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# STEWARD'S QUICK REFERENCE GUIDE

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January 2010



## FOREWORD

Contained in this quick reference guide are most of the references a steward will need when answering carriers' questions and researching grievances. Most of the handbooks and manuals referenced in this guide should be available to a steward in the post office. If you need to use such handbooks and manuals, you should make a request to do so to your supervisor or postmaster.

This Steward Reference Guide is available on the NRLCA website at [www.nrlca.org](http://www.nrlca.org). The online Steward Reference Guide is regularly updated with new material, so please refer to the website for current information.

If a reference is not available, contact your Assistant State Steward or State Steward for assistance.

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**THE POSTAL INSPECTION SERVICE /  
OFFICE OF INSPECTOR GENERAL AND YOU**

If questioned by a U. S. Postal Inspector and/or OIG Special Agent about your conduct, even if you believe you are not guilty of any wrong-doing, it is suggested you do the following:

1. Remain calm;
2. Correctly identify yourself, if requested to do so;
3. Do not physically resist an arrest or a search of your person or property;
4. Read aloud to the Postal Inspector(s) and/or OIG Special Agent(s) this statement:

**“I request the presence of my union representative. If I am a suspect in a criminal matter, please so advise me. If so, I wish to contact my attorney.”**

(His/Her) name is \_\_\_\_\_  
Telephone number (    ) \_\_\_\_\_

**“If I am under arrest, I request that you so advise me and inform me of the reason or reasons. I will not resist an arrest.”**

**“I do not consent to a search of my person or property. However, I will not physically resist or obstruct such a search. If you have a warrant, I request to see it at this time.”**

**“I will cooperate with you fully, but I do not waive any of my rights, including my right to remain silent. I will not sign a waiver-of-rights form, nor admit or deny any allegations, nor make any written or oral statement unless my attorney and/or union representative are personally present and so advise me.”**

5. Remain silent until you have consulted with your union representative or attorney, as appropriate. This is not complete advice. Always consult with an attorney.

## WEINGARTEN RIGHTS

If you fear your job and/or rights are in jeopardy make this statement to your manager:

**“If this discussion could in any way lead to my being disciplined or terminated, I respectfully request that my union steward be present at the meeting. Without representation, I choose not to answer any questions.”**

### FREQUENTLY CALLED NUMBERS

NRLCA OFFICE	703-684-5545
NRLCA HEALTH BENEFIT PLAN	703-684-5552
GMAC AUTO INSURANCE	800-325-1190
OWCP (National Office)	703-684-5545
STATE STEWARD	
ASSISTANT STATE STEWARD	
AREA STEWARD	
STATE PRESIDENT	
STATE SECRETARY/TREASURER	
CUSTOMER SERVICE ANALYST (CSA)	
ADDRESS MANAGEMENT	
MGR, OPERATIONS PROGRAMS SUPPORT	
LABOR RELATIONS	
INJURY COMPENSATION OFFICE	
EQUAL EMPLOYMENT OPPORTUNITY (EEO)	
WORKPLACE INTERVENTION ANALYST (EAP)	
SAFETY OFFICE	
MANAGER, HUMAN RESOURCES	
FINANCE/PAYROLL	
MGR, POST OFFICE OPERATIONS (POOM)	
DISTRICT MANAGER	

**FREQUENTLY CALLED NUMBERS**


Designation Code	Title
70/0	Temporary Relief Carrier (TRC) - employee hired for terms not to exceed 359 calendar days and will have a break in service of at least 6 days between appointments.
70/1	Temporary Relief Carrier (TRC) - employee hired from the annuitant ranks, hired for terms not to exceed 359 calendar days, with a break in service of at least 6 days between appointments, and will further be limited to 180 work days within each calendar year.
71/0	Regular Rural Carrier
72/0	Substitute Rural Carrier appointed via Form 50 to serve full time on a vacant regular route or in the absence of a regular carrier for more than 90 calendar days.
73/0	Substitute Rural Carrier - employee hired prior to July 21, 1981, with an appointment without time limitation.
74/0	Rural Carrier Associate appointed via Form 50 to serve full time on a vacant route or in the absence of the regular carrier for more than 90 calendar days.
75/0	Rural Carrier Relief (RCR)
76/0	Part Time Flexible (PTF) Rural Carrier
77/0	Auxiliary Rural Carrier - employee hired prior to 1981 to serve an auxiliary rural route without time limitation.
78/0	Rural Carrier Associate (RCA) - employee hired from a register or reassigned from rural carrier relief or auxiliary carrier positions, on or after April 11, 1987, without time limitation.
79/0	Rural Carrier Associate appointed via Form 50 after being assigned to the auxiliary route for more than 90 calendar days.



## Table of Evaluated Hours for Rural Routes

### H Routes (No Relief Day) Total Hours and Minutes per Week

Standard Hours	Evaluated Hours
40:30 to 41:29	41 hours
41:30 to 42:29	42 hours
42:30 to 43:29	43 hours
43:30 to 44:29	44 hours
44:30 to 45:29	45 hours
45:30 to 46:29	46 hours

### J Routes (Relief Day Every Other Week) Total Hours and Minutes per Week

Standard Hours	Evaluated Hours
44:11 to 45:15	41 hours
45:16 to 46:21	42 hours
46:22 to 47:27	43 hours
47:28 to 48:32	44 hours
48:33 to 49:37	45 hours
49:38 to 50:43	46 hours

### K Routes (Relief Day Each Week) Total Hours and Minutes per Week

(Standard Hours)	Evaluated Hours
47:24 to 48:35	40 hours
48:36 to 49:47	41 hours
49:48 to 50:59	42 hours
51:00 to 52:11	43 hours
52:12 to 53:23	44 hours
53:24 to 54:35	45 hours
54:36 to 55:47	46 hours
55:48 to 56:59	47 hours*
57:00 to 57:36	48 hours*

\*Normally, these categories should only be used as interim classifications pending route adjustments.

## Table of Evaluated Hours for Auxiliary Routes

### Standard Hours and Minutes per Week

Standard Hours	Evaluated Hours
11:30 to 12:29	12 Hours
12:30 to 13:29	13 Hours
13:30 to 14:29	14 Hours
14:30 to 15:29	15 Hours
15:30 to 16:29	16 Hours
16:30 to 17:29	17 Hours
17:30 to 18:29	18 Hours
18:30 to 19:29	19 Hours
19:30 to 20:29	20 Hours
20:30 to 21:29	21 Hours
21:30 to 22:29	22 Hours
22:30 to 23:29	23 Hours
23:30 to 24:29	24 Hours
24:30 to 25:29	25 Hours
25:30 to 26:29	26 Hours
26:30 to 27:29	27 Hours
27:30 to 28:29	28 Hours
28:30 to 29:29	29 Hours
29:30 to 30:29	30 Hours
30:30 to 31:29	31 Hours
31:30 to 32:29	32 Hours
32:30 to 33:29	33 Hours
33:30 to 34:29	34 Hours
34:30 to 35:29	35 Hours
35:30 to 36:29	36 Hours
36:30 to 37:29	37 Hours
37:30 to 38:29	38 Hours
38:30 to 39:29	39 Hours*
39:30 to 40:29	40 Hours*
40:30 to 41:29	41 Hours*
41:30 to 42:29	42 Hours*
42:30 to 43:29	43 Hours*
43:30 to 44:29	44 Hours*
44:30 to 45:29	45 Hours*
45:30 to 46:29	46 Hours*
46:30 to 47:29	47 Hours*
47:30 to 48:29	48 Hours*
48:30 to 49:29	49 Hours*
49:30 to 50:29	50 Hours*
50:30 to 51:29	51 Hours*
51:30 to 52:29	52 Hours*
52:30 to 53:29	53 Hours*
53:30 to 54:29	54 Hours*
54:30 to 55:29	55 Hours*
55:30 to 56:29	56 Hours*
56:30 and Over	57 Hours*

\*Normally, these categories should only be used as interim classifications pending conversion to a regular route.

**RCA PAY SCHEDULES**  
**STRAIGHT-TIME HOURLY WAGE RATES**

<u>EFFECTIVE</u>			
	<u>DATE</u>	<u>SCHEDULE 1*</u>	<u>SCHEDULE 2**</u>
1.)	11/25/2006 (This Schedule reflects the 1.2% general wage increase)	\$17.72	\$21.09
2.)	11/24/2007 (This Schedule reflects the 1.5% general wage increase)	\$17.98	\$21.40
3.)	11/22/2008 (This Schedule reflects the 1.5% general wage increase)	\$18.24	\$21.71
4.)	11/21/2009 (This Schedule reflects the 1.5% general wage increase)	\$18.50	\$22.02

An amount equal to the COLA paid to full-time rural carriers on an hourly basis under the 2006 Agreement will be rolled into RCA/RCR hourly rates during the first full pay period of February 2011.

\*Applies to Rural Carrier Associates hired beginning August 24, 1991

\*\* Applies to Rural Carrier Associates and Rural Carrier Relief employees on the rolls prior to August 24, 1991

**PARTIAL DAY WORKED**

The regular carrier is required to use leave, and the relief carrier is paid for the entire day plus EMA. **(F-21: 581.4)**

When the replacement carrier cannot finish the route, he/she is paid on Form 1314-A for actual hours worked and any EMA.  
**(F-21: 581.5)**

If the regular carrier works his/her **relief day** and fails to complete the entire route, e.g. illness, the carrier will be compensated 150% of the carrier's hourly rate for the actual number of hours worked,

regardless of the option selected. PS Form 1314 will be annotated with a "J" or "K" as appropriate, and PS Form 2240R will be submitted for the actual number of hours to be paid at 150%. **(Andrea Wilson letter 09/01/00)**

#### **SATURDAY RELIEF DAY**

J and K routes will have a Saturday relief day unless otherwise agreeable with management. **(F-21, Sec. 581.141, & POM: 651.1)**

Not all K routes will be entitled to a Saturday relief day in offices where the formula has been invoked. **(Art. 9.2.C.5.d.2. & A. Wilson 09/01/00 letter)**

#### **RELIEF DAY WORK LIST**

The Relief Day Work List is established two weeks prior to the beginning of each guarantee period and again two weeks prior to the beginning of the first full pay period in May at each delivery unit. Regular rural carriers desiring to work their relief day shall place their names on the relief day work list. **(Art. 8.5.A)**

Once a regular carrier signs the relief day work list they will have only one opportunity to come off the list and may not sign up again until the new list is posted.

