



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

Re: Q94C-4Q-C 98002394
Class Action
Washington, DC 20260-4140

Dear Bill:

JUN 1998
Received
Office of
Labor Relations
Vice President

On May 2, 1998, we met to discuss the above-captioned grievance at the fourth step of our contractual grievance procedure.

The issue in this grievance involves arrest records of applicants for postal employment.

During our discussion, we mutually agreed that the current policy of the Postal Service regarding this subject is described in ELM 313.33, which reads as follows:

313.331. No inquiries may be made, either orally or in writing, of the applicant or of any other person, concerning arrest records, except where the arrest actually resulted in a criminal conviction, or where the charges are still pending. In addition, when inquiring as to the conviction record of any applicant for employment from any person or agency, including law enforcement agencies, postal officials must state orally, or in writing, that:

It is not the policy of the U.S. Postal Service to inquire into the arrest records of applicants for employment, where the charges arising out of an arrest have been dismissed, there has been an acquittal, the proceedings have otherwise not resulted in a conviction, or where the record of such charges does not contain or reflect an actual criminal conviction of such charges. If possible, please exclude all such charges in the requested conviction record, except those still pending.

Please sign and return the enclosed copy of this decision as your acknowledgment of agreement to settle this case in its entirety.

Time limits at Step 4 were extended by mutual consent.

Sincerely,



Daniel P. Magazu
Contract Administration (APWU/NPMHU)
Labor Relations



William Burrus
Executive Vice President
American Postal Workers
Union, AFL-CIO

Date: 6-9-98