

**MEMORANDUM OF UNDERSTANDING  
BETWEEN THE  
UNITED STATES POSTAL SERVICE  
AND THE  
NATIONAL RURAL LETTER CARRIERS' ASSOCIATION**

**Sunday/Holiday Parcel Delivery Work List**

The parties recognize the importance of successfully implementing the continued expansion of Sunday/holiday parcel delivery service, which began testing in October, 2013. The parties agree that rural carrier leave replacements will be assigned, as appropriate, to complete Sunday/holiday parcel deliveries.

In order to have sufficient rural carrier leave replacements available to complete Sunday/holiday parcel delivery, a Sunday/Holiday Parcel Delivery Work List will be established for part-time flexible rural carriers (PTF), substitute rural carriers, rural carrier associates (RCA) and rural carrier relief employees. Assistant rural carriers (ARC) will not be included on the Sunday/Holiday Parcel Delivery Work List as these employees are hired specifically to work on Sundays and holidays. This list will be established within thirty (30) days of the effective date of this memorandum of understanding (MOU). Future lists will be established during the same time periods as the relief day work list (Article 8.5.A), and each new list shall supersede the previous list.

There will be no Sunday/Holiday Parcel Delivery Work List utilized upon collapse of the hub concept during peak season. Management will utilize ARCs first; then utilize leave replacements within their own offices and then may borrow leave replacements, as needed, to complete Sunday/holiday parcel delivery during the hub collapse.

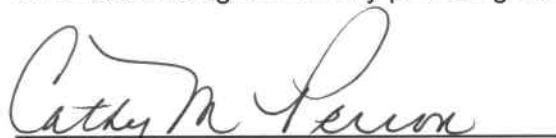
To establish the initial Sunday/Holiday Parcel Delivery Work List, the NRLCA District Representative or designee, and a Postal Service representative designated by the District Manager Human Resources, will create a listing of all available part-time flexible rural carriers, substitute rural carriers, rural carrier associates (RCA), and rural carrier relief employees assigned to the hub location, including stations, branches, and any remotely managed post office(s); associated 'spoke' offices; and nearby rural delivery post offices, as determined by the parties' representatives. Each available leave replacement on this listing will then indicate his/her desire to work or not work on Sundays and holidays, accordingly. Once the signing period is complete, the list will be separated and alphabetized, by last name, regardless of seniority, classification or the assigned office. One list will include all volunteer leave replacements as identified above, and the second list, non-volunteer leave replacements. The initial list should be amended as new RCAs are appointed and/or PTFs, substitute rural carriers, RCAs, or rural carrier relief employees are separated or converted to regular rural carrier. If necessary the parties' representatives may reconvene in advance of a Sunday/Holiday Parcel Delivery Work List posting to ensure all leave replacements are properly annotated.

Newly hired RCAs will be afforded the opportunity to place their name on the Sunday/Holiday Parcel Delivery Work List as volunteers within sixty (60) days of hire. If these rural carriers choose not to sign the volunteer list at this time, they will be placed on the non-volunteer list.

When it is necessary to schedule rural carrier leave replacements for Sunday/holiday parcel delivery, management will first utilize any ARCs assigned to the hub location or associated 'spoke' offices. If there are no ARCs assigned to these locations or an insufficient number of ARCs, management at the hub location will then select leave replacements from the volunteer list on a rotating basis. If there is an insufficient number of leave replacements on the volunteer list, management will schedule leave replacements from the non-volunteer list, also on a rotating basis.

