

2023-2026 NALC National Agreement Guide

A definitive guide to the changes as a result of the Nolan Decision, created by the From A to Arbitration Team

SYMBOL GUIDE

[2023-2026 Tentative Agreement - Full Text](#)

❖ [2023-2026 Tentative Agreement - Summary of Changes Booklet](#)

✱ [2023-2026 Summary of Changes Pamphlet](#)

✱ [Nolan Award Article - NALC.org](#)

■ [Nolan Award - Full Text](#)

➤ Denotes note from the editors

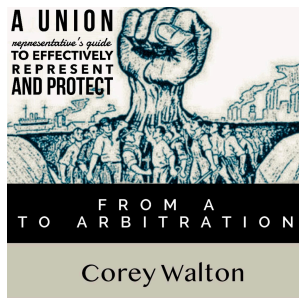
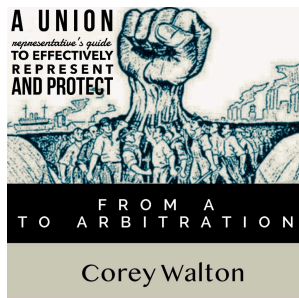


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Effective Dates

The effective dates of the contract are May 21, 2023 to May 22, 2026.

Local implementation

The local implementation period will be ~~April 3 to May 2, 2025~~. May 27, 2025 to June 26, 2025.

➤ The dates for LMOU bargaining were confirmed via the Region 6 and Region 9 Webex.

➤ *~~The previous National Agreement provided a memorandum of understanding, Re: Local Implementation. It is possible that there will be another memorandum of understanding regarding local negotiations and LMOUs, but until such a memorandum is released, it is best to assume that LMOU negotiations will begin April 3, 2025.~~*

Article 2 - Non-Discrimination and Civil Rights

Added pregnancy to no discrimination clause (pp 3 of TA)

Changed language to “individuals with disabilities” (pp 4 of TA)

Article 6 - No Layoffs or Reduction in Force

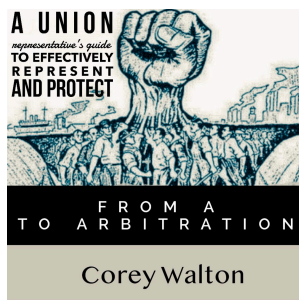
*The no-layoff clause that protects letter carriers after six years of service as a career employee is retained in the 2023 National Agreement.

Article 9 - Salaries and Wages

Section 1. Salary and Wage Schedules

■ Employees with career appointments before January 12, 2013 shall be paid and earn step increases according to the rates and waiting periods outlined in Table One.

■ Employees appointed to career positions on or after January 12, 2013 shall be paid and earn step increases according to the rates and waiting periods outlined in Table



Two.

Section 2. Basic Annual Salary

■ Effective November 18, 2023—the basic annual salary for each grade and step of Table One and Table Two shall be increased by an amount equal to **1.3%** of the basic annual salary for the grade and step in effect on the date of this Agreement. **(Paid retroactively)**

■ Effective November 16, 2024—the basic annual salary for each grade and step of Table One and Table Two shall be increased by an amount equal to **1.4%** of the basic annual salary for the grade and step in effect on the date of this Agreement. **(Paid retroactively)**

■ Effective November 15, 2025—the basic annual salary for each grade and step of Table One and Table Two shall be increased by an amount equal to **1.5%** of the basic annual salary for each grade and step in effect on the date of this Agreement.

Section 3. Cost of Living Adjustment

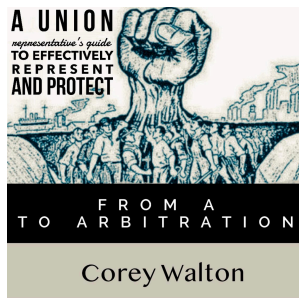
■ B. Effective Dates of Adjustment

Each eligible employee covered by this Agreement shall receive cost-of-living adjustments, upward, in accordance with the formula in Section 3.C, below, effective on the following dates:

- the second full pay period after the release of the **July 2023** Index
- the second full pay period after the release of the **January 2024** Index
- the second full pay period after the release of the **July 2024** Index
- the second full pay period after the release of the **January 2025** Index
- the second full pay period after the release of the **July 2025** Index
- the second full pay period after the release of the **January 2026** Index

■ C. The basic salary schedules provided for in Table One and Step **P** of Table Two of this Agreement shall be increased one cent per hour for each full 0.4 of a point increase in the applicable Index above the Base Index.

