

**MEMORANDUM OF UNDERSTANDING
BETWEEN THE
UNITED STATES POSTAL SERVICE
AND THE
AMERICAN POSTAL WORKERS UNION, AFL-CIO**

RE: SPECIAL DELIVERY MESSENGER/CLERK CRAFT MERGER

GENERAL PRINCIPLES

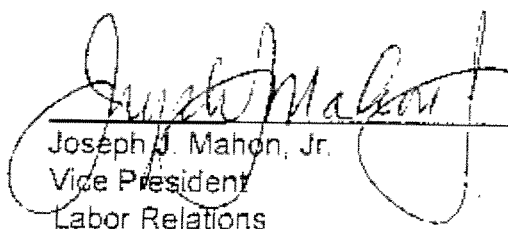
- I. The underlying principle of this agreement between the United States Postal Service and the American Postal Workers Union, AFL-CIO, effecting a merger between the Clerk Craft and the Special Delivery Messenger Craft is the creation of more flexibility within the full time work force. The merger of these two crafts provides the opportunity for enhanced work flexibility by adjusting duty assignments in order to combine work previously performed by the separate crafts.
- II. The current (November 2, 1994) Special Delivery Messenger (SDM) standard position description shall be appropriately revised to comply with these principles and the provisions of the implementation procedure and to indicate that the bargaining unit is the Clerk Craft and that the position title is Clerk/Special Delivery Messenger.
- III. Upon the effective date of this merger agreement, Article 40 of the 1994 National Agreement, and the reference to SDMs found in Article 1, section 1, shall be deleted as a separate bargaining unit. In the next National Agreement, Article 1, Section 1, shall be annotated with the sentence, "The Special Delivery Messengers were merged into the Clerk craft by memorandum of understanding dated November 20, 1997." Further, the memorandum of understanding in the National Agreement requiring special delivery annual unit reviews will be deleted and the requirement eliminated after being used in Phase 3 of the Implementation Memorandum of Understanding (MOU) signed between the parties.
- IV. A joint implementation committee shall be established at the National level with authority to ensure compliance with the principles and procedures agreed to in this MOU.
- V. Following the signing of this merger agreement, all pending SDM Craft grievances regarding jurisdictional disputes shall be reviewed. All grievances rendered moot by the merger or implementation MOU shall be settled by agreement or closed by the APWU.



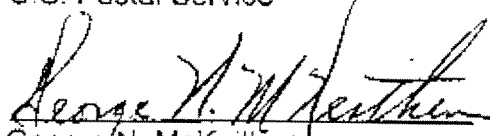
Moé Biller
President
American Postal Workers
Union, AFL-CIO



Robert L. Tunstall
Director, Clerk Division
American Postal Workers



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



George N. McKeithen
Director, Special Delivery Division
American Postal Workers

FAX COVER SHEET

TO: COORDINATORS, NBAS

FAX #:

**SUBJECT: CLERK/SPECIAL DELIVERY MESSENGER
PS-05**

DATE: JUNE 9, 1999

PAGES: 3 , INCLUDING THIS COVER SHEET.

COMMENTS:

FOR YOUR INFORMATION

**FROM THE DESK OF
C.J. "CLIFF" GUFFEY
DIRECTOR, CLERK DIVISION
APWU
1300 L STREET N.W.
WASHINGTON, D.C. 20005**

**202 842-4220
FAX: 202 289-3746**

May 19, 1998

STD POSITION DESCRIPTION

U.S. Postal Service

CLERK/SPECIAL DELIVERY MESSENGER, PS-05

FUNCTIONAL PURPOSE

Delivers and collects mail on foot or by vehicle under varying conditions in any area. Maintains pleasant and effective public relations with customers and others; requires a general familiarity with postal laws, regulations, and procedures commonly used, and with the geography of the city.

DUTIES AND RESPONSIBILITIES

1. Withdraws mail from the distribution case and prepares it in sequence for efficient delivery by him or herself, or a substitute, along an prescribed route; prepares and separates all classes of mail to be carried by vehicle to relay boxes along route for subsequent delivery; sorts mail to be forwarded into throw-back case.
2. May make primary or secondary distribution of outgoing mail for dispatch, or incoming mail for delivery; NOTE: distribution is defined as the sorting of mail to carrier routes, cities, states, foreign countries, post office boxes, or other separations, and may require knowledge of a distribution scheme.
3. Delivers mail along a prescribed route, either on foot or by vehicle, picking up additional mail from relay boxes; collects mail from mail boxes and accepts mail from customers; may deliver exclusively parcel post, or may collect mail exclusively; returns mail collected along route to the post office for dispatch
4. Delivers and collects charges on customs, postage due, and cash on delivery (c.o.d.) mail matter; delivers and obtains receipts for registered, certified and insured mail; uses delivery confirmation system and equipment and procedures; handles accountable mail in accordance with established procedures, including returning signed receipts and fees collected to post office.
5. Furnishes customers with postal information when requested, and provides change-of-address and other postal forms as requested by customers.
6. Reports all unusual incidents or conditions relating to mail delivery to supervisor, including conditions of mail boxes and other mail receptacles.
7. Exercises judgment in determining when to leave mail or when to leave notice and return mail to post office for pick-up by customer consistent with established policies and procedures.

STD POSITION DESCRIPTION

U.S. Postal Service

CLERK/SPECIAL DELIVERY MESSENGER, PS-05

DUTIES AND RESPONSIBILITIES (Continued)

8. In addition, may perform any one of the following duties; checks hotels and other establishments to ensure that mail for residents that is undeliverable as addressed is not improperly held; delivers stamps or other supplies to contract stations or carrier stations.
9. Performs other duties as assigned including: maintaining records of mails; examining balances in advance deposit accounts; facing and canceling mail; tying mail and inserting facing slips; opening and dumping pouches and sacks; operating canceling machines; recording and billing mail such as c.o.d. and registered mail requiring special service; and providing services at a public window; may operate automated mail sorting equipment.
10. Exercises appropriate safety precautions in accordance with established policies and procedures.

SUPERVISION

Supervisor, Customer Services: Manager, Customer Services; Postmaster; or other designated supervisor.

SELECTION METHOD

Senior Qualified

BARGAINING UNIT

Clerk

(End of Document)

**ARTICLE 40
RESERVED**

Article 40 previously addressed the special delivery messenger craft. However, on November 20, 1997, employees in the special delivery messenger craft were merged into the clerk craft. The merger agreement provide for:

- Enhanced work flexibility by adjusting duty assignments, combining the work previously performed by two separate crafts.
- Revision of the special delivery messenger standard position description to indicate that the bargaining unit is the clerk craft and that the position title is Clerk/Special Delivery Messenger.
- The deletion from the National Agreement of Article 40 and the reference to special delivery messengers found in Article 1, Section 1.