

RURAL CARRIERS PERFORMING CLERK CRAFT DUTIES

1. Determine what type of rural carrier is performing clerk craft duties – Full-time, Rural Carrier Relief (RCR), Rural Carrier Associate (RCA), Temporary Rural Carrier (TRC). This can be established by requesting the PS Form 50 of the employee(s).
2. If the carrier(s) is an RCR, RCA, or TRC, the PS Form 50 will reflect whether or not the employee has a dual appointment as a casual and will indicate the craft of the appointment.
3. Determine if the rural carrier is injured on duty. If so, request a copy of the carrier's medical restrictions and refer to Section 546 of the Employee & Labor Relations Manual (ELM).
4. Obtain statements from other clerk craft employees and/or provide a description of the types of clerk craft duties the rural carrier is performing (boxing mail, letter or flat distribution, etc.)
5. Obtain clock rings/time cards to show the number of hours the rural carrier performed work in the clerk craft. If clock rings/time cards are not available, statements from clerk craft employees will have to suffice.
6. Obtain clock rings/time cards of the clerk craft employees in the office (full-time and PTF). Determine how the clerk craft employees were harmed (PTFs were not working 40 hours weekly, overtime could have been utilized among the clerk craft employees).
7. Cite Article 1, Section 2, "Exclusions", and Article 19, specifically the Employee & Labor Relations Manual (ELM), Section 323.6, when filing the grievance.
8. Request as a remedy that the clerk craft employees be compensated for all hours that the rural carrier(s) performed clerk craft duties, including the overtime rate if applicable. Also, include in the corrective action that management cease and desist from utilizing rural carriers to perform clerk craft work.

323.412 Use of Temporary Appointments

Temporary appointments may be made to meet administrative needs for *temporary employment*. The following types of positions or circumstances are filled by temporary limited appointments:

- a. Positions not expected to last more than 1 year.
- b. Part-time and intermittent positions that are not clearly of a continuing nature.
- c. Continuing positions, when temporarily vacated for periods of less than 1 year.
- d. Emergency situations such as fire, flood, earthquake, high winds, or unforeseeable circumstances which cause a severe curtailment of available manpower, e.g., epidemics, accidents involving an unusual number of employees, etc.

323.42 Casual Appointment

A *noncareer limited term appointment* to positions used as a supplemental work force as described in the National Agreement or in similar provisions in other Postal Service collective bargaining agreements, requiring the performance of duties otherwise assigned to employees in the bargaining units.

323.43 Former Postal or Federal Employees

For those hired as temporary or casual employees after having previously served in a position in the Postal Service or other federal agencies, wherein they were covered by Civil Service retirement, health benefits, or life insurance, such persons must have at least a 4-day break between such service and their appointment as a temporary employee.

323.5 Rural Carrier Positions

Normally, regular rural carrier positions and rural carrier relief or leave replacement positions are filled in accordance with any applicable collective bargaining agreement.

323.6 Dual Employment or Dual Compensation

323.61 Within the Postal Service

323.611 General Explanation

Under certain circumstances, as described in this chapter, an employee may be appointed to more than one position in the Postal Service. This is known as a dual appointment. Only one of the appointments may be to a position in the career workforce. The primary purpose of dual appointments is to improve the opportunity of part-time employees (career) and employees who provide relief/leave replacement service on rural routes and postmaster relief or leave replacements (noncareer) to gain further employment and to minimize unemployment compensation expense. Substitute rural carriers (72-0 and 73-0) may be given a dual appointment to a career part-time position or noncareer position. Rural carrier relief (RCRs), Rural Carrier

Associates (RCAs) and Postmaster relief or leave replacements cannot be given a dual appointment to a career position. Dual appointments also enable the Postal Service to utilize available experienced employees instead of new hires.

323.612 **Prerequisite**

All dual appointments must be cost effective and in the best interest of the Postal Service. Before deciding to make dual appointments, installation heads should consider the following factors:

- a. Determine the estimated daily workload requirement (hour by hour) in each craft.
- b. Determine if this workload can be covered by increasing the hours of part-time flexibles currently on the rolls, by the judicious use of overtime hours.
- c. Determine if this workload can be covered by using employees from another craft, in accordance with applicable provisions in collective bargaining agreements.
- d. Determine if it would be more feasible to use the services of part-time employees from other nearby post offices.
- e. Determine if the installation will have enough flexibility to make necessary leave replacements if dual appointments are made.
- f. Determine what the average weekly workhours are for each employee on the rolls and ascertain whether a dual appointment would reduce the Postal Service's liability for State Unemployment Compensation benefits.
- g. When it is proposed to offer a *substitute rural carrier* a dual appointment as a part-time employee in another craft, determine if the advantages justify the additional expense for fringe benefits. *Substitute rural carriers* are not eligible for retirement, life insurance, military leave, or health benefits. However, they become eligible for these benefits upon being appointed to a career part-time position. Normally, installation heads can obtain information on benefit and unemployment costs from the district Finance manager.
- h. Determine whether the combined hours of the dual appointment will total more than 8 hours a day or 40 hours a week.

323.613 **Authority to Appoint**

Authority to make dual appointments must be obtained from the district manager (or designee) as appropriate.

323.614 **Appointment Requirements**

Employees considered for dual appointments must meet all qualification requirements for both positions, including examination requirements, if any. Likewise, substitute rural carrier employees may be appointed to entry-level career positions noncompetitively. All other procedures for conducting examinations, maintenance of registers, and selections and promotions are included in Handbook EL-311, *Personnel Operations*.

LABOR RELATIONS



34.6

May 17, 1995

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

MAY 23 1995
U.S. POSTAL SERVICE

Dear Mr. Burrus:

This is in response to your further correspondence dated April 20 concerning Rural Carrier Relief (RCR) employees and the extent to which they may perform APWU bargaining unit work.

As you and Patricia Heath of my staff discussed last week, there does not appear to be any dispute between the APWU and the Postal Service at this level on this subject. RCRs who do not hold a dual appointment as a casual may perform APWU bargaining unit work only as specified in Article 3.

If you wish to provide more information concerning any office in which you perceive there may be a problem, please feel free to contact Ms. Heath at 268-3813.

Sincerely,

for Handwritten signature of Anthony J. Vegliante in cursive script.

Anthony J. Vegliante
Manager
Contract Administration (APWU/NPMHU)