

**\*DO NOT INCLUDE IN CASE FILE – TEMPLATE ONLY!!!**

Local Grievance # \_\_\_\_\_

**Issue Statement (Block 15 of PS Form 8190):**

Is Management in violation of Article 19, pertaining but not limited to, the M39 and the M41 by not providing authorized distribution & clearance employees for all accountable items on a daily basis in \_\_\_\_\_ **Station**, and if so, what should the remedy be?

**Union Facts and Contentions (Block 17 of PS Form 8190)**

**Facts:**

1. Employees in \_\_\_\_\_ **Station** handle accountable items on a daily basis as part of their daily duties.
2. All employees are expected to secure and maintain the integrity of all mail, including, but not limited to, all accountable items.
3. All employees share the responsibility to keep proper records of all accountable items used, delivered and/or returned on a daily basis.
4. A secure location within the installation is provided/available for the use of an authorized employee for distribution and clearance and record keeping of all accountable items.
5. All employees are responsible for accurate data being utilized if/when route adjustments are necessary.

**NALC Contentions:**

Management in \_\_\_\_\_ **Station** is NOT fulfilling its contractual responsibilities:

\*The USPS is not providing an authorized distribution and/or clearance employee to properly maintain the integrity and security of all accountable items.

\*This practice may/will/has lead/led to improper accusations for missing items.

\*It definitely questions the data captured as far as time spent signing for, and being cleared of, accountable items.

\*The contractual language is clear and unambiguous, yet management in \_\_\_\_\_ **Station** has not complied.

**The NALC offers the following to establish our position:**

1) Management violated the **M39**, when it did not provide an authorized distribution and/or clearance employee for proper processing of all accountable items for delivering employees.

**M39 Reads in part:**

**111.2 Daily Operations**

*The delivery service manager must on a daily basis:*

**h. Assure that accountable items are properly handled, so as to facilitate delivery of the items, and that carriers are cleared in a timely manner upon return to the office.**

**116 Mail Processing for Delivery Services**

**116.1 Scheduling Clerks in a Delivery Unit**

**Schedule the accountable clerk to avoid delaying the carriers' departures in the morning and for clearance of carriers on their return to the office.**

**117 Utilizing Work Area and Equipment**

**117.1 Workroom Floor Layout**

**h. Accountable Mail Cage. Locate where it will be near the carriers while permitting the clerk to do other work when not serving carriers.**

**127 Office Work When Carriers Return From Route**

*The carrier unit managers must observe and direct carrier activity when carriers return from the route. Observe such things as:*

**c. See that clerks are available to check in accountable items as efficiently and promptly as possible.**

2) Management violated the **M41**, when it did not provide an authorized distribution and/or clearance employee for proper processing of all accountable items for delivering employees.

**M41 Reads in part:**

**242.5 Accountable and Signature Mail**

**242.51 Return to the accountable clerk and explain why it is undeliverable. Under no circumstances should this type of mail be obtained from or returned to the accountable clerk without establishing proper accountability.**

**43 Clearance for Accountable Items**

**431 Keys -Turn in mail keys in exchange for assigned key check or signature clearance.**

### **432 Office Time — Return**

432 Registered and Certified

432.1 **Give finance clerk all undeliverable articles and Forms 3849 and/or 3811 for each registered and certified delivery.**

432.2 **Complete Form 3821 showing the number of receipts and undeliverable articles returned to the clerk. Ensure that any accountable items found in the DPS mail are added to the total accountable pieces included on the form. If form is properly completed, clerk will sign and return it to you.**

432.3 **Enter the date of delivery and your signature in the spaces provided on Form 3849 - Deposit Form 3849 in the designated receptacle or give it to the finance clerk for clearance.**

### **434 CODs**

434.1 **Surrender to clearance clerk COD tags and the money for all delivered COD parcels. Return all undelivered CODs for clearance.**

### **75 Office Work After Return**

751 **Record returning time.**

752 **Return all undelivered articles, endorsed to show reason for non-delivery, all receipts taken, money collected for accountable mail, and keys.**

753 **Obtain proper clearance for all accountable items.**

3) Management in \_\_\_\_\_ **Station** is also in violation of the following by not providing an authorized distribution and/or clearance employee for proper processing of all accountable items for delivering employees, therefore, not capturing proper time and/or data for said responsibilities.

### **ROUTE INSPECTIONS**

922.51 *Mail Count and Route Inspection*

**Line 14, Registered, Certified, COD, Customs, Express Mail, and Postage-Due; Keys; Form 3868; Signing For, Returning Funds and Receipts. Also include in the total on this line the time for obtaining and returning keys.**

### **M-01411 Step 4**

May 17, 2000, H94N-4H-C-992212361

*The issue in this case concerns the recording of time credit during route count and inspection on Form 1838, when carriers retrieved bar code scanners.*

*The parties agreed that the carriers were properly given credit for the scanners on Form 1838 on line 14. If instructed by local management to retrieve scanners as a separate process, time credit is recorded on line*

21. Scanners are not accountable items. However, for the purposes of completing an 1838, if the carriers are instructed by management to retrieve scanners as part of the normal process of obtaining accountable items, time credit is recorded on line 14.

