

THE NATIONAL RURAL LETTER CARRIERS' ASSOCIATION

Please accept this personal invitation from the NRLCA's 100,000+ members to join the Organization that can best provide you the information that will assist you in your position as a Rural Letter Carrier.



The organization is comprised of Rural Carriers working for rural carriers. Please accept this personal invitation to join *TODAY!*

Enclosed are some brief examples of what your active membership has waiting for you.

Revised January 2014

***The National Rural Letter
Carriers' Association***

***1630 Duke Street
Alexandria, VA 22314-3467***

703-684-5545

Web: www.nrlca.org



INTRODUCTION

Do you want to learn more about your responsibilities as a rural letter carrier and about the benefits that active membership can provide you? Please read on!

The United States Postal Service and the National Rural Letter Carriers' Association are time honored institutions that provide a "***post office on wheels***" to the American public on a day-to-day basis.

With the first rural delivery established in 1896, a century of evolution has changed the rural carrier position to what it is today. ***Without the organizing of the NRLCA*** in 1903, the part-time/full-time, ***newly appointed/veteran carriers*** would not have the benefits that they receive today in exchange for their labor.

The NRLCA needs the support of its members and rural carriers need the NRLCA to successfully continue negotiating wages, benefits and improved working conditions for **all** rural carriers and the rural carrier craft.

Please carefully review this booklet and its brief description of benefits that await you upon your activation of membership in the NRLCA. By following the instructions at the end of this booklet, you will ***take your first step*** toward becoming part of a strong, proud organization that provides essential services to the American public.

Your membership will also make available ***to you*** a vast amount of useful and important information that will further emphasize the uniqueness of our rural carrier craft.

We look forward to ***your*** positive response to this ***invitation*** by ***your*** completing the membership application and returning it ***today***.

Thank you and Welcome!

**The NRLCA National Board,
NRLCA State Associations and NRLCA Members**

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NATIONAL RURAL LETTER CARRIERS' ASSOCIATION

Constitution

ARTICLE I

Name

The name of this Association shall be the NATIONAL RURAL LETTER CARRIERS' ASSOCIATION (NRLCA).

ARTICLE II

Purpose

The Association is established upon the long-recognized need of Rural Letter Carriers to organize and create a united force, advance the interests of all members, ensure job security, enhance opportunities and assure our full share in the success of the United States Postal Service to which we contribute so substantially.

The Association shall seek, with all of the resources at its command, to assist its members in the realization of their highest aspirations as workers and as citizens. Such aspirations are our right and shall be protected against all threats, In God We Trust.

The Association is dedicated to the discharge of its responsibilities and the achievement of its objectives in accordance with the democratic principles embodied in this Constitution.

The object of the Association shall be to improve conditions of labor with the United States Postal Service, advance the methods used by Rural Letter Carriers and promote fraternal spirit among its members.

This Association shall not affiliate or merge with any other organization or group without a majority vote of the delegates at a National Convention.

NRLCA, why it pays to belong...

- **The National Rural Letter Carriers' Association (NRLCA)** has an effective legislative program in the Congress to promote and protect the interests of rural carriers.
- **NRLCA** holds exclusive recognition to represent the rural carrier craft with the U.S. Postal Service.
- **NRLCA** negotiates all labor agreements for the rural carrier craft with the USPS, including wages, benefits and working conditions.
- **Only the NRLCA** can represent members of the rural carrier craft in the grievance procedure, including providing protection in disciplinary actions.
- **NRLCA** has an excellent health insurance program; The Rural Carrier Benefit Plan which includes a prescription drug benefit program for Regular rural carriers, Part-Time Flexible carriers (PTF's), Retired members, and qualified leave replacements.
- **NRLCA offers**, other than the health programs, some additional insurance programs: Dental (available to all members); Vision (available to all members); Life (for regular and PTF carriers only); Long Term Disability (for regular and PTF carriers only);
- **NRLCA** also offers the Rural Carrier Auto Insurance Plan and the Homeowners' Insurance Plan.
- **NRLCA** provides a monthly publication, ***The National Rural Letter Carrier***, to keep its members informed on postal and legislative matters of vital interest.
- **NRLCA** provides information and fellowship for its members at county, district, state and national business meetings and at informational meetings where all members may participate in the democratic process of developing NRLCA policy.
- **NRLCA** provides an official web site for its members at www.nrlca.org. It includes accurate, up-to-date information that affects your job, your wages, and the changing environment of the postal service. **Only NRLCA Members** can access the full web site.
- **Because of the union**, no rural carrier can be involuntarily reassigned to another craft or job in the postal service. More importantly, **because of this union**, no employee from another craft can be assigned into the rural craft. We are protected from that by the contract that was negotiated by the NRLCA.
- **Without the union**, any one of us could be subject to lay-off. There would be no consideration of seniority or re-bidding the routes when an encumbered route was eliminated. If your route was gone-you would be, too.
- **Without the union**, any one of us could be reassigned to another craft or job anywhere in the postal service **and** displaced employees from other crafts could be reassigned as rural carriers, taking future jobs away from our own RCAs.
- **Only members of the NRLCA** are allowed to vote on officers of the union or hold office in the union.
- **Only members of the NRLCA** can become union stewards.
- **Only members of the NRLCA** can vote on proposed new contracts with the USPS.
- **Only members of the NRLCA** have access to union-provided assistance with Workers' Compensation claims.

Bargaining Unit Rural Leave Replacement Benefit Summary

- Leave Replacements receive negotiated pay raises, as per the National Agreement. (Agreement available to all Members)
- Leave Replacements are entitled to work and receive pay for at least the evaluated pay hours of the route when working a full week on their primary assignments, provided the actual work hours do not exceed 40 hours in a work week. Hours worked in excess of 40 hours per work week are paid at straight time for the 40 hours, plus overtime for hours in excess of 40 at your attained hourly rate.
- When serving an entire work week, Leave Replacements are entitled to relief days on J and K routes if requested and approved by local management, or required by local management. In addition, Leave Replacements are eligible to sign up on an established Sunday desired work list.
- Leave Replacements assigned to auxiliary routes, or to regular routes where the regular carrier is absent over 90 days, earn annual and sick leave.
- Leave Replacements who have earned sick leave can use it to care for or attend to a family member in certain specific situations.
- Leave Replacements who have a predetermined regular schedule may qualify, under the Federal Employees Health Benefits Program (FEHBP), to enroll in the Rural Carrier Benefit Plan by paying the entire premium cost. Leave Replacements who qualify for FEHBP insurance may have pre-tax dollars set aside for the entire premium.
- Leave Replacements are entitled to apply for the RCBP Health Insurance (Coventry Health Care) the Automobile/Homeowners Insurance (with NGIC), and Ameritas Group Dental Benefits.
- Leave Replacements are covered by the Federal Employees' Compensation Act (provided illness or injury is job related) and Tort Claims.
- Leave Replacements have bidding rights for regular rural carrier positions after one year of continuous service as a Leave Replacements. Over 50,000 Leave Replacements have bidding rights for regular carrier positions.
- Leave Replacements have seniority rights on leave replacement vacancies. Changing from RCR to RCA will not require a new probationary period.
- Leave Replacements have the right to merge their office seniority with the seniority in a new office when they transfer with the route to a new office and finance number.
- Leave Replacements have the option to work primary, secondary and tertiary leave replacement assignments and an assigned auxiliary route, or the assigned auxiliary route only, in non-formula offices. Qualified Leave Replacements attain seniority for primary, secondary and tertiary assignments on regular routes and seniority on all offered auxiliary routes.
- To allow a Leave Replacements a day off, an exception to the relief day worked provisions, allows a regular carrier to voluntarily work their relief day.
- Leave Replacements have the protection of the NRLCA Agreement. The NRLCA has the exclusive right to negotiate labor agreements for all rural craft employees, including salaries. Only NRLCA can represent rural carriers in the Grievance-Arbitration process, including providing protection in disciplinary actions, with the U.S. Postal Service. Leave Replacements are provided representation before the U.S. Congress on legislative matters.
- As NRLCA members, Leave Replacements are entitled to vote, be an officer, a steward, or a delegate to conventions. As NRLCA members, Leave Replacements receive the NRLCA's monthly magazine to keep informed of job-related issues. NRLCA is the only Postal Service employee organization publishing a monthly magazine for its members.

The Current Evaluated Pay System for Rural Carriers

The evaluated pay system established by USPS and NRLCA is unique in the Postal Service, in that rural carriers are not paid for an eight-hour day. Rather, each rural carrier is paid a particular annual salary at a point on a sliding scale of "Evaluated Hours" arrived at through mathematical conversion from the "Standard Hours" (total hours and minutes per week) that she/he expends casing and delivering the mail, as recorded by postal managers during a National Mail Count of the particular rural route to which she/he is assigned. Thus, the rural carrier evaluated pay system takes into account the myriad differences and idiosyncrasies among rural routes and between post offices providing rural mail delivery, e.g. mail volume, number of boxes, logistics, demography, geography, etc. The calculations also factor in the three different route classifications for rural mail delivery: "H", "J", and "K" routes

"H" routes refer to those routes carried six days a week by the regular carrier;

"J" routes refer to those routes carried six days a week by the regular carrier one week and five days a week by the regular the next week, with the sixth day every other week carried by a relief carrier;

"K" routes are carried five days a week by the regular carrier and one day each week by the relief carrier, [In rural delivery, routes are delivered Monday through Saturday. There is no regular delivery service on Sunday],

Article 9.2.C.6 of the National Agreement contains a "Table of Evaluated Hours for Regular Rural Routes" which converts various ranges of total hours and minutes per week or "Standard Hours", as counted during the National Mail Count of a particular H/J/K route, into "Evaluated Hours", by which the annual salary of the regular carrier for that route is established until the next National Mail Count of that route.

Within each of the three route classifications (J, H and K), there is a range in standard hours of between 6 and 10 hours. Because the "Table of Evaluated Hours for Regular Rural Routes" equates various ranges and permutations of H/J/K route "Standard Hours" into "Evaluated Hours", escalating from 40 hours pay to 48 hours pay per week, even one minute plus or minus in a route's total hours and minutes per week ("Standard Hours") can make the difference between a higher or lower "Evaluated Hours" pay category for the regular carrier on that particular route. In that connection, the National Agreement shows that there is a spread of more than 17 standard hours per week between the smallest regular rural route listed in the Table of Evaluated Hours for Regular Routes (40:30 "Standard Hours"--6.75 hours per day= 41 "Evaluated Hours") and the largest regular route (57:36 "Standard Hours"--9.6 hours per day= 48 "Evaluated Hours").

It should also be noted that once an evaluated salary is established for the route, a rural carrier is paid that same salary every pay period until the route is again evaluated, regardless of whether the daily, weekly or monthly work load for that particular route is above or below the standard hours measured during the governing National Mail Count. In short, irrespective of whether rural route casing and delivery takes less time or more time on any given day to day, week to week, or month to month, the rural carrier is paid on the basis of the annual salary set by the results of the most recent National Mail Count of that particular route. The relief carrier, is compensated based "on the evaluation of the regular or auxiliary route served" when they work up to 40 hours per week.

