

M-01361



Mr. Vincent Sombrotto
President
National Association of Letter
Carriers, AFL-CIO
100 Indiana Avenue NW
Washington, DC 20001-2197

RECEIVED

SEP 17 1998

**CONTRACT ADMINISTRATION UNIT
N.A.L.C. WASHINGTON, D.C.**

Re: D94N-4D-C 96071608
Class Action
Rock Hill, SC 29730-9998

Dear Mr. Sombrotto:

Recently, I met with your representative to discuss the above-captioned grievance at the fourth step of our contractual grievance procedure.

This grievance concerns the use of "collection cards" in an effort to improve service through proper collection of mail and the use of locally developed forms.

After reviewing this matter, we mutually agreed that there is no dispute at this level concerning a carrier's responsibility for the collection of mail, and for the proper use of cards used to verify and/or remind carriers of such collections. The parties further agree that management may document the fact that letter carriers have been given appropriate instruction on the proper handling of such cards. However, as these cards are not currently identified as "accountable items" in part 261 of Handbook M-41, carriers are not currently required to sign/initial to verify receipt of these cards. We also agreed that the issuance of local forms, and the local revision of existing forms is governed by Section 325.12 of the Administrative Support Manual (ASM). The locally developed forms at issue were not promulgated according to the ASM, Section 325.12. Therefore, management will immediately discontinue their use until such time as they comply with the above cited provision.

Accordingly, we agreed to settle this case consistent with the above understanding.

Please sign and return the enclosed copy of this decision as your acknowledgment of agreement to settle this case.

Time limits were extended by mutual extent.

Sincerely,

Donald Vannoy
Labor Relations
Grievance and Arbitration

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

Date: 10/22/98