

# SUNDAY/HOLIDAY PARCEL DELIVERY WORK LIST



**MICHIGAN**  
SPRING BOOSTER  
**2026**

# SUNDAY PARCEL WORK LIST

- **The 2015-2018 National Agreement provided guidelines for creating a Sunday/Holiday Parcel Delivery Work List.**
- **This list includes Part-Time Flexible Rural Carriers (PTF), Substitute Rural Carriers, Rural Carrier Associates (RCA) and Rural Carrier Relief (RCR) employees.**



# SUNDAY PARCEL WORK LIST

**The procedures for scheduling were spelled out in a 2016 MOU signed by NRLCA President Jeanette Dwyer and USPS Contract Administrator Cathy Perron.**



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 (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 employees substitute rural carriers, rural carrier associates (RCA), and any remotely managed post assigned to the hub location, including stations, branches, and any nearby managed post office(s); associated 'spoke' offices; and nearby rural delivery post offices, as determined by 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 on 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 placement 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 agreement 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.

[Name]  
[Title]

Administration (NRLCA)  
[Title]

4/2016

Jeanette Dwyer  
President  
National Rural Letter Carriers'  
Association

## **2016 MOU**

**States that within 30 days the lists would be established, and that all future lists would be established during the same time periods as the RDWL.**

**Requires NRLCA District Representative or assigned designee meet with a USPS counterpart to compile the lists and manage the hub and spoke assignments.**

# WHAT IS A HUB OFFICE?

**A Hub Office is the location that the Leave Replacements will report to on Sundays and Holidays to delivery parcels for multiple cities.**



# WHAT IS A SPOKE OFFICE?

**A Spoke Office is an office that provides employees to the Hub Office to help deliver the parcels.**



<u>ADRIAN</u>	<u>ANN ARBOR</u>	<u>BRIGHTON</u>	<u>CHELSEA</u>	<u>HILLSDALE</u>	<u>JACKSON</u>	<u>PLYMOUTH</u>	<u>TEMPERANCE</u>
BLISSFIELD	GREEN RD	NEW HUDSON	DEXTER	HANOVER	ALBION	NORTHVILLE	DUNDEE
MANITOU BEACH	LIBERTY	PINCKNEY	MANCHESTER	HOMER	BROOKLYN		LAMBERTVILLE
MORENCI	MILAN	SOUTH LYON		JONESVILLE	HORTON		PETERSBURG
ONSTED	SALINE		READING	LESLIE			
TECUMSEH				RIVES JUNCTION			
				STOCKBRIDGE			

## MICHIGAN 1 POOM E

# SAMPLE HUB/SPOKE LISTS

## MICHIGAN 1 POOM C

<u>BAD AXE</u>	<u>CLIO</u>	<u>CLARKSTON</u>	<u>ST. CLAIR</u>	<u>FENTON</u>	<u>FLINT SDC</u>	<u>LAKE ORION</u>	<u>LAPEER</u>	<u>PORT HURON</u>	<u>SANDUSKY</u>	<u>WASHINGTON</u>	<u>YALE</u>
HARBOR BEACH	BIRCH RUN	GOODRICH	ALGONAC	BYRON	FLT-SOUTHEAST	OXFORD	ATTICA	MEMPHIS	PORT SANILAC	ALMONT	BROWN CITY
PORT AUSTIN	MONTROSE	ORTONVILLE	FAIR HAVEN	HOLLY	FLT-NORTHWEST		DAVISON	NEW HAVEN	DECKERVILLE	ARMADA	CAPAC
PORT HOPE	MOUNT MORRIS	HIGHLAND	MARINE CITY	LINDEN	FLT-SOUTHWEST		DRYDEN	RICHMOND	LEXINGTON	ROMEO	CROSWELL
UBLY	NEW LOTHROP	DAVISBURG		HARTLAND	DURAND		IMLAY CITY		MARLETTE		
	OTISVILLE				SWARTZ CREEK		NORTH BRANCH				
							METAMORA				

# **WHEN IS THE PARCEL LIST ESTABLISHED?**

**The Parcel List is established twice a year during the same time frame as the Relief Day Work List (RDWL) as outlined in Article 8.5.A of the National Agreement.**

**Each list will supersede the previous list.**

## **HOW LONG IS THE SIGN-UP PERIOD?**

**Per Article 8.5.A, the sign-up period will be two weeks.**

**Beginning three weeks before the start of the new guarantee period and three weeks prior to the first full pay period in May.**

# **VOLUNTEER OR NON-VOLUNTEER**

**Each leave replacement will have the opportunity during the sign-up period to select to be a volunteer or a non-volunteer for work on Sundays and Holidays.**



