



July 31, 2013

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

SUBJECT: Post Office Structure Plan and Rural Routes

The U.S. Postal Service and the National Rural Letter Carriers' Association have signed the attached memorandum of understanding (MOU), regarding rural routes that remain domiciled in Remotely Managed Post Offices (RMPO) upon implementation of the Post Office Structure (POSt) Plan.

The parties agree that the guidelines included with this MOU will be utilized to address those contractual provisions related to rural carrier seniority, the Relief Day Work List, automated job bidding and the assignment of leave replacements, in those RMPOs and Administrative Post Offices (APO) with assigned rural carriers.

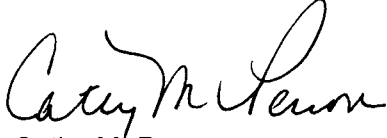
This MOU is applicable to all rural routes domiciled in those facilities currently designated as RMPOs, and any future assignments. In offices designated as RMPOs prior to the signing of this MOU, local management must complete the RMPO Assignment Worksheet (Attachment 1), with an effective date of August 10, August 24 or September 7; for those rural routes remaining domiciled in an RMPO and all assigned rural carriers. For future POStPlan implementation, the RMPO Assignment Worksheet is completed for rural routes domiciled in RMPO(s) and effective on the date of implementation.

Offices must be aware of POStPlan implementation where rural routes are domiciled in RMPOs. Similar to instances when transferring rural routes under the Delivery Unit Optimization (DUO) process, a problem may be created with job bidding if the submission of an RMPO Assignment Worksheet overlaps with a rural route posting. There can be no overlap between the completion of a rural route posting (including the effective date of the assignment) and the effective date of the RMPO Assignment Worksheet "merging" the RMPO(s) and the APO.

Route evaluations must be updated to include the time needed, if appropriate, for Afternoon/Saturday Clearance as outlined in the Guidelines. For those rural routes currently domiciled in RMPOs, which have not had the route evaluation adjusted for

performing these clearance duties, a base hour change shall be made retroactive to the POSTPlan implementation date for that office.

Questions regarding this memorandum and the attached guidelines should be directed to Area Labor Relations. Area Labor Relations representatives may contact Reggie Rabon with any concerns.

A handwritten signature in black ink, appearing to read "Cathy M. Perron". The signature is fluid and cursive, with the first name "Cathy" being the most prominent.

Cathy M. Perron
Manager
Contract Administration (NRLCA)

Attachments

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

The Postal Service continues to implement the Post Office Structure (POSt) Plan, which is designed to realign post office operating hours to match the needs of the communities, while retaining our retail footprint across the country.

In those offices where POStPlan has been implemented, it may be operationally effective to continue to domicile rural routes in a Remotely Managed Post Office (RMPO), rather than relocating the routes to another office in accordance with Delivery Unit Optimization (DUO) guidelines.

In those instances when rural routes remain domiciled in RMPOs, the parties agree that the attached "Guidelines for Rural Routes That Remain Domiciled in Remotely Managed Post Offices (RMPO)" will be utilized to address rural carrier seniority, the administration of the Relief Day Work List, automated job bidding, and the assignment of leave replacements. The attached guidelines will apply only to those rural routes remaining domiciled in an RMPO. Should rural routes be relocated to another post office, the provisions of Article 12.5.A.2., or the Step 4 decision #Q06R-4Q-C10218691, will apply.

The attached guidelines will be applied to all rural routes domiciled in designated RMPOs, as of the date of this memorandum and future assignments. There will be no retroactive application of these guidelines.



Cathy M. Perron
Manager
Contract Administration (NRLCA)
U.S. Postal Service



Jeanette Dwyer
President
National Rural Letter Carriers'
Association

Date: 7-31-2013

GUIDELINES FOR RURAL ROUTES THAT REMAIN DOMICILED IN REMOTELY MANAGED POST OFFICES (RMPO)

In those instances when an office has been designated as a Remotely Managed Post Office (RMPO), and rural routes remain domiciled in the RMPO, the following will apply.

The assignment of rural carriers to an APO finance number while remaining domiciled in an RMPO, is not considered excessing pursuant to the provisions of Article 12 of the USPS/NRLCA National Agreement.

RMPO Assignment Worksheet

All rural routes domiciled in an RMPO will be “assigned” from the original office finance number to the APO finance number utilizing the RMPO Assignment Worksheet. (See Attachment 1) All regular rural carriers assigned to these routes and any leave replacements in the RMPO will also be assigned to the APO finance number.