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

Evaluated Compensation System Time Standards Project

It is critical to both parties that the Evaluated Compensation System be fair and reasonable. Presently, the results of periodic mail counts are applied to over 40 time standards to determine the annual evaluation of each of the approximately 73,000 rural routes. The fairness and reasonableness of each assignment's standard time depends on the accuracy of the time standards and the variance of individual assignments and daily workload from the average day/average assignment that the standards assume. Both parties recognize that some standards are too "loose" and some are too "tight" (i.e., provide more or less time than is necessary to accomplish the specific task). Taken as a whole, the existing standards may fairly compensate many, if not most, of the rural routes. But for many other routes, the standards as a whole do not accurately reflect the time necessary to complete the duties of the route. For some routes, the standards provide too much time. For others, they provide too little time.

The proper establishment of time standards is encompassed by scientific principles of work measurement within the field of Industrial Engineering. None of the existing standards, many of which date to 1954, have been established scientifically to ensure that each is individually accurate. The parties each have been advised by leading Industrial Engineers and, as a result of that advice, are convinced that now is the time to properly and thoroughly study and reevaluate all standards in the Evaluated Compensation System and to introduce an electronic on-board recorder (EOBR) device on each delivery vehicle that incorporates a global positioning system (GPS), clock timing and communications components to accurately capture vehicle and carrier performance such as route of travel, speed of travel, acceleration/ deceleration, location of stops, and length of stops. To that end, the parties have agreed to jointly undertake an Evaluated Compensation System Time Standards Project in accordance with the following terms:

1. The Project will be headed by a three-member Panel. Each party will appoint a member of its choosing within 30 days of the date of the Opinion and Award to which this Memorandum of Understanding is attached as Appendix B. These individuals shall be professional industrial engineers with relevant experience in sound industrial engineering principles and modern computer technology related to work measurement and delivery route design. Within 60 days thereafter, those two Members will select and engage the Chairperson, who shall be a professional Industrial Engineer who possesses the same qualifications. In the event the two members are unable to agree on a Chairperson, a neutral arbitrator who is a member of the National Academy of Arbitrators will decide who will be the Chairperson.

2. The Chairperson, with advice and input from the Party-appointed Members, will design, within 180 days, a study plan to permit the collection of sufficient data to enable the establishment of time standards, in accordance with generally accepted industrial engineering principles, that fully encompass the work required to be performed by Rural Letter Carriers and provides for the introduction of an electronic on-board recorder (EOBR) device on each delivery vehicle as noted above.

3. The Chairperson shall be responsible for the collection of data, the analysis of the data, and the establishment of appropriate time standards and recommendations within the context of the parties' traditional incentive system. The Chairperson may engage sufficient additional qualified professional industrial engineers and/or necessary staff to accomplish these tasks in a timely manner. The Party-appointed Members (or their designees) shall be permitted to observe and comment during the process of collecting and analyzing the data.

4. The Chairperson shall then make a recommendation for a revised Evaluated Compensation System to the parties within the context of the parties' traditional incentive system. The parties will have thirty (30) days to evaluate and comment on the Chairperson's recommendation. Within 90 days of the receipt of the parties' comments, the Chairperson shall make the final determination with regard to the revised Evaluated Compensation System. Both parties agree to be bound by that determination, and the determination shall not be subject to grievance or arbitration by either party.

5. The revised Evaluated Compensation System will be effective with the next scheduled mail count.

6. The parties agree that no standards changes shall be proposed prior to the Chairperson's final determination of the revised Evaluated Compensation System except that Article 34 may be utilized for any new work functions assigned to rural letter carriers.

7. Thereafter, any future changes or additions to the time standards and other components of the revised Evaluated Compensation System will be established consistent with the processes established by the Chairperson in his final determination with regard to the revised Evaluated Compensation System. The parties agree to renegotiate the provisions of Article 34 so as to reflect the processes developed by the Chairperson's final determination and to provide that either party may call for a review of one or more standards.

8. The parties will each bear the costs of their respective party-appointed Members and their designees. The Postal Service will bear the costs of the Chairperson and other costs of the Project.

9. The parties agree to proceed in good faith and in all due haste so that the revised Evaluated Compensation System will be implemented by May 20, 2015.

The parties also recognize that there may be benefits to introducing daily dynamic routing to rural mail delivery. Accordingly, the parties agree to establish a joint team to study the advantages of daily dynamic routing and to identify delivery operations and routes where it is appropriate. The parties agree to proceed in good faith and in all due haste to complete this study by May 20, 2015.

CODE OF ETHICS FOR GOVERNMENT SERVICE

Any person in Government service should:

- I.** Put loyalty to the highest moral principles and to country above loyalty to persons, party, or Government department.
- II.** Uphold the constitution, laws, and regulations of the United States and of all governments therein and never be a party to their evasion.
- III.** Give a full day's labor for a full day's pay; giving earnest effort and best thought to the performance of duties.
- IV.** Seek to find and employ more efficient and economical ways of getting tasks accomplished.
- V.** Never discriminate unfairly by the dispensing of special favors or privileges to anyone, whether for remuneration or not; and never accept, for himself or herself or for family members, favors or benefits under circumstances which might be construed by reasonable persons as influencing the performance of governmental duties.
- VI.** Make no private promises of any kind binding upon the duties of office, since a Government employee has no private word which can be binding on public duty.
- VII.** Engage in no business with the Government, either directly or indirectly, which is inconsistent with the conscientious performance of governmental duties.
- VIII.** Never use any information gained confidentially in the performance of governmental duties as a means of making private profit.
- IX.** Expose corruption wherever discovered.
- X.** Uphold these principles, ever conscious that public office is a public trust.

Your agency ethics official and the Office of Government Ethics are available to answer questions on conflicts of interest.

1 General Information

11 Rural Carrier Function

Rural letter carriers perform a vital function in the United States Postal Service (USPS) serving thousands of families and businesses in rural and suburban areas while traveling millions of miles daily. Rural letter carriers are highly respected by the American public. This respect has been earned by many years of dedication to the Postal Service and to postal customers. During national and local emergencies, including prolonged periods of extreme weather conditions, rural carriers have demonstrated great responsibility in providing mail service to postal customers.

111 High Quality Service

You are a member of this fine group of outstanding employees. This handbook will help you give the high quality service that is synonymous with the rural carrier craft. Ask your postmaster or supervisor to explain any points that are not clear to you.

12 Basic Carrier Responsibilities

Your responsibilities include, but are not limited to, the following items:

- a. Reporting for work promptly, as scheduled.
- b. Presenting a neat, clean, and professional appearance reflecting a positive postal image.
- c. Protecting all mail, monies, and postal equipment entrusted to you.
- d. Returning all mail, monies, and postal equipment to the Post Office when you return from the route.
- e. Providing and maintaining a vehicle (if a USPS-owned/leased vehicle is not provided) of adequate size, equipped with necessary equipment (chains or snow tires, warning lights or signs, etc.), free of extraneous matter, that reflects a professional and positive image of the USPS, to serve the route safely and efficiently and in accordance with federal, state, and local motor vehicle laws and regulations. (Sections 171.51b2 and 3 address the special case of left-hand drive vehicle seat belt use and driver positioning.)

- f. Completing PS Form 4240, *Rural Carrier Trip Report*, daily to accurately reflect actual hours and minutes worked each day (see [Exhibit 12f](#)). Any deviation from the official route mileage, and/or the reasons for any delay, must be explained under the *Remarks* section of the form.
- g. Displaying a helpful and courteous attitude to postal customers.
- h. Making a conscientious effort to develop and maintain the skills necessary to satisfactorily and safely perform all duties assigned.

13 Basic Carrier Duties

131 General

131.1 Mailbox and Road Maintenance

Assist your postmaster or supervisor in obtaining the cooperation of customers and road authorities to keep approaches to boxes open and roads passable. Request the following forms, as necessary:

- a. PS Form 4024, *Request to Repair Roads* (see [Exhibit 131.1a](#)).
- b. PS Form 4056, *Your Mailbox Needs Attention* (see [Exhibit 131.1b](#)).
- c. Notice 38, *Approaches to Curbside or Rural Mailboxes* (see [Exhibit 131.1c](#)).

131.2 Supplies and Equipment

Transport (without additional compensation) Post Office supplies and equipment to and from intermediate Post Offices and stations regularly served if sufficient space is available in the route vehicle.

131.3 Customer Information

In accordance with instructions in chapter [2](#), maintain a roster of customers (see [23](#)), record change of address (COA) orders (see [241](#)), and forward or mark up all undeliverable mail (see [24](#)).

131.4 Undeliverable Mail

Forward, hand off to another carrier, or otherwise properly dispose of all undeliverable First-Class Mail before leaving to serve the route or after returning from the route with delivery point sequenced mail that was undeliverable or any other mail which you were not able to complete delivery. Properly dispose of all other classes of mail to be forwarded or delivered to a new address if you can do so and leave at the scheduled time; otherwise, mark up the mail before the end of the day's work. Endorse undeliverable mail with the reasons for non delivery in accordance with [242.21\(a\)](#).

131.5 Notification of Correct Address

Issue customers a PS Form 4052, *Notice to Customer of Correct Address*, advising them of their proper mailing address. Every PS Form 4052 must indicate (as appropriate) the customer's route and box number, or the street name and house number, and ZIP + 4 Code (see [Exhibit 131.5](#)).

131.6 Protection of Mail

Check carrier cases, vehicle, and equipment daily to ensure that no mail has been left or fallen into or behind cases, under shelves, car seats, etc.

131.7 Handling of Mail

Handle all mail so as to prevent its damage or unauthorized delay. In particular, handle mail containing biological specimens such as blood samples, dry ice, and other potentially hazardous material (HAZMAT) carefully. Address information such as a laboratory or chemical company may suggest HAZMAT content. Additionally, package markings such as “ORM-D” also indicate HAZMAT. Do not throw, drop, or slide packages containing HAZMAT, or handle them in such a way that they could be crushed or overlooked pending delivery or dispatch. Be alert for HAZMAT with the sound of broken glass, a stain on the package, or an unusual odor. Report unusual odors or signs of damage or leaks to your supervisor immediately.

132 Delivery and Collection**132.1 Daily Responsibility**

Take out daily all mail intended for delivery. Mail must not be curtailed unless specifically authorized by your postmaster or supervisor.

132.2 Route Sequence

Travel the route in accordance with the approved delivery sequence (PS Form 4003, *Official Rural Route Description*; see [Exhibit 132.2](#)). Do not make unnecessary deviations. Bring to the attention of your postmaster or supervisor any changes in road conditions (new roads, bridges, etc.) that may affect the mileage, travel, or delivery sequence.

132.3 Complete Service

Use ingenuity and knowledge of local roads to provide as complete service as possible when portions of the route cannot be traveled with the vehicle ordinarily used. However, you are not required to provide service if it would incur excessive expense, jeopardize your safety, or require undue physical strain.

132.4 Dismount

You are not required to dismount to provide service except as required in [313](#) and [331.2](#).

132.5 All Classes of Mail

Accept, collect, and deliver on the route all classes of mail, including registered, insured, certified, special delivery, COD, Express Mail, and delivery confirmation mail. When required and authorized, transport mail between Post Offices located on the official line of travel.

132.6 Stamp Stock

Sell stamp supplies and accept applications for postal money orders. You must maintain an adequate supply of stamp stock to meet the normal needs of customers on the route.

132.7 Relays

Deliver relays when required on city delivery routes provided space is available in the vehicle and the official line of travel can be followed. You are not required to wait for relays.

132.8 Collection

Collect mail from all collection compartments and receptacles assigned to your route.

14 Equipment and Supplies

141 Carrier Responsibilities**141.1 Vehicle Equipment**

You are responsible for furnishing all vehicle equipment necessary for safe and prompt handling of the mail, unless a USPS-owned/leased vehicle is assigned to the route.