DATA ANALYSIS M-01846 (CDRAAP)

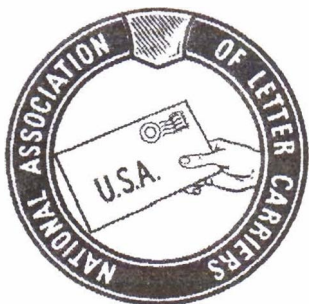
Data Integrity

**Data integrity issues will be addressed prior to any analysis and adjustments...**

- **As necessary, the district lead teams will be responsible for data analysis...and ensuring all resulting data is properly recorded and unit records updated.**
- **Ensuring that all base data entered into the Delivery Operations Information System (DOIS) is an accurate reflection..**
- **Maintaining ongoing communications with local office contacts throughout the process to obtain information needed to evaluate and adjust the routes...or any potential data integrity issues.**
- **Reviewing all available information for anomalies and potential data integrity issues. Should a data integrity issue be identified by the team, all reports related to that issue will be made available to the route evaluation and adjustment team upon request.**
- **Potential data integrity issues regarding Management Operating Data System (MODS) code entries, modifying time clock entries in TAGS, auxiliary assistance tracking, work hour transfers, etc.**

**Remedy (Block 19 of PS Form 8190):**

1. That Management in \_\_\_\_\_ **Station** will properly staff authorized distribution and clearance employee(s) effective immediately, on a daily basis.
2. That Management/NALC in \_\_\_\_\_ **Station** will immediately work jointly to properly capture time used for said responsibility for each employee.
3. That Management/NALC in \_\_\_\_\_ **Station** work together to properly adjust AM office time and/or PM office time as to assure proper data entry for all Carrier Assignments.
4. That a procedurally correct service talk be provided by Management in \_\_\_\_\_ **Station** effective immediately, to all employees.



**National Association of Letter Carriers**

**Request for Information**

To: \_\_\_\_\_  
Supervisor Customer Services

Date: \_\_\_\_\_

\_\_\_\_\_  
Station/Post Office

Dear \_\_\_\_\_,

Pursuant to Article 17 and 31 of the National Agreement, I am requesting the following information:

1. A copy of any/all information regarding protocol for the proper handling of accountable items in **[Station/Installation]**.
2. A copy of any/all information showing how much time is used per route to receive and be cleared of all accountable items on a daily basis for the last 30 days in **[Station/Installation]**.
3. A list of employees that are authorized to distribute and clear employees of all accountable items in **[Station/Installation]** and a schedule as to when, whom, where and why said employees will be performing these duties

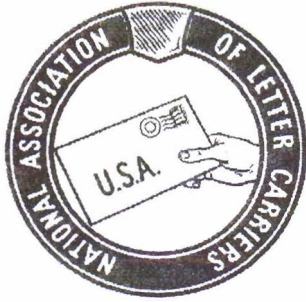
I'm also requesting time to interview the following individuals:

\_\_\_\_\_  
\_\_\_\_\_

Your cooperation in this matter will be greatly appreciated. If you have any questions concerning this request, or if I may be of assistance to you in some other way, please feel free to contact me.

Sincerely,  
\_\_\_\_\_  
Shop Steward  
NALC

Request received by:  
\_\_\_\_\_  
Date:  
\_\_\_\_\_



**National Association of Letter Carriers**

**Request for Steward Time**

To: \_\_\_\_\_  
Supervisor Customer Services

Date: \_\_\_\_\_

\_\_\_\_\_  
Station/Post Office

Dear \_\_\_\_\_,

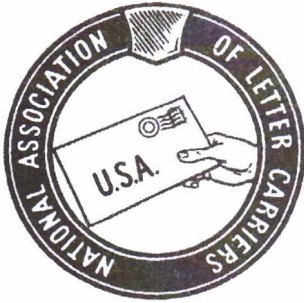
Pursuant to Article 17 of the National Agreement, I am requesting the following steward time to investigate a possible grievance regarding a violation of the provisions of Article 19 of the National Agreement.

I anticipate needing approximately \_\_\_\_\_ (hours) of steward time, which needs to be scheduled no later than \_\_\_\_\_ in order to ensure the timelines established in Article 15 are met. In the event more steward time is needed, I will inform you as soon as possible.

Your cooperation in this matter will be greatly appreciated. If you have any questions concerning this request, or if I may be of assistance to you in some other way, please feel free to contact me.

Sincerely,  
\_\_\_\_\_  
Shop Steward  
NALC

Request received by:  
\_\_\_\_\_  
Date:  
\_\_\_\_\_



**National Association of Letter Carriers**

**Request for Information**

To: \_\_\_\_\_  
Supervisor Customer Services

Date: \_\_\_\_\_

\_\_\_\_\_  
Station/Post Office

Dear \_\_\_\_\_,

Pursuant to Article 17 and 31 of the National Agreement, I am requesting the following information:

1. A copy of any/all information regarding protocol for the proper handling of accountable items in \_\_\_\_\_ **Station**.
2. A copy of any/all information showing how much time is used per route to receive and be cleared of all accountable items on a daily basis for the last 30 days in \_\_\_\_\_ **Station**.
3. A list of employees that are authorized to distribute and clear employees of all accountable items in \_\_\_\_\_ **Station** and a schedule as to when, whom, where and why said employees will be performing these duties

I'm also requesting time to interview the following individuals:

\_\_\_\_\_

\_\_\_\_\_  
Your cooperation in this matter will be greatly appreciated. If you have any questions concerning this request, or if I may be of assistance to you in some other way, please feel free to contact me.

Sincerely,

Request received by:

\_\_\_\_\_  
Shop Steward  
NALC

\_\_\_\_\_  
Date:  
\_\_\_\_\_