



May 3, 1994

Mr. William Burrus
Executive Vice-President
American Postal Workers
Union, AFL-CIO
1300 L Street, N.W.
Washington, DC 20005-4128

Dear Bill:

As a result of recent discussions between the joint USPS and APWU committees on RBCS, I have enclosed copies of the two agreed upon interim proposals for the start-up of the Remote Encoding Centers.

1. Ergonomics, Work/Break Cycles
2. Training, Cut Points for Data Operators

Please review the information and contact me at (202) 268-3811 if you have any questions.

Sincerely,

A handwritten signature in cursive script, reading "Anthony J. Vegliante".

Anthony J. Vegliante
Manager
Grievance and Arbitration
Labor Relations

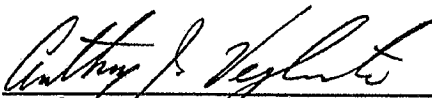
Enclosure

**DATA OPERATOR TRAINING
INTERIM CUT POINTS**

Upon successful completion of qualifying tests 710 and 714, the following training cut points are proposed:

Type of Training	Week	Rate Per Hour	Maximum Errors
Computer Based	*1	400 Images	3.0%
On-the-Job	* 4	4730 Key Strokes	5.5%
On-the-Job	* 8	5775 Key Strokes	5.0%
On-the-Job	12	7150 Key Stroke	2.0%

* At the 4 and 8 week cut points, the parties (APWU and USPS) agree that the goal is an 80% pass rate, that does not include voluntary quits. If the pass rate drops below 80% both parties agree to meet and discuss the training cut points.



Anthony J. Vegliante

Moe Biller

Date 5/3/94

Date _____

INTERIM WORK BREAK CYCLE

USPS REC Sites

4 & 8 Hour Tours

Hour 1 & 5	Key 55 minutes Break 5 minutes
Hour 2 & 6	Key 55 minutes Break 5 minutes
Hour 3 & 7	Break 5 minutes Key 55 minutes
Hour 4 & 8	Break 5 minutes Key 55 minutes

Home or Lunch Break

6 Hour Tours

Hour 1	Key 55 minutes Break 5 minutes
Hour 2	Key 55 minutes Break 5 minutes
Hour 3	Break 5 minutes Key 55 minutes
Hour 4	Break 5 minutes Key 55 minutes
Hour 5	Break 10 minutes Key 50 minutes
Hour 6	Key 5 minutes Break 5 minutes Key 50 minutes

Home


Anthony J. Vegliante

Moe Biller

Date 5/3/94

Date _____

UNITED STATES POSTAL SERVICE

Washington, DC 20260

DATE:

OUR REF: LR120:JAMartin:fb:20260-4140

SUBJECT: REC Issues

TO:

Mr. William Burrus
Executive Vice-President
American Postal Workers
Union, AFL-CIO
1300 L Street, N.W.
Washington, DC 20005-4128

The following items have been previously discussed and agreed to during our REC meetings.

Pay Telephones

A minimum of three (3) telephones will be provided, one of these will meet the requirements of hearing impaired. Telephones will be located in accessible areas available to all employees. Any need for additional pay phones will be discussed at the local level. (Ref. Design Guidelines, Remote Encoding Facility January 13, 1994 Sec. II C).

Overhead Lighting

Lighting will be "instant on" not mercury vapor. The intensity will not be adjustable, however it will be zoned based on the number of available circuits.

Hearing Impaired Telephones

Time and Attendance office phone is equipped with a TDD unit for the deaf that can be relocated to any office. (Ref. Design Guidelines, Remote Encoding Facility, January 13, 1994 Sec. II C).

Water Fountains

In accordance with the uniform building standards, a minimum of one drinking fountain will be provided in each site. Additional fountains will be customized to meet local building codes. (Ref. Design Guidelines, Remote Encoding Facility, January 13, 1994 Introduction, Primary Code Review Summary).

Fire Alarms

"Fire alarm systems shall provide audible and visual alarms."
This code includes bathrooms areas.
(Ref. Clarification To Design Guidelines, Remote Encoding Site Facility, February 2, 1994 Sec. IV.1a).

Security

The Facility Service Centers are working with the local Inspection Service Office to survey the security needed at each Remote Encoding Center. These recommendations will be acted on by Systems Implementation. At this time it is known that Salt Lake City and Wichita will have key pad punch code access.

Timeclocks

The Remote Encoding Center managers have been asked to submit a site plan depicting timeclock locations. It has been recommended that the majority of the timeclocks be located at the entrance to the workroom and a limited number (1 to 2), within the workroom for operational moves.

Microwaves and Refrigerators

The lessor is responsible for providing two microwaves and two refrigerators at each site. (Ref. Design Guidelines, Remote Encoding Facility, January 13, 1994 Sec II B, and Division 11 Sec. 11450).

Food and Beverage

Due to the type of equipment, employees will not be permitted to eat or drink at their workstations.

Head Sets

Employees may use self-contained radios, compact discs, or tape players with headphones when at place in their workstation and/or in the designated employee break area. Headsets will not be worn in any other sections of the facility. Employees wearing headphones must take caution that they are not creating a safety hazard.

Smoking

Remote Encoding Centers (REC's) are non-smoking facilities. Employees may smoke outside the building as designated, during their personal break and lunch period.

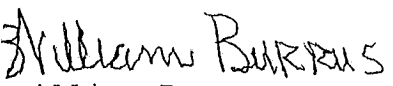
Personal Items

Each employee is responsible for their own belongings which will be kept to a minimum on the workroom floor. No duffle bags, or knapsacks will be permitted in the work area.

Employees are not permitted to use portable telephones, beepers, or any other electronic equipment within the REC facility unless specifically authorized to do so by the REC Manager.

The items listed above are under joint agreement by the American Postal Workers Union (APWU) and the United States Postal Service (USPS).


Anthony J. Vegliante
Manager, Grievance & Arbitration
Labor Relations


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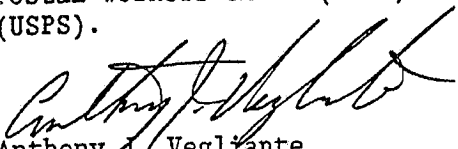
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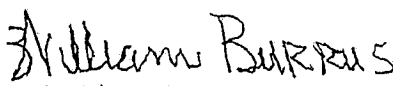
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