Rural carrier associates serving vacant regular routes or serving regular routes during the extended absence of the regular carriers, including the first ninety (90) days before becoming a Designation 74-0, will not be scheduled for Sunday/holiday parcel delivery unless all leave replacements from both the volunteer and non-volunteer lists are scheduled. Leave replacements on both the volunteer and non-volunteer Sunday/Holiday Parcel Delivery Work Lists will be bypassed in the rotation if the leave replacement has approved leave or an approved non-scheduled day adjacent to Sunday or the holiday. However, the leave replacement on the Sunday/Holiday Parcel Delivery Work List may notify management in writing that he or she does not wish to be bypassed in this circumstance, provided notice is given at the time the leave is requested. In addition, management may bypass leave replacements for Sunday/holiday parcel delivery if such assigned work hours would result in the leave replacement exceeding 40 hours at the end of the work week.

This agreement is reached without prejudice to the position of either party in this or any other matter and does not set precedence in same or similar issues in the future. Either party may terminate this agreement by providing 30 days written notice to the other party.



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U.S. Postal Service



Jeanette Dwyer  
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Date: 5/24/2016

## **IMPLEMENTATION GUIDELINES SUNDAY/HOLIDAY PARCEL DELIVERY WORK LIST**

These guidelines are specific to the implementation of the Sunday/Holiday Parcel Delivery Work List Memorandum of Understanding (MOU).

### **DESIGNATED REPRESENTATIVES**

Only in districts with new or established Sunday/holiday parcel delivery; the District Manager Human Resources will designate a representative to work with the National Rural Letter Carriers' Association (NRLCA) District Representative or designee to establish the work list.

### **HUB OFFICE ASSIGNMENT LIST**

To begin the process for establishing the Sunday/Holiday Parcel Delivery Work List, the USPS and NRLCA representatives for each district shall meet to first create the Hub Office Assignment List (Attachment 1). This Hub Office Assignment List is inclusive of the hub office, including any stations, branches, remotely managed post offices (RMPO), assigned spoke offices and any nearby offices with rural delivery. The determination of which nearby offices to be included on the Hub Office Assignment List will be through joint agreement between the designated representatives. The representatives will indicate agreement on the assignment of offices to the Hub Office Assignment List by signing and dating the bottom of the list.

### **HUB OFFICE SIGN-UP LIST**

Once the Hub Office Assignment List is complete, the USPS and NRLCA representatives will utilize complement resources such as, WebCOINS, Rural Route Master Listing, etc., to create a Hub Office Sign-up List (Attachment 2). This sign-up list will consist of all available leave replacements, regardless of classification, assigned to each office annotated on the Hub Office Assignment List. This list will then be sent to each installation head to verify the leave replacements identified are assigned and working in the office. Leave replacements that are not available to work, e.g., out on extended leave, injured on duty; shall have a line drawn through their name prior to posting. The Hub Office Sign-up List will be posted for a period of two (2) weeks (June 1 – June 15). Leave replacements will indicate their desire to work on Sundays and holidays by placing their initials in the YES or NO column, as appropriate. Local management shall annotate those leave replacements that are currently Des/Act 74-0.

### **SUNDAY/HOLIDAY PARCEL DELIVERY WORK LIST**

Upon completion of the two-week signing period, a copy of the Hub Office Sign-up List will be returned to the designated USPS representative who will work with the NRLCA DR or designee to create the Sunday/Holiday Parcel Delivery Work List (Attachment 3). The Hub Office Sign-up List will be consolidated, then alphabetized by last name, regardless of seniority, classification or assigned office, and listed by volunteers, non-volunteers, and then Des/Act 74-0 volunteers/non-volunteers. The final Sunday/Holiday Parcel Delivery Work List will be forwarded to the installation heads no later than Wednesday, June 22, for posting at each hub office. This list will be in effect for Sunday parcel delivery on June 26, 2016.

## **SCHEDULING FOR SUNDAY/HOLIDAY PARCEL DELIVERY**

When it is necessary to schedule rural carriers for Sunday/holiday parcel delivery, management will schedule the appropriate number of carriers as follows:

- Assistant Rural Carriers (ARC) by seniority, on a rotating basis.
- Volunteer leave replacements, on a rotating basis.
- Non-volunteer leave replacements, on a rotating basis.

