



M 00568

UNITED STATES POSTAL SERVICE  
475 L'Enfant Plaza, SW  
Washington, DC 20260

June 28, 1983

Mr. Vincent Sombrotto  
President  
National Association of  
Letter Carriers, AFL-CIO  
100 Indiana Avenue, N.W.  
Washington, D.C. 20001-2197

Dear Mr. Sombrotto:

Enclosed is a draft of a proposed Postal Bulletin notice on the City Letter Carrier 7:01 rule. The proposed notice is intended to remind managers and carriers of their obligations under the 7:01 rule and, in our opinion, is not a change directly related to wages, hours, or working conditions within the meaning of Article 19, Handbooks and Manuals. Therefore, instead of being furnished to you pursuant to contractual provisions, the draft is provided solely as information of general interest.

Should there be questions about the draft, please contact Steve Furgeson of my staff at 245-4743.

Sincerely,

James C. Gildea  
Assistant Postmaster General  
Labor Relations Department

Enclosure

City Letter Carrier 7:01 Rule

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Regional and Headquarters FLSA audit and Headquarters Delivery Service operational review teams findings revealed that the use of the city carrier 7:01 rule (Employee and Labor Relations Manual, 432.53) is not being effectively managed.

All delivery service supervisors are reminded that city letter carriers should not be excused under the 7:01 rule unless they have completed their routes and cannot be assigned to any available work in the same wage level for which they are qualified (Time and Attendance, F-21, Part 222.53). Overtime can be used to work in route books, case mail for the next day's delivery, pivoting, etc.

Local management at all delivery units must reemphasize to all city letter carriers that they must report to their supervisor whenever they desire to clock out prior to completing a full 8-hour workday, minus time covered by the 5-minute leeway rule. If the request is approved, the carrier should be permitted to clock out.

Supervisors in PSDS offices are required to annotate the Employee Activity Report when the use of city letter carrier 7:01 time is authorized (PSDS Time and Attendance, F-22, 636.422).

Supervisors in time card offices are required to initial the employee's time card when the use of city letter carrier 7:01 time is authorized (F-21, 222.53).

If a city letter carrier clocks out without authorization prior to completing an 8-hour workday, the employee is required to submit a Form 3971, Request for, or Notification of Absence and may be charged sick leave, annual leave, leave without pay or ANOL.

Delivery Services Department