Without recourse to Article 8, Section 5, the Employer may allow a regular carrier to work on his or her relief day in order to grant the leave replacement scheduled to serve the regular's route the day off. **(Art. 9.2.C.5.i)**

#### **PARCEL DELIVERY DISTANCE**

Carriers are required to travel up to ½ mile one way off the line of travel to deliver parcels to the door. **(PO-603, Section 330)**

## EMA FOR AUXILIARY ROUTES

Paid by the hour or miles whichever is greater, not to exceed the amount paid on the Special Chart for the route stops and miles.  
**(Art. 9.2.J.5)**

### FAMILY AND MEDICAL LEAVE ACT (FMLA) ENTITLEMENT

**(ELM: 515 & Publication 71 – revised by PB 22045  
dated 03-08-01; Department of Labor Regulations updated  
01-16-09 - [www.dol.gov/esa/WHDFMLA/](http://www.dol.gov/esa/WHDFMLA/))**

Regular carriers or leave replacements must have worked for the USPS for a total of at least 12 months (consecutive or non-consecutive.)

Regular carriers or leave replacements must have worked at least 1,250 hours during the 12-month period before the date the absence begins.

The absence is an approved FMLA-covered condition.

### LEAVE EARNING RATE FOR RCAs & PTFs

Annual leave and sick leave are earned at the rate of one hour for every 20 hours actually worked, max. of 4 hrs./ pay period **(ELM: 512.312):**

For Substitutes (Designation 72) and RCAs (Designation 74) serving the route during the extended absence of a rural carrier in excess of 90 calendar days, leave is credited as earned. Leave shall be granted in minimum units of one (1) day. **(Art. 10.5.A)**

For RCAs (Designation 79) assigned to an auxiliary route in excess of 90 calendar days, leave is credited as earned. Leave shall be granted in hourly increments. **(Art. 10.5.B)**

For PTFs (Designation 76) and Auxiliary Rural Carriers (Designation 77) who earn leave based on hours worked and in accordance with the appropriate leave category, leave is credited as earned. Leave shall be granted in hourly increments. **(Art. 10.6)**

**LEAVE CATEGORIES  
(ELM, Section 512.311)**

YEARS OF SERVICE	LEAVE CATEGORY	SICK LEAVE	ANNUAL LEAVE
Less than 3 years	4	13 Days	13 Days
3-15 years	6	13 Days	20 Days
Excess of 15 years	8	13 Days	26 Days

**LEAVE CREDIT ADJUSTMENT  
(ELM, Section 514.24)**

Employees who are on LWOP for a period, or periods, totaling 80 hours (normal number of work hours in one pay period) during a leave year have their leave credits reduced by the amount of leave earned in one pay period.

- H routes – 12 days of LWOP
- J routes – 11 days of LWOP
- K routes – 10 days of LWOP

**RCA CONVERSION TO REGULAR  
(Art. 9.1.C)**

RCA's on the rolls before Aug. 7, 1991	Appointed at Step C
RCA's appointed or converted to career position under 1988-90 Contract	Appointed at Step B

RCAs appointed or converted to a career position between Nov. 21, 1990, and Aug. 23, 1991, were converted under 1990-93 Contract. Appointed at Step B

RCAs appointed or converted to a career position after Aug. 24, 1991 Appointed at Step A

**REGULAR APPOINTED TO RCA  
(MOU #10)**

A regular rural carrier who wants to relocate because of a spouse's relocation or a personal hardship may be appointed as a rural carrier associate (RCA), provided there is a leave replacement vacancy in the office to which the regular carrier seeks relocation and the regular carrier resigns his or her career position prior to the appointment as an RCA.

**RCA TRANSFERS  
(Andrea Wilson, Sept. 1, 2000 Letter)**

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

**CALCULATING THE DPS PERCENTAGE  
(DPS & SEC/SEG MAIL – JANUARY 1, 1997)  
(Published in February 08, 1997 National Magazine)**

Find the total letter-size mail from the latest mail count by adding columns 2 (sector/segment) and 3 (DPS) to column 1 (raw letter mail).

Divide column 3 by the total letter-size mail:  $3/(1+2+3) = \text{DPS } \%$ .

**COMPENSATION FACTORS FOR SUB-STANDARD DPS  
(PO-603, Section 541.41 & 541.42)**

When there is a significant error in the DPS mail (125 or more pieces are missequenced and/or missorted), the minutes of credit due are calculated by multiplying the significant error by .0365.

When all DPS mail is received in a raw, unprocessed state or all DPS mail is improperly processed requiring casing, additional minutes of compensation shall be paid based on multiplying the average daily DPS received during the last count by .0365.

**CALCULATING DPS IMPACT**

When the route goes directly from receiving random sortation (raw mail) to receiving DPS, the impact is calculated by multiplying the weekly average DPS pieces reported in column 3 by .0365.

When the route goes from receiving sector/segment mail to receiving DPS, the impact is calculated by multiplying the weekly average DPS pieces reported in column 3 by .0254.

**CONVERSION OF D.U.V.R.S. (LINEAR MAIL VOLUME)  
TO PIECE COUNT**

Tray contains approximately 1.75 feet of mail  
DPS                                   approximately 215 pieces per foot  
Raw Letters                       approximately 227 pieces per foot  
Flats                                   approximately 115 pieces per foot  
Boxholders                        approximately 115 pieces per foot

**CONVERSION OF ALLOWANCE FACTORS**

Route Time DPS Letters .....30 per minute  
Office Time Raw Letters .....18 per minute



Office Time Sector Segmented Letters ..... 22.5 per minute  
Office Time Flats .....10 per minute

**PAY CODE TYPES (TYP) FOR EARNING STATEMENT  
(Postal Bulletin 22040 (12-28-00))**

The following codes are found on the pay stub (Form 1223):

- C - Christmas work
- F - DACA Code 3, Option 2 (50% of daily rate of pay)
- H - Holiday pay
- L - All types of leave taken
- O - Overtime, 150% of daily rate of pay (DACA Code 5, Option 3)
- W - Paid work hours
- X - X day taken

**DACA PAY CODES  
(F-21, Time and Attendance Manual, Chapter 5)**

- A – Annual Leave
- B – Non-Rural V Day (Holiday Work)
- C – Continuation of Pay
- D – Donated Leave
- E – Limited Duty
- H – Holiday Leave
- L – Leave without Pay
- M – Military Leave
- N – Military LWOP
- O – Other Leave (Administrative Leave)
- P – Work Hours other than Rural
- R\*-Worked Relief Day (Carrier entitled to X day within 12 weeks)
- S – Sick Leave
- T – Training
- U – AWOL
- V – Holiday Worked
- W – IOD/LWOP (Injured on Duty/Leave without Pay)
- X – Relief Day Taken

**Y\***-Non-Rural Relief Day Worked (Carrier works his/her relief day in other than rural delivery. Ex: Academy trainer). Earns an "X" day, not eligible for additional compensation.

**Z** – Steward Duty (Regular carriers only)

**3\***-Relief Day Worked with 50% pay

**4** – Day of Reflection

**5** – Relief Day Worked with 150% pay

**6** – Court Leave

**J\*\*** - 11-day Rural Route (One relief day per pay period)

**K\*\*** - 10-day Rural Route (Two relief days per pay period)

**\*During the period that starts with the beginning of the guarantee period through the end of the designated Christmas period, regular rural carriers must receive an X day in the same pay period in which the relief day is worked. Any X days earned prior to the beginning of the guarantee period may not be used during this period; however, this period extends the twelve weeks for scheduling those X days.**

**When a regular carrier who is entitled to an X day does not receive that X day during the same pay period as the relief day worked, the rural carrier is compensated 100% of the daily rate of pay and does not receive the X day. This is in addition to the compensation of 50% of the daily rate of pay received for working the relief day.**

**\*\*These are rural route types (classifications) determined by the route evaluation as developed from the national mail count or interim adjustment.**

#### **FREE SATURDAY PROVISIONS**

The approved absence on a Saturday of a regular carrier, substitute or an RCA in a leave earning capacity on a regular route which occurs within or at the beginning or end of a period of annual leave or sick leave, shall be, without charge to leave or loss of compensation, provided the appropriate leave balance on Form 1223 (earn-

ing statement) reflects at least six (6) days of leave. **(Art. 10.4. A; F-21, Section 581.15; ELM, Section 512.532)**

**The following rural DACA codes will NOT break the continuity for a Free Saturday on a J, H or M route:**

Annual Leave **(DACA Code A)**  
Sick Leave **(DACA Code S)**  
Donated Leave **(DACA Code D)**  
Court Leave **(DACA Code 6)**  
Holiday Leave **(DACA Code H)**

**All other DACA codes will NOT qualify for a Free Saturday.**

#### **ROUTE POSTING REQUIREMENTS**

- Normally, vacant routes should be posted within 30 days. **(Art. 12.3.A.2)**
- Evaluated routes are posted at the option when vacated **(F-21 554.6)**
- If an adjustment is pending, a 60-day extension may be made. **(Art. 12.3.A.2.a)**
- The notice will be posted for 10 calendar days. **(Art. 12.3.B.1)**
- The notice shall include the following information for the vacant route, as well as for every regular rural route in the office: the official position identification number, the route number, the day of the week of the authorized relief day, whether a USPS vehicle will be provided, length, classification, number of boxes, number of stops, the volume factor, whether the route is a seasonal route and physical and other requirements, including possession of a valid State driver's license and, if necessary, a certificate of vehicle familiarization and safe operation. Additionally, the notice shall state

that if the carrier is temporarily unable to perform the duties of any bid-for position, the carrier must have on file or submit during the bidding period medical certification indicating that the carrier will be able to fully perform the duties of the bid-for position in order to have the position held in abeyance. **(Art. 12.3.B.2)**