## **HOW IS THE LIST CREATED?**

- **All Hub and Spoke Office volunteers will be combined in alphabetical order to create the volunteer list.**
- **All Hub and Spoke Office non-volunteers will be combined to create the non-volunteer list by alphabetical order.**

# WHO IS RESPONSIBLE FOR MAINTAINING THE LISTS?

- **Management at the Hub Office is responsible for maintaining the Work List and scheduling of the employees.**
- **Lists should be updated as leave replacements are converted to career, are separated or transfer to another office.**

# **IS THERE AN ORDER OF CONSIDERATION?**

- **ARCs will be scheduled FIRST ALWAYS.**
- **If more Carriers are needed, then the volunteer list will be utilized in a rotation using their last names in alphabetical order.**
- **If more Carriers are needed, then the non-volunteer list will be used by rotation alphabetically.**

# **DOES THE LIST PICK UP WHERE IT LEFT OFF FOR THE NEXT WEEK?**

- **ARCs will be scheduled first.**
- **Volunteers will be scheduled next in rotation from where the list left off on the previous day.**
- **If more carriers are needed, then it is back to the top of the volunteer list.**
- **If non-volunteers are needed, then they continue in alphabetical order from where they left off.**



# SAMPLE ROTATION

	CARRIERS NEEDED	Need 3	Need 2	Need 3	Need 3	Need4	Need 5	Need 6	Need 5	Need 1	Need 1	Need 3	Need 3
	WEEKS	WK 1	WK 2	WK 3	WK 4	WK 5	WK 6	WK 7	WK 8	WK 9	WK 10	WK 11	WK 12
ARCS	Doug	X	X	X	X	X	X	X	X	X		X	X
	Tosha	X	X	X	X	X	X	X	X		X	X	X
VOL	Julie	X			X	X	X	X	X			A/L	X
	Stephanie			X		X	X	X	X			X	
NON-VOL	Tomi						X		X				
	Neil							X					
	Angela							X					

# **I AM SERVING A VACANT REGULAR ROUTE. CAN MANAGEMENT STILL SCHEDULE ME?**

- **Yes, The language in the MOU states that RCAs serving a vacant regular route that are Designation 74s or waiting to become a Designation 74 will not be used *unless all leave replacements on both the volunteer and non-volunteer lists have been used first.***

# **ARE THERE ANY OTHER WAYS TO BE SKIPPED ON THE LIST?**

- **Yes, if the leave replacement has approved leave or an approved non-scheduled day adjacent to the Sunday or the Holiday.**
- **Leave replacements have the right to notify management that they do not wish to be skipped.**

# ARE THERE ANY OTHER WAYS TO BE SKIPPED ON THE LIST?

- **Management may bypass leave replacements if the assigned work hours would result in the leave replacement exceeding forty (40) hours at the end of the work week**

## **ARE AUXILIARY CARRIERS OR PTFs REQUIRED TO WORK ON SUNDAYS OR HOLIDAYS?**

- **Yes, they will sign the list as a volunteer or as a non-volunteer just like every other leave replacement.**
- **Management may skip them if they are expected to exceed forty (40) hours at the end of the work week.**

# WHEN IS A NEWLY HIRED RCA ALLOWED TO SIGN THE LIST?

- **Newly hired RCAs will be allowed to either sign the volunteer list or the non-volunteer list within sixty (60) days of hire.**



# CAN I BE FORCED TO DELIVER PARCELS IN A CITY OR AREA THAT I DO NOT KNOW?

- **Yes, with dynamic routing and the turn-by-turn directions, it should not matter where you are delivering parcels.**



# CAN I BE REQUIRED TO DELIVER CITY PARCELS?

- **POSSIBLY, See Manhattan, KS STEP 4E10R-4E-C 16052997**





• **Manhattan STEP 4E10R-4E-C 16052997**

Mr. John Adams  
Director of Labor Relations  
National Rural Letter Carriers'  
Association  
1630 Duke Street  
Alexandria, VA 22314-3467

Re: E10R-4E-C 16052997  
Class Action  
Manhattan, KS 66502-9998

Dear John:

On several occasions, the parties discussed the above-captioned grievance at the fourth step of our contractual grievance procedure.

The issue in this grievance concerns Rural Carrier Associates (RCAs) delivering parcels to addresses regularly served by the city carrier craft.

After reviewing this matter, we mutually agreed that no interpretive issue is fairly presented in this case.

The parties agree RCAs may only be assigned to perform duties in the city carrier craft in emergency situations, in accordance with Article 3.f of the National Agreement, or when there is insufficient work for one craft or the other to meet the workhour guarantee on a Sunday.

Accordingly, we agree to remand this case to the parties at Step 3 for further resolution or additional processing if necessary.

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

Time limits were extended by mutual consent.