■ D. Steps A through **Q** in the basic salary schedules provided for in Table Two of this Agreement shall receive COLAs calculated using the formula in paragraph C



adjusted proportionally to each step's percentage of Step **P**. Step AA of the Hourly Basic Rates for Part-Time Flexible Employees provided for in Table Two of this Agreement shall receive COLA calculated using the same formula in paragraph C adjusted proportionally to its percentage of Step **P**.

** The award also provides for the payment of six COLAs to career letter carriers using the formula that has been included in Article 9.3 for many years. That proportional COLA provides all career carriers equal protection against inflation. Four of these COLAs, totaling **\$2,725 per year at Step P**, will be paid retroactively pursuant to Article 9.3. The amounts of the final two COLAs will, as usual, depend on the Labor Department's Consumer Price Index (CPI-W, 1967=100).*

Retroactive (back pay) provisions

** Full back pay for all letter carriers, covering all paid hours since the expiration of the 2019-2023 contract, was awarded by the arbitrator. Back-pay calculations will include the Nov. 18, 2023, and Nov. 23, 2024, general wage increases (plus the 1 percent additional increase for CCAs on those dates) and the first four COLAs.*

❖ It will take some time for the Postal Service to complete more than 200,000 back-pay calculations, so the exact pay period in which back pay will be issued has yet to be determined, but will be reported as soon as it is confirmed.

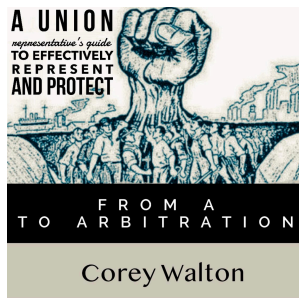
❖ Note: Letter carriers who have retired since the expiration of the 2019-2023 National Agreement will also receive back pay from USPS and will have their annuities retroactively adjusted by the Office of Personnel Management.

Section 7. City Carrier Assistants (CCAs)

■ The CCA hourly rates in Table Three **shall be adjusted by the general increases provided for in Article 9.2**. In addition, CCAs will receive the following wage adjustments:

■ Effective November **18, 2023**, the CCA hourly rates in Table Three shall be increased by 1.0%. (Paid retroactively)

■ Effective November **16, 2024**, the CCA hourly rates in Table Three shall be increased by 1.0%. (Paid retroactively)



■ Effective November **15, 2025**, the CCA hourly rates in Table Three shall be increased by 1.0%.

■ **CCA hourly rates in Table Three shall be increased by \$0.50 per hour. This wage adjustment shall be implemented, and effective upon implementation, within 180 days of the date of the Interest Arbitration Award.**

➤ This means that, effectively, CCAs will receive an adjusted rate of:

2023: 2.3% paid retroactively,

2024: 2.4% paid retroactively,

2025: 2.5% up to current date, plus \$0.50/hour when implementation occurs.

Section 8. Modification of City Carrier Pay Tables

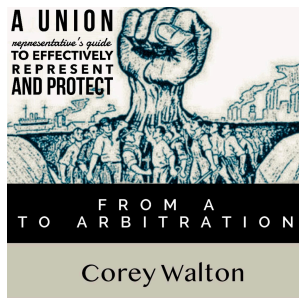
■ **NALC RSC Q (Table One) and NALC RSC Q7 (Table Two) will be modified in accordance with the Memorandum of Understanding Re: City Carrier Pay Table Step Modifications. These modifications shall be implemented, and effective upon implementation, within 180 days of the date of the Interest Arbitration Award.**

Section 9. Step P Wage Increase

■ **The Step P rate in Tables 1 and 2 shall receive a one-time pay increase to an amount that is equal to a flat dollar amount of \$1,000. This change shall be implemented, and effective upon implementation, within 180 days of the date of the Interest Arbitration Award.**