If all leave replacements, both the volunteer and non-volunteer are scheduled for Sunday/holiday parcel delivery and additional rural carriers are needed, management will schedule Des/Act 74-0 leave replacements, utilizing volunteers before non-volunteers.

**NOTE:** Management may bypass a leave replacement in the rotation if such assigned work hours would result in the leave replacement exceeding 40 hours at the end of the week.

## **MAINTAINING THE LIST**

Newly hired leave replacements may request to sign the list as a volunteer within sixty (60) days of hire. Local management shall notify the hub office that a newly hired leave replacement needs to be placed on the Sunday/Holiday Parcel Delivery Work List either as a volunteer or non-volunteer and is to be appropriately incorporated into the scheduling rotation. Additionally, the list shall be amended in the same manner when PTFs, substitute rural carriers, RCAs, or rural carrier relief employees are separated, transferred, or converted to regular rural carrier.

The Sunday/Holiday Parcel Delivery Work List will be updated during the same time period as the relief day work list by local management, using the Hub Office Sign-up List. (Article 8.5.A) Management at the hub office will be responsible for compiling all sign-up lists into the work list. USPS and NRLCA district representatives will monitor and provide oversight to this process and may meet to update Hub Office Assignment Lists as necessary.

## **PEAK SEASON**

The Sunday/Holiday Parcel Delivery Work List will not be utilized in those locations where the hub office is collapsed or decoupled. In these situations, management will first schedule ARCs for Sunday/holiday parcel delivery, then utilize leave replacements within their own office and may also borrow leave replacements as necessary.

**NOTE:** In all instances, management may bypass assignment of a leave replacement for Sunday/holiday parcel delivery if such assigned work hours would result in the leave replacement exceeding 40 hours at the end of the week.





## SUNDAY/HOLIDAY PARCEL DELIVERY WORK LIST

### HUB OFFICE: ANYTOWN MPO

<u>RCA / RCR / PTF</u>	<u>OFFICE</u>	<u>YES</u>	<u>NO</u>	<u>Des/Act 74-0</u>
ADAMS, P.	Southside	YES		
BECKWITH, V.	Dodge City	YES		
JOHNSON, E.	Southside	YES		
JONES, A.	Fort Apache	YES		
MCMANN, R.	Mackinac	YES		
PARDEE, M.	Dodge City	YES		
PREIST, M.	Southside	YES		
SCHMIDT, M.	Summer Haven	YES		
STALLWORTH, G.	Canyonville	YES		
WARNER, S.	Southside	YES		
DAVIS, C.	Canyonville		NO	
DONNELL, B.	Fort Apache		NO	
GIDDINGS, M.	Fort Apache		NO	
HILTON, A.	Dodge City		NO	
KERSEY, A.	Southside		NO	
PARKER, W.	Fort Apache		NO	
ROYCE, M.	Summer Haven		NO	
SMITH, T.	Southside		NO	
WAHR, N.	Fort Apache		NO	
WALTON, J.	Dodge City		NO	
WEBBER, O.	Northside		NO	
WILLIAMS, H.	Southside		NO	
ZIMMER, D.	Mackinac		NO	
GUY, P.	Southside	YES		X
SCHNEIDER, J.	Canyonville	YES		X
MILLER, V.	Northside		NO	X
SANFORD, K.	Summer Haven		NO	X

When it is necessary to schedule rural carrier leave replacements for Sunday/Holiday parcel delivery, management will first utilize Assistant Rural Carriers (ARC). If there is an insufficient number of ARCs, management at the Hub office will select volunteer leave replacements from Sunday/Holiday Parcel Delivery Work List on a rotating basis. If there is an insufficient number of volunteers, management will then schedule non-volunteers, also on a rotating basis. DES/ACT 74-0 will not be scheduled for Sunday/Holiday parcel delivery unless all volunteer and non-volunteers on the list are scheduled.

