

"ORDER of CONSIDERATION"

(Covering a route when the regular carrier is absent)

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This page is a manager's aid. The National Agreement, applicable MOUs, Step 4 decisions, F-21 Postal Bulletins and similar documents must be followed.

1. Primary assigned leave replacement. Entitled to weekly Evaluated Hours when covering route for full week and then may be replaced to avoid overtime or additional overtime. [Article 30.2.O]
They may be required and/or request to take a relief day on J or K routes. Note: This does not have to be the same relief day as the regular. [Article 30.2.H.]

When a leave replacement is needed on a day-by-day basis, if the primary substitute, RCA or RCR is available, they must be scheduled for work on their primary assignment, even if the hours worked will result in compensation at the overtime rate. [March 14, 2005, Pre-Arbitration Settlement G00R-4G-C 02139495]

2. Any available PTF rural carrier (within office/installation) may be utilized before a Sub, RCA or RCR on any route except for the primary assignment of the leave replacement or a six-day auxiliary route assignment.

3. Assign 2nd carrier on the matrix for that route. {No Entitlement to Overtime}

4. Assign 3rd carrier listed on the matrix for that route. {No Entitlement to Overtime}

5. Assign, by seniority, to "qualified" substitute, RCA or RCR in that delivery unit. (Qualified means previously trained on or been utilized on the route). {No Entitlement to Overtime}

6. Management has several options

Designate any other leave replacement in the office [installation]. [Art. 30.2.D.4.] This includes other Subs, RCAs, RCRs, and qualified or unqualified TRCs.

Split route between RCAs or a RCA serves regular & auxiliary route (12 hours of assigned work or less)

Select a regular carrier to work in accordance with Article 8.5. (See Note * below)

a.) Select regulars on the Relief Day Work List (RDWL) in order of seniority on a rotating basis. Regular carriers selected from the RDWL have three ways to be paid, (at the carriers option):

"R" Code - Carrier/Manager mutually agree when "X" Day will be taken, complete 3971. **

"3" Code - 50% additional pay, manager schedules "X" Day within 12 weeks.

"5" Code - 150% additional pay, no "X" Day.

b.) Accept a regular who volunteers that is not on the RDWL. (Carrier is paid DACA "3" only)

c.) Require regular carrier, who is not on the RDWL or does not volunteer, by juniority. (Carrier is paid DACA "3" only)

Note: You may bypass any regular carrier from working a relief day if it will cause them to exceed 2080/2240 or 56 hours within (1) week. This includes RDWL, voluntary, or mandatory (Article 8.5.C)

7. Any other leave replacement from another Post Office (PTF, Sub, RCA, RCR, TRC). [See Sept 1, 2000 letter signed by Andrea B. Wilson]

8. Emergencies: Any "suitable" non-rural, postal employee may be designated by management. [Article 30.2.D.5.]

NOTES: * Those rural carriers with annual leave in conjunction with their relief day are bypassed until everyone on and off the relief day work list has been required to work the relief day first. If the need for a rural carrier still exists and all leave replacements and regulars on their relief day are scheduled to work, the carriers with annual leave in conjunction with their relief day may be required to work their relief day in the order they would have been assigned (in accordance with Article 8.5) if not for the leave.

** "R" Day: The "X" day is to be immediately scheduled, or scheduled no later than the day the relief day is worked, by mutual agreement between the carrier and the Employer. The scheduled "X" day must be within the next twelve (12) weeks. PS Form 3971 will be completed for the mutually agreed "X" day.