



LABOR RELATIONS

UNITED STATES POSTAL SERVICE
475 L'ENFANT PLAZA SW
WASHINGTON DC 20260-4100

Mr. Moe Biller
President
American Postal Workers
Union, AFL-CIO
1300 L Street, N.W.
Washington, DC 20005-4128

Re: HOC-NA-C 19008
HOC-NA-C 19010

Dear Moe:

Recently, the U.S. Postal Service and the American Postal Workers, Union, AFL-CIO, met to discuss the above referenced cases.

The issues in these grievances concern the Senior Mail Processor (SMP), PS-5, job description and pay level.


In full and complete settlement of these grievances and all issues related to the SMP, PS-5, position, the parties agree to the following principles:

1. SMPs will be used to perform the servicing of the Delivery Bar Code Sorter (DBCS) in non-maintenance capable sites.
2. SMPs are not authorized to perform the servicing of the DBCS in maintenance capable sites. A maintenance capable site is defined as a facility that has (at a minimum) one full-time Electronic Technician, PS-09, and a National Maintenance Information and Control System (NMICS).
3. When a non-maintenance capable site has met either of the following criteria, the site's maintenance responsibility will be fulfilled by the establishment of maintenance positions or by providing maintenance coverage:

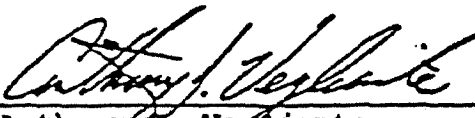
- a) When the total routine servicing (preventive maintenance) on a tour for the DBCS equals 3520 hours in a year, or
- b) When other mechanized or automated equipment (i.e., MLOCR, MPLSM, MPBCS, MPFSM, CFS, and SPBS) is deployed at a non-maintenance capable site, which also utilizes DBCS, a staffing analysis will be conducted to determine whether the 3520 work hours threshold, set forth in 3.a. above, has been met. If the above threshold has been met, the site's DBCS maintenance responsibility will be fulfilled by the establishment of maintenance positions (excluding custodians) or by providing maintenance coverage. This staffing analysis will consist of the DBCS total routine servicing plus staffing hours associated with the deployed equipment.

This settlement is noncitable, nonprecedential, and is made without prejudice to the position of either party.

Please sign and return the enclosed copy of this letter as your acknowledgment to settle the aforementioned cases and remove them from the pending national arbitration listing and step four process.


Moe Biller
President
American Postal Workers
Union, AFL-CIO

Dated: 2/2/94


Anthony S. Vegliante
Manager
Grievance and Arbitration
Labor Relations

Dated: 2/2/94

SENIOR MAIL PROCESSOR, PS-05

FUNCTIONAL PURPOSE

Operates a variety of automated mail processing equipment as a working member of a group of mail processors, performing a combination of tasks including feeding and sweeping mail and correcting simple machine malfunctions.

DUTIES AND RESPONSIBILITIES

1. Prepares work areas, ensuring all necessary equipment is in place.
2. Performs start-up of equipment; uses a computer keyboard to select and load sort programs for the type of mail to be processed.
3. Loads mail onto feeder module; culls out non-machinable mail and sets apart for future processing.
4. Removes sorted mail from stacker bins, rubber banding or tying mail as necessary and places in proper trays; prints or uses preprinted labels to identify trays; performs bin checks to verify sort accuracy.
5. Clears jams and keeps equipment clean and free of dust and debris during operation; performs simple adjustments, alignments, and preventive servicing.
6. Makes work assignments and shifts workload to mail processors within a work group according to priorities determined by supervisor; provides guidance to mail processors.
7. Follows step-by-step instructions presented on a computer driven video display screen to identify and correct machine malfunctions occurring during operating periods.
8. Uses hand tools to perform tasks such as removal and replacement of fuses, circuit boards, photocells, switches, belts and roller assemblies.
9. Notifies supervisor when skilled maintenance assistance is required to put machine back in operation.
10. Prepares service work orders, parts requests, service logs, and records on work performed, and other reports related to equipment operation.
11. Observes all established safety precautions and procedures.

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STD POSITION DESCRIPTION

U. S. Postal Service

SENIOR MAIL PROCESSOR, PS-05

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12. May perform non-scheme mail distribution through the use of an operator-paced manual keying station.

13. Performs other job-related tasks in support of primary duties.

SUPERVISION

Supervisor, Distribution Operations, Supervisor, Customer Services, or other designated supervisor.

SELECTION METHOD

Senior Qualified

BARGAINING UNIT

CLERK

KEY POSITION REFERENCE

KP-0013

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Document Date: 11-02-94

Occupation Code: 2315-56XX
SPD Number: SP-2038

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