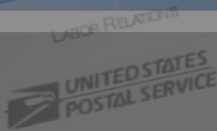
Cheryl Beauvais

Cheryl Beauvais  
Labor Relations Specialist  
Contract Administration (NRLCA)

Date: 9/28/2025

John Adams  
John Adams  
Director of Labor Relations  
National Rural Letter Carriers'  
Association

Date: 09/26/2025



Mr. John Adams  
Director of Labor Relations  
National Rural Letter Carriers'  
Association  
1630 Duke Street  
Alexandria, VA 22314-3467

Re: E10R-4E-C 16052997  
Class Action  
Manhattan, KS 66502-9998

• **Manhattan STEP 4E10R-4E-C 16052997**

"The parties agree RCAs may only be assigned to perform duties in the city carrier craft in emergency situations, in accordance with Article 3.f of the National Agreement; or when there is insufficient work for one craft or the other to meet the workhour guarantee on a Sunday."

*Cheryl Beauvais*  
Cheryl Beauvais  
Labor Relations Specialist  
Contract Administration (NRLCA)

John Adams  
Director of Labor Relations  
National Rural Letter Carriers'  
Association

Date: 09/26/2025

Date: 9/28/2025

# IS THERE ANYTIME THAT MANAGEMENT WILL NOT USE THE LIST?

- **Yes, when the Hubs are collapsed during peak season.**
- **Usual time frame for the collapse is the middle of November through early January.**



# DURING THE DECOUPLING PERIOD:

## 30.2.P APPLIES

### P. Sunday Work

An office-wide list will be established for substitutes, rural carrier associates, and rural carrier relief employees who desire to work on Sunday. When there is a need to work leave replacements on Sunday, the Employer may require a part-time flexible rural carrier work prior to selecting qualified employees from the list. The Employer will make every reasonable effort to avoid requiring substitutes, RCAs, and RCRs not on the list to work.

**CAN REGULARS WORK  
SUNDAYS?**

**YES!**

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

Due to continued staffing challenges in rural delivery operations, the parties have agreed to a temporary limited modification to Article 8.1, which prohibits regular rural carriers working on Sunday; and to Article 30.1.P, which prohibits regular rural carriers from serving all or part of any rural route other than his or her assigned route.

No regular rural carrier **will be required** to work on Sunday or serve part of any rural route other than the assigned route. For the purposes of the work outlined in this MOU, regular rural carriers must **volunteer** to perform these additional duties.

Beginning on Saturday, August 23, 2025, regular rural carriers may **volunteer** to work on Sunday and may also **volunteer** to provide assistance on other rural routes in the office. Managers will ask for volunteer regular rural carriers who wish to work on Sundays to deliver packages on any route(s) in the office or perform service on other rural routes Monday through Saturday. Volunteering to work on Sunday or on other rural routes does not provide a guarantee or entitlement to work these assignments.

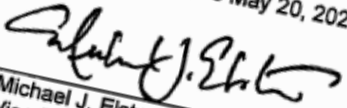
Prior to scheduling a regular rural carrier who has volunteered for Sunday work as identified in this MOU, management must first schedule all assistant rural carriers (ARCs), who are assigned to either the hub or associated spoke offices, and then all available leave replacements in the office, including stations, branches, and any remotely-managed post offices (RMPO), prior to scheduling volunteer regular rural carriers for Sunday work. Volunteer regular rural carriers will be scheduled for Sunday work on a rotating basis by seniority, following the scheduling of ARCs and leave replacements as outlined above.

A regular rural carrier's assigned route **must** be completed prior to scheduling that volunteer regular rural carrier for service on another route in the office. In addition, offices must comply with the provisions of Article 30.2.D, prior to scheduling a volunteer regular rural carrier to provide assistance on another rural route(s) in the office.

Regular rural carriers will be compensated at the overtime rate pursuant to Article 9.2.A.1.k., for hours worked on Sunday and for service on any rural route other than their assigned routes. All work hours must be recorded in the Actual Weekly Hours block on PS Form 1314. Hours worked on Sunday or spent providing service on other rural routes are also annotated in the Daily Overtime block.

Regular rural carriers who work their relief day in accordance with Article 8.5, will **not** be scheduled to perform service on other rural routes in the office on that day. Additionally, management may bypass scheduling these volunteer regular rural carriers for work on Sunday or on other rural routes if it would cause the carrier to exceed the annual workhour guarantee.

This MOU will expire May 20, 2027.

  
Michael J. Elston  
Vice President  
Labor Relations

  
Donald L. Maston  
President  
National Rural Letter Carriers' Association

Date: August 15, 2025

# QUESTIONS?

CONTACT JERAMY POSTEN FOR MICHIGAN 1 or ANGELA MYERS FOR MICHIGAN 2