- The notice shall clearly state that the bidding is not only for the existing regular route, but also for eligible rural carrier to bid on any regular route(s) in the office that may become available as a result of filling the vacant route on the original posting. The posted notice shall clearly state the method(s) to be used for eligible rural carriers to submit bids, e.g. written, telephone, computer and/or other automated method. **(12.3.B.3)**

- Withdrawal or changes in bid preferences must be done prior to the closing date of the posting. **(12.3.B.7)**

- The posted route and any other routes resulting from the original posting shall be awarded within 10 days to the senior qualified bidder. **(Art. 12.3.C.3)**

- The employee shall be placed in the new assignment within 21 days of the award. *Note the December exception.* **(Art. 12.3.D.4)**

### **TRACKING TOTAL (FLSA) WORK HOURS**

**2080: (Art. 9.2.A.1.i-j)**

#### Hours Included in 2080

All actual work hours after subtracting the following hours:

#### Hours **Not** Included in 2080

Christmas overtime hours

Hours paid in Excess of 12 hrs. per day or 56 hrs. per week

“Option 3” hours (DACA Code 5) 150% of daily rate of pay

Relief day hours worked during Christmas period when no X-day is provided within the same pay period

**2240: (Art. 9.2.A.1.i-j)**

Hours Included in 2240

All actual work hours regardless of straight time or overtime

**RETIREMENT CREDIT  
SUBSTITUTE (DESIGNATION 73)  
(NRLCA National Magazine 2/11/89)**

All Substitute carriers who have served as Designation 73 before October 1, 1982, will be credited as **full time** for computing length of service and retirement annuity.

Retirement annuity will be reduced by 10% of the amount you owe the retirement fund, plus interest on all pre-October 1982 salary, unless a deposit is made.

All Substitute (Designation 73) service after October 1, 1982, will be credited as full time for computing length of service to be eligible for retirement. Years of service after October 1, 1982, cannot be used in computing your annuity unless you pay 7% of salary plus interest for all sub time from October 1, 1982, until you become a regular rural carrier.

All Substitute (Designation 73) time is counted as full time in determining your leave category.

**RETIREMENT CREDIT  
RCA/RCR – DESIGNATION 78/75  
(NRLCA National Magazine 2/11/89)**

When RCA/RCRs become career employees, they receive credit for time worked on an actual day basis towards retirement, up until January 1, 1989. No credit for work after January 1, 1989.

RCA/RCRs must pay 1.3% plus the variable interest rate for all

earnings prior to January 1989, in order to receive retirement credit. Interest continues on this amount until the full amount is paid, and it is in your best interest to pay this amount as soon as possible after you become a career employee. The Deposit Form is SF 3108. You cannot pay or buy the time after January 1989.

RCA/RCRs receive no credit for time worked towards determining their annual leave category.

### **RETIREMENT CODES**

CSRS	Code 1
CSRS Offset	Code 5
FERS	Code 8
FERS w Frozen CSRS	Code A

### **RETIREMENT ELIGIBILITY**

#### **CSRS**

- Age 55 with 30 yrs.
- Age 60 with 20 yrs.
- Age 62 with 5 yrs.

#### **FERS**

- Min. Retirement Age with 30 yrs.
- Age 60 with 20 yrs.
- Age 62 with 5 yrs.

#### **-Deferred Annuity**

- Deferred Annuity
- Min. Retirement Age with 10 yrs.  
Reduce by 5% for each year  
under age 62  
Can postpone to avoid or reduce penalty

### **CSRS REDEPOSIT SERVICE**

If repaid, will receive full retirement. If performed before 10/1/90 and credit with no reduction not repaid will have annuity actuarially reduced based on age factor and amount of redeposit owed. If after 10/1/90 must be repaid to receive credit in annuity.

## **FERS MILITARY CREDIT**

### **PRE-1956 SERVICE**

No Deposit  
Necessary

### **POST-1956 SERVICE**

Deposit paid (7%) plus variable interest  
Catch 62

- Military service that is creditable under CSRS is creditable under FERS, except that all post-1956 military service must be covered by a deposit to receive credit under FERS for any purpose.

- Deposit is 3% of earnings plus interest.

## **FERS NON-DEDUCTION SERVICE**

### **SERVICE BEFORE 1/1/1989**

Deposit must be made to receive credit toward eligibility and to have time used in computation of annuity.

### **SERVICE AFTER 1/1/1989**

Not creditable for any purpose

## **CSRS NON-DEDUCTION SERVICE**

### **PRE-1982**

Counts toward eligibility  
Used in computation of annuity  
10% reduction for non-payment

### **POST-1982**

Counts toward eligibility  
Not used in computation of annuity unless paid

## HANDBOOKS AND MANUALS BY NUMBER & TITLE

AS-353	Guide to Privacy, the Freedom of Information Act, and Records Management
AS-504	Space Requirements
ASM	Administrative Support Manual
DMM	Domestic Mail Manual
EL-301	Guide for Personnel Actions
EL-307	Reasonable Accommodations
EL-312	Employment and Placement
EL-502	CSRS Retirement Guide
EL-505	Injury Compensation Procedures
EL-603	EEO Complaint Processing
EL-801	Supervisors' Safety Handbook
EL-809	Guidelines for Area/Local Joint Labor Management
EL-814	Postal Employees' Guide to Safety
EL-902	USPS/NRLCA National Agreement
EL-921	Supervisors' Guide to Handling Grievances
ELM	Employee and Labor Relations Manual
F-1	Accounting and Reporting Policy
F-15	Travel and Relocation Handbook
F-18	Payroll Journal Guide
F-21	Time and Attendance
F-50	Examination of Stamp Credits
M-38	Management of Rural Delivery Services
MI	Management Instructions
MS-55	NDCBU Handbook
NRLCA	Magazine
PB	Postal Bulletin
P-5	Highway Contract Routes-Administration
P-5	Highway Contract Routes-Box Delivery Services
PO-602	Computerized Forwarding System Managers and Supervisors Guide
PO-603	Rural Carrier Duties and Responsibilities
PO-610	Signature Capture and Electronic Record Management
PO-701	Fleet Management
PO-702	Accident Investigations-Tort Claims
POM	Postal Operations Manual
POS	Poster
PUB	Publications
SP-1	Highway Contract Routes-Contract Delivery Services



### **OWCP FORMS**

CA-1	Federal Notice of Traumatic Injury & Claim for Continuation of Pay
CA-2	Notice of Occupational Disease and Claim for Compensation
CA-2a	Notice of Recurrence
CA-5	Claim for Compensation by Widow, Widower, and/or Children
CA-5b	Claim for Compensation by Parents, Brothers, Sisters, Grandparents, or Grandchildren
CA-6	Official Supervisor's Report of Employee's Death
CA-7	Claim for Compensation because of Traumatic Injury or Occupational Disease
CA-10	What a Federal Employee Should Do When Injured at Work
CA-17	Duty Status Report
CA-20	Attending Physician's Report
CA-1108	Recovery Statement Long
CA-1122	Recovery Statement Short
HCFA-1500	Health Insurance Claim Form
OWCP-04	Uniform Billing Form
OWCP-5a	Work Capacity Evaluation
OWCP-5b	Work Capacity Evaluation 2
OWCP-5c	Work Capacity Evaluation 3
OWCP-915	Claim for Medical Reimbursement
OWCP-957	Medical Travel Refund Request
OWCP-1500	Health Insurance Claim Form

### **POSTAL FORMS LISTED NUMERICALLY**

Notice 38	Approach to Curbside or Rural Mailbox
Notice 70	Privacy Act Notice
SF 91	Operator's Report of Motor Vehicle Accidents
SF 94	Statement of Witness
SF 95	Tort claim
PS 50	Notice of Personnel Action
PS 500	Rural Delivery Services Survey
PS 1067	Warning-Waiver of Rights
PS 1096	Cash Receipt
RC 1187	Dues Withholding-Regular/Relief Members
RC 1187-R	Dues Withholding-Retired Members

PS 1188	Revocation of Voluntary Authorization for Dues Withholding
PS 1216	Employee Current Mailing Address
PS 1221	Advanced Sick Leave Authorization
PS 1223-A	Earnings Statement
PS 1223-B	Earnings Statement (Direct Deposit)
PS 1224	Court Duty Leave Statement
PS 1234	Utility Card
PS 1236-A	Weekly Loan, Transfer, and Training Hours
PS 1314	Regular Rural Carrier Time Certificate
PS 1314-A	Auxiliary Rural Carrier Time Certificate
PS 1314-F	Rural Carrier FMLA Certificate
PS 1564	Address Change Sheet
PS 1564-B	Orders to Box Section or other Special Orders
PS 1700	Vehicle Accident Investigation Worksheet
PS 1709	Acceptance of Medical Treatment at USPS Facility
PS 1717	Bid for Preferred Assignment
PS 1723	Assignment Order
PS 1750	Employee Evaluation and/or Probationary Report
PS 1766	Hazard Warning Card
PS 1767	Report of Hazard, Unsafe Condition or Practice
PS 1768	Accident Report
PS 1770	Hazardous Material Report
PS 1778	Dog Warning Card
PS 2146	Employee Claim for Personal Property
PS 2198	Accident Report-Tort Claim
PS 2240-F	FLSA Overtime Adjustment Request
PS 2240-R	Rural Pay or Leave Adjustment Request
PS 2240-RA	Rural Pay or Leave Adjustment Request for PS Form 1314-A
PS 2430	EEO Investigation Report
PS 2485	Medical Examination and Assessment
PS 2486	Report of Specific Medical Condition
PS 2492	Request for Fitness for Duty Exam
PS 2548-11	Individual Training Record
PS 2574	Resignation from the Postal Service
PS 2591	Application for Employment
PS 2847	Rural Carrier Payment Authorization
PS 2848	Rural Carrier Route Mail Acceptance Data
PS 2944	Receipt for Customs Duty Mail

