



July 26, 2002

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

SUBJECT: Rural Carriers Working Off-The-Clock

It is imperative that managers not allow rural carriers to work "off the clock" and that all work hours performed by rural carriers are accurately recorded on PS Form 4240, *Rural Carrier Trip Report*. The actual work hours for each rural carrier must be accurate in order to comply with the Fair Labor Standards Act (FLSA).

Rural carriers are generally compensated based on a guaranteed annual wage determined by the number of hours assigned to their route. Unlike other craft employees that are paid for the number of hours worked between clocking in and out each day, rural carriers are paid based on the evaluation of their assigned route. While a rural carrier's salary is generally not affected by the number of hours they actually work in a given day, it is important that rural carriers enter accurate times on Form 4240. FLSA requires a calculation of the total number of actual hours in a day, week and guarantee period to determine if the rural carrier is entitled to overtime compensation.

Handbook PO-603, *Rural Carrier Duties & Responsibilities*, Section 152.71 requires each rural carrier to record daily on Form 4240 in hours and minutes the exact time of reporting, leaving, returning to the office, and completion of duties. Managers are required to review the carrier's entries to ensure that the entries are complete and accurate.

If rural carriers are permitted to report for duty outside the normal schedule or are permitted to make a second trip on their route, it is important that management ensures that the rural carrier accurately records the time "on-the-clock" on Form 4240.

If there are any questions regarding this information please contact Bill Daigneault at (202) 268-5125.

A handwritten signature in cursive script that reads "Andrea B. Wilson".

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