

**WHERE IS IT IN WRITING
ABOUT EXCEPTIONS FOR
ADJUSTING THE ROUTE OF
CARRIERS 55 OR OVER WHO
CANNOT CONFINE TOTAL
WORKING TIME TO 48
HOURS/WEEK OR LESS?**

- Revisions to the PO-603 Section 151.2

POSTAL EMPLOYEES

HANDBOOK PO-603 REVISION

Rural Carrier Performance Appraisal

Section 633.234 of the *Postal Operations Manual* (POM) provides guidance to managers for reviewing rural carrier actual workhours relative to evaluated workhours. Due to pending revisions to the POM, these guidelines are now more appropriate for inclusion in Handbook PO-603, *Rural Carrier Duties and Responsibilities*.

Effective immediately, Handbook PO-603 is revised as follows:

Handbook PO-603, *Rural Carrier Duties and Responsibilities*

* * * * *

150 Schedules

151 Management Responsibilities

151.1 General Requirements

Scheduling is the responsibility of management. Schedules must be realistic, based upon the receipt and availabil-

ity of mail, the route evaluation, and other related service considerations. You will receive reasonable advance notice when your schedule is to be changed.

151.2 Performance Appraisal

If the weekly time required to serve the route consistently varies more than three hours, either below or in excess of the route's standard hours, managers should consider corrective action. Exceptions may be made for carriers 55 years of age or older, and carriers who have served continuously for 25 years or more, provided that their conduct and efficiency are satisfactory. When it is demonstrated that a carrier 55 or over cannot confine total working time to 48 hours per week or less, the route will be adjusted.

* * * * *

—*Delivery Policies and Programs, Operations Support, 2-29-96*

The parties agree to make the following changes in Methods Handbook PO-603, *Rural Carrier Duties and Responsibilities*:

213.3 Labeling Carrier Cases

* * * * *

- c. When letter separations are continued on to a wing case, place them immediately adjacent to the letter case. Begin with the highest or lowest shelf, depending on the bundling system used, and extend into the wing case, as needed. Do this with the remaining shelves and attempt to keep the letter separations (on the shelves of the wing) equal in length. **Exception: As an alternative to continuing into a wing case, labeling may be restricted to each piece of equipment. Begin with the highest or lowest shelf, depending on the bundling system used, and continue on each shelf in the single piece of equipment. This type of labeling requires that all casing equipment for the route is identical.**

* * * * *