

*Delivered by APW 237  
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see p. 1351.*

OPTIONS FOR THE POSTAL SERVICE  
IN JURISDICTIONAL DISPUTES  
BETWEEN CLERKS AND MAILHANDLERS

I. The best position for the Postal Service is to define tasks by the skill or expertise level required. (See Attachment A.) Our attempt to do this led us to the conclusion that, except for some highly skilled specialist positions, we need six skill levels in distribution or separation of mail. These levels are defined from the highest to the lowest as follows:

1. ZMT operator with scheme knowledge.
2. ZMT operator with no scheme knowledge.
3. SPLSM operator with scheme knowledge, parcel post machine distributor with scheme knowledge.
4. Manual distributor with scheme knowledge, parcel post machine distributor with no scheme knowledge.
5. Manual distributor with no scheme knowledge, but with some knowledge of distribution. (See Attachment B, General Distribution.)
6. Employees who are able to do manual separation of mail by type, kind or category. (See Attachment B, Separation.)

Below this level of skill or expertise, we also need employees who can perform general labor functions, such as loading or unloading trucks, in-house mail transport, serve as watchmen or guards.

II. Realistically, we know that this is not attainable at this time. The next best position for the Postal Service is the establishment of two level 4 positions, one, a clerk position, whose primary duties will be general distribution or distribution-related activities. (See Attachment C.) This position can also be used occasionally in tasks requiring less expertise such as culling, facing, and canceling as needed. The other level 4 position would be the present level 4 mailhandler position whose primary duties would be mailhandling or mailhandling-related, such as loading or unloading trucks, culling, facing and canceling mail and mail transport. (See Attachment D.) This position can also be used occasionally in tasks requiring more expertise such as general distribution.

III. The least we can accept is -- where certain operations have been traditionally "mailhandling" operations, the major part of the work force used in that operation will be made up of employees from the mailhandler craft. In traditionally "mailhandling" operations where volume, processing time frames, service standards or other considerations dictate a fluctuating or varied work force, a mixed craft work force may be utilized. In post offices with 1500 or more total employees, where the above conditions exist, a work force can be supplemented as needed from other crafts in accordance with a predetermined ratio. In post offices with less than

1500 employees, the percentage that the work force can be supplemented will be subject to local negotiation.

If this approach is accepted, we will impact sixty-three of the largest offices ranging in size from New York with approximately 27,000 employees to Salt Lake City with 1500 employees. This action would not cause significant operational problems in any of these offices. The local negotiation approach should minimize problems in smaller offices.

IV. In the event none of the above options are attainable we have analyzed each MODs operation, identified each component part of that operation and assigned each part to a primary craft. (See Attachment E.) Our criteria for assigning primary craft responsibility was:

1. The skill level required to perform the work.
2. After determining the skill level required we matched that skill level against the qualification standards contained in the P-1 Handbook for that craft.

In addition we assigned a supplementary craft or crafts who, based on their qualifications, as described in the P-1 Handbook, are also capable of performing the skill levels required to do the work.

In implementing these assignments to primary crafts the following guidelines should be used:

1. In order for a work component to be assigned to a primary craft there must be four or more hours of continuous work on that assignment.
2. Consideration must be given to the total operation to determine the feasibility of assigning primary crafts to work components, i.e., it may not be feasible or practical to assign a primary craft, other than the primary craft doing the distribution function, to allied or auxiliary labor in that operation.
3. Other factors that must be considered in assigning primary craft responsibility are:
  - a. Volume
  - b. Processing time frames
  - c. Service standards
  - d. Operating plans
  - e. Cut-off times
  - f. Composition of present work force
4. The above alternative, No. IV, in comparison to the other outlined in I, II and III, is the least desirable and should be avoided if possible.