

**ASSISTANT RURAL CARRIER (ARC)
IMPLEMENTATION GUIDELINES
QUESTION AND ANSWERS**

1. What is an assistant rural carrier?

An assistant rural carrier (ARC) is a newly established non-career position within the rural craft specifically created to support package delivery on Sundays and federal holidays.

2. Are ARCs bargaining unit employees?

Yes. As such, they are afforded certain rights in regards to their employment.

3. How are ARCs hired?

ARCs will be selected from a hiring list following a posting in eCareer.

4. Will ARCs have an entrance exam associated with the eCareer posting?

No. However, all other hiring requirements will be applicable.

5. Will there be a limit on the number of ARCs a District can employ?

No. Offices should hire as many ARCs as needed to meet the normal parcel delivery workload on Sundays and federal holidays.

6. Are ARCs only hired for offices that participate in Sunday Amazon delivery?

Yes. The primary purpose is to perform package delivery on Sundays and holidays. The hiring office must either be a Hub or Spoke office that participates in Sunday Amazon delivery.

7. Will ARCs be required to provide a vehicle for delivery?

In certain instances an ARC may be required to provide a vehicle.

8. Will ARCs have a probationary period?

Yes. ARCs will serve a probationary period equal to 90 days worked or one year, whichever comes first.

9. Will ARCs be a limited term appointment that is required to serve a six-day break each year?

No. ARCs will be hired with an unlimited term of appointment.

10. Will the ARC have a path to a career position?

No. Should an ARC desire a career path, they must apply for an RCA vacancy through eCareer.

11. Is an ARC eligible to have a dual appointment?

No.

12. What is the hourly rate of pay for an ARC?

Assistant rural carriers will be compensated at the appropriate hourly rate of Table Four. This is the same rate as a newly hired RCA.

13. How will ARCs record their work hours?

In most instances the ARC will utilize Form 1234 (Green card) to record work hours. Should an ARC case and carry a rural route, work hours will be recorded on PS Form 4240.

14. Why are Articles 9.2.M.1 and 9.2.M.3 not applicable to assistant rural carriers?

ARCs are compensated hourly based on the actual hours worked; therefore, the above provisions that are related to compensation based on route evaluations are not applicable.

15. Do ARCs have a work hour guarantee?

ARCs that are scheduled and report for duty are guaranteed two (2) hours work or pay.

16. Will ARCs receive EMA when required to provide a vehicle for delivery?

ARCs will receive the appropriate EMA compensation in accordance with Article 9.2.J and Section 576 of Handbook F-21, *Time and Attendance*.

17. Can ARCs earn annual or sick leave?

No. The position is not eligible for leave earning.

18. Are ARCs eligible for non-career employee health benefits?

No. The ARC position is not eligible for non-career employee health benefits.

19. What training will be provided to newly hired ARCs?

ARCs will receive the employee orientation in a self-study format, as well as, driver instruction and certification. ARCs will also be provided training specific to package delivery. In addition, the local office will provide on-the-job training.

20. Is the usage of the ARC limited to Sundays, federal holidays and Saturdays?

Yes. The primary purpose of an ARC is to provide package delivery on Sundays and federal holidays. They may also be assigned in their installation on a Saturday to case and carry routes provided all available leave replacements are working. Additionally, the ARC may be utilized to provide auxiliary assistance or package delivery on Saturday.

21. Will ARCs be identified to a specific route?

No. ARCs are not leave replacements.

22. Will ARCs be part of the facility matrix?

No. ARCs are not to be designated as a leave replacement for a regular route and will not appear on the matrix.

23. Do I have to use ARCs on Sundays and holidays, or can I work RCAs on a volunteer basis?

ARCs are hired specifically to work on Sundays and holidays. Management will first utilize any ARCs assigned to the hub location or associated spoke offices. If additional coverage is needed, management will then select leave replacements in accordance with the Sunday/Holiday Parcel Delivery Work List.

24. Can an ARC be utilized Monday through Friday?

ARCs will not be utilized Monday through Friday unless the day is a federally observed holiday.

25. Can an ARC be utilized to case and carry a route on a day that is designated as a holiday for the regular rural carrier?

No. For example: Thanksgiving Day is observed on a Thursday. A regular carrier has Thursday as their relief day; therefore, the carrier's designated holiday is Wednesday. The ARC cannot be utilized on Wednesday.

26. Can ARCs be utilized for package delivery during peak season on a Saturday?

Yes. ARCs can be utilized for package delivery on Saturdays year round in hub and associated 'spoke' offices.

27. Do ARCs have an entitlement to package delivery on a Saturday?

No. The only entitlement to package delivery is on Sunday and federal holidays.

28. How are ARCs assigned when the Hub concept collapses (decouples) during Peak Season?

ARCs have an entitlement to Sunday and holiday work. If the ARC was appointed to an associated "spoke" office, it is expected that they will be scheduled for Sunday package delivery in that office. However, the ARC may be utilized in the hub office or any of the 'spoke' offices while the offices are decoupled.

29. Is management required to utilize a leave replacement on a route even though they are not designated on the matrix or qualified on the route, prior to bringing in an ARC to case/carry a rural route on a Saturday?

Yes.

30. Is management required to select a regular rural carrier to work in accordance with Article 8.5, prior to scheduling an ARC to case and carry a rural route on a Saturday?

No. An ARC may be utilized prior to scheduling a regular rural carrier to work.