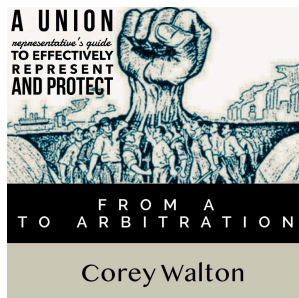
Re: City Carrier Pay Table Step Modifications

**MEMORANDUM OF UNDERSTANDING
BETWEEN THE
UNITED STATES POSTAL SERVICE
AND THE
NATIONAL ASSOCIATION OF LETTER CARRIERS, AFL-CIO
Re: City Carrier Pay Table Step Modifications**



■ Pursuant to the 2023-2026 National Agreement, the city carrier pay tables will be modified as follows:

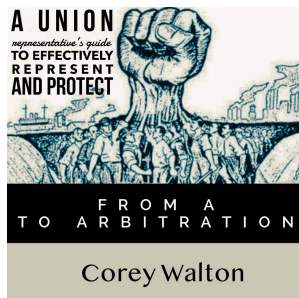
- Steps AA and A will be eliminated from Table 2 as soon as administratively practicable, but no later than 180 days following date of Award, and will be effective upon implementation.
- Following the effective date of the elimination of Steps AA and A, all city carriers in Steps AA and A will be advanced to Step B and begin a new 46-week waiting period to be completed before advancing to the next step.
- All city carriers at Step P in Table 1 will be administratively slotted, as soon as practicable, into Step P in Table 2.
- Once they reach Step P, city carriers remaining in Table 1 will be administratively slotted, as soon as practicable, into Step P in Table 2.



Re: New Employee Experience, Retention and Mentoring Program

As result of two pilot programs conducted across the country, this program creates guidelines related to the onboarding, retention, and mentoring of new employees. Including guidelines such as:

- ❖ Prior to leaving Carrier Academy and reporting to their employing office, all newly hired city letter carriers will receive comprehensive contact information for the employing office, a defined work schedule for the first week in the delivery unit, and instructions for completing time reporting records.
- ❖ No later than the first day in the employing office, all newly hired letter carriers will receive an equipment package including a new USPS-branded reflective vest, mail satchel, and hat. They will also receive an introduction and familiarization with the employing office conducted jointly by USPS and NALC representatives.
- ❖ **All CCAs and PTFs will now be guaranteed a minimum of one nonscheduled day each service week, except during the penalty overtime exclusion period for employees in their ninth week and beyond.** (➤ Emphasis added)
- ❖ Limited daily and weekly work hours and work locations for CCAs and PTFs during their first 11 weeks following completion of the Carrier Academy. Effective Week 12 PTFs and CCAs are limited to 11.5 workhours per day (consistent with Employee and Labor Relations Manual, Section 432.32).
- ❖ **All CCAs and PTFs will receive a defined work schedule identifying anticipated non-scheduled days, start and end times, and route assignments.** This schedule will be posted by the close of business on the Wednesday of the preceding week. (➤ Emphasis added)
- ❖ Newly hired city letter carriers will receive training on Sunday/Dynamic delivery procedures with an experienced employee prior to performing Sunday delivery services on their own.
- ❖ Progress reviews will be conducted at 30-, 60- and 80-day intervals. Copies of these reviews will be provided to the local union.



- ❖ **Employees** will have access to updated route books and maps and provided reasonable time to review prior to delivering a new route assignment. (➤ Emphasis added)
- ❖ To the extent possible, newly hired letter carriers will be provided with consistent route assignments.
- ❖ A mentoring program that pairs new employees with a mentor in their office to help employees adapt to the workplace.

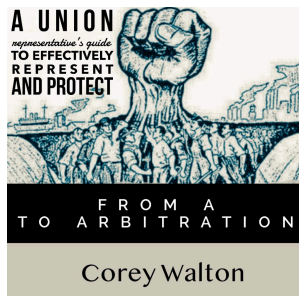
**MEMORANDUM OF UNDERSTANDING
BETWEEN THE
UNITED STATES POSTAL SERVICE
AND THE
NATIONAL ASSOCIATION OF LETTER CARRIERS,
AFL-CIO**

Re: New Employee Experience, Retention and Mentoring Program

Pursuant to the Memorandum of Understanding (MOU) Re: City Delivery and Workplace Improvement Task Force, the parties agreed to conduct two pilot programs related to the onboarding, retention, and mentoring of new employees. These pilot programs, outlined in MOU Re: New Employee Experience and Retention Program and MOU Re: New Employee Mentoring Program, were agreed to in April 2021, and August 2021, respectively. The programs were subsequently combined and modified through an addendum in June 2022.

