



NATIONAL RURAL LETTER CARRIERS' ASSOCIATION

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Executive Committee

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MEMORANDUM

BILL GORDON
P.O. Box 1409
Axle, TX 76098-1409
(817) 444-0752

DATE: August 18, 2006

TO: Grievance Specialists, State Stewards and Assistant State Stewards

JOEY C. JOHNSON
P.O. Box 355
Pottstown, PA 19464-0355
(610) 718-1144

FROM: Randy Anderson, Director of Labor Relations

JEANETTE P. DWYER
P.O. Box 477

SUBJECT: Utilization of RCR's & RCA's in Higher Level Assignments

Lake Waccamaw, NC 28450-2319
(910) 646-3052

The purpose of this memorandum is to caution you that the above referenced subject is an area that is not as black and white as many, including this writer, once believed. The Postal Service's definition of a "higher level assignment" may not always be consistent with a lay person's understanding.

Therefore, in an effort to assist you in determining what is allowable and what is not, some excerpts from postal manuals have been attached to the very succinct and unambiguous Step 3 settlement entered into by Executive Committeeman Bill Gordon. Please be advised that some language in the excerpts is underlined for emphasis. Additionally, there are some "notes" in bold font. These notes were authored by Headquarters personnel.

When all is said and done the overriding concern regarding the issues of higher level assignments and dual appointments is the availability of the rural leave replacements for service on rural routes when they are needed. Taking that into account RCR's and RCA's may be used as PMR's and even as OIC's and in other capacities; however, in accordance with the above mentioned Step 3 settlement, they cannot be used as 204b's. There is no disagreement between the parties on that issue.



Date: 7/21/06

G00R-4G-C06045448 DIST720
2006-02-24 00:00:00.0 003012106727
CLASS ACTION
SPRINGDALE AR 72764 9998

Bill Gordon
PO Box 1409
Azle TX 76098

SETTLED


Mr. Gordon

After a full review of the facts in this case and based upon the particular the above-captioned Step 3 grievance was discussed with you on 7/21/06 Circumstances, we have reached the follow **SETTLEMENT**.

The Postal Service has an understanding with the NRLCA that we do not use RCA's or RCR's in higher level assignments.

This agreement constitutes full and final settlement of all issues relating to this grievance. A copy of this agreement may be submitted to any applicable agency of proceeding to prove the settlement of this grievance.

Sincerely,


Delward G. Stracner
Southwest Area Labor Relations


Bill Gordon
Executive Committeerr an

cc: Manager Labor Relations: District

EL-312 234.72 Postmaster Relief/Leave Replacement

Postmasters accept applications for this category of noncareer worker, which is authorized only at post offices that do not have a career clerk position. These workers sign a contract to provide relief services without time limitation, and their selection for A-E offices is not subject to veterans' preference application groupings or to restrictions on the hiring of relatives. These workers are not subject to medical suitability screening, but must meet all other eligibility and suitability requirements. When practical, postmasters may coordinate their coverage needs and provide relief work for one PMR/LR at as many as four different installations. See 234.73 for special authority to hire annuitants as PMR/LRs.

ELM 419.3 Postmaster Relief/Leave Replacements

419.31 Definition

A Postmaster Relief/Leave Replacement (PMR) is a noncareer hourly rate employee who performs as a relief or leave replacement during the absence of a postmaster in an EAS-15 or below Post Office.

419.32 Salary Grades

PMRs are employed at the Noncareer Temporary Rate schedule grades indicated below, and are paid in accordance with the Postmaster Relief/Leave Replacements schedule.

Authorized PM Grade (EAS)	PMR Occupational Code	PMR Grade (NTR)
15	2305-6115	13
13	2305-6113	11
11	2305-6111	9
A-E	2305-6100	3

ELM 417.3 Postmaster Positions

417.31 Officer in Charge

417.311 Definition

The assignment to be an *officer in charge* (OIC) is the temporary assignment of an employee to act as postmaster during which the accountability of postmaster is transferred to the employee.

417.312 Basis for Rate of Pay

The salary of a career employee temporarily assigned to a Post Office as OIC is based on the grade of the Post Office to which he or she is assigned and is determined in accordance with the provisions of 417.2. The salary of a noncareer employee assigned to a Post Office as OIC is set in accordance with 419.2.

Postmaster Relief / Leave Replacements (PMR); Des-Act 58-0

Occupation Code	RSC	Level	Post Office Level	Post Office Status	Hourly Rate Minimum	Hourly Rate Maximum
2305-6111	L	9	11	Full-Time	\$9.00	\$16.00
2305-6113	L	11	13	Full-Time	\$9.00	\$16.00
2305-6115	L	13	15	Full-Time	\$10.00	\$18.20
2305-0073	L	14	16	Full-Time	\$10.00	\$18.20
2305-0040	L	51	51	Part-Time	\$9.00	\$16.00
2305-0041	L	52	52	Part-Time	\$9.00	\$16.00
2305-0042	L	53	53	Part-Time	\$9.00	\$16.00
2305-0044	L	54	54	Part-Time	\$9.00	\$16.00
2305-6100	L	55	55	Part-Time	\$9.00	\$16.00

Officers in Charge (OICs); Des-Act 58-9

Occupation Code	RSC	Level	Post Office Level	Post Office Status	Hourly Rate Minimum	Hourly Rate Maximum
2301-6111	E	11	11	Full-Time	\$10.00	\$16.00
2301-6113	E	13	13	Full-Time	\$10.00	\$16.00
2301-6115	E	15	15	Full-Time	\$10.71	\$18.20
2301-0010	E	16	16	Full-Time	\$10.71	\$18.20
2301-5102	F	51	51	Part-Time	\$10.00	\$16.00
2301-6104	F	53	53	Part-Time	\$10.00	\$16.00
2301-6105	F	54	54	Part-Time	\$10.00	\$16.00
2301-6106	F	55	55	Part-Time	\$10.00	\$16.00

ELM 417.32 Postal Operations Administrator

417.321 Definition

The assignment to be a *postal operations administrator* (POA) is the temporary assignment of a career employee to act as postmaster during which time the accountability of postmaster *is not* transferred to the employee.