141.2 Vehicle Requirements

Your personal vehicle must be large enough to accommodate the normal mail volume and constructed to protect the mail from loss or damage.

141.3 Vehicle Displays

Commercial advertising must not be displayed on your vehicle while serving the route.

141.4 USPS-Owned/Leased Vehicle

If a USPS-owned/leased vehicle is assigned to the route, you may be requested, but not required, to furnish a vehicle during emergency situations.

142 Postal Service Responsibilities**142.1 Equipment Maintenance Allowance (EMA)****142.11 When Authorized**

For each day you serve a route using your own vehicle, the USPS pays you the EMA in accordance with the applicable schedule. In addition, when Acts of God prevent you from performing your duties, the postmaster may authorize administrative leave. You will receive EMA for each service day you report to the Post Office and are scheduled to perform delivery.

142.12 Exceptions

- a. If the route is one on which a USPS-owned or -leased vehicle is regularly assigned, or used on a test or emergency basis, you will not receive EMA for the days the USPS vehicle is used.
- b. If you fail to serve any part of the route due to lack of proper endeavor, proper equipment, or other failure for which you are responsible, deductions are made from your salary or EMA. For partial failure, deductions are made at the rate of pay per mile for services on routes of 30 miles and less. For failure to perform services on that part of a route in excess of 30 miles, deductions are made at the rate of pay for such additional mileage.
- c. Deductions are made from your salary or EMA for each scheduled day on which no service is rendered. **Exception:** No deduction is made if, after you have reported at the Post Office, it is found to be impossible to serve all or any part of your route because of weather and road conditions. On triweekly routes, deductions are made of two days' pay for each scheduled day on which no service is performed.
- d. Unless authorized, you should not have access to mail other than mail for your own route. However, you may assist in separation of second-, third-, and fourth-class matter without receiving additional compensation, when requested, and if it is agreeable to you.

142.2 Time Certificates

On the last day of the pay period, the postmaster or designee gives you a completed PS Form 1314, *Regular Rural Carrier Time Certificate*, (see [Exhibit 142.2a](#)) or PS Form 1314-A, *Auxiliary Rural Carrier Time Certificate* (see [Exhibit 142.2b](#)), to check, initial, and verify the entries, unless you are absent from duty.

142.3 Equipment and Supplies

The USPS supplies all additional necessary equipment, supplies, and forms.

15 Schedules

151 Management Responsibilities**151.1 General Requirements**

Scheduling is the responsibility of management. Schedules must be realistic, based upon the receipt and availability of mail, the route evaluation, and other related service considerations. You will receive reasonable advance notice when your schedule is to be changed.

151.2 Performance Appraisal

If the weekly time required to serve the route consistently varies more than three hours, either below or in excess of the route's standard hours, managers should consider corrective action. Exceptions may be made for carriers 55 years of age or older, and carriers who have served continuously

for 25 years or more, provided that their conduct and efficiency are satisfactory. When it is demonstrated that a carrier 55 or over cannot confine total working time to 48 hours per week or less, the route will be adjusted.

152 **Carrier Requirements**

152.1 **Work Schedule**

You must report to the Post Office, as scheduled, without regard to weather conditions, and must make every effort to perform full service.

152.2 **Leaving Schedule**

Maintain the schedule for leaving established on PS Form 4240. A maximum of 20 minutes' delay in leaving time is permitted if approved by your postmaster or supervisor. An exception is made only when preferential mail cannot be cased and tied out within the 20 minutes' leeway or as provided in 153.2.

152.3 **Lunch Breaks**

152.31 **Routine Schedule**

You may stop for not more than 30 minutes for lunch, during which time mail and equipment must be protected. You may split your lunch period into segments that may be taken in the office or on the route providing the normal schedule is maintained to the extent possible. Time spent consuming coffee away from your case in the office or on the route is considered part of the 30-minute authorized lunch period and must be recorded under lunch on PS Form 4240.

152.32 **Deviation**

Any deviation from the authorized line of travel, including lunch, must be approved in advance by your postmaster or supervisor. The segments must be taken at approximately the same time and be of the same duration daily to avoid extreme schedule variations. Record the actual time of all lunch breaks or segments on PS Form 4240.

152.4 **Regular Service**

Serve the route expeditiously and, as far as practicable, regulate travel to arrive at boxes at about the same time each day.

152.5 **Routine Return**

After completing your route, follow your authorized line of travel and return promptly to the Post Office unless deviation is approved by your postmaster or supervisor.

152.6 **Triweekly Service**

If you serve a triweekly route and cannot perform the scheduled duties due to climatic or other conditions beyond your control, perform the service on the next working day if conditions permit.

152.7 Time Record**152.71 Exact Time**

Record daily on PS Form 4240 in hours and minutes the exact time of reporting, leaving, returning to the office, and completion of duties. No other time record is required. The entries must be made in accordance with chapters 2 and 4. In the absence of regular carriers, leave replacements enter their names under the *Remarks* column.

152.72 Exception

Carriers providing auxiliary assistance or serving an auxiliary route may be required to use time cards and/or time recording equipment, where available.

153 Management Requirements**153.1 Special Customer Service**

If convenient and nondisruptive, postmasters, supervisors, or designated employees may deliver mail to customers of a rural route, or a nonpersonnel rural unit who call for it when the office is open to the public. Customers of an intermediate Post Office may call for their mail during office hours at the Post Office where it is held.

153.2 Delayed Departures

Management may delay your departure when the principal receipt of mail is delayed, provided the later departure permits you to meet the normal dispatch schedule.

153.3 Earlier Arrivals

Management may schedule you, or you may request, to report earlier on days when the mail volume is greater than normal in order to maintain regularly scheduled leaving time.

16 Rules of Conduct

161 Funds

Keep postal funds separate from personal money. All funds belonging to the Postal Service must be turned in daily to your postmaster, supervisor, or a designated employee.

162 Fixed Credits**162.1 Stamp Stock**

Rural carriers must maintain a supply of stamp stock sufficient to meet the needs of the route. An adequate quantity of postage stamp fixed credits is issued to you, unless you prefer to purchase an adequate amount of stock with personal funds. Rural carriers must have access to stamp stock replenishment in the office and must not be required to purchase stock from a window clerk in the service lobby.

162.2 Fixed Credits

The originating headout office issues and replenishes fixed credits. If you serve an intermediate office, replenish that portion of your credit equal to the stamps sold at the intermediate office to customers of that office.

162.3 Responsibility for Fixed Credit

When you accept responsibility for a fixed credit, sign a PS Form 3369, *Consigned Credit Receipt* (see [Exhibit 162.3](#)), retain the duplicate, and return the original to the person who issued the stock. When it is necessary to increase or decrease the regular amount of a fixed credit, a new PS Form 3369 must be signed, and the previous form canceled and returned to you. A supplemental *write-in* PS Form 3369 may be used for temporary increases in a fixed credit (i.e., during Christmas or other seasonal demands). **Note:** If you are assigned a fixed credit or vending credit, you are strictly accountable for the amount of the credit. If any shortage occurs, you are financially liable unless you have exercised reasonable care in the performance of your duties. In this regard, management audits your fixed credit, or vending credit, no less frequently than once every 4 months.

163 Outside Employment**163.1 Allowable**

You may engage in outside employment and other outside activity with or without compensation, except as limited by statute, executive order, or regulations, including those listed in the *Employee and Labor Relations Manual* (ELM) 661, Code of Ethical Conduct.

163.2 Restricted

You may not engage in outside employment or other outside activity that interferes with the duties and responsibilities of Postal Service employment. It is impossible to prescribe detailed rules to cover every type of employment or activity incompatible with postal duties and responsibilities. However, the ELM 661 provides guidance for specific situations and illustrates the manner in which the general principles should be applied.

163.3 Other Activities

Do not act as an agent for, or have any interest in, the manufacture or sale of rural mail receptacles requiring official USPS approval. You may order boxes for customers if you realize no profit.

164 Service Changes**164.1 Petitions**

Do not circulate or encourage the circulation of *petitions for changes in service*. Refer questions relating to changes in service to your postmaster or supervisor.

164.2 Extensions

Report potential route extensions and/or new service to your postmaster or supervisor. Do not extend service without prior approval of your postmaster or supervisor.

164.3 Route Adjustments

You will be notified in advance of any route adjustments (including remeasurements) and given the opportunity to submit comments, in writing, in accordance with the United States Postal Service-National Rural Letter Carriers' Association (USPS-NRLCA) National Agreement. These comments are considered as a factor when such adjustments are under consideration and before a final decision is made.

165 Directories and Mailing Lists

Do not directly or indirectly cooperate with or assist publishers or others in obtaining the names and addresses of customers on your route. Do not provide copies of the route map or description of line of travel to unauthorized personnel. However, management may require you to provide current information on individual addresses and sequence address cards. Management may request, but not require, you to correct those portions of mailing lists that apply to your route.

166 Drivers or Helpers**166.1 Unauthorized Passengers**

Do not carry unauthorized persons in the vehicle while on duty nor employ a driver or helper without the approval of your postmaster or supervisor.

166.2 Authorized Passengers

A rural carrier craft employee may be authorized to accompany you on the route for training purposes only.

166.3 Suspension/Revocation of Driver's I.D.

If your OF-346, *U.S. Government Motor Vehicle Operator's Identification*, is suspended or revoked (see [172c](#)), the provisions of Article 29, USPS-NRLCA National Agreement will be in effect.

167 Extra Fees

Do not request or accept fees from customers for the delivery or collection of mail. Do not require the payment of postage for mail in excess of prescribed rates.

168 Political Activity

For information regarding political activity, refer to the ELM 663.

169 Sanctity of Mail**169.1 Exhibition**

Do not exhibit mail to other than the addressee or the addressee's authorized agent.

169.2 Privacy

Do not open, read, or search mail. **Exception:** See *Domestic Mail Manual* (DMM) 115.

17 Traffic Safety and Accident Reporting

171 Traffic Safety**171.1 Laws and Regulations**

Traffic accidents frequently result in costly property damage, severe injuries, and death. For your protection and that of other motorists, drive safely at all times. Remember that rural carriers have no special driving privileges on public streets and roads. *You are subject to the same traffic laws and regulations as other motorists.* (Sections [171.51b\(2\)](#) and [\(3\)](#) address the special case of left-hand drive vehicle seat belt use and driver positioning.)

171.2 Rural Boxes

Rural boxes must be placed so that they may be safely and conveniently served by you without leaving your vehicle. Rural boxes must be located on the right-hand side of the road in the direction of your travel in all cases where traffic conditions are such that it would be dangerous for carriers to drive to the left in order to reach the boxes, or where their doing so would constitute a violation of traffic laws and regulations. For other exceptions, see [132.4](#). Boxes must be placed to conform with state laws and highway regulations.

171.3 Obstructions

Customers must remove all obstructions, including snow, that hinder or prevent delivery. Use Notice 38 and PS Form 4056 to notify customers to correct any deficiencies. PS Form 4056 must be signed by your postmaster or supervisor (see [313.2](#)).

171.4 Safe Driver Awards

All rural carriers participate in the Postal Service Safe Driver Award Program. If you drive on official business for one or more accident-free years, you are eligible to receive the nation's highest award for professional safe driving.