As a result of the testing and expansion of these programs within hundreds of offices throughout the country, as well as the proven success in the pilot sites, the parties agree to implement the New Employee Experience, Retention and Mentoring Program within all USPS installations in which city letter carriers work. All newly hired city letter carriers will be informed of this program as part of the education they receive at the Carrier Academy. The guidelines of the program are as follows:

New Employee Experience and Retention



Prior to leaving the Carrier Academy and reporting to their employing office, all newly hired city letter carriers will receive:

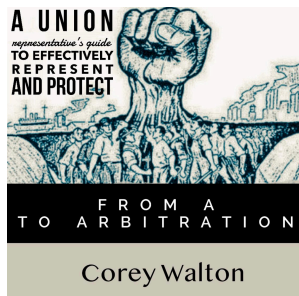
- Contact information for the applicable employing office, including the direct phone number/email address of the employee's immediate supervisor, the office phone number, address of the delivery unit, building access information, and the employee's reporting date and time.
- A defined work schedule for the employee's first week in the delivery unit. This schedule will include anticipated reporting start and end times, daily hours of work, and scheduled day(s) off. It will also identify days specified for training with an on-the-job instructor (OJI). An employee's first day in the office will not be on a Sunday.
- An Employee Identification Number (EIN) and instructions for completing time reporting records.

No later than the first day in the employing office following completion of the Carrier Academy, or as soon as administratively possible, all newly hired letter carriers will receive:

- **A new USPS-branded reflective vest, mail satchel, and hat. These employees will also receive dog spray and all other items regularly supplied to new employees. (>Emphasis added)**
- **Introduction to and familiarization with the employing office, including a facility tour, introduction to union steward/officials, management staff, and other key personnel, and locations of communication/bulletin boards. The introduction and tour will be performed jointly by USPS and NALC representatives. (>Emphasis added)**

Additionally, the following policies will be in effect:

- **All City Carrier Assistant (CCA) and Part-time Flexible (PTF) city letter carriers will be guaranteed a minimum of one (1) nonscheduled day each service week, except during the penalty overtime exclusion period.** This exception to receiving at least one nonscheduled day each service week during the penalty overtime exclusion period does not apply to CCAs or PTFs during Weeks 1 through 8 following completion of the Carrier Academy. Effective



beginning Week 9, CCAs and PTFs may volunteer to work beyond six days per service week. (➤Lots of emphasis added)

- Following completion of the Carrier Academy, workhours and work locations for CCAs and PTFs will be limited as follows (week 1 begins the week the new employee begins OJI training):

- Weeks 1 through 8 - restricted to working only in their employing office. This includes restricting these employees from working in hubs outside of the employing office.

- Weeks 1 through 4 - limited to a maximum of 8 workhours per day and 40 workhours per week, including OJI training.

- Weeks 5 through 8 - limited to a maximum of 10 workhours per day and 56 workhours per week.

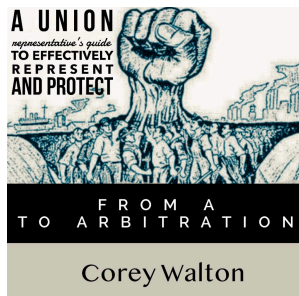
- Effective beginning week 9 - 11 limited to a maximum of 11.5 workhours per day (consistent with Employee and Labor Relations Manual, Section 432.32), and 60 workhours per week.

- Effective beginning week 12 limited to a maximum of 11.5 workhours per day (consistent with Employee and Labor Relations Manual, Section 432.32).

Note: CCAs and PTFs are unavailable beyond the hours specified above during weeks 1-11.

