

MH-16

See AWU #25

POSTAL LAWS AND REGULATIONS

OF THE

UNITED STATES OF AMERICA

EDITION OF 1940
IN EFFECT NOVEMBER 1, 1940

FRANK C. WALKER
POSTMASTER GENERAL



U.S. GOVERNMENT PRINTING OFFICE

UNITED STATES
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TITLE III.—POST OFFICES

§464

Special duties

Laborers shall not be assigned to clerical duties. The work which laborers shall be assigned consists of loading and unloading motor trucks, trucking mail in the office, setting up and taking down bag racks, dumping mail, making simple distribution arcsels by numbers where no scheme knowledge or reading of messages is involved, operating canceling machines, cleaning and repairing canceling machines, conveyors, etc., carrying mail from canceling machines to distribution cases and from letter drops to canceling tables, handling empty pouches and sacks, and such other similar work as the postmaster may direct.

Laborers' duties. *Special duties*
137.21b

At offices supplied with time recorders the recorders shall be used by clerks, carriers, and all other employees (except assistant postmasters, cashiers, superintendents of delivery, superintendents of mails, superintendents of money order, superintendents of revenue service, and superintendents of registry) in reporting for duty, on leaving for and returning from trips or meals, and at the close of their tours of duty. The record taken from the time recorder shall constitute the official time record, (and all other methods of time keeping (except carriers' trip reports) shall be discontinued.) At post offices not equipped with time recorders the prescribed form shall be used in keeping the time of employees.

—time recorders.
25/16

Dispatchers, mechanics-in-charge, special mechanics, general mechanics, mechanics' helpers, driver-mechanics, and garagemen-drivers in the motor-vehicle service, and employees of the pneumatic-tube system, shall be required to work not more than eight hours a day. The eight hours of service shall not extend over a longer period than ten consecutive hours, and the scheduling of duties of the employees shall be regulated accordingly. In cases of emergency, or if the needs of the service require, special clerks, clerks, dispatchers, mechanics-in-charge, special mechanics, general mechanics, mechanics' helpers, driver-mechanics, and garagemen-drivers in motor-vehicle service, and employees of the pneumatic-tube system, can be required to work in excess of eight hours per day, and for such overtime service they shall be paid on the basis of the annual pay received by such employees. In computing the compensation for such overtime the annual salary or compensation for such employees shall be divided by three hundred and six, the number of working days in the year less all Sundays and legal holidays enumerated in the Act of July 28, 1940; the quotient thus obtained will be the daily compensation which divided by eight will give the hourly compensation for such overtime service. When the needs

Motor-vehicle employees.
39 U. S. C. 116,
Supp. V.
1940, Public No.
823. Oct. 9.