PS 3074	Request for Waiver of Claim for Erroneous Pay
PS 3239	Payroll Deduction Authorization
PS 3369	Consigned Credit Receipt
PS 3544	Post Office Receipt for Money
PS 3546	Notice to Change Forwarding Order
PS 3575	Change of Address Order
PS 3575-Z	Employee Generated Change of Address
PS 3582-A	Postage Due Bill
PS 3584	Postage Due Log
PS 3800	Receipt for Certified Mail
PS 3801	Standing Delivery Order
PS 3801-A	Agreement by an Apartment House, Hotel, etc.
PS 3811	Return Receipt
PS 3813	Receipt for Domestic Insured Parcel
PS 3813-P	Receipt for Insured Mail, Domestic/International
PS 3816	COD Mailing and Delivery Receipt
PS 3821	Clearance Receipt
PS 3849	Delivery Notice
PS 3867	Accountable Mail Delivery Log
PS 3883	Firm Delivery Book
PS 3896	Receipt for a Registered Article
PS 3970-D	Request to Donate Leave
PS 3970-R	Request to Receive Donated Leave
PS 3970-T	Donated Leave Transfer
PS 3971	Request for or Notification of Absence
PS 3972	Absence Analysis
PS 3981	Roster Sheet
PS 3982	Change of Address, Carrier's Case
PS 3982-R	Rural Boxholder Non-Delivery Request
PS 3993	Delivery Services Cost Comparative Analysis
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PS 4012	Brief of Rural Route Changes
PS 4015-A	Rural Carrier Agreement to use Annual Leave Pursuant to Election of High Route Option
PS 4015-B	Rural Carrier Agreement to Terminate Guarantee
PS 4015-C	Rural Carrier Agreement to Terminate Guarantee, Exercising Retreat of Bidding Rights

PS 4015-D	Rural Carrier Agreement to Terminate Guarantee
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PS 4027	Petition for Change in Rural Delivery
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PS 4056	Your Mailbox Needs Attention
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PS 4241	Rural Delivery Statistics Report
PS 4241-A	Rural Route Evaluation
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## TIME CONVERSION TABLE

Postal timekeepers use a combination of military time (for the hours) and decimal time (for the minutes). Hours in the morning need no conversion, but use a zero before hours below 10; to show evening hours, add 12. (Examples: 6:00 am = 0600; 1:00 pm = 1300.) Using this chart, convert minutes to fractions of one hundred. Thus, 15 mins. = .25, 30 mins. = .50, 45 mins. = .75, and so forth. (Examples: 8:15 am = 0825; 4:40 pm = 1667.)

Ordinary Time Clock	24-Hour Time Clock
12 Midnight	0000
1AM	0100
2AM	0200
3AM	0300
4AM	0400
5AM	0500
6AM	0600
7AM	0700
8AM	0800
9AM	0900
10 AM	1000
11 AM	1100
12 Noon	1200
1PM	1300
2PM	1400
3PM	1500
4PM	1600
5PM	1700
6PM	1800
7PM	1900
8PM	2000
9PM	2100
10 PM	2200

Minutes	Hundredths
0	.00
1	.02
2	.03
3	.05
4	.07
5	.08
6	.10
7	.12
8	.13
9	.15
10	.17
11	.18
12	.20
13	.22
14	.23
15	.25
16	.27
17	.28
18	.30
19	.32
20	.33

Minutes	Hundredths
21	.35
22	.37
23	.38
24	.40
25	.42
26	.43
27	.45
28	.47
29	.48
30	.50
31	.52
32	.53
33	.55
34	.57
35	.58
36	.60
37	.62
38	.63
39	.65
40	.67

Minutes	Hundredths
41	.68
42	.70
43	.72
44	.73
45	.75
46	.77
47	.78
48	.80
49	.82
50	.83
51	.85
52	.87
53	.88
54	.90
55	.92
56	.93
57	.95
58	.97
59	.98





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. . . . . M-38 229 **(M-83)**  
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**K-Route** . . . . . Art 9.2.C.6



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Mailing..... DMM 120  
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NDCBU ..... PB 6-15-89 **(K-9)**

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Time to obtain and return. Step 4, 1-29-97, F91R-4F-C 96024591 **(K-11.50)**

To Private Mail Receptacles ..... POM 9 632.2  
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**Keys Assigned to Carriers** ..... POM 9 633.52  
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**L**

**L-Routes** ..... PO-603 513  
..... MOU #15 EL-902

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Act of God . . . . . ELM 519.21  
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. . . . . Step 4, 6-22-78, RC-C-0302/5COL-2346 (L-19)  
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Approved (honoring of previously approved) . . . . . Art 10.2.C  
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Availability of leave replacement . . . . . Art 10.2.A  
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.....	ELM 514.1.C
.....	ELM 665.42
Buy back . . . . .	ELM 512.923
.....	9-17-91 Bauer Letter ( <b>L-34</b> )
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Category . . . . .	ELM 512.2
Charged Leave for Relief Day . . . . .	
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Sharing leave . . . . . MI EL-510-1999-4 10-27-99 **(L-59)**  
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Earning statement . . . . . PB 11-28-91 **(L-61)**

Sick . . . . . ELM 513

For dependent care . . . . . MOU #16 EL-902

For non-scheduled day. . . . .  
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<b>Long Life Vehicle (See LLV)</b>		
<b>Loop Mail</b> .....	6-10-94 MI PO-420-94-1	<b>(L-113)</b>
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Bar-coded parcels .....	PB 11-10-94	<b>(L-115)</b>
<b>Loss of Wage Earning Capacity (LWEC)</b> .....		
.....	Step 4, 5-01-98, C95R-4C-C 97110611	<b>(O-22.70)</b>
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<b>Lunch Break</b> .....	M-38 228.8	<b>(L-117)</b>
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..... PO-603 152.3  
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..... Step 4, 4-15-76, RC-C-6 (RC-3)/5MIN-3 **(L-120)**

Rest break, a part of. . . . . Step 4, 1-19-83, H1R-3A-C 11174 **(L-121)**

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**LWEC (see Loss of Wage Earning Capacity)**

**LWOP** ..... Art 10.4.B  
..... ELM 422.133  
..... ELM 514  
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Break in Service. . . . Step 4, 1-17-75, RB-W-93 (R-7) B-10-74R **(L-124.70)**

Not required to take LWOP to stay under 2080 . . . . .  
..... Step 4, 6-05-85, H1R-3W-C 43572 **(G-15)**  
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**M**

**Mail**

Acceptance Categories . . . . . POM 9 137

Accepting. . . . . POM 9 137

Advertising (Time Sensitive Delivery) . . . . . 8-17-94 HQ Letter **(M-3)**

Available Mail. . . . . PO-603 534.3

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First Class ..... DMM 130  
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..... DMM 330  
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Collected mail. .... PO-603 420  
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Color Code Policy ..... J. Small Letter 10-08-08 **(C-17)**

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Minimum Sizes .....	DMM 601
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Missent.....	Hbk M-5 <b>(M-17)</b>
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.....	POS 76 <b>(M-25)</b>
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 ..... A Guide To Business Mail Preparation Pub 25  
 ..... POM 9 Section 479

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Time sensitive delivery ..... 8-17-94 HQ Letter **(M-3)**

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Centralized delivery receptacles ..... POM 9 632.6  
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Curbside ..... DMM 508  
 ..... POM 9 632.521

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. . . . . Pre-Arb, 3-20-03, Q00R-4Q C 03056531 **(C-26)**

Address Cards . . Pre-Arb, 3-19-03, D95R-4D-C 01039476 **(M-58.30)**

Address Correction . . . . . Step 4, 4-18-83, H1R-3Q-C 14191 **(M-46)**

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**N**

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**National Safety Council (see Safe Driver Awards)**

**NDCBU Policy**

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**Neighborhood Delivery & Collection Box Units (NDCBUs)**.... Art 9.2.C.4

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- ..... Not 69B **(N-3)**
- ..... PB 6-15-89 **(K-9)**
- ..... NRLCA Mag 10-01-83 **(N-1)**
- ..... Step 4, 9-22-83, H1R-3W-C 20811 **(N-6)**
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**Parcels**

Additional trips to route.....	
.....	Pre-Arb, 3-14-05, Q95R-4Q-C 99245966 (V-1)
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 Too large for box ..... PO-603 331.2 (Revised) **(P-3)**  
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..... Art 20  
 ..... AS-504 261.4 **(P-12)**  
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**Partial Trip** ..... 5-20-87 Steve Smith Letter **(P-14)**

Additional trips to route.....

.....	Pre-Arb, 3-14-05, Q95R-4Q-C 99245966	(V-1)
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Leave replacement.....	F-21 581.5	
.....	Step 4, 2-06-01, J90R-4J-C99211187	(L-14)
Regular.....	F-21 581.4	
.....	Step 4, 5-17-88, H4R-5G-C 43533	(P-18)
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.....	ELM 434.522	
.....	ELM 435.23	
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.....	ELM 562.24	
<b>Part Time Flexible Rural Carriers (See PTF)</b>		
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..... ELM 360  
..... EL-301

..... EL-312  
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Credit for answering during mail count .....  
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..... Pre-Arb, 12-16-77, RB-S-154(R-13)3SR-6032 **(M-48)**

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**PMR (Postmaster Relief)** ..... EL-312 233.34 **(R-10.24)**

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**Political Activity by Employees** ..... ELM 663  
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.....	M-38 811
.....	Adjustment Policy M-38 823 Revision April 2000
.....	Automation MOU 10-04-90
	<b>(P-110)</b>
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**PTF (Part Time Flexible Rural Carrier)** ..... Art 7.1.B  
..... Art 30.2.A.3  
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Appointment ..... Art 30.2.A

Assignment/ District wide posting . . . . 6-30-05 Daigneault Letter **(P-6)**  
..... Q&A 4-08-08 **(R-9)**

Assignment/utilization on more than one regular route. ....  
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Auxiliary route leave replacement unavailable. .... Art 30.2.G.5

Awarding a vacant route ..... Art 12.3.C

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.....	ELM 520
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Order of Consideration for Covering a Route.....	<b>(O-6)</b>
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Required to work more than one route.....	
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Working evaluated hours.....	Art 30.2.O
.....	Art 9.2.C.5.i



**Q**

**Qualification Standards** ..... ELM 312

    Bargaining (Rural Carrier)..... Qualification Standards (**Q-2**)

**Quality** ..... 2-23-94 Cagnoli Letter (**Q-3**)

**Quality Control** ..... All PO-800 Hbks

**Quarter-mile Rule (Free Delivery)**..... Direct Line Q & A (**Q-9**)

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    Absent employee request for posting notice to be mailed. . . Art 12.3.B.2

    Additional duties ..... Step 4, 6-24-04, J95R-4J-C 01157322 (**R-4**)

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    Appointment ..... Art 30.2.A

    Approved absence does not interrupt 90-day leave qualifying period. . .