- **All CCAs and PTFs will receive a defined work schedule, identifying anticipated non-scheduled days, start and end times, and route assignments. This schedule will be posted by the close of business on the Wednesday of the preceding week.** (➤Emphasis added)

- **All newly hired city letter carriers will receive training on Sunday/Dynamic Delivery procedures with an experienced employee prior to performing Sunday delivery services on their own.** (➤Emphasis added)



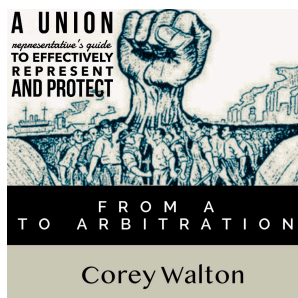
- **Progress reviews for newly hired city letter carriers will be conducted at 30-, 60-, and 80-day intervals in accordance with current guidelines. During these progress reviews, local management will identify opportunities for improvement, provide constructive feedback, and consider additional OJI/hands-on training, as necessary. Copies of these reviews will be provided to the local union. (➤ Emphasis added)**

- **Employees will have access to updated route books and maps. Prior to delivering a new route assignment, employees will be provided reasonable time to review the route book and, if desired, converse with another carrier familiar with the assignment. (➤ Lots of emphasis added)**

- **To the extent possible, newly hired letter carriers will be provided consistent route assignments to help promote confidence, route knowledge, quality of service, and familiarity with the employing office. It is the parties' expectation that newly hired letter carriers will be given the same assignment as was worked the previous day, to the extent possible during their first 12 weeks. In circumstances in which a letter carrier is assigned to work on a route with which they are not familiar, the reasonable amount of time necessary to become familiar with the route will be considered when evaluating the carrier's performance. (➤ Emphasis added)**

- **New employees are prohibited from performing work outside of the city letter carrier craft during their first 90 work days or 120 calendar days, whichever comes first.**

- **During the first 90 work days or 120 calendar days of a new city letter carrier's employment, a meeting should occur prior to any voluntary or involuntary separation. When practicable the new employee, a union representative, their mentor, and the appropriate management representative should discuss the reasons for the potential separation and whether there are possible alternatives or resolutions to address the underlying issues. Note: The new employee has the right to decline union or mentor representation during these conversations. (➤ Lots of emphasis added)**



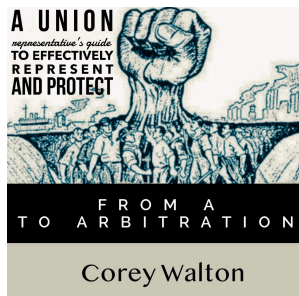
- Joint Retention Teams (JRTs) may be established by mutual agreement of the USPS District Manager and NALC National Business Agent, or designees. JRTs are comprised of one NALC member (compensated on a no loss, no gain basis) and one USPS member. The respective NALC National Business Agent, or designee, will select the NALC team member and the District Manager, or designee, will select the USPS team member. JRTs will educate, assist, and monitor compliance with this program at installations with city letter carriers.

Mentoring Program

Research concerning mentoring programs has shown that mentoring relationships increase retention rates and help employees adapt to new workplaces. Employees who have workplace mentors have been found to be more likely to experience greater job satisfaction, and mentoring relationships can help eliminate obstacles, difficulties, and stumbling blocks new employees may encounter. Additionally, effective mentoring programs provide opportunities for new employees to freely ask questions, gain information necessary to effectively perform their jobs and help build effective and diverse organizations. With this in mind, a mentoring program will be established for all newly hired city letter carriers.

City letter carriers interested in serving as mentors may submit their names to the postmaster or branch president, or their designees, for consideration. Mentors will be jointly selected by the applicable NALC National Business Agent and USPS District Manager, or their designees, based on the following criteria:

- Sufficient understanding of USPS policies, rules, and regulations
- Ability to convey a positive image and attitude
- Demonstrated good communication skills, safe working practices, and regular attendance
- Commitment to a four-month mentoring relationship, during which time the mentor will make themselves available for telephonic and/or in-person discussions during regularly scheduled work-hours



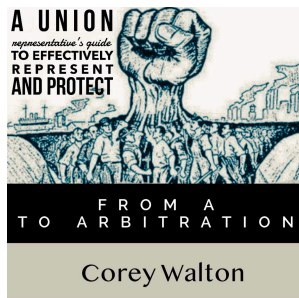
- Willingness to meet, both independently and with mentee participation, with management concerning the work performance of mentee
- Ability and willingness to successfully complete a mentor training program jointly developed by the national parties

Once a reasonable amount of time has been provided for employees to volunteer as mentors, the local parties (installation head or designee and the branch president or designee) will begin to facilitate mentor-mentee relationships. Pairings will be jointly selected by the local parties.