171.5 **Protection**171.51 **Federal Employees' Compensation Act (FECA)****a. Seat Belt Requirements – Driving Own Vehicle**

Rural carriers are protected under FECA in the event they sustain an injury while in the performance of duty. Rural letter carriers are considered to be *in the performance of duty* for purposes of FECA when driving their own vehicle between their home and the Post Office, and between the Post Office and their home, provided Postal Service records indicate that the Postal Service required the carrier to furnish the vehicle. Therefore, seat belts must be worn when traveling from home to the place of employment and from the place of employment to home.

b. Seat Belt Requirements – Driving Own or Postal Vehicle

- (1) Seat belts must be worn at all times when operating a Postal Service—owned or -leased vehicle. If a privately owned right-hand drive (RHD) vehicle is used on the route, seat belts must be worn at all times and the carrier must be positioned directly behind the steering wheel whenever the vehicle is being operated. Carriers driving RHD vehicles equipped with both shoulder and lap belts may disengage the shoulder belt only in those situations when the shoulder belt prevents their ability to deliver or collect mail from curbside mailboxes. The lap belt must be worn at all times the vehicle is being operated. A privately owned vehicle fully equipped with dual controls (steering wheel, brake, and gas pedals) is considered an RHD vehicle for the purpose of this requirement.
- (2) When operating a privately owned left-hand drive (LHD) vehicle, seat belts must be worn and the carrier must be positioned directly behind the steering wheel when traveling to and from the route, between Postal Service units, and during any deviations from the established line of travel beyond one-half mile for delivery, including travel between routes when service is provided on more than one route. A privately owned vehicle partially equipped with dual controls is considered an LHD vehicle for the purpose of this requirement.
- (3) If a privately owned left-hand drive (LHD) vehicle is used on the route, it is advisable that the rural carrier use seat belts and be positioned behind the steering wheel when delivery and collection activities do not unduly encumber, delay, or fatigue the rural carrier. When using a privately owned LHD vehicle on the route, the rural carrier may operate the vehicle without use of the seat belt and/or without being positioned directly behind the steering wheel provided the carrier determines it is safe to do so. The rural carrier should consider the following factors when assessing the use of the seat belt and appropriate seating position:
 - (a) Distance between stops.

- (b) Traffic density and weather conditions.
- (c) Road design characteristics, such as number of intersections traversed, road shoulder width, and surface conditions.
- (d) Other factors affecting safety.

171.6 **Authorized Passengers**

Only authorized passengers on official postal business 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 seat belts. Where conventional passenger seats have not been provided in the vehicle, use an approved auxiliary seat, facing forward, and equipped with a backrest and seat belts. Sitting in other than an approved seat, or standing in a postal vehicle while such vehicle is in motion, is prohibited.

171.7 **Vehicle Doors**

When traveling to and from the route and entering or crossing intersecting roadways, all vehicle doors must be closed. When operating a RHD vehicle on delivery routes and traveling in intervals of 500 feet (1/10 mile) or less between delivery stops, the sliding door on the driver's side may be left open.

171.8 **Unsafe Practices**

DO NOT FINGER MAIL WHILE DRIVING, or engage in other unsafe practices when the vehicle is in motion.

172 **Vehicle Operator's Permit**

You must:

- a. Possess a valid state driver's license.
- b. Obtain an OF-346. Handbook PO-701, *Fleet Management*, established the requirements for this permit.
- c. Inform your postmaster or supervisor immediately of the revocation or suspension of your state driver's license. **Note:** Revocation or suspension of your state driver's license necessitates suspension of your OF-346 for at least the same period of time. In the event that such revocation or suspension of the state driver's license is *with the condition* that the employee may operate a vehicle for employment purposes, the OF-346 is not automatically revoked.

173 Accident Reporting

173.1 Vehicle Accidents

173.11 Notify Postmaster or Supervisor

Report all accidents. Having your own automobile insurance does not relieve you of the responsibility to submit a report on Standard Form (SF) 91, *Operator's Report of Motor Vehicle Accident*, to your postmaster or supervisor.

173.12 Carry Report Kit

A *Vehicle Accident Report Kit*, Item 087-H, must be carried in the vehicle when it is used for official business (see [Exhibit 173.12](#)). Request this kit from the postmaster or supervisor and be sure the envelope is sealed. If it is not, obtain a sealed replacement.

173.13 Remain at Scene

If involved in an accident, regardless of the cause or the amount of damage, injury, or death, remain at the scene until you have:

- a. Obtained aid and assistance for any injured person.
- b. Safeguarded the scene against further accident.
- c. Secured and protected the mail.
- d. Notified the postmaster or supervisor, or designee.
- e. Notified local or state police as required.
- f. Provided other drivers or principal parties to the accident the information required by law using PS Form 4585, *Postal Driver Accident Information* (see [Exhibit 173.13f](#)).
- g. Obtained, as far as practicable, the names and addresses of all principals and witnesses using PS Form 4586, *Accident Information* (see [Exhibit 173.13g](#)). Do not make any statements admitting personal or postal liability, or criminal negligence, or attempt to negotiate an agreement or settlement with anyone.
- h. Completed SF 91. This report (see [Exhibit 173.13h](#)) may be prepared at the scene of the accident or immediately after. You must submit it to your postmaster or supervisor before going off duty on the day of the accident. Regardless of the amount of damage, injury, or deaths, accidents must be reported on SF 91 even though the other principals involved state that no claim will be filed for or against the Postal Service or its employees. SF 91 is also required for accidents involving other postal personnel, equipment, vehicles, or property. **Note:** If you are physically unable to comply with the preceding instruction, the postal official in charge ensures that the required investigations and reports are made.

173.2 Accidents (Other Than Vehicle)

If you are injured on the job:

- a. Notify your postmaster or supervisor so PS Form 1769, *Accident Report*, can be completed (see Exhibit 173.2a). For details, see ELM 820.
- b. Obtain a Form CA-1, *Federal Employee's Notice of Traumatic Injury and Claim for Continuation of Pay/Compensation*, from your postmaster or supervisor any time you are injured on the job. Complete and return it to your postmaster or supervisor within 48 hours of the time of injury (see Exhibit 173.2b). For details see ELM 540.

18 Compensation for Injury or Death

FECA provides compensation for injury incurred by, or death of, postal employees in the performance of duties. For details, see ELM 540.

COMMONLY USED ACRONYMS IN THE POSTAL COMMUNITY

Abbreviations and their meanings for commonly used terms

Acronym: A word formed from the initial letters of a name, as WAC for Women's Army Corps, or by combining initial letters or parts of a series of words, as radar for radio detecting and ranging.

We use many acronyms in our everyday work life and personal life. However, since there are so many, we may not be familiar with the meaning of all of them. The following list is meant to help you with some of the terms you may be hearing during your day. It is in no way meant to be complete. We ask you to send your own additions to NRLCA Managing Editor at the national office for inclusion in periodic updates in the national magazine.

ACS	Address Change Service	MPOO	Manager, Post Office Operations
AMS	Address Management System	MSPB	Merit Systems Protection Board
AO	Associate Post Office	NALC	National Association of Letter Carriers, AFL-CIO
AP	Accounting Period	NAPS	National Association of Postal Supervisors
AUX	Auxiliary Carrier or Route	NAPUS	National Association of Postmasters of the United States
BBM	Bulk Business Mail	NCOA	National Change of Address System
BC	Barcode	NDCBU	Neighborhood Delivery Collection Box Unit
BCR	Barcode Reader	NLP	National League of Postmasters
BCS	Barcode Sorter	NLRB	National Labor Relations Board
BMC	Bulk Mail Center	NPMHU	National Postal Mail handlers Union, AFL-CIO
BRM	Business Reply Mail	NRLCA	National Rural Letter Carriers' Association
CDS	Contract Delivery Service	NRO	Non-Resident Officer
CFS	Computerized Forwarding System	OCR/CS	Optical Character Reader/Channel Sorter
COD	Collect on Delivery	OIC	Officer in Charge
COLA	Cost-of-Living-Adjustment	OPF	Official Personnel Folder
CR	Carrier Route	OPM	U.S. Office of Personnel Management
CRIS	Carrier Route Information System	OWCP	Office of Workers' Compensation Programs, U.S. Department of Labor
CSA	Customer Service Analyst	P&DC	Processing and Distribution Center
CSA	Civil Service Annuity	PAC	Political Action Committee
CSRS	Civil Service Retirement System	PDC	Postal Data Center (Eagan, MN)
DDU	Destination Delivery Unit	PEDC	Postal Employee Development Center
DMM	Domestic Mail Manual	PMG	Postmaster General
DPBC	Delivery Point Barcode	POM	Postal Operations Manual
DPS	Delivery Point Sequence	POOM	Post Office Operations Manager
EAP	Employee Assistance Program	POS	Point of Service (health insurance)
ELM	Employee and Labor Relations Manual	POS	Point of Sale System
EMA	Equipment Maintenance Allowance	POSTNET	Postal Numeric Encoding Technique
FCM	First-Class Mail	PRC	Postal Rate Commission
FEHBP	Federal Employees' Health Benefits Program	PSM	Parcel Sorting Machine
FERS	Federal Employees' Retirement System	PTF	Part-time Flexible Carrier
FLSA	Fair labor Standards Act	RAPS	Rural Adjustment Processing System
FLTS	Flats	RCA	Rural Carrier Associate
FSM	Flat Sorting Machine	RCBP	Rural Carrier Benefit Plan
FSS	Flat Sequencing System	RCR	Rural Carrier Relief Employee
HCR	Highway Contract Route	RR	Rural Route
IMD	Intelligent Mobile Device	RTAPS	Rural Time and Attendance System
LLV	Long-Life Vehicle	SPLY	Same Period Last Year
LOT	Line-of-Travel	SPR	Small parcels and Rolls
LTC	Long-Term Care	TSP	Thrift Savings Plan
LTD	Long-Term Disability Income Insurance	UAA	Undeliverable As Addressed
LWOP	Leave Without Pay	USPS	United States Postal Service
MDC	Material Distribution Center	VOB	Voice of the Business
MLOCR	Multiline Optical Character Reader	VOC	Voice of the Customer
MOPS	Manager of Operations Programs Support	VOE	Voice of the Employee
MOU	Memorandum of Understanding	WABCR	Wide Area Barcode Reader
MPFSM	Multi-Position Flat Sorting Machine	ZIP	Zone Improvement Plan

SERVICES ADMINISTERED BY THE NRLCA

LABOR RELATIONS

The National Rural Letter Carriers' Association has been recognized and certified as the exclusive bargaining representative of all employees in the bargaining unit. In plain English, this means that the NRLCA (the Union) is the only entity that is authorized to process grievances for rural carrier craft members and to ensure the Employer's adherence to the contract. Along with the recognition as the sole representative of all employees in the bargaining unit comes the legal responsibility of the Union pursuant to the National Labor Relations Act to fulfill its "Duty of Fair Representation" (DFR).

In order to meet its statutory obligation and to live up to a self-imposed organizational commitment that far exceeds the legal standard necessary to satisfy the duty of fair representation, the NRLCA devotes a large portion of its resources within its National Steward System to the development and training of its stewards at all levels. These individuals are overseen by the NRLCA's Labor Relations and Steward Operations Departments specifically, and by the National Board generally. The NRLCA is very proud of the quality of the duty of fair representation that has been its hallmark since the inception of its right to be a union.

ADMINISTRATIVE

The National Rural Letter Carriers' Association is a business within itself in representing the day-to-day interests of its members. By its definition as a labor union by the Department of Labor and classified as a not-for-profit organization by the Internal Revenue Service, there are certain legal obligations placed upon it much like with any other business that must be administered daily. This is done by 9 elected active rural carriers who serve as the National Board with a staff at the headquarters office of approximately 30 individuals who are responsible for the day-to-day operations of the organization. In addition to the aforementioned individuals, the NRLCA retains legal counsel to aid in the responsibility of DFR to the members and to provide legal protection to the members' equity.