        ..... ELM 512.552

        ..... Step 4, 10-29-91, H7R-2K-C 43806 (**R-6**)

Assigned to one route . . . . . Art 30.2.C

Availability . . . . . Art 10.2.A

Awarding vacancies . . . . . Art 12.3.B

Back-up to the auxiliary . . . . . NRLCA/USPS Policy **(R-7)**  
. . . . . Step 4, 10-09-91, H7R-4U-C 25222 **(A-121)**

Bidding seniority on transferred route . . . . . Art 30.2.F.2

Breaking ties . . . . . Art 12.2.B.3

Classification . . . . . Art 7.2

Compensation for curtailed mail . . . . .  
. . . . . Step 4, 4-21-06, B00R-4B-C 04075045 **(R-3)**

Designation code 78 . . . . . Art 7.2.C

Disciplinary procedures . . . . . Art 30.2.M

Dual appointments . . . . . EL-301 290 **(D-72)**  
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. . . . . ELM 422.153  
. . . . . F-21 531.92 **(D-70)**

Election to work auxiliary 6 days per week . . . . . Art 30.2.G.1  
. . . . . Option Form **(A-124.57)**

Election to work auxiliary or regular vacant route . . . . .  
. . . . . 8-12-03 Letter of Mutual Understanding **(R-5)**

Employees on Active Military Duty . . . . . 2-15-91 MOU **(B-6)**

Entitled to additional work . . . . .

..... Step 4, 6-28-96, F91R-4F-C 95038073	<b>(A-114.70)</b>
..... Step 4, 5-01-98, G95R-4G-C 97105440	<b>(T-9.700)</b>
Entitled to a leave replacement when serving vacant route. ....	Art 30.2.C.4
Entitled to work evaluation of assigned regular route. ....	Art 30.2.O
..... Andrea B. Wilson Letter, 10-02-98	<b>(L-2)</b>
..... Pre-Arb, 3-14-05, G00R-4G-C-02139495	<b>(L-7)</b>
Entitled to compensation for evaluation of auxiliary route . . . . .	
..... Step 4, 8-21-02, E95R-4E-C 99331878	<b>(R-12.50)</b>
Entitled to work evaluation of assigned auxiliary (settlement of four grievances) . . . . .	
..... Step 4, 6-11-87, H4R-3A-C 26842 et al.	<b>(R-13)</b>
Entitled to work evaluation of assigned auxiliary regardless of part-time service on one or more regular routes. . . . .	
..... Andrea B. Wilson Letter, 10-02-98	<b>(L-2)</b>
..... Step 4, 7-05-95, H7R-4J-C 35693 and Q & A	<b>(R-29)</b>
Entitled to work higher paid route. . . . .	
..... Step 4, 2-24-93, HOR-2D-C 9177	<b>(R-14.00)</b>
Excess employee . . . . .	Art 30.2.I
Filling an auxiliary route . . . . .	Art 30.2.G
..... Step 4, 5-31-96, G91R-4G-C 95042213	<b>(A-114.710)</b>
..... Step 4, 6-28-96, F91R-4F-C 95038073	<b>(A-114.70)</b>
Filling leave replacement vacancy on regular route. . . . .	Art 30.2.E
Financial liability . . . . .	Art 30.2.J
Federal Employee Health Insurance for Non-Career. . . . .	MOU <b>(F-12)</b>

Health benefits eligibility . . . . . PB 3-16-89 **(H-20)**

Higher level assignments . . . Step 3, 7-21-06, G00R-4G-C06045448 **(H-34)**  
. . . . . EL-312 733 **(H-35)**  
. . . . . ELM 417  
. . . . . F-21 585

Injured on Duty . . . . . MOU 7-03-08 **(R-8)**

Leave benefits when regular absent more than 90 days . . . . Art 10.5.A  
. . . . . F-21 581.212, 581.232  
. . . . . Step 4, 10-29-91, H7R-2K-C 43806 **(R-6)**  
. . . . . F-21 580 **(L-13)**

Leave benefits on vacant route . . . . . Art 10.5.A  
. . . . . F-21 580 **(L-13)**

Leave earning benefits on aux route . . . . . Art 10.5.B  
. . . . . NRLCA Mag 3-06-93 **(L-50)**  
. . . . . F-21 580 **(L-13)**

MSPB appeal right. . . . . 3-02-95 Garwood Letter **(M-93)**

No leave replacement assigned. . . . . Art 30.2.D.2  
. . . . . Step 4, 4-17-90, H7R-4Q-C 19937 **(R-21.60)**

No more than one RCA assigned to each route . . . . . Art 30.2.A.  
. . . . . Art 30.2.C.3

No retirement credit for days worked after 1-1-89 . . . . . ELM 582.12

Non-discrimination. . . . . Art 30.2.K

Not available, another qualified employee may be designated. . . . .  
. . . . . Art 30.2.D.2

Order of Consideration for Covering a Route . . . . . **(O-6)**

Partial trip completed by regular carrier (see **Partial Trip**)

Primary responsibility to assigned regular route . . . . . Art 30.2.C.2

Probationary period . . . . . Art 30.2.B

Reassigned to another office . . . . . Art 30.2.F

Reemployment (IOD) . . . . . ELM 546.233  
. . . . . 11-30-89 Furgeson Letter **(R-28)**  
. . . . . Step 4, 3-20-91, H7R-5H-C 19650 **(I-21.40)**

Relief when serving full-time (entire work week) on J or K route. . . . .  
. . . . . Art 30.2.H  
. . . . . Step 4, 7-05-95, H7R-4J-C 35693 and Q & A **(R-29)**  
. . . . . Step 4, 3-12-98, E95R-4E-C 97100186 **(R-29.10)**

Relinquishing route. . . . . Step 4, 5-15-98, J95R-4J-C 97039667 **(A-124.70)**

Removal, just causes . . . . . Art 30.2.M

Required to work evaluated time . . . . .  
. . . . . Step 4, 6-17-91, H7R-3F-C 32984 **(E-53.70)**

Required to work more than 1 route per day . . . . .  
. . . . . Step 4, 7-24-95, E91R-4E-C 95025412 **(R-29.67)**  
. . . . . Step 4, 4-24-02, G95R-4G-C00170298 **(R-96)**

Saturday leave. . . . . Art 10.4.A

Scheduling . . . . . Pre-Arb, 3-14-05, G00R-4Q-C 02139495 **(M-84)**  
. . . . . Step 4, 7-15-05, E00R-4E-C 02148230 **(S-18)**  
. . . . . Step 4, 6-03-08, K00R-4K-C 07231049 **(S-19)**

Second Route . . . . . Step 4, 6-28-96, F91R-4F-C 95038073 **(A-114.70)**

Seniority when transferring with regular route to another office . . . Art 30.2.F  
. . . . . NRLCA Mag 4-09-94 (Q&A) **(R-30)**

Serving as auxiliary assistance. . . . . Art 9.2.H.2  
. . . . . Andrea B. Wilson Letter, 10-02-98 **(L-2)**

Straight time rate . . . . . Art 8.3.A.3&4

Sunday work . . . . . Art 30.2.P  
Step 4, 5-1-96, H91R-4H-D 95031977 & J91R-4J-C 95035430 **(R-54)**

Suspension . . . . . Art 30.2.M

Terms . . . . . Art 1.B

Training on additional routes . . . . .  
. . . . . Step 4, 5-01-98, G95R-4G-C 97105440 **(T-9.700)**

Transfers . . . . . Art 30.2.F  
. . . . . 9-1-00 Wilson Letter **(P-115)**

Unavailable for relief day . . . . . Art 30.2.D.2  
. . . . . Art 11.2.B  
. . . . . Step 4, 8-23-05, F00R-4J-C 04196888 **(H-70)**  
. . . . . Step 4, 6-24-04 J95R-4J-C 01254605 **(R-91)**

Utilized on up to three routes . . . . . Art 30.2.C.2  
. . . . . Step 4, 5-01-98, G95R-4G-C 97105440 **(T-9.700)**

RCA volunteers to cover route in another office. . . . . MOU 4-02-99 **(R-20)**

**RCR Employees** . . . . . Art 30.2  
. . . . . Art 7.2.F

Additional duties . . . . . Step 4, 6-24-04, J95R-4J-C 01157322 **(R-4)**  
. . . . . Step 4, 3-12-98, F95R-4F-C 97037351 **(R-4.10)**

Breaking ties. . . . . Art 12.2.B.3

Conversion to RCA . . . . . 11-12-86 MOU **(R-33)**

Designation code 75 . . . . . Art 7.2.F

Disciplinary procedures . . . . . Art 30.2.M

Dual appointments . . . . . EL-301 290 **(D-72)**  
. . . . . EL-312 233.34 **(R-10.24)**  
. . . . . ELM 422.153  
. . . . . F-21 531.92 **(D-70)**

Elect to serve auxiliary 6 days per week . . . . . Art 30.2.G.1  
. . . . . Option Form **(A-124.57)**