Mentoring relationships established by this program will include the following:

- When practicable, the mentor will participate in the mentee's tour of the delivery unit, introducing the new employee to colleagues and providing them with an overview of the workroom floor.
- The mentor and mentee should meet regularly, as needed, to discuss the mentee's experiences and to address any work-related concerns or issues the mentee may be experiencing. Such requests should not be unreasonably denied.
- The mentor should provide encouragement and advice to the new employee regarding their performance and ability to adapt to the requirements of being a city letter carrier.
- During the first 120 calendar days of a mentee's employment as a city letter carrier, whenever possible, topics and results of any discussions related to the performance of a mentee (positive or negative), including 30-, 60-, and 80-day evaluations as described by Handbook EL-312, Employment and Placement, Section 584, Employee Evaluation, should be shared with the mentor. Note: The new employee may choose to not have this information shared with the mentor.

Mentor and mentee participation in this program will be voluntary. While the parties have a joint expectation that mentoring relationships will last for a period of four calendar months, the mentorship may be terminated by either the mentor or mentee at any time. In these circumstances, when practicable, efforts will be made to jointly assign a new mentor to the newly hired employee.



This program will be implemented as agreed upon by the national parties. Prior to implementation, all city letter carriers will be provided with information about the program. This agreement is without prejudice to the position of either party in this or any other matter.

Article 10 - Leave

Re: PTF Advanced Annual Leave

**MEMORANDUM OF UNDERSTANDING
BETWEEN THE
UNITED STATES POSTAL SERVICE
AND THE
NATIONAL ASSOCIATION OF LETTER CARRIERS,
AFL-CIO**

Re: PTF Advanced Annual Leave

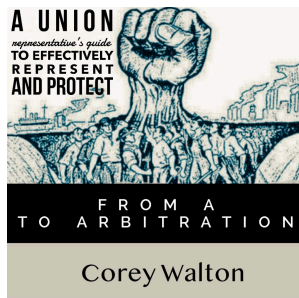
The parties agree that forty (40) hours of annual leave will be advanced to part-time flexible (PTF) employees, prorated to the end of the leave year for their first leave year as a PTF, and annually thereafter, unless and until the employee converts to full-time status.

Re: CCA Advanced Annual Leave

**MEMORANDUM OF UNDERSTANDING
BETWEEN THE
UNITED STATES POSTAL SERVICE
AND THE
NATIONAL ASSOCIATION OF LETTER CARRIERS,
AFL-CIO**

Re: CCA Advanced Annual Leave

The parties agree that, upon completion of an initial 360-day appointment as a City Carrier Assistant (CCA), and immediately upon reappointment to any subsequent appointments thereafter, CCAs will be advanced forty (40) hours of annual leave. Upon initial implementation, CCAs will receive annual leave prorated to the end of their 360-day term.



Re: Monetization of Annual Leave

**MEMORANDUM OF UNDERSTANDING
BETWEEN THE
UNITED STATES POSTAL SERVICE
AND THE
NATIONAL ASSOCIATION OF LETTER CARRIERS,
AFL-CIO**

Re: Monetization of Annual Leave

The parties agree that NALC career employees will be allowed to sell back a maximum of forty (40) hours of annual leave prior to the beginning of the leave year provided the following two (2) criteria are met:

1. the employee must be at the maximum leave carry-over ceiling at the start of the leave year; and
2. the employee must have used fewer than 75 sick leave hours in the leave year immediately preceding the year for which the leave is being exchanged.