- If necessary, the route number in the RMPO will be changed when assigned to the APO. The route number is determined locally and must be annotated on the RMPO Assignment Worksheet.
- The RMPO Assignment Worksheet must be annotated with the names of the rural carriers assigned to each of the “new” routes along with the names of all affected leave replacements.
- The completed RMPO Assignment Worksheet will be forwarded via email to the addresses listed in Eagan and HRSSC for processing, in advance of the implementation date for POSTPlan. Both Eagan and the HRSSC will take the actions necessary to assign the rural route(s) and personnel.

Regular Rural Carriers

- Seniority for regular rural carriers in the RMPO will be merged with regular rural carriers in the APO and any other RMPO assigned to that same APO finance number, if applicable.
- The Relief Day Work List (Article 8.5.A) will remain separate for each RMPO and APO.

Leave Replacements

- All leave replacements will be assigned from the RMPO finance number to the APO finance number utilizing the RMPO Assignment Worksheet and “seniority” will be merged accordingly.
- When identifying “the longest period of continuous service in the office”, the time will include the assignment in the RMPO prior to its designation as such.

- Example: Offices A & B are indentified as RMPOs under an APO – Office C. The only RCA in Office A was appointed on May 12, 2007. The only RCA in Office B was appointed on January 17, 2009. The RCA with the longest period of continuous service in Office C was appointed on April 12, 2008, and the RCA with the second longest period of continuous service was appointed on June 19, 2010.
- Upon completion of the RMPO Assignment Worksheet, the “seniority” of the RCAs would be as follows:
 1. RCA in Office A (RMPO) = longest period of continuous service
 2. RCA in Office C with appointment date of April 12, 2008(APO)
 3. RCA in Office B (RMPO)
 4. All other RCAs in Office C according to previous ranking.
- The leave replacement assignment list (matrix) referenced in Article 30.2.D., will encompass all routes assigned to the APO and corresponding RMPOs, essentially merging the matrices from the offices. Management may then review the leave replacement assignment list to determine if additional cross training is necessary.
- For the purposes of Articles 30.2.D.3. and 30.2.D.4., each RMPO will be considered a separate delivery unit. Once management has exhausted the matrix and there are no available qualified leave replacements in that delivery unit, Article 30.2.D.4., states, “...the Employer may designate any other leave replacement prior to selecting a regular rural carrier to work in accordance with Article 8.5.”

The September 1, 2000, memorandum defined other leave replacements to include “qualified or unqualified substitutes, RCAs, RCRs, or TRCs in other delivery units within the office.” Those leave replacements “assigned” in RMPOs would be considered other delivery units within the office for the purposes of this provision.

- The leave replacement designated to serve the auxiliary route in an RMPO will continue that assignment. However, if there is a new auxiliary route assignment in either an RMPO or the corresponding APO, it will be filled in accordance with Article 30.2.G.2., and all leave replacements (working in the RMPOs or the APO) will be offered the assignment accordingly.
- The provisions of Article 9.2.M.3. will apply to leave replacements whose primary assignment is domiciled in an RMPO; who is then utilized on a route in the corresponding APO or other RMPOs affiliated with the APO.
- The list indicating the leave replacements’ desire to work on Sunday (Article 30.2.P.) will be inclusive of all RMPOs and the corresponding APO.

Job Bidding

For the purposes of automated job bidding, all rural carriers domiciled in RMPOs will be eligible to bid for all regular route vacancies in the RMPO and the APO, based on seniority. This eligibility extends to regular route vacancies between RMPOs assigned to the same APO finance number. In addition, rural carriers originally assigned to the APO will now be eligible to bid for regular route vacancies in the corresponding RMPO(s).

NOTE: The proper and timely completion of the RMPO Assignment Worksheet, including changes to job bidding seniority rankings, will ensure that all eligible rural carriers may submit bids on vacancy postings for RMPO(s) and the corresponding APO.

Afternoon/Saturday Clearance

- When there is no personnel available upon the carrier's return from the route in an RMPO, the rural carrier will have responsibilities similar to those described in Handbook PO-603, Rural Carrier Duties and Responsibilities, Section 48, Saturday Clearance.
- Upon implementation of the RMPO, management must make arrangements to record the time used by the carrier for the afternoon/Saturday clearance procedures. This time will be recorded for six (6) consecutive delivery days. A base hour change will be made to the route evaluation for this time. Any "banked" time accumulated towards an interim adjustment will not be affected by this base hour change (must be rebuilt). Should the results of this base hour change create a high/low classification option for an eligible rural carrier; the carrier will not be given the opportunity to elect the higher classification.

Local Procedures

Managers responsible for rural routes in RMPOs should establish local procedures, as necessary, for handling situations such as: submission of leave requests, stamp stock replenishment, administration of safety and service talks, scheduling, posting of vacancy announcements, etc.