Elect to work auxiliary or regular vacant route. . . . .  
. . . . . 8-12-03 Letter of Mutual Understanding **(R-5)**

Entitled to additional work . . . . .  
. . . . . Step 4, 6-28-96, F91R-4F-C 95038073 **(A-114.70)**  
. . . . . Step 4, 5-01-98, G95R-4G-C 97105440 **(T-9.700)**

Entitled to work evaluated hours of assigned regular route . . Art 30.2.O  
. . . . . Andrea B. Wilson Letter, 10-02-98 **(L-2)**  
. . . . . Pre-Arb, 3-14-05, G00R-4G-C-02139495 **(L-7)**

Entitled to work evaluated hours of assigned auxiliary route . . . . .  
Settlement of four grievances, Step 4, 6-11-87, H4R-3A-C 26842 et al **(R-13)**

Entitled to compensation for evaluation of auxiliary route . . . . .  
. . . . . Step 4, 8-21-02, E95R-4E-C 99331878 **(R-12.50)**

Entitled to work evaluated hours of assigned auxiliary route regardless of part-time service on one or more regular routes . . . . . Step 4, 7-05-95, H7R-4J-C 35693 and Q & A **(R-29)**

Entitled to work higher-paid route. . . . . Step 4, 2-24-93, H0R-2D-C 9177 **(R-14.00)**

Excess employee . . . . . Art 30.2.I

Filling an auxiliary route . . . . . Art 30.2.G  
. . . . . Step 4, 5-31-96, G91R-4G-C 95042213 **(A-114.710)**

Filling vacancy on regular route . . . . . Art 30.2.E

Financial liability . . . . . Art 30.2.J

Federal Employee Health Insurance for Non-Career. . . . . MOU **(F-12)**

Health benefits eligibility . . . . . PB 3-16-89 **(H-20)**

Higher level assignments . . . . .  
. . . . . Step 3, 7-21-06, G00R-4G-C06045448 **(H-34)**  
. . . . . EL-312 733 **(H-35)**  
. . . . . ELM 417  
. . . . . F-21 585

Injured on Duty . . . . . MOU 7-03-08 **(R-8)**

MSPB appeal rights. . . . . 3-02-95 Garwood Letter **(M-93)**

Non-discrimination. . . . . Art 30.2.K

No leave replacement assigned . . Step 4, 4-17-90, H7R-4Q-C 19937 **(R-21.60)**  
. . . . . Art 30.2.D.2

No retirement credit for days worked after 1-1-89 . . . . . ELM 582.12.c



Order of Consideration for Covering a Route . . . . . **(O-6)**

Partial trip completed by regular carrier (see **Partial Trip**)

Primary responsibility to assigned regular route. . . . . Art 30.2.C.2

Reemployment (IOD) . . . . . ELM 546.233  
. . . . . 11-30-89 Furgeson Letter **(R-28)**

Relief when serving full-time (entire work week) on J- or K-route . . . .  
. . . . . Art 30.2.H  
. . . . . Step 4, 7-05-95, H7R-4J-C 35693 and Q & A **(R-29)**  
. . . . . Step 4, 3-12-98, E95R-4E-C 97100186 **(R-29.10)**

Removal, just cause. . . . . Art 30.2.M

Required to work evaluated time. . . . .  
. . . . . Step 4, 6-17-91, H7R-3F-C 32984 **(E-53.70)**

Required to work more than 1 route per day . . . . .  
. . . . . Step 4, 2-24-95, E91R-4E-C 95025412 **(R-29.67)**

Scheduling . . . . . Pre-Arb, 3-14-05, G00R-4Q-C 02139495 **(M-84)**  
. . . . . Step 4, 7-15-05, E00R-4E-C 02148230 **(S-18)**  
. . . . . Step 4, 6-03-08, K00R-4K-C 07231049 **(S-19)**

Seniority when transferring with route to another office . . . Art 30.2.F.2

Serving as an auxiliary assistant . . . . . Art 9.2.H.2

Special provisions . . . . . Art 30.2

Sunday work . . . . . Art 30.2.P  
Step 4, 5-1-96, H91R-4H-D 95031977 & J91R-4J-C 95035430 **(R-54)**

Suspension .....	Art 30.2.M
Training on additional routes .....	
..... Step 4, 5-01-98, G95R-4G-C 97105440	<b>(T-9.700)</b>
Transfers .....	Art 30.2.F
Unavailable .....	Art 30.2.D
.....	Art 11.2.B
.....Step 4, 6-24-04, J95R-4J-C 01254605	<b>(R-91)</b>
Utilized on up to three routes .....	Art 30.2.C.2
..... Step 4, 5-01-98, G95R-4G-C 97105440	<b>(T-9.700)</b>
<b>RCS (Rural Carrier Pay Schedule)</b> .....	Art 9.2.B
<b>Reasonable Accommodation</b> .....	3-15-01 MOU <b>(R-56)</b>
.....	EL-312 235.2 <b>(D-41)</b>
<b>Reassignment</b> .....	Art 12.4
OWCP .....	Step 4, 5-01-98, C95R-4C-C 97110611 <b>(O-22.70)</b>
<b>Recall of Mail</b> .....	DMM 507
.....	PO-603 321.8
.....	POM9 137.72
<b>Recording Devices</b> .....	ELM 667.2
<b>Records</b> .....	
Personnel .....	ELM 616.34
Retention schedules .....	ASM 89
<b>Recurring Work Duties</b> .....	Art 9.2.C.14

..... Step 4, 8-03-89, H4R-4L-C 25409 **(R-61.700)**

**Reduction in force** ..... Art 6

**Re-Employment** ..... ELM 323.3  
..... EL-312 233.37 **(R-63)**  
..... EL-312 234.73 **(R-64)**

After injury on duty ..... ELM 546.222  
..... Step 4, 3-20-91, H7R-5H-C 19650 **(I-21.40)**

Leave recrediting..... ELM 512.9

**Registers** ..... EL-312 41-46 **(R-66)**  
..... ELM 340  
(USPS extended third year)..... Step 4, 10-27-88, H4R-4S-C 39294 **(R-68)**

**Register Depletion** ..... ELM 341.32

**Registered Mail, Delivery** ..... PO-603 341.4

**Registering to Vote** .....ELM 519.32

**Regular Rural Carrier Employee**

Absent employee requests bid posting notices ..... Art 12.3.B.5

Additional compensation..... Allen Kane Memo, 12-31-91 **(R-80)**

Applies for a rural carrier vacancy in another post office .. Art 12.2.C.3

Awarding a Vacant Route ..... Art 12.3.C

Bidding procedures..... Art 12.3.B

Breaking ties..... Art 12.2.B.1

Compensation . . . . .	Art 9
. . . . .	F-21 Ch 5
Designation code 71 . . . . .	Art 7.1.A
Elects to be reassigned in lieu of a junior carrier . . . . .	Art 12.2.C.2&8
Excess . . . . .	Art 12.5.B
. . . . .	Art 12.5.A
. . . . .	Art 12.3.C.1.b
. . . . .	Art 12.2.C.8
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Full day of relief . . . . .	Step 4, 6-04-97, G95R-4G-C 96092959 ( <b>F-71.70</b> )
Holidays . . . . .	Art 11.1
. . . . .	Art 11.2.B
Involuntarily reassigned . . . . .	Art 12.4.C
. . . . .	Art 12.2.C.1
. . . . .	Art 12.5.B.5
Limited Duty . . . . .	Step 4, 7-19-91, H7R-4L-C 28490 ( <b>L-95.700</b> )
Loss of Driver's License . . . . .	Art 29.4
Loss of Driving Privileges . . . . .	Art 29.5
Mutual exchange . . . . .	Art 12.3.A.1.d
. . . . .	Art 12.3.C.2.b
. . . . .	Art 12.5.A.3
Assignment involving mutual transfer . . . . .	
. . . . .	Step 4, 3-12-98 G95R-4G-C 97067491 ( <b>L-108</b> )
Mutual exchange in same post office prohibited . . . . .	Art 12.5.A.4
Mutual Exchange Request Form . . . . .	

..... Pre-Arb, 10-27-08, Q00R-4Q-C 06046409 (M-13)	
Mutual transfer .....	Art 12.3.A.1.d
.....	Art 12.3.C.2.b
.....	Art 12.5.A.3
Nondiscrimination .....	Art 2
Not required to work more than one route .....	Art 30.1.P
.....	Step 4, 4-11-84, H1R-4E-C 21454 (P-29)
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Primary responsibility of leave replacement to assigned regular route ..	
.....	Art 30.2.C.2
Provided no Substitute, RCA, RCR or TRC is assigned exclusively to the route	
.....	Art 30.2.C.3
.....	Art 30.2.D.2
.....	Step 4, 4-17-90, H7R-4Q-C 19937 (R-21.60)
RCA volunteers to cover route in another office ..	MOU 4-02-99 (R-20)
Reassignment or Reemployment of Employees Injured on Duty .....	
.....	ELM 546
Reassignments .....	Art 12.5
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Reemployment .....	Art 12.1.D
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Reinstatement .....	Art 12.3.E.1
Relinquishing Route .....	MOU #6 EL-902
Relocation of regular carrier to RCA position .....	MOU #10 EL-902

Required to work designated holiday. . . . . Art 11.2.B  
. . . . . Step 4, 8-23-05, F00R-4J-C 04196888 **(H-70)**

Required to work on the Christmas holiday . . . . . Art 11.2.C

Residual vacancies, 73s who bid out of office . . . . . MOU #3 EL-902

Retreat rights . . . . . Art 12.5.C  
. . . . . Art 12.5.A.2.a  
. . . . . Art 12.3.C.1.a  
. . . . . Art 12.5.A.1  
. . . . . Art 12.2.C.6  
. . . . . Art 12.2.C.4

Reverting to PTF in Lieu of Reassignment . . . . . Art 12.5.D  
. . . . . ELM 323.3