417.322 Basis for Rate of Pay

The salary of a career employee temporarily assigned to a Post Office as POA is based on the grade two grades below the grade for that office and is determined as provided in 417.2.

[NOTE: An example of a POA would be a level 18 office where there is no supervisory position and a career employee would be in charge on Saturdays or when the PM is on leave. In this example, the career employee would be paid EAS level 16. Sometimes this type of assignment is incorrectly referred to as a 204b or "Saturday Supervisor".]

ELM 417 Temporary Assignment to Nonbargaining Unit Positions (Career Employees)

417.1 Definitions

417.11 Temporary Assignment

A temporary assignment is the placement of a career employee in another established position which is vacant or from which the incumbent is absent from duty, to perform duties and responsibilities other than those specifically set forth in the employee's position description, when the employee is not awarded the position on a regular basis.

[NOTE: An example of this would be in a larger office, which has a supervisor position authorized; this would be a 204b or "acting supervisor".]

DUAL APPOINTMENTS:

ELM 348 Dual Employment

348.1 Dual Employment Within the Postal Service

348.11 General Explanation

Under certain circumstances, as described in this chapter, an employee may be appointed to more than one position in the Postal Service. This type of employment is known as a *dual appointment*. Only one of the appointments may be to a position in the career workforce. The primary purpose of dual appointments is to improve the opportunity of career part-time employees and noncareer employees who provide relief or leave replacement service on rural routes and in small Post Offices, to gain additional employment and to minimize unemployment compensation expense. Substitute rural carriers (72-0 and 73-0) may be given a dual appointment to a career part-time position or noncareer position. Rural carrier relief (RCRs), rural carrier associates (RCAs), and postmaster relief/leave replacements cannot be

given a dual appointment to a career position. Dual appointments also allow the Postal Service to use experienced employees instead of hiring new employees.

348.12 Consideration Factors

Installation heads must ensure that all dual appointments are cost effective and in the best interest of the Postal Service. Before deciding to make dual appointments, installation heads should consider the following factors:

- a. Estimated daily workload requirement (hour by hour) in each craft.
 - b. Workload that can be covered by increasing the hours of part-time flexible employees currently on the rolls, by the judicious use of overtime hours.
 - c. Workload that can be covered by using employees from another craft, in accordance with applicable provisions in collective bargaining agreements.
 - d. Practicality of using part-time employees from nearby Post Offices.
 - e. Installation flexibility to make necessary leave replacements if dual appointments are made.
 - f. Average weekly workhours for each employee on the rolls and dual appointment reduction in the Postal Service's liability for state unemployment compensation benefits.
 - g. Combined hours of the dual appointment totaling more than 8 hours a day or 40 hours a week.
-

ACCEPTABLE DUAL COMBINATIONS

Key:

- 4x-x = Part-Time Flexible (PTF)
- 58-0 = Postmaster Relief/Leave Replacement (PMR/LR)
- 58-9 = Temporary Postmaster
- 6x-x = Casual
- 70-0 = Temporary Relief Carrier (TRC)
- 72-0 = Substitute Rural Carrier (Serving Vacant Route)
- 73-0 = Substitute Rural Carrier
- 74-0 = Rural Carrier Associate (Serving Vac Rte)
- 75-0 = Rural Carrier Relief (RCR)
- 77-0 = Auxiliary Rural Carrier
- 78-0 = Rural Carrier Associate
- 79-0 = Rural Carrier Associate (Serving Aux Route)

Primary	Second	Third	Fourth
4X-X	73-0	none	none
4X-X	77-0	none	none
4X-X	77-0	73-0	none
58-0	58-0	58-0	58-0
58-0	6X-X	none	none
58-0	58-0	6X-X	none
58-0	58-0	58-0	6X-X
58-0	70-0	none	none
58-0	70-0	6X-X	none
70-0	58-0	none	none
70-0	58-0	6X-X	none
70-0	6X-X	none	none
72-0	73-0	none	none
72-0	77-0	73-0	none
73-0	58-0	none	none
73-0	6X-X	none	none
74-0	77-0	78-0	none
74-0	78-0	none	none
74-0	78-0	58-0	none
74-0	78-0	6X-X	none

Primary	Second	Third	Fourth
75-0	58-0	none	none
75-0	58-0	58-0	none
75-0	58-0	6X-X	none
75-0	58-9	none	none
75-0	6X-X	none	none
77-0	58-0	none	none
77-0	58-0	6X-X	none
77-0	73-0	none	none
77-0	78-0	none	none
78-0	58-0	none	none
78-0	58-0	58-0	none
78-0	58-0	6X-X	none
78-0	58-9	none	none
78-0	6X-X	none	none
79-0	78-0	none	none
79-0	78-0	58-0	none
79-0	78-0	6X-X	none