

DEC 13 1982

Mr. Vincent R. Sombrotto
President
National Association of Letter
Carriers, AFL-CIO
100 Indiana Avenue, N.W.
Washington, D.C. 20001

RE: National Level Grievance
Washington, DC
H8N-NA-C-46

Dear Mr. Sombrotto:

On December 3, 1982, we met with your representatives at NALC headquarters for a pre-arbitration discussion of the above-captioned grievance.

The matters at issue in this grievance involved certain changes made in Handbook M-39, with particular concern about the change to provide for the curtailment of mail during the week of mail count and inspection.

During our discussions, it was mutually agreed to settle the matters at issue in this grievance by reverting to the pre-1981 requirement of not curtailing mail during the week of count and inspection. It was further agreed that the NALC would withdraw case H8N-NA-C-46 from the pending arbitration list.

Enclosed herewith is an advance copy of a Postal Bulletin notice which amends Sections 221.134 and 221.136 of Handbook M-39, appropriately reflecting the terms of the agreed to settlement.

Mr. Vincent R. Sombrotto

2

Please sign the copy of this letter acknowledging the agreed to settlement of this case and withdrawal of grievance H8N-NA-C-46 from pending arbitration.

Sincerely,

James C. Gildea 12/13/82
James C. Gildea
Assistant Postmaster General
Labor Relations Department

Vincent R. Sombrotto
Vincent R. Sombrotto
President
National Association of Letter
Carriers, AFL-CIO

Enclosure

LR300:WEHenry:ltd:12/13/82

bcc: Mr. Morris
Mr. Gildea
Mr. Conners - NALC)
✓ Mr. Johnson - NALC) w/copy of Postal Bulletin notice
Mr. Henry)
Mr. Downes)
Mr. Schlepitz - DSD)
Mr. Carter)

Current rules in Handbook M-39 allow for normal mail curtailment procedures during the week of mail counts and route inspections. Effective immediately, Section 221.136, M-39 is amended to read: "All mail distributed to the carriers up to the normal established cutoff time will be delivered every day of the count week except as required by 221.134 and .135." Section 221.134 is amended to read: "There must be no accumulation of curtailed mail on the day preceding the beginning of the count, and no mail may be curtailed on the last day of the count. (For exceptions, see Chapter 1, Part 144, Expedited Preferential Mail Delivery Program)."

These changes will be reflected in a future Transmittal Letter to Handbook M-39.

Delivery Services Department

220 CONDUCTING THE COUNT OF MAIL

221 SCHEDULES AND GENERAL RULES GOVERNING COUNT

221.1 Letter Routes

.11 **Schedule.** The count of mail on all letter delivery routes, regular and auxiliary, must be for 6 consecutive delivery days on one-trip routes and for 5 consecutive delivery days, exclusive of Saturday, on two-trip routes or one-trip routes with abbreviated or no delivery on Saturday. It is not mandatory that mail counts begin on Saturday and continue through Friday so long as they are made on consecutive delivery days.

.12 Use of Forms

.121 Forms 1838 and 1838-C must be used as appropriate. (See Chapter 9 of Handbook M-41 for details on completion by carrier.)

.122 All count forms should be completed daily in their entirety by the manager who is also required to post daily from Form 1838 the *time* items for columns A through G and the *volume* items for columns 1 through 7 on Forms 1840 for his or her group of routes. This is required to detect errors or irregularities on forms so that the manager may immediately discuss the matter with the carrier and, if necessary, initiate corrective action before the next day's count so that the mistake will not be repeated.

.13 General Rules for Making Count

.131 The carrier should count and record the mail every day except on the day of inspection when the mail must be counted and recorded by a manager. On one or more days during the count week, each route will be inspected by a manager. When management performs the mail count the carrier serving the route, upon request, may verify the mail count.

.132 Replacement carriers assigned to regular, full-, and part-time routes must count the mail and enter the data on the prescribed forms in the same way as the full-time carrier.

.133 There should be no changes in normal distribution procedures or clerical schedules during the period of mail counts. The normal cutoff time for distribution should be observed.

.134 There must be no accumulation of curtailed mail on the day preceding the beginning of the count, and no

Chapter 1, Part 144, *Expedited Preferential Mail Delivery Program.*)

.135 Carriers must not be allowed to case any mail upon their return to the office on the day preceding the first day of the count period. However, if a carrier is regularly scheduled throughout the year to case mail on return from the street, the carrier must continue to do so during the count period. Carriers must not case any mail for delivery after returning from the street on the last day of the count period until they have clocked off the Form 1838-C for the day. (For exceptions, see Chapter 1, Part 144, *Expedited Preferential Mail Delivery Program.*)

.136 All mail distributed to the carriers up to the normal established cutoff time will be managed and delivered every day of the count week in the same manner as it is throughout the year, except as required by Part 221.134 and .135.

.137 If necessary, overtime may be used to enable the regularly assigned carrier to complete delivery during the days of the count week.

.138 Only in very unusual circumstances or emergencies when excessive late delivery would result should auxiliary assistance be granted the regularly assigned carrier during the week of the count.

.139 Each manager engaged in mail counts and route inspections is required to make unannounced selective checks on other than the route he or she is inspecting to verify the accuracy of the mail counts and all entries recorded by the carriers on Form 1838-C, *Carrier's Count of Mail—Letter Carrier Routes Worksheet.*

221.2 Parcel Post and Combination Services Routes

.21 **Schedule.** The count of mail for parcel post or combination services routes must be conducted for 5 scheduled delivery days during a basic workweek. (Exception: In offices with 6-day delivery, a 6-day count must be made.)

.22 Use of Forms

.221 The count data must be recorded daily on Form 1838-A and Form 1838-B and summarized daily on Form 1840-A. This is required to detect errors or irregularities in the forms so that the manager may immediately discuss the matter with the carrier and, if necessary, initiate corrective action before the next day's count so that the mistake will not be repeated. (Chapter 9 of Handbook M-41 contains details on preparation of forms by carrier.)

.222 A physical inspection of the route must be made on one or more days during the count week by a route ex-