Re: Time Limitations Concerning Bone Marrow, Stem Cell, Blood Platelet, and Organ Donations

**MEMORANDUM OF UNDERSTANDING
BETWEEN THE
UNITED STATES POSTAL SERVICE
AND THE
NATIONAL ASSOCIATION OF LETTER CARRIERS,
AFL-CIO**

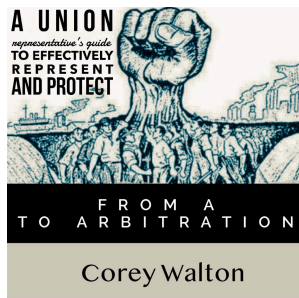
Re: Time Limitations Concerning Bone Marrow, Stem Cell, Blood Platelet, and Organ Donations

As to the time limitations applicable to bone marrow, stem cell, blood platelet, and organ donations, the parties agree the amount of administrative leave that can be granted per leave year to cover qualification and donation is determined by the number of days recommended by the treating physician or hospital, not to exceed the following for:

a. A full-time or part-time regular career employee is limited to:

- (1) for bone marrow, up to seven (7) days;
- (2) for stem cells, up to seven (7) days;
- (3) for blood platelets, up to seven (7) days; and
- (4) for organs, up to thirty (30) days.

b. A part-time flexible (PTF) or city carrier assistant (CCA) may be granted leave up to the limits set forth above. The amount of leave that may be granted will be based on the



employee's average daily work hours in the preceding 26 weeks, but not to exceed eight (8) hours per day.

Article 16 - Discipline

❖ **Article 16.7 Emergency Procedure—**

Amended to allow carriers placed in an off-duty status the right to use accrued annual leave to offset the non-pay period.

Article 17 - Representation

❖ **Article 17.5. Labor-Management Committee Meetings—**

Amended to add a requirement for the local parties to meet at least twice per year to discuss labor-management issues.

➤ Due to the changes in dues processing, any questions regarding dues should be directed to NALC Headquarters, Secretary-Treasurer's office. (202-393-4695)

Article 23 - Rights of Union Officials to Enter Postal Installations

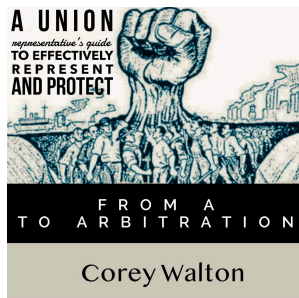
❖ **MOU Re: Article 23 Rights of Union Officials to Enter Postal Installations—**

The MOU clarifies that this right applies to elected or appointed national, area, and local officers, and representatives regardless of whether they are active USPS employees or retired. The MOU requires the Postal Service to provide officers and/or NALC representatives, who are in a full-time LWOP status or retired, a USPS identification badge to enter postal facilities within their respective local(s).

Article 26 - Uniforms and Work Clothes

➤ The uniform allotment has been increased from \$499 to \$536 per annum, effective May 21, 2025. You will not receive this new amount until your *next* allotment date. A newly eligible employee will receive an additional \$125 after May 21st.

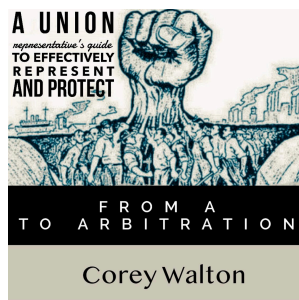
➤ Effective May 21, 2026, the allotment will increase from \$536 to \$549 per annum. You will not receive this new amount until your *next* allotment date. A newly eligible



employee will receive an additional \$128 after May 21st.

Unused portions of an eligible employee's annual allowance for uniform and work clothing will be carried over and available for use beginning twelve (12) months after the end of each anniversary year. An eligible employee's uniform or work clothing allowance balance may not exceed the sum of two (2) years of the employee's annual allowance entitlement. This uniform and work clothing program adjustment will be implemented no later than twelve (12) months from the date of the Interest Arbitration Award.

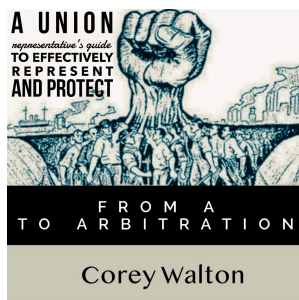
➤ Memorandum, Re: Uniform Program states that a joint task force will be created to address the broken uniform system. This can be found in the Nolan award.