Right to an RCA . . . . . Art 30.2.A.2

Saturday as relief day . . . . . POM 9 651.1 (NOTE)  
. . . . . F-21 581.141  
. . . . . Step 4, 3-02-04 G00R-4G-C 03135574 **(S-9)**

Saturday leave . . . . . Art 10.4

Scheduling of TRCs. . . . Pre-Arb, 3-14-05, G00R-4Q-C 02139495 **(M-84)**

Seniority . . . . . Art 12.2.C

Serving as auxiliary carrier during Christmas . . . . . Art 9.2.K.1.b (2)

Substitutes who bid out of office to become regulars . MOU #3 EL-902

Sunday work, prohibited from. . . . .  
Step 4, 5-1-96, H91R-4H-D 95031977 & J91R-4J-C 95035430 **(R-54)**

Supplemental pay . . . . .	Allen Kane Memo, 12-31-91	<b>(R-80)</b>
Unavailability of relief employee. . . . .	Art 30.2.D	
Vacancy at district level . . . . .	Art 12.3.D	
Voluntarily transfer to another post office . . . . .	Art 12.2.C.3&4	
Working Relief Day . . . . .	Step 4, 4-24-02, G95R-4G-C00170298	<b>(R-96)</b>
<b>Rehabilitation Act of 1973 . . . . .</b>		<b>(R-70)</b>
<b>Reinstatement of Employees . . . . .</b>	Art 12.3.E.1	
. . . . .	EL-312 233.32	<b>(R-82)</b>
. . . . .	ELM 323.23	
. . . . .	ELM 354.27	
. . . . .	ELM 412.1c	
. . . . .	ELM 512.9	
. . . . .	ELM 524.78	
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Changing relief day. . . . .	Step 4, 11-30-84, H1R-4B-C 30299	<b>(R-92)</b>
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<b>Relief Day Work List.....</b>	Art 8.5	
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<b>Relinquishing Route.....</b>	MOU #6 EL-902	
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**Route Measurement** ..... Art 9.2.C.15  
..... Art 30.1.E  
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**Route Re-measurement** . . . . . Rural Route Measurement Booklet  
. . . . . (Delivery Policies and Programs Operations Support)  
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. . . . . Step 4, 1-25-90, H7R-2D-C 13328 **(R-147)**

**Route Posting (see also Posting of Vacant Routes and Posting, Consolidations and Conversions)**. . . . . Art 12.3  
. . . . . Step 4, 8-06-09, H00R-4H-C 08270674 **(R-17)**

**Rules of Disclosure** . . . . . Handbook AS-353 **(F-69)**

**Rural Carrier (see Regular Carrier)**

**Rural Carrier Associate (see RCA)**

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**Rural Carrier Relief (see RCR)**

**Rural Carrier Relief Act** . . . . . NRLCA Mag 11-05-94 **(R-150)**

**Rural Carrier Route Test** . . . . . F-65 Chapter 4 **(R-150.67)**

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**Rural Carrier Seniority** . . . . . Art 12.2  
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Safe Driver Award . . . . .	ELM 842
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Supervisor’s Guide to Safety. . . . .	EL-801
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    Classification and fees . . . . . DMM 503

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Not required to go into lobby .....	PO-603 162.1
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..... and 12-06-89 Analysis, Steve Smith <b>(S-61)</b>	
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<b>Steward Confidentiality</b> ... Step 4, 2-11-02, E95R-4E-D99170071 <b>(P-1)</b>	
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Elections (See <b>Steward Elections</b> )	
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Steward pay. ....	Step 4, 4-10-96, E91R-4E-C 95033414 <b>(S-63.70)</b>
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<b>Strapping-out Procedures</b> .....	PO-603 260
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<b>Streams</b> .....	M-38 431 <b>(E-69)</b>
.....	POM 9 652.332
<b>Street Names</b> .....	POM 9 656.1
<b>Strike</b> .....	Art 18
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.....	Supervisor's Guide to Mail Count
<b>Subcontracting</b> .....	Art 32
<b>Subsistence</b> .....	Art 36.2
<b>Substantial Service Changes</b> .....	PO-603 414
.....	PO-603 540
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Route Adjustments. . . . .	Step 4, 6-24-98, I95R-4I-C 97008871 <b>(S-68.70)</b>
.....	Letter of Mutual Understanding 9-22-08 <b>(S-21)</b>
<b>Substantially Better Qualified</b> .....	Art 12.3.C.2.e
.....	Art 12.3.C.2.g
.....	NRLCA Mag 6-02-90 <b>(S-69)</b>
.....	NRLCA Mag 2-12-94 (Q #2) <b>(S-70)</b>
.....	Step 4, 5-12-82, HIR-5H-C-30 <b>(S-71)</b>
.....	Step 4, 8-25-89, H7R-1K-C 16789 <b>(S-72)</b>
<b>Substitute Rural Carrier Employees</b> (Designation code 73) . .	Art 7.2.A
.....	Art 7.2.B
Absent employee requests bid posting notice to be mailed....	Art 12.3.B.5
<b>Active Military Duty</b> .....	2-15-91 MOU <b>(B-6)</b>
<b>Additional duties</b> .....	Step 4, 6-24-04, J95R-4J-C 01157322 <b>(R-4)</b>
.....	Step 4, 3-12-98, F95R-4F-C 97037351 <b>(R-4.10)</b>

Approved absence does not interrupt 90-day leave qualifying period. . .  
 ..... ELM 512.552  
 ..... Step 4, 10-29-91, H7R-2K-C 43806 **(R-6)**

Auxiliary route ..... Art 30.2.G

Benefits ..... Art 30.2.L

Bid out of office ..... MOU #3 EL-902

Break in Service. .... Step 4, 10-07-83, H1R-2B-C 7056 **(B-36.700)**

Breaking ties ..... Art 12.2.B

Designation 72 (when serving vacant route over 90 days)  
 ..... F-21 581.21, 581.23

Discipline procedures ..... Art 30.2.M

Dual appointments. .... ELM 348  
 ..... ELM 422.153  
 Pay procedures. .... F-21 531.92 **(D-70)**

Elect to serve auxiliary 6 days per week. .... Art 30.2.G  
 ..... Option form for 6-day assignment **(A-124.57)**

Elect to work auxiliary or regular vacant route. ....  
 .....8-12-03 Letter of Mutual Understanding **(R-5)**

Emergencies when substitute not available. .... Art 30.2.D.5

Entitled to additional work .....  
 ..... Step 4, 6-28-96, F91R-4F-C 95038073 **(A-114.70)**  
 ..... Step 4, 5-01-98, G95R-4G-C 97105440 **(T-9.700)**

Entitled to work evaluated hours of assigned auxiliary route . . . . .  
 (Settlement of four grievances). . . . .  
 . . . . . Step 4, 6-11-87, H4R-3A-C 26842 et al. **(R-13)**

Entitled to compensation for evaluation of auxiliary route . . . . .  
 . . . . . Step 4, 8-21-02, E95R-4E-C 99331878 **(R-12.50)**

Entitled to work evaluated hours of assigned auxiliary route regardless of  
 part-time service on one or more regular routes . . . . .  
 . . . . . Step 4, 7-05-95, H7R-4J-C 35693 and Q & A **(R-29)**

Entitled to work evaluated hours of assigned regular route. . . Art 30.2.0  
 . . . . . Step 4, 2-26-87 (settlement of many grievances involving  
 . . . . . RCRs and substitutes) **(R-12)**

Entitled to work higher paid route. . . . .  
 . . . . . Step 4, 2-24-93, HOR-2D-C 9177 **(R-14.00)**

Excess employee . . . . . Art 30.2.I

Filling an auxiliary route . . . . . Art 30.2.G

Filling a leave replacement vacancy on a route . . . . . Art 30.2.E

Financial liability . . . . . Art 30.2.J

FLSA option when serving vacant route full time. . . . . Art 9.2.G

Health benefits eligibility . . . . . PB 3-16-89 **(H-20)**

Higher level assignments, not eligible. . . . . EL-312 733 **(H-35)**  
 . . . . . ELM 417  
 . . . . . F-21 585

Holiday pay. . . . . Art 11

Injured on Duty . . . . . MOU 7-03-08 **(R-8)**

Leave benefits when regular absent more than 90 days . . . . Art 10.5.A  
. . . . . ELM 512.552  
. . . . . F-21 581.212

Leave benefits when serving an aux route more than 90 days. . . . .  
. . . . . Art 10.5.B  
. . . . . ELM 512.552  
. . . . . NRLCA Mag 3-06-93 **(L-50)**  
. . . . . Step 4, 10-29-91, H7R-2K-C 43806 **(R-6)**

Leave benefits when serving a vacant route. . . . . Art 10.5.A  
. . . . . ELM 512.552

Loss of Driving Privileges. . . . . Art 29.5

No leave replacement assigned . . . . .  
. . . . . Step 4, 4-17-90, H7R-4Q-C 19937 **(R-21.60)**  
. . . . . Art 30.2.D.2

No retirement credit for days worked after 1-1-89 . . . . . ELM 582.12

Non-discrimination. . . . . Art 30.2.K

Not more than one substitute assigned to each rural route. . Art 30.2.C.3

Posting vacant routes . . . . . Art 12.3.A

Primary responsibility to assigned regular route. . . . . Art 30.2.C.2  
. . . . . Art 30.2.G.4

Probationary period . . . . . Art 30.2.B

Reassigned to another office . . . . . Art 30.2.F

Reemployment (IOD) . . . . . ELM 546  
. . . . . 11-30-89 Furgeson Letter **(R-28)**

Relief day when serving full time (entire week) on a J- or K-route . . . .  
. . . . . Art 30.2.H  
. . . . . Step 4, 10-15-86, H4R-1Q-C 14636 **(S-102)**  
. . . . . Step 4, 6-14-88, H4R-4B-C 37708 **(S-103)**  
. . . . . Pre-Arb, 7-05-95, H7R-4J-C 35693 and Q & A **(R-29)**  
. . . . . Step 4, 3-12-98, E95R-4E-C 97100186 **(R-29.10)**