LEGISLATIVE

Prior to the enactment of the Postal Reorganization Act in 1970, all salaries and fringe benefits such as retirement, health insurance, worker compensation benefits, etc. were secured by an act of Congress. Since the 1970 Postal Reorganization, we negotiate salaries, health benefits, and working conditions directly with the USPS. However, many benefits that we enjoy as federal employees still come under the jurisdiction of Congress. Retirement, EMA tax provisions, etc. are examples of some of the areas over which Congress still retains authority.

A strong grass roots effort must be pursued daily to make sure that our voice is heard on Capitol Hill on pending legislation that could adversely affect our active and retired rural carriers. The Association has proudly maintained a bi-partisan approach to members of Congress to represent the interests of our members.

Insurance Services

Endorsed by the NRLCA

The National Rural Letter Carriers' Association (NRLCA) sponsors and endorses a number of insurance plans to meet the needs of its members. The Association has coverage available for its members for medical care, dental care, vision care, disability income and life insurance. Here is a brief description of what the Association offers to meet its member's insurance needs:

- **Medical Care:** The NRLCA sponsors a health insurance plan for its members; the Rural Carrier Benefit Plan (RCBP).
 - The RCBP is part of the Federal Employees Health Benefits Program and is available to Regular rural carriers and Part-Time Flex rural carriers (PTF) members, and qualified Leave Replacements. Coventry Health Care backs the RCBP.
- **Dental Care:** The NRLCA sponsors a Dental Plan with several levels of coverage that is available to all members. The plan provides for levels of coverage from routine preventive care (exam and cleaning) to major restorations (crowns, bridges and dentures). The Ameritas Group backs the NRLCA dental Plan.
- **Vision Care:** The NRLCA sponsors a Vision Plan that provides vision care for routine eye exams, contact lenses, eye glasses and frames. The Vision Plan is available to all NRLCA members. The Vision Service Plan (VSP) backs the NRLCA Vision Plan.
- **Disability Income Insurance:** The NRLCA sponsors a Long-Term Disability Income Plan to provide protection for loss of income from an illness or injury (away from the job) that prevent a rural carrier from working. The Disability Income Plan is available to Regular and PTF rural carriers that are NRLCA members. The CIGNA Insurance Company backs the NRLCA Disability Income Plan.
- **Life Insurance:** The NRLCA sponsors a term life insurance plan that is available to all members under age 60. The NRLCA Life Insurance Plan has a variety of coverage levels, including family coverage for a spouse and dependent children. The CIGNA Insurance Company backs the NRLCA Life Insurance Plan.

NRLCA

FAMILY ORGANIZATION

The National Rural Letter Carriers' Association is a family involved organization that is supported independently by its Auxiliary and Junior organizations. Of the 100,000+ regular, relief and retired rural carrier members, all are united by a common work ethic and a solid core of shared family values. Many of the members participate in civic affairs within their community and/or hold offices on school boards and other community organizations. These individuals, by their local involvement, are able to keep abreast of policy and societal changes that could affect their rural carrier craft. Thus, they are able to quickly respond to their representatives about adverse legislation.

Assisting the Association in its legislative endeavors are the Auxiliary and Junior organizations. The Auxiliary is comprised of the spouses of rural carriers who work as a conduit for legislative writing campaigns, phone calls, and face-to-face meetings as necessary to help protect rural carrier interests. In addition to raising money for a nationally selected humanitarian project, the Auxiliary also educates on the issues of safety and Americanism. Further, through its state and national levels, the Auxiliary administers scholarships each year for its Juniors. All in all, the Auxiliary serves to fortify the family unit between the three internal organizations.

The Juniors organization is comprised of children and grandchildren of rural carriers. The Juniors help the Auxiliary in their letter writing efforts and with their humanitarian projects. They also participate in an "Americanism" program selected each year by the National Auxiliary President. By conducting their own meetings, the Juniors learn leadership skills and the use of parliamentary procedures.

The discipline, cooperation and genuine concern shown by the Association's active family members throughout the years has not waned but strengthened. The strong values possessed by this Association along with a sincere desire to improve the quality of life for all rural carriers and their families are what keep us working together in harmony.

What you should know about the *Federal Tort Claims Act* and how it affects you as a *Rural Letter Carrier*



What is the Tort Claims Act?

The Federal Tort Claims Act of 1961 is a federal statute that provides for a government administered protection plan for all government employees, and the government itself, should any liability be incurred by any of its employees or agents in the course of their official duties.

Will the Tort Claims Act protect the Rural Letter Carrier from liability in the event of an on-route accident?

Yes. Federal employees are protected against liability resulting from their operation of a motor vehicle while within the scope of their official employment. **This protection is on-route protection only.** *Any deviation from your assigned route could jeopardize your Tort Claims coverage. The government protects you from liability only; damage to your vehicle is not covered. To fully protect your vehicle, separate coverage must be purchased.*

Will the Rural Letter Carriers' Vehicle Insurance Plan also protect the Rural Carrier from liability while on the route?

Yes and more. The RLC Vehicle Insurance Program provides *complete coverage* for Rural Carriers insured through the plan - *on and off the route*. And if the government ever denies your on-route liability claim under the Tort Claims Act, the RLC Vehicle Insurance Program will work with you and the Postal Service to make sure you are protected.

What should the Rural Letter Carrier do in the event of an on-route accident?

All accidents must be reported to your Postmaster or Supervisor and to your insurance company as soon as possible. Failure to report an accident could jeopardize your coverage.

What happens when an on-route liability claim is reported to the Rural Letter Carriers' Vehicle Insurance Program?

If you are insured through the Rural Letter Carriers' Program, the other party will be immediately notified that their claim should first be presented to the Postmaster for payment under the Tort Claims Act. If the government denies the claim because you deviated from your route, don't worry - your RLC Program will protect you.

Does the Postmaster have the authority to deny protection under the Tort Claims Act, or to deny a claim?

No. All Tort Claim denials must come from the U.S. Postal Services Legal Department.

Will any insurance company protect the Rural Letter Carrier if the government denies an on-route liability claim?

Not necessarily. Many companies simply won't insure your route vehicle, and if they do, they charge you a higher *business use or commercial use rate*. Also, many agents don't seem to fully understand the Federal Tort Claims Act and the needs of government employees. That's why the National Rural Letter Carriers' Association recommends the RLC Vehicle Insurance Program - the same people who have looked after the special needs and interests of Rural Carriers since 1953. First of all, RLC Vehicle Insurance Plan representatives understand the government's tort liability procedures. So by placing a special exclusion on your RLC Program policy, you can be offered a lower *pleasure use or route car* rate on your auto insurance.

NRLCA
VEHICLE INSURANCE PLAN



How can I find out more about the Rural Letter Carriers' Vehicle Insurance Program?

It's easy. Just call toll free: **1-888-325-7727** for complete details and rates. One of the friendly RLC Program Customer Service Representatives will be happy to answer all of your questions.

Eligibility, benefits, discounts and coverages may vary.

The content herein is for descriptive purposes only. We may use credit scoring for rating and underwriting purposes except where prohibited by law.

The exact protection provided is subject to the terms, conditions and exceptions of the policy contract issued.

Underwritten by these member companies of the National General Insurance Group, Winston-Salem, NC: Integon National Ins. Co., National General Assur. Co., National General Ins. Co., MIC General Ins. Corp. and National General Insurance Online, Inc.

Underwritten in TX by National General Assur. Co. and National General Ins. Co. © 2013 National General Insurance.

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Call **1-888-325-7727** for your free auto insurance quote.

Or, fill out this form and mail to:
RLC VEHICLE INSURANCE PLAN
P.O. BOX 345

COTTLEVILLE, MO 63338

Or, you can fax to: **1-888-521-3784**

1. Tell us about yourself

Name:			
Address:	City:	State:	Zip:
Daytime phone: ()	Present insurance company (if none, explain):		
E-mail:			
Do you own your home? <input type="checkbox"/> Yes <input type="checkbox"/> No	Your current policy expires (mo/day/yr): / /		
If you have an RV, do you live in it full-time? <input type="checkbox"/> Yes <input type="checkbox"/> No	Auto liability limits: <input type="checkbox"/> \$250,000/\$500,000 <input type="checkbox"/> \$100,000/\$300,000		
Occupation:	<input type="checkbox"/> Other <input type="checkbox"/> \$50,000/\$100,000 <input type="checkbox"/> \$25,000/\$50,000		
Do you currently have any of the following? <input type="checkbox"/> GM Card <input type="checkbox"/> GMAC Mortgage <input type="checkbox"/> GMAC Auto Financing			

2. Tell us about your vehicle(s) (List all vehicles you want insured)

Veh.	Year	Make (Chevrolet/Monaco)	Model (Cavalier/Dynasty)	Body (4 Dr./Motorhome)	Length (RV only)	Driven to Work/School		Estimated Annual Mileage
						Miles one way	Days per week	
1								
2								
3								

Veh.	Used in Business or Route Vehicle? If Yes, Describe Use	Kept at Residence?	If No - Address Kept If Yes - On Street or Off Street	Equipped with Anti-Lock Brakes?	Equipped with Automatic Seatbelts or Airbags?	Equipped with OnStar?
1	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
2	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
3	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No

3. Tell us about all drivers in your household (Be sure to include yourself)

Name	Relationship	Date of Birth	Sex	Marital Status	Years Licensed	Commercial Drivers License or Class B?	Social Security Number	Percentage of Use		
								Vehicle 1	Vehicle 2	Vehicle 3
	Self					<input type="checkbox"/> Yes <input type="checkbox"/> No				
						<input type="checkbox"/> Yes <input type="checkbox"/> No	Social Security Number Required for Head of Household Only			
						<input type="checkbox"/> Yes <input type="checkbox"/> No				

4. Tell us about your claim history *List any moving violations, suspensions, revocations, accidents — regardless of fault — in the past 5 years and comprehensive losses over \$1,000. Residents in Oregon list only past 3 years.*

Driver	Date	Type of Accident or Traffic Violation	Amount of Damage	Anyone Injured?
		<input type="checkbox"/> Moving violation <input type="checkbox"/> License revocation <input type="checkbox"/> Comp. coverage loss greater than \$1000 <input type="checkbox"/> Not at fault accident <input type="checkbox"/> License suspension <input type="checkbox"/> At fault accident	\$	<input type="checkbox"/> Yes <input type="checkbox"/> No
		<input type="checkbox"/> Moving violation <input type="checkbox"/> License revocation <input type="checkbox"/> Comp. coverage loss greater than \$1000 <input type="checkbox"/> Not at fault accident <input type="checkbox"/> License suspension <input type="checkbox"/> At fault accident	\$	<input type="checkbox"/> Yes <input type="checkbox"/> No
		<input type="checkbox"/> Moving violation <input type="checkbox"/> License revocation <input type="checkbox"/> Comp. coverage loss greater than \$1000 <input type="checkbox"/> Not at fault accident <input type="checkbox"/> License suspension <input type="checkbox"/> At fault accident	\$	<input type="checkbox"/> Yes <input type="checkbox"/> No

**Members working together
to achieve a better life
for themselves, their families
and their communities.**

**Atlanta Postal Credit Union
and the NRLCA team up to
help simplify your finances
and save you money.**

*APCU is a member-owned,
not-for-profit, cooperative
financial institution made up of
people who pool their savings,
lend to one another, and own
the organization where they
save, borrow, and obtain all the
important financial services
they need. Since we exist
solely to serve our members,
you can count on great rates
on your savings investments,
low interest rates on your loans
and a full array of excellent,
economical services designed
to help you manage your hard
earned money.*

APCU

Atlanta Postal Credit Union

E-mail: info@apcu.com

Web Address: www.apcu.com



This credit union is federally insured by the
National Credit Union Administration



Simplify Your Life With APCU.