Article 8 - Hours of Work

■ *The national parties will separately determine the implementation plan for the changes in Article 8.* (>Emphasis added)

➤ **INFORM**
MANAGEMENT OF
THE ARTICLE 8
PROVISIONS
BEFORE THEY ARE
IMPLEMENTED AT
YOUR OWN RISK



Section 2

Work Schedules

D. ~~Full-time employees~~ ALL full-time employees who are not on an “Overtime Desired” list or on the Work Assignment list, shall not be required to work beyond eleven and a half (11.5) hours of work in a day or sixty (60) hours of work in a service week, and ***shall not be subject to disciplinary action for terminating their tour of duty when these limits on hours of work are reached.***(➤Emphasis Added)

➤ It was confirmed by NBA Eddie Davidson on Region 9 Webex that this provision applies for all full-time employees. The right to refuse is not exclusive to employees not on the overtime desired list or work assignment list. Whether this provision applies to PTFs and CCAs is still somewhat unclear, however Eddie expressed that it’s for “everybody”.

Section 3

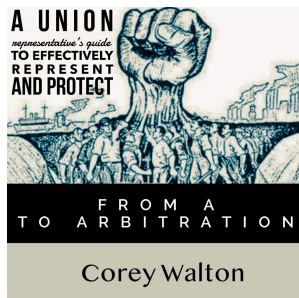
Exceptions

- All PTFs will be guaranteed a minimum of one (1) nonscheduled day each service week, except during the penalty overtime exclusion period. Management will notify PTF employees of their assigned nonscheduled day by the Wednesday preceding the service week.
- All CCAs will be guaranteed a minimum of one (1) nonscheduled day each service week, except during the penalty overtime exclusion period. Management will notify CCAs of their assigned nonscheduled day by the Wednesday preceding the service week.

Section 4.

Overtime Work

G. For any hours worked beyond twelve (12) hours in a service day or sixty (60) hours in a service week the employee is to be paid at the rate of two and one-half (2 1/2) times the base hourly straight time rate.



➤ **We believe this will be handled automatically in TACS**

Section 5

Overtime Assignments

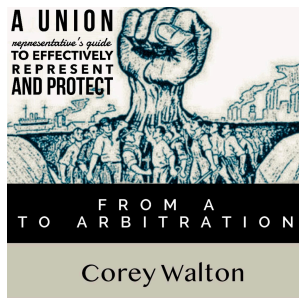
A. Employees desiring to work overtime shall place their names on either one or both of the "Overtime Desired" lists defined below or the "Work Assignment" list during the two weeks prior to the start of the calendar quarter, and their names shall remain on the list until such time as they remove their names from the list. Employees may switch from one lists to the other during the two weeks prior to the start of the calendar quarter, and the change will be effective beginning that new calendar quarter.

1. Full-time letter carriers, including those on limited or light duty, may sign up for either one or both of the following regular Overtime Desired Lists:
 - Employees desiring to work up to twelve (12) hours per day on their regularly scheduled day(s). Employees signing only this list are not on the Overtime Desired List on their non- scheduled day(s). However, employees signing both regular Overtime Desired Lists are eligible to work up to twelve (12) hours per day on their regularly scheduled day(s) and their non- scheduled day(s).
 - Employees desiring to work eight (8) hours per day on their non-scheduled days. Employees signing only this list are not on the Overtime Desired List on their regularly scheduled days or beyond eight(8) hours on their non- scheduled days. However, employees signing both regular Overtime Desired Lists are eligible to work up to twelve (12) hours per day on their regularly scheduled day(s) and their non- scheduled day(s).

Section 5.C.2

b. During the quarter every effort will be made to distribute equitably the opportunities for overtime amongst those employees on the same "Overtime Desired" list.

Section 5.G



2. excluding December, shall be limited to no more than twelve (12) hours of work in a day and no more than sixty (60) hours of work in a service week **unless they volunteer** (➤ Emphasis added) to work beyond those limits pursuant to paragraph 3 below; and
3. may volunteer to exceed twelve (12) hours of work in a day or sixty (60) hours of work in a service week (subject to the payment of Section 4.G). **Those who do not volunteer shall not be subject to disciplinary action for terminating their tour of duty when the limits on hours of work in paragraph 2 above are reached.** (➤ Emphasis added)

➤ **We recommend advising letter carriers to volunteer in writing. In Minneapolis, Renfroe noted those who worked past the 12 and 60 limits would be considered 'volunteers'. Advise carriers of their right to refuse and that they will have to exercise it in order to effectively grieve working past these limits. If management threatens carriers who are exercising their right to refuse, it should be investigated as a potential violation of 115.4 of the M-39.**