

MAIL HANDLER CRAFT JURISDICTION PROPOSAL

1. Separation is defined as sorting mail by any means other than address or ZIP Code information, such as by: type, class, category, size, weight, or container for both internal and external dispatch. Examples of separation are culling, separating collection mail, separating metered letters, flats and SPRs, separating pouches and sacks, etc. Separation is a mail handler function.
2. Simple distribution is distribution based on ZIP Code requiring no scheme knowledge. This type of distribution is performed by mail handlers.
3. General distribution is distribution based mainly on ZIP Code but requiring general knowledge of the National Mail Distribution Network and specific knowledge of a limited number of arbitrary memory assignments. Examples are: SIP Cities, Special Delivery, Postage Due or Short Paid Mail, Mixed, Incomplete Address, Uncanceled, Return to Sender, etc. This type of distribution can be performed without scheme training or scheme knowledge. This type of distribution is performed by mail handlers.

* * *

The following tasks within each operation are to be performed by mail handlers regardless of size of office or facility.

TaskWork Performance

010 Originating
Mail Preparation

1. Obtaining empty equipment.
2. Obtain mail (courtesy windows, drop units, staging areas, etc.).

Task

010 Originating
Mail Preparation
(continued)

Work Performance

3. Open and dump sacks or other containers.
4. Cull (separate non-machinable mail by type, and make basic local/out of town splits into trays, hampers, conveyors, etc.
5. Tray loose metered mail, etc., when practical.
6. Face and cancel letters on the facer canceler (Mark II or equivalent).
7. Cancel letters on Mark II that were rejected on first pass.
8. Hand cancel, cancel with model G or other device.
9. Tray canceled mail for distribution operations.
10. Examine sacks for mail content.

020 Originating
Meter Mail Pre-
paration

1. Obtaining empty equipment.
2. Prepare originating metered, permit imprint, and official penalty mail received from collection routes, lobby drop, dock, slides, chutes, conveyors, and other sources for distribution.
3. Traying letters and separating mail by type into different containers, separating by local and out of town when feasible.

029 Riffle Mail

1. Distribution of customer sequenced mail by ZIP Code, state or otherwise, which is sorted by batches, avoiding piece by piece distribution. Riffle mail can be sorted at letter case, or at loose pack or pouch racks, depending on the mark up.

Task

Work Performance

30/035 Combined
Outgoing-Incoming
Letter Primary

1. Obtaining empty equipment for use in operation, disposing of excess equipment.
2. Obtaining letters from staging areas for distribution.
3. Loading ledges.
4. Sweeping.

040 Outgoing
Letter Secondary

1. Obtaining unprocessed mail.
2. Loading ledges.
3. Sweeping.

043 State Distri-
bution

1. Obtaining empty equipment.
2. Obtaining unprocessed mail.
3. Loading ledges.
4. Sweeping.
5. Pouching or loose pouching.

044 Sectional
Center Letters
Distribution

1. Obtaining empty equipment.
2. Obtaining unprocessed mail.
3. Loading ledges.
4. Sweeping.
5. Pouching, loose packing.

045 Non-Preferen-
tial Letter Manual
Distribution

1. Obtaining empty equipment.
2. Obtaining unprocessed mail.
3. Loading ledges.
4. Sweeping.

Task

Work Performance

060 Outgoing
Flat Primary

1. Obtain empty equipment.
2. Obtaining unprocessed mail.
3. Loading ledges.
4. Sweeping.
5. Pouching, sacking or loose packing.

070 Outgoing
Flat Secondary

1. Obtain empty equipment.
2. Obtaining unprocessed mail.
3. Loading ledges.
4. Sweeping.
5. Pouching, sacking or loose packing.

073 State

1. Obtaining empty equipment.
2. Obtaining unprocessed mail.
3. Loading ledges.
4. Sweeping.

074 Sectional
Center Flat
Distribution

1. Obtaining empty equipment.
2. Obtaining unprocessed flats.
3. Loading ledges.
4. Manual distribution of flats to associate offices.
5. Sweeping.
6. Pouching, loose packing.