Setting up a savings account at APCU is the best way to get the most from your money. Choose from a variety of saving and investment plans designed with both the short-term and long-term saver in mind. Because the credit union is a not-for-profit financial cooperative, our interest rates are some of the best you'll find anywhere. Whether you are saving for a vacation, college education, retirement, or any other reason, APCU wants to help you reach your financial goals as quickly as possible.

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YES! Send me more information about these Credit Union services.

Information Request

Check all that apply

Mail to: Marketing Department, APCU, 3900 Crown Road, Atlanta GA 30380-0001

- | | |
|--|---|
| <input type="checkbox"/> Share Savings Account
<small>(required for membership)</small> | <input type="checkbox"/> Second Mortgage Loan |
| <input type="checkbox"/> Holiday Club Account | <input type="checkbox"/> Home Equity Line of Credit |
| <input type="checkbox"/> Vacation Club Account | <input type="checkbox"/> Personal Loan |
| <input type="checkbox"/> Certificates | <input type="checkbox"/> Youth Accounts |
| <input type="checkbox"/> Individual Retirement Accounts | <input type="checkbox"/> Visa® Credit Card |
| <input type="checkbox"/> Checking Account | <input type="checkbox"/> Automated Teller Machine Access Card (ATM) |
| <input type="checkbox"/> Visa® Check Card | <input type="checkbox"/> KeyTeller Audio Response Service |
| <input type="checkbox"/> New and Pre-owned Vehicle Loan | <input type="checkbox"/> Internet Branch |
| <input type="checkbox"/> Recreational Vehicle Loan | <input type="checkbox"/> Mobile Branch |
| <input type="checkbox"/> Share Secured Loan | <input type="checkbox"/> Free Online Bill Pay Service |
| <input type="checkbox"/> Watercraft Loan | <input type="checkbox"/> Other _____ |
| <input type="checkbox"/> First Mortgage Loan | |

I need _____ new membership kits for my family members

Your Name

Mailing Address

City State Zip

FAQ's

Q: Are the duties of a Rural Leave Replacement the same as a Regular Rural Carrier?

A: For the most part, yes. Because of the part time nature of the job, there are some duties that can be required of Rural Leave Replacements that cannot be required of a Regular Rural Carrier; but, otherwise the duties and responsibilities of Rural Leave Replacements are the same as those of a Regular Rural Carrier. Handbook PO-603 defines the duties and responsibilities of a Rural Carrier and provides instructions for carrying out those duties and responsibilities. (*Ref. PO-603*)

Q: Why are there duties that Rural Leave Replacements can be required to perform that Regular Rural Carriers cannot be required to perform?

A: There is a difference because of the provisions of the Fair Labor Standard Act that cover the Regular Rural Carrier and Rural Leave Replacements. Regular Rural Carriers are covered by FLSA Section 7(b)(2) and Rural Leave Replacements are covered by FLSA Section 7(a). (*Ref. Article 9.2.A of the USPS/NRLCA National Agreement*)

Q: Are there special provisions in the contract that cover Leave Replacements?

A: Yes. Article 30 Section 2 of the USPS/NRLCA National Agreement lists the special provisions for Part-time Flexible Rural Carriers, Substitutes, Rural Carrier Associates, Rural Carrier Relief Employees, and Auxiliary Rural Carriers. (*Ref. Article 30.2 of the USPS/NRLCA National Agreement*)

Q: I am an RCA. My supervisor told me I am not allowed access to the grievance process because I am not a career employee. Is my supervisor correct?

A: No, your supervisor is not correct. Part-time flexible rural carriers, substitutes, rural carrier associates, rural carrier relief employees, and auxiliary rural carriers shall have access to Article 15, to appeal an alleged violation of the applicable provision of Article 30 or the applicable provisions of any other Article in which they are specifically named. (*Ref. Article 30.2N of the USPS/NRLCA National Agreement*)

Q: Do rural carriers have a "dress code"?

A: No. Generally speaking, rural carriers have a great deal of latitude when determining their attire. The PO-603 in Section 120 states that a rural carrier should present a neat, clean, and professional appearance reflecting a positive image. Handbook EL-814, Postal Employee's Guide to Safety, suggests in Section IV that carriers wear sensible, properly fitting clothing to work. Carriers must wear approved, appropriate footwear.

Time cards: what you need to know

Rural Carrier Time Card - What You Should Verify

PS Form 1314

- A - Correct Name
- D - Correct codes for week 1*
- B - Vehicle Designation
- E - Correct codes for week 2*

Code shown in front of employee ID
 Code: E - employee vehicle used
 G - government vehicle used
 P - employee declines use of Postal Service vehicle, elects to provide own

C - Correct Route Number

Most offices are using the computer to input this information. If you are having problems with your pay stub, you can request to see a hard copy of this form to verify the information.

WK	Name of Assigned Carrier							Employee ID		Des		Route No.		FLSA		Year	PP	
	Actual Wkly Hrs	Sat	Mon	Tue	Wed	Thur	Fri	COP	Limited Duty Hours	Travel Hours	Route Dev.	GT Veh.	Miles Omit.	Xmas Assist Work Hours				
1	Hours	100s	Hours	100s	Hours	100s	Hours	Hours	Hours	Hours	100s	Hours	100s	Hours	100s	Hours	100s	
2	Hours	100s	Hours	100s	Hours	100s	Hours	Hours	Hours	Hours	100s	Hours	100s	Hours	100s	Hours	100s	
Des	Name of Relief Carrier		Social Security Number		Actual Weekly Hours		Tr		No EM		Actual Weekly Hours		Tr		No EM		Whole Miles Dev + Omit -	
	Hours	100s	Hours	100s	Hours	100s	Hours	100s	Hours	100s	Hours	100s	Hours	100s	Hours	100s	Hours	100s

PS Form 1314, May 1994

Some of these codes are only used for PS Form 1314 - Time Certificate. They do not always correlate with the codes used on a pay stub.

- Identify all Absences with the following codes:
- A - Annual Leave
 - B - Holiday worked on a non-rural assignment
 - C - Continuation of Pay
 - D - Donated Leave
 - E - Limited Duty
 - F - QWL/EI
 - G - QWL/EI Relief Day taken
 - H - Holiday Work
 - J - 11-Day Route
 - K - 10-Day Route
 - L - Leave w/o Pay
 - M - Military Leave
 - N - Military LWOP
 - O - Other Leave*
 - P - Higher Level
 - R - Relief Day Worked (No Sub)
 - 2 - National/Local Administrative Leave
 - 3 - Relief Day Worked at 50%
 - 4 - Disciplinary Day of Reflection
 - 5 - Relief Day Worked paid at 150%
 - 6 - Court Leave
 - S - Sick Leave
 - T - Training
 - U - (AWOL) Absent Without Leave
 - V - Holiday Work
 - W - IOD/LWOP
 - X - (Des 71 only) Relief Day Taken (Previous "R")**
 - Y - Relief Day worked on a non-rural assignment
 - Z - Steward Duty

* When "Other Leave" is recorded, reason must be given. Explanation:
 ** Relief day taken for working previous "R" day. Does not apply to substitute rural carriers (Des 72), or rural carrier associates (Des 74), or newly appointed regular rural carriers with FLSA code of "A".

Regular Rural Carrier Pay Stub

A		B		C				D		E		F		
K 03		PAYLOC		FINANCE NO.				EMPLOYEE NAME		EMPLOYEE ID		SERIAL NUMBER		
DETAIL EARNINGS														
G1	G2	G3	G4	G5	G6	G7	G8	H GROSS TO NET				J LEAVE STATUS		
WK	RSC / LEV	RATE	CODE	TYP	HOURS	PAY		THIS PERIOD		YEAR-TO-DATE		ANNUAL LEAVE		
								GROSS PAY H1	2059.00	42793.55	FROM PREV YR J1		12.37	
2	K 003	44630	710	X	8.00			FED TAX SO H2	395.00	7589.71	EARNED	THIS YR J2	23.00	
2	K 004	44630	710	WV	35.20	686.61		ST TAX CT SO H3	57.00	1179.08		BAL J3	35.37	
1	K 005	44630	710	F	8.80	85.83		RETIRE H4	127.00	3037.35	USED	YR J4	26.00	
1	K 006	44630	710	O	8.80	257.48		MEDICARE H5	29.00	616.95	THIS	PP J5		
				L	16.00	171.65		UN R	12.40	294.48	BALANCE	J6	13.37	
								ING00	6.75	161.25	SICK LEAVE			
G 9	INSURANCE INCOME								A LOT	155.00	3720.00	FROM PREV YR	J7	97.12
G 10	X	DAY BALANCE						2	TSPO5	85.83	2054.28	EARNED THIS YR	J8	11.50
								C100	85.83	2054.28	USED	YR J9		
								HP 382	10.23	244.96	THIS	PP J10		
G 11	2	H 010	1770	E42	T	5.00	88.55	SOSEC			BALANCE	J11	108.62	
	1	H 010	1770	E42	T	5.00	88.55	E BOND			LEAVE WITHOUT PAY			
								NET			THIS PP	J12		
								EM-E			CUMULATIVE	J13		
											BOND DATA		K	
											UNAPPL BAL	K2		
											NO. ISSUED	K3		
											USPS RETIREMENT			
NET PAY								H7	1180.18	NT	BK	M 42261.79		

PS FORM 1223-B, JUNE 1999 EARNINGS STATEMENT

A = PAYLOC. Employee's pay location. Will show route type and last two digits of route number for rural carriers.

B = FINANCE NO. Finance number of the employee's office.

C = EMPLOYEE NAME. Employee's name: first name initial, middle initial, last name (J P DOE).

D = EMPLOYEE ID. Employee's identification number.

E = PAY PERIOD. Pay period and year of payment (PP/YR).

F = SERIAL NUMBER. Serial number of check issued to employee or sequence number of earnings statements for net to bank.

G1-G11 = DETAIL EARNINGS. Used to identify type and number of hours compensated for week of work, rate schedule, level, designation/activity, and gross payment amount, as follows:

G1 = WK. Week, either 1 or 2, of pay period for salary and EMA payments. This space is blank for all adjustments and allowances.

G2 = RSC. Route type.

G3 = LEV. Route number

G4 = RATE. Base rate (annual or hourly), including cost-of-living allowance (COLA) for hours stated; for rural carriers, the equipment maintenance allowance (EMA) rate.

G5 = CODE. Employee's designation/activity code.

Also, for carrier's equipment maintenance payment data, E (for carriers who provide own vehicle), P (for carrier who declined government vehicle and provides own vehicle), G (for government-owned vehicle) and the two-digit evaluated hours of the route.

G6 = TYP. Type of work/pay.

G7 = HOURS. Based on TYP code. This space will show the actual hours and hundredths. For rural carriers it will indicate the number of trips (hours and miles) each week, followed by two zeroes.

G8 = PAY. Gross amount based on the TYP code.

