
C.L.A.S.S.

C-73

Computerized Labeling & Address Sequence Service

C.L.A.S.S. MEMORANDUM OF UNDERSTANDING

The Memorandum of Understanding between the United States Postal Service and the National Rural Letter Carriers' Association regarding the implementation of Computerized Labeling and Address Sequence Service (C.L.A.S.S.) Program was agreed upon after a series of meetings.

The Memorandum of Understanding was signed by President Vernon H. Meier on July 10, 1990 and by the Postal Service on July 13, 1990. It was delivered back to the National Office on July 26. We know that many rural carriers have been waiting to find out the system of compensation

that would be received for the preparation of the material for the C.L.A.S.S. labels. This Memorandum of Understanding defines the compensation that the carriers will receive for that preparation. In addition, it defines the compensation that is due the rural carriers who have already completed the C.L.A.S.S. labels and are still waiting to be paid.

This Memorandum of Understanding should settle the pending grievances in the field that have been awaiting this resolution.

MEMORANDUM FOR FIELD DIVISION GENERAL MANAGERS/POSTMASTERS

SUBJECT: Rural Delivery CLASS Program MOU

The enclosed Memorandum of Understanding (MOU) details the agreed upon compensation and implementation procedures for rural carriers required to complete "Carrier Labeling and Sequence Service (CLASS) carrier case labels." Please provide complete copies to all offices involved in rural CLASS implementation.

The current fiscal year budget incorporated work hour allocations to implement CLASS on rural routes with city style addresses. Accordingly, budget overruns as a result of implementation are not anticipated.

This agreement represents a major step forward in our ability to provide rural route address information to major mailers. In turn, these mailers will prepare their mailings using ZIP + 4 addressing that can be processed on automated equipment.

The collective provisions of this agreement were carefully considered by both parties. While the NRLCA and Postal Service representatives responsible for the agreement's language clearly understand the intent and rationale behind each provision, some specifics may require additional clarification.

A case in point is the provision allowing dual addresses

and/or customer names on case labels for one year. In this instance, the intent of the parties was to ensure rural carriers were provided all available opportunities to effect delivery. If after one year a route continues to receive mail reflecting traditional rural addressing (Route and Box Number) rather than the new city style address, dual addresses and/or customer names should continue to be recorded on the case label to facilitate efficient delivery.

In other questions relative to this process surface, they should be directed to Norman Cloher at PEN 268-3015.

(Signed) Allen Kane

Enclosure

cc: Regional Directors
Operations Support

Jack Thompson

Memorandum of Understanding Between the USPS and NRLCA Regarding Implementation of the C.L.A.S.S. Program

The parties recognize the potential benefits associated with rural carrier participation in the Computerized Labeling and Address Sequencing Service (C.L.A.S.S.) Program. Therefore, under the provisions of this Memorandum, all rural routes serving city style addresses will be required to complete C.L.A.S.S. work sheets in accordance with existing instructions. Those routes serving addresses with traditional rural addressing, i.e., rural route and box number, will not be required to complete C.L.A.S.S. work sheets at this time. Where carrier case equipment is not the type to accept C.L.A.S.S. labels, such carriers who are required to complete C.L.A.S.S. work sheets shall also be compensated in accordance with this proposal.

Each route required to participate will receive an adequate quantity of C.L.A.S.S. work sheets. Management will present these forms to individual carriers with all necessary header information completed.

All carriers, regular and replacement, required to complete C.L.A.S.S. work sheets will receive a 15-minute instructional overview from their immediate manager.

Additionally, any instructional material required to accurately complete the work sheets will be provided to all participating carriers and thoroughly explained.

In accordance with past procedures associated with completion of case labels, carriers participating in the C.L.A.S.S. program will be allowed a reasonable period of time to complete all work sheets. It is anticipated that compliance will not necessitate any rural carrier being required to complete all work sheets in one day. To the extent possible, all work sheets will be completed within the normal daily evaluation of the route. The length of time required to complete all necessary work sheets for a route should be predicated on the size of the route. The carrier completing the work sheets and the management official administratively responsible for the route *should discuss and agree upon an approximate time and procedure.* The intent of this Memorandum is that during the initial implementation phase, carriers will be allowed at least 30 days from the date of the overview to complete all work sheets. In the unusual event that a Division's requirements necessitate quicker completion, the carrier will receive actual time compensation.

In those instances where route and box numbers are changed to street addresses, both addresses, or the street address and customer name may be listed on the label for up to one year. Inclusion of customer names in the additional information block of the work sheets is at the carrier's option. If included on the work sheets, the name will be placed on the case label.

All carriers required to complete C.L.A.S.S. work sheets as described above will receive a one-time payment based on the total number of boxes on the route. The chart on Page Five of this document (the original Memorandum) identifies those individual groupings.

Compensation for regular carriers (Designation 71 and 72) will be provided by multiplying the appropriate time from the groupings chart (on Page Four) (the original Memorandum) by the national average hourly rate. Upon completion of all required C.L.A.S.S. work sheets, PS Form 2847, Rural Carrier Payment Authorization, will be completed for each regular carrier, annotated with the word "C.L.A.S.S.", and submitted to the Minneapolis PDC for payment.

Auxiliary carriers and all other replacement carriers (Designations 73, 74, 75, 77 and 78) will be compensated based on their attained step, Rate Schedule Code B, utilizing the appropriate time from the groupings chart multiplied by their individually computed hourly rate.

Upon completion of all required C.L.A.S.S. work sheets, PS Form 1314-A, Auxiliary Rural Carrier Time Certificate, will be completed for each auxiliary route (or replacement carrier required to complete C.L.A.S.S. work sheets) using Route Code A-999.

In those cases where C.L.A.S.S. work sheets were completed prior to the signing of this Memorandum with the understanding that compensation would be for actual time, the following provisions apply:

If compensation has been received, the provisions of this Memorandum are considered non-applicable and the time allowance will not be provided.

If compensation was held in abeyance pending issuance of a national policy, or the request for compensation was denied and later grieved and the grievance was held pending resolution at the direction of the NRLCA, the appropriate PS Form should be completed as soon as possible in accordance with the provisions of this Memorandum.

Box Group	Overview	Allowance	Total Time
001 to 299	15 Mins	1.45 Hours	2 Hours
300 to 499	15 Mins	2.45 Hours	3 Hours
500 to 699	15 Mins	3.45 Hours	4 Hours
700 & Out	15 Mins	4.45 Hours	5 Hours

(Signed)
Joseph J. Mahon, Jr. 7/13/90
Assistant Postmaster General
Labor Relations Department
United States Postal Service

(Signed)
Vernon H. Meier 7/10/90
President, National Rural
Letter Carriers' Association