually agreed X day. This scheduled X day will be given the same consideration as approved annual leave.

A regular rural carrier on the relief day work list will be bypassed in the rotation if the carrier has at least one day or annual leave (including an approved X day from option #1) or sick leave adjacent to the relief day. However, the carrier may notify management that he or she does not wish to be bypassed in this situation.

Management must provide three (3) working days notice to a regular rural carrier when assigning an X day, except from the beginning of the guarantee year through the end of the designated Christmas period.

If a regular rural carrier works the relief day and fails to complete the entire route, i.e. illness, the carrier will be compensated 150% of the carrier's hourly rate for the actual number of hours worked, regardless of the option selected. PS Form 1314 will be annotated with a J or K as appropriate and PS Form 2240R will be submitted for the actual number of hours to be paid at 150%.

Signing the relief day work list does not provide an entitlement to the regular rural carrier to work the relief day due to the unavailability of a leave replacement. Management must first follow the provisions outlined in Article 30 to provide coverage for a route by utilizing the matrix, PTFs, or qualified leave replacements in the delivery unit.

Management may then assign the route to a TRC or other leave replacements in the office, or on some occasions, management may split a route, prior to utilizing a regular to work on the relief day. A regular carrier on the relief day work list must be utilized prior to other regular rural carriers on his or her relief day, in accordance with the appropriate provisions of the Agreement. A regular carrier may not work the relief day in

order to allow the assigned leave replacement a day off without utilizing the relief day work list procedures.

Article 30.2.D.4. indicates that if management has exhausted the matrix and attempted to use a qualified RCA in the delivery unit in order to cover a route, "...the Employer may designate any other leave replacement prior to selecting a regular rural carrier to work in accordance with Article 8 Section 5." The other leave replacements referred to would be unqualified substitutes, RCAs, or RCRs in the delivery unit; TRCs in the delivery unit; or qualified or unqualified substitutes, RCAs, RCRs, or TRCs in other delivery units within the office. A leave replacement may not be borrowed from another office until all available regular rural carriers (on and off the relief day work list) have been assigned to work the relief day.

Assignment of Relief Days

The provisions of Article 9.2.C.5.b, (the formula), may not be implemented until an office has met three (3) criteria. Those criteria are:

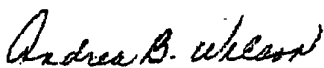
1. There must be a shortage of leave replacements.
2. Regular rural carriers are working relief days on more than an infrequent basis.
3. The office has been unsuccessful in its hiring efforts. Offices must have made reasonable effort to obtain RCAs or TRCs to fill leave replacement vacancies.

Once an office has implemented the formula and reassigned relief days, there may be a need to recalculate the formula. If the recalculation results in the availability of an additional Saturday relief day, the reassignment to Saturday must be completed within 30 days of the recalculation. If the formula is being recalculated due to an increase in the number of leave replacements (RCAs or TRCs have been hired), the recalculation will not be done until the newly hired employee has completed basic orientation and training, including on-the-job training.

RCA Transfers

RCAs who have completed their probationary period may request a transfer in accordance with Article 30.2.F. If the gaining office accepts the employee's request for transfer, the losing office must release the RCA. The transfer will be effective within 30 days of the notification to the losing office.

If there are further questions on the information presented, please contact Bill Daigneault at (202) 268-5125 or Cathy Perron at (202) 268-4130.



Andrea B. Wilson
Manager
Contract Administration (NRLCA/NPMHU)