075 Outgoing
Flat Secondary
Non-Preferential

1. Obtaining empty equipment.
2. Obtaining unprocessed flats.
3. Loading ledges.
4. Manual distribution of flats to points within designated states.

Task

Work Performance

075 Outgoing
Flat Secondary
Non-Preferential
(continued)

5. Sweeping. .
6. Pouching and sacking.
7. Reporting flats which do not meet postal requirements.

100 Outgoing
Parcel Distribution

1. Obtaining empty equipment.
2. Obtaining mail from staging area.
3. Dumping sack or containers.
4. Manual distribution of outgoing parcel post to sacks, conveyors, slides, tables, hampers, or other containers including multi-slide operations, without scheme knowledge.
5. Pulling and dispatching sacks or other containers.
6. Transportation of processed mail to dispatch areas.

105 Mechanized
Parcel Distribution

1. Obtaining empty equipment.
2. Obtaining mail for staging areas.
3. Dumping sacks or containers.
5. Pulling and dispatching sacks or
6. Transportation of processed mail to dispatch areas.

Task

Work Performance

109 Rewrap
Damaged Parcels

1. Obtaining empty equipment.
2. Obtain mail from staging areas.
3. Assembling contents of damaged parcels.
4. Operate strapping machines, heat tunnels and other rewrap mechanization. Reload mechanization with strapping, film, etc., and provide routine daily maintenance on mechanization.
5. Redress parcels if necessary.
6. Keep records as required.

Note: All of the work performed in this operation can be considered an integral function of Operation 100 or 200 and may be assigned to the Primary Craft doing that distribution.

110-129 Outgoing
SPR Distribution
Pouch Sack and
Loose Pouch

1. Obtaining empty equipment.
2. Obtaining mail from staging area.
3. Dumping sacks, pouches, or containers.
4. Hanging and labeling sacks or pouches.
5. Cutting bundles and facing letters or flats.
6. Pulling sacks, pouches or containers for dispatch.
7. Transporting mail to other operations.

134 Sectional
Center Distribution

1. Obtaining empty equipment.
2. Obtaining unprocessed mail.
3. Loading ledges.

Task

Work Performance

134 Sectional
Center Distribution
(continued)

5. Sweeping.
6. Pouching, loose packing.

150 Incoming
Letter Primary

1. Obtain empty equipment.
2. Obtain mail from staging area.
3. Load ledges.
4. Sweeping.
5. Transporting processed mail to subsequent operations.

160 Incoming
Letter Secondary

1. Obtaining empty equipment.
2. Obtaining mail from staging area.
3. Loading ledges.
4. Sweeping.
5. Sacking or pouching.
6. Transporting mail to dispatch areas.

168/169 Box
Section Primary
and Secondary

1. Obtaining empty equipment.
2. Obtaining mail from staging areas.
3. Loading ledges.
4. Hanging and labeling sacks or pouches.
5. Pulling and dispatching sacks or pouches.

170 Incoming
Flat Primary

1. Obtain empty equipment.
2. Obtain flats from staging area.
3. Load ledges.
4. Sweeping.
5. Transporting processed flats to subsequent operations.

Task

175 Incoming
Flat Secondary

Work Performance

1. Obtaining empty equipment.
2. Obtaining flats from staging area.
3. Loading ledges.
4. Sweeping.
5. Sacking or pouching.
6. Transporting mail to dispatch areas.

180-189 Incoming
SPR Distribution
and Opening Unit

1. Obtaining empty equipment.
2. Obtaining mail from staging area.
3. Dumping sacks, pouches, or containers.
4. Hanging and labeling sacks or pouches.
5. Cutting bundles and facing letters or flats.
6. Pulling sacks, pouches or containers for dispatch.
7. Transporting mail to other operations.