G9 = INSURANCE INCOME. Federal Employees' Group Life Insurance (FEGLI) premiums are lower than internal Revenue Service (IRS) standard life insurance rates and therefore are subject to taxation as imputed income. The cost of group term life insurance in excess of \$50,000 provided by the Postal Service reports this amount in the Life Insurance Premiums section of the Form W-2. This amount is reported to the IRS as part of total gross wages for federal income tax.

G10 = X DAY BALANCE. – In whole hours.

G11 = EMA CODE. Represents the standard method of computing equipment maintenance allowance. Daily EMA rate is developed for each route based on number of stops in relation to number of miles. Rate cannot fall below the minimum daily trip rate in effect for 260 trips and 8 miles.

H = GROSS TO NET. The total gross pay, deductions, and resulting net pay for the current pay period and the pay year-to-date.

Explanations of Codes

Code	TYP – type of work/pay	HOURS – based on the TYP code	PAY – gross amount based on the TYP code
C	Christmas work	Evaluated hours of the route	150% of the daily evaluated pay
F	DACA code 3	Evaluated hours of the route	50% of the daily evaluated pay
H	Holiday work	8 hours for each holiday worked	One day's evaluated pay
L	All types of leave taken	8 hours for each day of leave	One day's evaluated pay for each day of leave
O	Overtime	OT hours	Gross amount for OT
W	Paid work hours	Total evaluated hours for the week	One day's evaluated pay for each day worked and for each X day
X	X day taken	8 hours for each X day taken	No gross, amount included in code W

H1 = GROSS PAY. Gross pay for this period (plus or minus any gross pay resulting from processed adjustments) and year-to-date, including COLA.

H2 = FED TAX. Amount deducted for federal tax this period and year-to-date. Marital status and withholding allowance will appear next to FED TAX. For example SO = single/no withholding allowance

H3 = ST. TAX. Amount deducted for state tax this period and year-to-date. State abbreviation, filing status, and withholding allowance will appear next to ST TAX. For example: PASO = Pennsylvania, single, no withholding allowance

H4 = RETIRE. Retirement deduction for this period and year-to-date. CSRS (Code 1) is the Civil Service Retirement System. FERS (Code 8) is the Federal Employees Retirement System, which covers most career employees first hired on or after January 1, 1984, and those CSRS employees who converted to FERS.

H5 = MEDICARE. Medicare deduction for this period and year-to-date.

H6 = This lists any other deductions such as union dues, allotments, local taxes, life insurance, charity bonds, TSP (Thrift Savings Plan), TSP investment type, TSP loan payment, flexible spending accounts, garnishments, child support, IRS tax levy, auto insurance, union-sponsored life insurance, etc. These deductions reflect current pay period and year-to-date totals.

If an adjustment is processed, the amount will appear in the period column and Adjust will print in the year-to-date column. After all deductions have been printed, a Net Earnings line appears. Gross pay minus deductions plus or minus adjustments equal

net earnings. Nontaxable allowances such as 1. Rent, 2. Equipment Maintenance, 3. TCOLA (Territorial Cost of Living Allowance) appear immediately below the net earnings line. If more than 18 detail lines are required, the remaining current period amounts combine and appear on the last detail line as MISC. (The Payroll Journal exhibits all line items that are not listed on the earnings statement.)

H7 = NET PAY. Net pay refers to the amount of compensation remaining that is due the employee after all payroll deductions and allotments have been taken. It includes EM-E where applicable. Employees may have only one net to bank allotment. The earnings statement will show NET PAY, the dollar amount, and NT BK.

J1-J13 = LEAVE STATUS. Used to identify an employee's use of annual leave, sick leave, and leave without pay and the employee's balances for the current leave year. This amount could differ from the balance on the last pay period in a leave year because of maximum carryover limits. Annual leave for rural carriers assigned to regular route is shown in days and hundredths of an hour.

J1 = ANNUAL LEAVE-FROM PREV YR. The number of hours of annual leave carried over from previous leave year. This amount could differ from the balance on the last pay period in a leave year because of maximum carryover limits. Annual leave for rural carriers assigned to regular route is shown in days and hundredths of an hour

J2 = ANNUAL LEAVE-EARNED-THIS YR. The number of hours earned to date this leave year.

J3 = BAL. The number of hours carried over from previous leave year plus annual leave earned this year.

J4 = ANNUAL LEAVE-USED THIS

YR. Total hours of annual leave used to date this year. If the employee donates annual leave to a recipient, this balance will increase by the amount of annual leave donated.

J5 = ANNUAL LEAVE-USED THIS

PP. Total hours of annual leave used in this pay period, including adjustments.

J6 = ANNUAL LEAVE BALANCE. The employee's actual annual leave balance, which includes advanced leave projected through the end of the current year, equals **EARNED BAL** minus **USED THIS YR** plus **ADVANCED**. If the employee donates annual leave to a recipient, the total balance will decrease by the amount of annual leave donated. Employees who use advanced leave and separate before earning the leave must reimburse the Postal Service.

J7 = SICK LEAVE:

FROM PREV YR. The number of hours of sick leave carried over from previous leave year.

J8 = EARNED THIS YR. The number of hours accumulated this leave year.

J9 = USED THIS:

YR. Total sick leave used to date this leave year.

J10 = USED THIS:

PP. Sick leave used in this pay period, including adjustments.

J11 = BALANCE. Current sick leave balance equals hours carried over from previous leave year, plus hours earned, minus hours used.

J12 = LEAVE WITHOUT PAY:

THIS PP. Hours of LWOP used this pay period.

J13 = LEAVE WITHOUT PAY:

CUMULATIVE. Total LWOP hours accumulated this calendar year (from pay period 1 to date). Each increment of 80 (or 96 if applicable) hours of LWOP will result in a reduction of 4, 6, or 8 hours (depending on leave category) of advanced annual leave during the leave year. (Annual and sick leave are not earned while in LWOP status or while using donated leave.)

K = BOND DATA. Identifies an employee's current bond(s) unapplied bond balance, and bonds issued this pay period.

K1 = UNAPPL BAL (Unapplied Balance). Amount applied toward purchase of the next bond.

K2 = NO. ISSUED. Number of bonds issued this pay period.

L = FLSA (Fair Labor Standards Act). FLSA work hours and FLSA Overtime Premium Pay. Printed whenever work hours for one or both weeks exceed 40 hours for FLSA nonexempt employees. (FLSA overtime premium pay is the difference between postal overtime pay and overtime pay computed under FLSA, when FLSA overtime pay is greater than postal overtime pay.)

M = USPS RETIREMENT. Total amount contributed to retirement fund as of the close of the prior calendar year. The amount shown does not include a) deduction during employment at another federal agency or b) deductions already transferred to OPM because of prior separations or application for disability retirement.

N = This space is reserved for earnings statement messages such as an adjustment for a grievance settlement, step increase, contractual increase, etc.

Rural Carrier Associate Time Card - What You Should Verify

PS Form 1314A

RCA

A - Correct Name

C - Correct total hours for week 1*

B - Vehicle Designation

D - Correct total hours for week 2*

Code shown in front of employee ID

Code: E-employee vehicle used

G-government vehicle used

P-employee declines use of Postal Service vehicle, elects to provide own

* Should match what is on Form 4240 "trip sheet"

Most offices are using the computer to input this information. If you are having problems with your pay stub, you can request to see a hard copy of this form to verify the information.

A

B

C

D

WK	Actual Wkly Hrs	Name of Assigned Carrier			Finance Number			Employee ID							FLSA	YR	PP				
		Training	Equipment Allowance	Leave-Whole Hours	Annual	Sick	Other	COP	Travel	Hours	Sat	Mon	Tues	Wed				Thur	Fri	XMAS Assist Work Hours	
1	100%	Hrs	Tr	Miles	GT			Hrs	100%								Hrs	100%			
2	100%	Hrs	Tr	Miles	GT			Hrs	100%								Hrs	100%			
		Name of Relief Carrier			SSN			Week 1 Information							Week 2 Information						
		Des	Name of Relief Carrier			SSN			Actual Wkly Hrs			Equip Allow			Actual Wkly Hrs			Equip Allow			
			Hrs	Tr	Miles	GT			Hrs	100%	Hrs	Tr	Miles	GT	Hrs	Tr	Miles	Hrs	Tr	Miles	
		Postmaster's Signature			Date																

Some of these codes are only used for PS Form 1314 - Time Certificate. They do not always correlate with the codes used on a pay stub.

Identify all Absences with the following codes:

- A - Annual Leave
- B - Holiday worked on a non-rural assignment
- C - Continuation of Pay
- D - Donated Leave
- E - Limited Duty
- F - QWL/EI
- G - QWL/EI Relief Day taken
- H - Holiday Work
- J - 11-Day Route
- K - 10-Day Route
- L - Leave w/o Pay
- M - Military Leave
- N - Military LWOP
- O - Other Leave**
- P - Higher Level
- R - Relief Day Worked (No Sub)
- 2 - National/Local Administrative Leave
- 3 - Relief Day Worked at 50%
- 4 - Disciplinary Day of Reflection
- 5 - Relief Day Worked paid at 150%
- S - Sick Leave
- T - Training
- U - (AWOL) Absent Without Leave
- V - Holiday Work
- W - IOD/LWOP
- X - (Des 71 only) Relief Day Taken (Previous "R")**
- Y - Relief Day worked on a non-rural assignment
- Z - Steward Duty

* When "Other Leave" is recorded, reason must be given. Explanation:

** Relief day taken for working previous "R" day. Does not apply to substitute rural carriers (Des 72), or rural carrier associates (Des 74), or newly appointed regular rural carriers with FLSA code of "A."

RCA Pay Stub

A		B		C				D		E		F	
K 03				EMPLOYEE NAME				EMPLOYEE ID		PAY PERIOD		SERIAL NUMBER	
PAYLOC		FINANCE NO.		EMPLOYEE NAME				EMPLOYEE ID		PAY PERIOD		SERIAL NUMBER	
G1 G2 G3 G4 G5 G6 G7 G8								H				LEAVE STATUS	
DETAIL EARNINGS								GROSS TO NET					
WVK	RSC /LEV	RATE	CODE	TYP	HOURS	PAY		THIS PERIOD	YEAR-TO-DATE	ANNUAL LEAVE			
2	A 002	1371	780	W	3.17	43.46	GROSS PAY H1	984.87	11034.99	FROM PREV YR			
2	A 001	1371	780	W	8.00	109.68	FED TAX SO H2	118.67	1133.73	THIS YR			
2	A 999	1371	780	W	5.00	68.55	ST TAX CT S H3	48.58	403.64	EARNED			
2	K 001	1371	780	W	9.40	128.87	RETIRE H4	.00	.00	BAL			
2	A 999	1371	780	W	1.75	23.99	MEDICARE H5	14.27	160.02	USED			
2	A 004	1371	780	W	8.33	114.20	UNR	1.92	9.60	THIS			
1	A 999	1371	780	W	5.50	75.41	HT 801 H6	85.02	1608.01	YR			
1	A 999	1371	780	W	10.25	140.53	SO SEC	81.03	684.24	PP			
1	K 001	1371	780	W	9.40	128.87	NET	654.88		BALANCE			
1	A 999	1371	780	W	2.00	27.47	EM-E	81.02	1291.88	FROM PREV YR			
1	K 003	1371	780	W	9.00	123.39				EARNED THIS YR			
2	A 002	340	E19	M	17.00	5.78				USED			
2	K 001	1810	E47	T	1.00	18.10				THIS			
2	A 004	400	E25	H	5.00	20.00				YR			
1	K 001	1810	E47	T	1.00	18.10				PP			
										BALANCE			
										LEAVE WITHOUT PAY			
										THIS PP			
										CUMULATIVE			
										BOND DATA			
										UNAPPL BAL			
										NO. ISSUED			
										USPS RETIREMENT			
NET PAY								H7	735.90	NT	BK	.00	

PS FORM 1223-B, JUNE 1999 EARNINGS STATEMENT

PAY LOCATION: where you worked most of your hours (normally this is the regular route to which you're assigned)

- A. FINANCE NUMBER:** the office to which you're assigned ("home office"); this includes all of your work hours, even those in other offices
- B. EMPLOYEE NAME.** Employee's name: first name initial, middle initial, last name (J P DOE).
- C. EMPLOYEE ID.** Employee's identification number.
- D. PAY PERIOD.** Pay period and year of payment (PP/YR)
- E. SERIAL NUMBER.** Serial number of check issued to employee or sequence number of earnings statements for net to bank.

