

**SETTLEMENT AGREEMENT
BETWEEN THE
UNITED STATES POSTAL SERVICE
AND THE
NATIONAL ASSOCIATION OF LETTER CARRIERS, AFL-CIO**

This will serve as full and complete settlement of the disputes between the U. S. Postal Service and the National Association of Letter Carriers, AFL-CIO, regarding the issue of appropriate items which may be included for credit on line 21 of Form 1838-C, Carrier's Count of Mail-Letter Carrier Routes Worksheet, during the week of count and inspection.

The parties mutually agree that the following listed work activities may be appropriate for inclusion by the letter carrier for actual time credit on line 21 of the Form 1838-C when such activities are determined to be recurring and necessary in the performance of the carrier's office routines:

1. Performing window caller service.
2. Weekly safety talks and other appropriate unit discussions.
3. Travel to and from the throwback case or to other designated locations to return mark-up mail and mis-throws.
4. Replenishing the forms pouch.
5. Wash-up time, in excess of personal time provided for on line 20, if such additional or longer wash-up time is provided for during office time in a Local Memorandum of Understanding negotiated pursuant to Article XXX or, if pursuant to local past practice, additional or longer wash-up time had been granted and included on line 21.
6. Official communications including, but not limited to, general delivery; CMU Clerk inquiries; and responding to inquiries from supervisors.
7. Facing or separating collection mail upon return to office.
8. Verifying hold mail.
9. Union steward activities (grievance handling), when necessary and if occurring weekly or more often.

The following guidelines will be applied in implementing this settlement.

- a. The appropriateness for granting credit for the listed items on line 21 of Form 1838-C is dependent on a determination that the incident is (1) recurring; (2) necessary to the successful completion of the activity; and (3) not otherwise properly included as part of another established time credit on lines 1 through 20.
- b. Additional work activities determined to be recurring and necessary in the performance of letter carrier office routines also may be appropriate for inclusion for actual time credit on line 21. This may include a recognition of activities peculiar to local circumstances. For example, if carriers are required to travel from one floor to another when going from the time clock to the case in the morning, credit for such time may be granted on line 21. It may also include reading the official U. S. Postal Service bulletin board in those offices where carriers are specifically instructed to refer to the bulletin board on a recurring basis in order to be informed as to frequently changing information for which they are responsible. Another example would be when it is required on a recurring basis to obtain mail sacks or other necessary supplies to successfully complete the activity.
- c. Entries for time spent referring to Forms 3982 are not ordinarily appropriate items for inclusion on line 21 of the Form 1838-C. However, in exceptional situations where, due to unusual local conditions, the number and frequency of removals makes it necessary for a letter carrier to make recurring references to the Form 3982, a line 21 entry may be appropriate.

An instruction setting forth these principles will be issued to all city delivery offices.

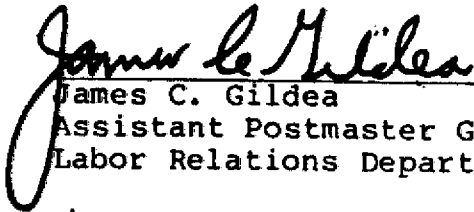
The parties agree to cooperate to resolve any future disagreements on local management determinations of the appropriateness of line 21 entries for work activities peculiar to a local office at the lowest possible level.


This settlement resolves those issues raised in the January 4, 1980, letter from Bruce Simon to Richard Levin.

The outstanding cases which involve issues as to the denial of credit on line 21, including any such cases listed in paragraph 3 of the January 4, 1980 letter shall be jointly reviewed by the parties at the Step 3 level for disposition consistent with the terms of this agreement.


In witness whereof the parties hereto affix their signatures below this 26th day of August, 1980.

For the
United States Postal Service:


James C. Gildea
Assistant Postmaster General
Labor Relations Department


Eugene C. Hagburg
Assistant Postmaster General
Delivery Services Department

For the Union:


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