Relinquishing Route . . . . .  
. . . . . Step 4, 5-15-98, J95R-4J-C 97039667 **(A-124.70)**

Required to work evaluated time. . . . .  
. . . . . Step 4, 6-17-91, H7R-3F-C 32984 **(E-53.70)**

Required to work more than 1 route per day . . . . .  
. . . . . Step 4, 7-24-95, E91R-4E-C 95025412 **(R-29.67)**

Saturday leave. . . . . Art 10.4.A

Second route . . . . . Step 4, 6-28-96, F91R-4F-C 95038073 **(A-114.70)**

Seniority . . . . . Step 4, 10-07-83, H1R-2B-C 7056 **(B-36.700)**

Seniority when transferring with route to another office. . . . . Art 30.2.F

Sunday work . . . . . Art 30.2.P  
Step 4, 5-1-96, H91R-4H-D 95031977 & J91R-4J-C 95035430 **(R-54)**

Training on additional routes . . . . .  
. . . . . Step 4, 5-1-98, G95R-4G-C 97105440 **(T-9.700)**

Transfers . . . . . Art 30.2.F

Unavailability . . . . . Art 30.2.D

..... Art 11.2.B  
..... Step 4, 6-24-04, J95R-4J-C 01254605 (R-91)

Utilized on up to three routes ..... Art 30.2.C.2  
..... Step 4, 5-01-98, G95R-4G-C 97105440 (T-9.700)

**Sunday Work**

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Step 4, 5-1-96, H91R-4H-D 95031977 & J91R-4J-C 95035430 (R-54)

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**UMPS (Union Management Pairs)(USPS/NALC)** .....  
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**Unable to Finish Route** ..... 5-20-87 Steve Smith Letter **(P-14)**

Leave replacement ..... F-21 581.5

Regular ..... F-21 581.4  
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**Unavailability/Removal RCA/RCR** ..... Art 30.2.M

**Undeliverable As Addressed Mail** ..... PO-603 240  
..... PO-603 242

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Parcels .....	Step 4, 7-24-98, B95R-4B-C 98027976 <b>(P-7.60)</b>
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<b>Unemployment Compensation</b> .....	ELM 550
<b>Uniformed Services Employment and Reemployment Rights Act of 1994</b> .....	<b>(U-2)</b>
Userra EAP tips .....	<b>(U-3)</b>
<b>Uniforms (see also Dress Codes)</b>	
Purchasing .....	8-28-96 Daigneault Letter <b>(U-25.600)</b>
Suitable Attire .....	Pre-Arb, 1-28-82, H8R-4B-C-33982 <b>(D-62)</b>

**Unilateral Action**

Prohibition . . . . . Art 5

**Union Recognition** . . . . . Art 1

**Union Management Pairs (UMPS)** . . . . .  
. . . . . Step 4, 9-22-89, H7R-5L-C 12543 **(U-1)**

**Unions (see also Labor Relations)**

Attending union conventions . . . . . Art 24.2  
. . . . . Step 4, 6-14-88, H4R-4J-C 36911 **(L-39)**

Dues Withholding . . . . . ELM 920  
. . . . . Art 17.6

Electioneering on Postal Premises . . . . . 9-06-84 Gildea Letter **(U-30)**

Membership in NRLCA . . . . .  
Begins when a local, state or national officer is given either the appropriate cash payment or a completed Form 1187  
. . . . . National Board Meeting Notes February 1994 **(M-90)**

Membership solicitation . . . . . Art 31.1

Officials on leave for union business . . . . . Art 24

Officials right to enter postal installations . . . . . Art 23

**Unloading Allowance** . . . . . MOU 11-01-04 **(R-1)**

**Untimely Grievances** . . . . . Step 4, 12-13-78, RC-C-0432/5IND-1244 **(U-32)**  
. . . . . Step 4, 2-17-81, H8R-4A-C-23621 **(U-33)**

**Unusual conditions** . . . . . Step 4, 7-27-05, J00R-4J-C 04149356 (**M-77**)

**V**

**Vacant Routes, Posting** . . . . . Art 12.3  
    . . . . . 7-10-95 NJSC Memorandum (**A-112**)  
    Bidding stopped . . . . . Art 12.3.A.2.b  
    District posting . . . . . 10-19-82 Henry Letter (**B-16**)  
    Option when vacated . . . . . F-21, August 2005, 554.6 (**P-2**)

**Vacation Area, Routes Located In** . . . . . Art 9.2.C.12

**Vehicle** . . . . . PO-603 141

    Additional trips to route. . . . .  
    . . . . . Pre-Arb, 3-14-05, Q95R-4Q-C 99245966 (**V-1**)

    Adequate Vehicle. . . . . Pre-Arb, 3-14-05, C95R-4C-C 98023318 (**V-2**)

    Automatic transmission not required . . . . .  
    . . . . . Step 4, 9-17-85, H1R-5D-C 31629 (**V-3**)

    Breakdown (minor), time not subtracted from route time. . . . .  
    . . . . . 5-18-87 Wilson Letter (**V-4**)

    Clearing ice and snow. . . . . Step 4, 4-26-96, I91R-4I-C 95030381 (**L-101.17**)

    Damage to POV on postal property . . . . . Art 27

    Employer reserves the right to provide vehicles at its option . . . . . Art 9.2.J.2

    Furnished by the employer . . . . . Art 9.2.J.2  
    . . . . . Art 12.3.D.2

Headlights, usage not required on route . . . . .	Step 4, 3-20-81, H8R-3F-C 24890 <b>(H-17)</b>
Inspection . . . . .	Step 4, 10-17-86, H4R-2D-C 11334 <b>(V-8)</b>
LLV on the route (see <b>LLV</b> )	
OWCP coverage, to and from work in route vehicle . . . . .	PO-603 171.511
. . . . .	10-24-69 Doyle Letter, FECA Memo 104 <b>(V-9)</b>
. . . . .	8-17-88 Markey Letters <b>(V-10)</b>
. . . . .	FECA Pamphlet CA-550 Q & A <b>(V-11)</b>
Pick-up truck . . . . .	Step 4, 11-04-88, H4R-3S-C 65166 <b>(V-14)</b>
Removal of assigned postal vehicle. . . . .	2-28-95 Spates Letter <b>(E-11.67)</b>
. . . . .	Step 4, 5-17-02, J95R-4J-C 01086916 <b>(V-12)</b>
Right hand drive purchase incentive . . . . .	MOU #8 EL-902
. . . . .	Forms <b>(R-122.50)</b>
Rural carrier shall furnish . . . . .	Art 9.2.J.2
Surplus right hand drive...Step 4, 5-31-96, E91R-4E-C 95076899 <b>(V-13.700)</b>	
Truck (pick-up). . . . .	Step 4, 11-04-88, H4R-3S-C 65166 <b>(V-14)</b>
Vehicle operations regulations . . . . .	
. . . . .	PO-701 240-245.27 (Revision PB 3-03-94) <b>(V-15)</b>
Windshield . . . . .	Step 4, 10-27-88, H4R-5R-C 40448 <b>(V-16)</b>
<b>Vehicle Used During Route Inspection . . . . .</b>	PO-603 524
<b>Ventilation . . . . .</b>	MS-49 220 <b>(A-48)</b>
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**Veterans Administration**

Burial Flags . . . . . ASM 474

**Veteran’s Preference** . . . . . Art 16.7

Hiring . . . . . ELM 321.6  
. . . . . ELM 323.24  
. . . . . ELM 333

MSPB . . . . . 3-02-95 Garwood Letter (**M-93**)  
. . . . . Step 4, 3-13-96, H91R-4H-D 95052240 (**M-113.70**)

Separations . . . . . Art 16.7  
. . . . . MOU #5 EL-902  
. . . . . ELM 365.14

Seniority Tie Breaker . . . . . MOU 11-20-99 (**S-22**)

**Violence in the Workplace.** . . . . . PB 8-17-95 (**F-29**)  
. . . . . 8-01-95 *Newsbreak* (HQ) (**F-32**)  
. . . . . Joint Statement on Violence In The Workplace (**J-4.40**)  
. . . . . POS 62 (**V-20**)  
. . . . . Step 4, 10-22-96, C91R-4C-C 95065526 (**V-26.700**)  
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**Volume**

Substantial change . . . . . MOU #1 EL-902

**Volume Factor** . . . . . PO-603 543  
. . . . . NRLCA Mag 11-14-92 (**V-27**)

Round box factor to two decimal points . . . . .  
. . . . . Step 4, 6-05-85, H1R-1J-C 33095 (**V-28**)

**Voluntary Reassignment (in lieu of junior carrier)** . . . . . Art 12.5.A  
 No retreat rights. . . . . Step 4, 5-03-73, R-NAT-73 **(V-29)**

**Voting** . . . . . ELM 519.32

**W**

**Wages** . . . . . Art 9

**Waiting Time for Annual Leave Crediting**

After regular appointment. . . . . ELM 512.313  
 . . . . . NRLCA Mag 2-25-95 **(W-2)**

**Wash Up Time** . . . . . Art 8.6

**Weingarten Rights**. . . . . Union Rights of Union Steward, Ch 5 **(W-3)**  
 1975 US Supreme Court Decision (420 US 251, 88 LRRM 2989) **(W-3.50)**  
 . . . . . pp 172-175 **(How Arbitration Works) (W-4)**  
 . . . . . “Union Representation, The Postal Inspector and You,” **(W-5)**  
 . . . . . “Weingarten Rights, Steward Representation,” **(W-6)**  
 . . . . . “Representation and the Disciplinary Interview,” **(G-12)**

**Withdrawal of Service**. . . . . ASM 230  
 . . . . . POM 9 623.21  
 . . . . . POM 9 632.14  
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**Withdrawing Mail** . . . . . PO-603 212  
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 . . . . . Step 4, 5-07-04, E00R-4E-C 02146601 **(W-11)**  
 . . . . . NRLCA Mag 3-9-96 **(W-12)**  
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**X-Y-Z**

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..... Steward's Training Manual (**S-63**)

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