G1 to G9. DETAIL EARNINGS. Used to identify type and number of hours compensated for week of work, rate schedule, level designation/activity, and gross payment amount, as follows:

- G1. WK.** Week, either 1 or 2, of pay period for salary and EMA payments. This space is blank for all adjustments and allowances.
- G2. RSC.** Route type
- G3. LEV.** Route number

G1		G2		G3	
W	K	RSC	LEV		
2		A	002	←	A002 = Aux Rt 2
2		K	001		
2		A	999	←	A999 = Training (also A998)
2		A	001	←	A001 = Auxiliary time toward Reg Rt K001 (could OWL/EI. aux assistance, steward time, survey
2		A	999		
2		A	004	←	A004 = Aux Rt 4
1		A	999		
1		A	999		
1		K	001	←	K001 = Reg Rt 1 (route where assigned)
1		A	999		
1		K	003	←	K003 = Reg Rt 3 (where you're back-up sub)

RSC / LEV	
E	07
E	07
E	07

If working over 40 hours per week in both designations combined, FLSA Adjustment of overtime pay is computed in next pay period

← E07=Casual (Dual Designation)

- G4. RATE.** Your hourly pay rate, including contractual increases and COLA roll-ins (currently: hired before 8/24/91 = \$ 18.47; hired on or after 8/24/91 = \$15.22 per hour)

- G5. CODE.** Your designation status:

CODE
790
780
780
790
780

CODE
740
740
740
740
E19
E47

- 780 = RCA on Regular route
- 790 = RCA assigned to Aux route
- 750 = RCR
- 740 = RCA assigned to/serving vacant Regular route
- 730 = Substitute Rural Carrier (hired before 7/21/81)
- 770 = Auxiliary Rural Carrier (hired before 7/21/81)
- 720 = DES 73 on vacant route

Vehicle Designation

- E = Employee vehicle used
- G = Government vehicle used
- P = Employee declines the use of a postal service vehicle and elects to continue to provide the vehicle
- OEMA = Optional equipment maintenance allowance

G6. TYPE OF WAGE:

DETAIL EARNINGS						
WK	RSC / LEV	RATE	CODE	TYP	HOURS	PAY
2	K 001	1263	740	O	3:25	61:59
2	K 001	1263	740	W	40:00	505:20
				L	32:00	404:16
					G6	G7 G8

O = overtime: ACTUAL hours over 40 paid at 1½ pay (under 40, the evaluation is paid)

W = wage

L = leave (74/79's)

G7. HOURS. For every hours type listed. This space will show the actual hours and hundredths. For rural carriers it will indicate the number of trips (hours and miles) each week, followed by two zeroes.

G8. Pay. Pay amount for hours stated

G9. EMA (EQUIPMENT MAINTENANCE ALLOWANCE)

DETAIL EARNINGS						
WK	RSC / LEV	RATE	CODE	TYP	HOURS	PAY
2	A 002	340	E19	M	17:00	5:78
2	K 001	1810	E47	T	1:00	18:10
2	A 004	400	E25	H	5:00	20:00
1	K 001	1810	E47	T	1:00	18:10
					⋮	⋮
		OTHER	EMA		⋮	19:04

← on A002: \$0.34 times 17 miles (M = mileage)

← on A004: \$4.00 per hr times 5 hrs. (H = hourly)

← on K001 \$18.10 times 1 trip (T = trip)

EMA on an Aux route is paid per hour or mile, whichever is greater, up to the amount on stop chart

H. GROSS TO NET. The total gross pay, deductions, and resulting net pay for the current pay period and the pay year-to-date.

H1. = GROSS PAY. Gross pay for this period (plus or minus any gross pay resulting from processed adjustments) and year-to-date, including COLA.

H2. FED TAX. Amount deducted for federal tax this period and year-to-date. Marital status and withholding allowance will appear next to FED TAX. For example SO = single/no withholding allowance

H3. ST. TAX. Amount deducted for state tax this period and year-to-date. State abbreviation, filing status, and withholding allowance will appear next to ST TAX. For example: PASO = Pennsylvania, single, no withholding allowance

H4. RETIRE. Retirement deduction for this period and year-to-date. CSRS (Code 1) is the Civil Service Retirement System. FERS (Code 8) is the Federal Employees Retirement System, which covers most career employees first hired on or after January 1, 1984, and those CSRS employees who converted to FERS.

H5. MEDICARE. Medicare deduction for this period and year-to-date.

H6. This lists any other deductions such as:

Union dues – all relief carriers hired without time limitations
H, J, K, are eligible

Health benefits – full cost of chosen plan deducted (if eligible and choose to enroll); must have enough earnings after taxes to participate.

H7. NET PAY: Net pay refers to the amount of compensation remaining that is due the employee after all payroll deductions and allotments have been taken. It includes EM-E where applicable.

LEAVE STATUS		
ANNUAL LEAVE		
FROM PREV YR	2:00	
EARNED	THIS YR	4:50
	BAL	6:50
USED THIS	YR	2:00
	PP	
BALANCE	4:50	
SICK LEAVE		
FROM PREV YR	4:00	
EARNED THIS YR	4:50	
USED THIS	YR	1:00
	PP	7:50
BALANCE		

J. LEAVE STATUS: after 90 calendar days, DES 73's and RCA's assigned to a vacant or auxiliary route earn leave, based on 1 hour for every 20 hours worked, not to exceed 4 per pay period; appears in days and hundredths (4.50 = 4½ days)

SUMMARY

This Booklet has provided an overview of why our members believe so strongly that it pays to belong to the NRLCA.

The NRLCA is committed to uphold the principles of its preamble and purpose while promoting the services of the USPS to the American people. Again, with the examples given in this booklet, you can also see the vast responsibilities of a rural carrier and the large amount of internal services the NRLCA provides to our membership. The NRLCA will continue to strive in its goals of educating and representing its members so that they have the needed tools with which to make career decisions that affect the member and their families.

We hope now that you will accept this personal invitation to join the ranks of over 100,000+ members by continuing with the enrollment process described below.

Thank you!

EASY ENROLLMENT

When considering membership enrollment in an organization you would ask, what's the cost? For relief carriers, the nationwide average is \$8.41 per pay period. For regular carriers, the nationwide average is \$22.77 per pay period.

Relief carriers must remember that if they do not work in a pay period, there is, of course, no deduction of dues for that pay period. Also, there is no retroactive assessment of dues not withheld when they return to work in future pay period.

Now for the enrollment!

- (1) Simply detach the NRLCA Form 1187 on the following page along the perforated line.
- (2) Enter the requested information into the blocks as indicated. Please print clearly. (If you are newly hired, you may not know your Employee ID number, postal installation where employed, or zip code of installation and / or installation finance number. You may submit the form without this information; however, the processing of your enrollment may be delayed until we obtain that data.)
- (3) Sign and date the form where indicated and include your phone number, if possible (It helps if we need to contact you).
- (4) Fold the form in half as indicated and seal it. Then, simply drop it in the mail. You're done!
- (5) Once we receive the membership application and get it processed, your benefits of membership begin. Also, a membership packet will be sent to you along with a copy of the current USPS / NRLCA National Agreement.

**NRLCA - CODE R
UNITED STATES POSTAL SERVICE
AUTHORIZATION FOR DEDUCTION OF DUES**

Revised
NRLCA Form 1187
2008

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(USPS EMPLOYEE ID NUMBER)

**RURAL CARRIER
CLASSIFICATION**

Regular PTF Relief

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

LAST NAME

--	--	--	--	--	--	--	--	--	--	--	--

FIRST NAME

--

MI

MAILING ADDRESS

CITY

STATE

ZIP CODE

POST OFFICE OR BRANCH WHERE EMPLOYED

ZIP CODE OF INSTALLATION

INSTALLATION FINANCE NO.

SECTION A - AUTHORIZATION BY EMPLOYEE

I hereby assign to the **NATIONAL RURAL LETTER CARRIERS' ASSOCIATION**, from any salary or wages earned by me as your employee (in my present or any future employment by you) such regular and periodic membership dues as the union may certify as due and owing from me, as may be established from time to time by said Union. I authorize and direct you to deduct such amounts from my pay and to remit same to said Union at such times and in such manner as may be agreed upon between you and the Union at any time while this authorization is in effect.

This assignment, authorization and direction shall be irrevocable for a period of one (1) year from the date of delivery hereof to you, and I agree and direct that this assignment, authorization and direction shall be automatically renewed, and shall be irrevocable for successive periods of one (1) year, unless written notice is given by me to you and the Union not more than twenty (20) days and not less than ten (10) days prior to the expiration of each period of one year.

This assignment is freely made pursuant to the provisions of the Postal Reorganization Act and is not contingent upon the existence of any agreement between you and my Union.

Contributions or gifts (including dues) to the NRLCA are not tax deductible as charitable contributions. However, they may be deductible under other provisions of the Internal Revenue Code.

SIGNATURE OF EMPLOYEE

DATE

PHONE

SECTION B - FOR USE BY STATE EMPLOYEE ASSOCIATION

R - NATIONAL RURAL LETTER CARRIERS' ASSOCIATION

SIGNATURE OF ACCEPTING UNION OFFICIAL

I hereby certify that the dues of this organization for the above named member, for the applicable designation, are currently established at \$ _____ per pay period.

DATE

LOC. #	STATE
REMIT PERIOD	

STATE SECRETARY

SECTION C - FOR USE BY THE NATIONAL ORGANIZATION

Date of Delivery to Employer (For National Office use)

ANNIVERSARY DATE TO BE ENTERED
AT USPS PERSONNEL OFFICE

--

Employee submits all copies to state secretary.

Important!

Be Sure To Include
Postal Installation ZIP
CODE Where Indicated.

Original - NRLCA
Copy 2 - NRLCA
Copy 3 - State Copy

Original - NFLCA

50012





**NO POSTAGE
NECESSARY
IF MAILED
IN THE
UNITED STATES**

BUSINESS REPLY MAIL
FIRST-CLASS MAIL PERMIT NO 1089 ALEXANDRIA VA

POSTAGE WILL BE PAID BY ADDRESSEE



**NATIONAL RURAL LETTER CARRIERS' ASSOCIATION
ATTN: MEMBERSHIP ENROLLMENT DEPARTMENT
1630 DUKE STREET 4TH FLOOR
ALEXANDRIA VA 22314-3467**



INSTRUCTIONS:

1. Remove application along the perforated line.
2. Complete application on reverse side.
3. Fold application in half.
4. Place clear tape holding the two halves together.
5. Make sure address above is visible when mailed.

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Notes:

