

MEMORANDUM OF UNDERSTANDING
BETWEEN THE
UNITED STATES POSTAL SERVICE
AND THE
NATIONAL ASSOCIATION OF LETTER CARRIERS, AFL-CIO

It is hereby agreed by the United States Postal Service and the National Association of Letter Carriers, AFL-CIO, that the following procedures will apply for the implementation of Arbitrator Mittenthal's October 26, 1994 Interest Arbitration Award regarding expansion of the Carrier Technician, Level 6, (T-6) program.

1. IDENTIFICATION OF UTILITY LETTER CARRIERS, LEVEL 5

- a. A Utility Carrier, Level 5, is defined as the principal carrier for a designated group of not less than five letter routes and who delivers mail on foot or by vehicle on the routes during the absence of the regularly assigned carrier.
- b. The Postmaster and local branch president or their designees will jointly identify all letter carriers that currently encumber a Utility Carrier, Level 5, duty assignment, as defined above, and complete the enclosed worksheet (Attachment A) identifying the incumbent Utility Carriers, their Social Security numbers and current Utility Carrier duty assignment bid numbers. If there is any disagreement regarding specific individuals, a separate worksheet should be completed for those individuals and submitted to the district office for review.

The completed worksheet should be forwarded to the Manager, Human Resources (District) to be received no later than close of business on February 17, 1995. The worksheet will be used by Human Resources to identify Utility Carriers for purposes of upgrading them and to identify the corresponding duty assignments that need to be changed to Carrier Technician, Level 6.

- c. Coincident with the completion of Item b. above, the local parties, with the assistance of the personnel office, where available, will also identify Utility Carrier, Level 5, duty assignments that are currently in the bid process. Such bid

-2-

postings shall be voided and posted as Carrier Technician Level 6, duty assignments at the next available bid cycle that begins after February 17, 1995. If the Utility, Level 5, assignment has already been awarded pursuant to Article 41.1.C.2, then the incumbent will be identified on the worksheet in accordance with Item b. above.

2. UPGRADE OF UTILITY CARRIERS AND DUTY ASSIGNMENTS TO LEVEL 6

- a. All Utility Carriers, Level 5, will be promoted via Form 50 to Carrier Technician, Level 6, with an effective date of April 1, 1995 (Pay Period 8). In addition, the corresponding Utility Carrier duty assignments will be changed by Human Resources or the Postmaster, as appropriate, to Carrier Technician, Level 6 assignments effective the same date.
- b. The carrier's Level 6 salary will be determined under normal promotion rules applicable to bargaining unit employees.
- c. The Experience Requirements outlined in the Qualification Standards for Carrier Technician, Level 6, will be waived for any Utility Carrier, Level 5, identified in Item 1.b on a one-time basis for purposes of this upgrade only.
- d. Any residual vacant Utility Carrier, Level 5, duty assignments that are withheld pursuant to Article 12 or are held pending reversion will be changed, either by Human Resources or the Postmaster, to Carrier Technician, Level 6 assignments effective April 1. As appropriate, the enclosed worksheet (Attachment B), will be forwarded to the Manager, Human Resources (District) with Attachment A.

3. ASSIGNMENT OF UNASSIGNED FULL-TIME OR PART-TIME FLEXIBLE EMPLOYEES CONVERTED TO FULL-TIME


Unassigned full-time, Level 5, carriers or part-time flexible carriers converted to full-time may be assigned to vacant Carrier Technician, Level 6, duty assignments in accordance with Article 41.1.A.7, provided they meet the Experience Requirements outlined in the Qualification Standards.


4. CARRIER TECHNICIAN DUTIES AND RESPONSIBILITIES:

The parties recognize that the Carrier Technician, Level 6, (T-6) position carries with it an assumption of leadership responsibility as well as an advancement opportunity, and that in many cases, T-6's have not been called upon to perform the full scope of their position. With this in mind, the parties encourage supervisors, T-6's, and carriers alike to work together to realize the leadership, efficiency, and service potential inherent in the T-6 program.

In accordance with the duties and responsibilities of the T-6 position (copy of position description attached), the parties encourage use of T-6's in the following leadership activities:

- a. Monitor and assist replacement carriers working on routes in their group to maintain schedules and quality service;
- b. Assist management as a delivery point sequencing (DPS) quality liaison for carriers in their group, providing information and suggested improvements related to improving sort plan quality, station inputs, and overall quality of the DPS mail flow;
- c. Make suggestions to the supervisor regarding coverage of the routes in their group to maintain efficiency and quality service; and
- d. Assist management in conducting quality control efforts, such as ensuring that Change of Address cards (PS Form 3575) are processed appropriately and that carrier case labels are timely updated, etc.


Joseph J. Mahon, Jr.
Vice President
Labor Relations
U.S. Postal Service


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

January 10, 1995

ATTACHMENT A

Page ____ of ____

**IDENTIFICATION OF UTILITY LETTER CARRIERS, LEVEL 5,
TO BE UPGRADED TO GRADE LEVEL 6**

	EMPLOYEE'S FULL NAME	SOCIAL SECURITY NUMBER	CURRENT UTILITY DUTY ASSIGNMENT NUMBER
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			

**PLEASE FORWARD TO THE MANAGER, HUMAN RESOURCES (DISTRICT)
TO BE RECEIVED NO LATER THAN CLOSE OF BUSINESS FEBRUARY 17, 1995**

 Office

 State

 ZIP Code

 Postmaster Signature

 Date

ATTACHMENT B

Page ____ of ____

**IDENTIFICATION OF WITHHELD AND HELD PENDING REVERSION DUTY ASSIGNMENTS
TO BE CHANGED TO CARRIER TECHNICIAN, LEVEL 6**

	UTILITY CARRIER DUTY ASSIGNMENT NUMBERS WITHHELD PURSUANT TO ARTICLE 12	UTILITY CARRIER DUTY ASSIGNMENT NUMBERS HELD PENDING REVERSION
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		

**IF APPROPRIATE, PLEASE FORWARD TO THE MANAGER, HUMAN RESOURCES (DISTRICT)
TO BE RECEIVED NO LATER THAN CLOSE OF BUSINESS FEBRUARY 17, 1995**

 Office

 State

 ZIP Code

 Postmaster Signature

 Date

M-01214
U. S. Postal Service**STD POSITION DESCRIPTION****CARRIER TECNICIAN, PS-05****FUNCTIONAL PURPOSE**

As principal carrier for a designated group of not less than five letter routes, delivers mail on foot or by vehicle on the routes during the absence of the regularly assigned carrier and provides job instruction to newly assigned carriers.

DUTIES AND RESPONSIBILITIES

1. Serves any route in his group during absence of the regular carrier and performs complete and customary duties of a carrier (city or special).
2. Observes and notes conditions of the route while making deliveries.
3. Instructs new carriers in his group on office and street duties and responsibilities. Indicates best techniques for prompt, efficient, and safe serving of the route.
4. Observes the coverage of routes in his group during vacation periods and on occasions of multiple absences and reports his findings to the supervisor in charge.
5. Works with carriers in his group on improving delivery service and obtaining cooperation from customers.

SUPERVISION

Supervisor, Customer Services, or other designated supervisor.

SELECTION METHOD

Senior Qualified

ORGANIZING UNIT

CITY CARRIER

KEY POSITION REFERENCE

CP-0015

(End of Document)

Document Date: 04-04-94

SPO Number: SP-2281

Occupation Code: 2310-02XX

Page: 1