200 Incoming Parcel
Distribution

1. Obtaining empty equipment.
2. Obtaining mail from staging area.
3. Dumping sacks or containers.
4. Hanging and labeling sacks.
5. Pulling and dispatching sacks or containers.

Task

210-239 Platform
Operations

Work Performance

1. Obtaining empty equipment.
2. Loading and unloading vehicles.
3. Separating mixed collection mails.
4. Separating sacks, pouches or outside parcels for further processing.
5. Manual sorting of sacks, pouches and outside parcels requiring no scheme knowledge.
7. Mechanized sorting of sacks, pouches, and outside parcels requiring no scheme knowledge.
8. Operating freight elevators, two motors, fork lifts and jacks.
9. Directing traffic.
10. Transporting mail to and from platform areas.
11. Making dock connection transfers.

549 Sack Examination

1. Examining and segregating empty bags.
2. Bundling, sacking, tying and labeling empty mail bags.

* * *

BULK MAIL CENTERS

In-bound docks

1. Unloading trucks.
2. Separation non-machinable outsides (NMO's).
3. Separating damaged mail.
4. Transporting mail to other operations.

Task

Work Performance

Outward docks

1. Loading of trucks (sacks, loose parcels, NMO's).
2. Separating mail at roller tables (sample separation).
3. Remove empty equipment.
4. Paperwork placards and logs.

Route sort

1. Transporting mail into operation.
2. Transporting mail out of the operation.
3. Obtaining empty equipment.
4. Removing empty equipment.

The Largo BMC is the only BMC that has route sort.

Non-machinable
outsides

1. Manual separation of NMO's.
2. Mechanical sorting of NMO's.
3. Transporting mail to NMO operation.
4. Transporting mail out of NMO operation.
5. Obtaining empty equipment.
6. Removed empty equipment.
7. Pulling and replacing sacks or containers.

Primary parcel
sorters

1. Pulling full container.
2. Placing empty containers.
3. Placing mail on line.

Secondary parcel
post sorter

1. Obtaining empty equipment.
2. Removing full containers.
3. Placing empty containers.

Task

Work Performance

Secondary parcel
post sorter
(continued)

5. Placing full containers on line.
6. Loose parcel separation.
7. Rotary sack operation.
 - a. Pulling of racks.
 - b. Hanging empty equipment.
8. Obtaining empty equipment for entire operation.

Rewrap

1. Rewrap and repair damaged mail.

SRP operation
(IPP)

1. Initial culling.
2. Secondary culling.
3. Obtaining empty equipment.
4. Transporting full containers.
5. Hanging racks.
6. Pulling racks.

Sack sorter

1. Keying sacks of mail.

Sack shake out

1. Obtaining empty equipment.
2. Verify and check sections.
3. Bundle empty equipment.
4. Transport empty equipment for dispatch.

Sack shake-out
machine

1. Face sacks of mail.
2. Attach clamps.
3. Remove empty sacks.

PACU/SACU (Parcel
automatic container
unloader and sack
automatic container
unloader)

1. Placing containers into dumper.
2. Removing containers from dumper.
3. Culling for damaged mail NMO and SPR.

Task

Work Performance

Multi-slide

1. Obtaining mail.
2. Dumping sacks and containers of mail.
3. Simple separation.
4. Transporting to staging areas.
5. Removing empty equipment.

Second and third class

1. Obtaining mail from staging area.
2. Dumping sacks and containers.
3. Culling.
4. Distribution not requiring scheme.
5. Pulling and replacing sacks and containers.
6. Removing mail to dispatch points.

* * *

The United States Postal Service and the Mail Handlers Union recognize that there are other operations and tasks which have not been included in this package. Therefore, the parties agree that those tasks and operations shall be referred to the Committee on Jurisdiction.

All duties listed under Label Facing Slip Technician SP1-32, Group Leader Label Unit, Label Machine Operator SP2-579, Label Printing Technician SP2-578, Computer Print Line Production Operator SP2-632, Messenger and Con-Con duties will be solely mail handlers functions.

* * *