



Mr. Randy Anderson  
Director of Labor Relations  
National Rural Letter Carriers'  
Association  
1630 Duke Street, 4th Floor  
Alexandria, VA 22314-3465

Re: C95R-4C-C 01084686  
Class Action  
Williamstown, NJ 08094-9998

Dear Mr. Anderson:

On several occasions, the most recent being July 11, 2003, we met to discuss the above-captioned grievance at the fourth step of our contractual grievance procedure.

The issue in this grievance concerns management's efforts to hire leave replacements prior to becoming a formula office and changing rural carriers' relief day.

During our discussion, we mutually agreed to remand this grievance to Step 3 and apply the following agreed upon principles:

- A. The parties agree that the provisions of Article 9.2.C.5.b (the formula), may not be implemented until an office has met three criteria:
  1. There must be a shortage of leave replacements.
  2. Regular rural carriers are working relief days on more than an infrequent basis.
  3. The office has been unsuccessful in its hiring efforts. Offices must have made reasonable effort to obtain RCAs or TRCs to fill leave replacement vacancies.
- B. The parties agree that reasonable effort to obtain RCAs or TRCs will differ from office to office based on the local labor market and resources available. Therefore, the parties agree that reasonable effort to obtain RCAs or TRCs includes the following:
  1. Entrance examinations are announced when necessary to meet the staffing needs associated with leave replacement vacancies.
  2. Hiring worksheets are used to attempt to hire RCAs, but management was unable to hire and/or retain RCAs for the leave replacement vacancies.
  3. A minimum of three (3) of the following were utilized, which include suggestions from Publicizing Job Opportunities, Section 223 of the *EL-312 Handbook, Employment and Placement*:

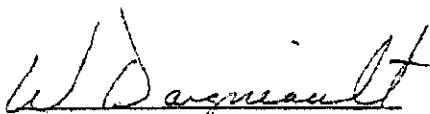
- a. Post examination announcements or other recruitment material in all lobbies and on employee bulletin boards in the post office where the leave replacement vacancy exists (including stations and branches).
- b. Place notices in postal publications or place ads on the Postal Service Internet.
- c. Mail announcement to postal customers served by the office.
- d. Post announcements in federal, state and municipal buildings open to the public.
- e. Send press releases to newspapers and other periodicals, including those directed toward women, minorities, veterans, and people with disabilities.
- f. Supply information to public and non-profit employment services and to other social service agencies, veterans' organizations, state employment agencies, and organizations representing special emphasis groups.
- g. Use public service advertisements or spots on radio or television to reach all members of the community.
- h. Partner with appropriate State Employment and Job Service Offices to promote maximum publicity of recruitment efforts and to increase the pool of qualified applicants through the employment service network.
- i. Conduct and participate in job fairs, open houses, or other recruitment activities to reach all members of the community.
- j. Paid Advertisements – advertisement in a local newspaper to fees for participation at job fairs.

It is not the intent of the parties to limit management's efforts to hire leave replacements by using the above suggestions in sections B.3.a-j. If management uses different means as efforts to hire leave replacements that are not listed above, which would be considered valid efforts to attract applicants, such means may count with respect to the minimum required. The Union may challenge counting the use of different means with respect to the minimum required actions on the basis that the different means is not considered a valid effort to attract applicants.

Upon reviewing this grievance at Step 3, the parties will address whether management met the above criteria. If the criteria were not met, the parties will attempt to determine the appropriate remedy.

Please sign and return the enclosed copy of this letter as your acknowledgment of agreement to remand this case.

Sincerely,



William Daignéault  
 Labor Relations Specialist  
 Contract Administration  
 (NRLCA/NPMHU)



Randy Anderson  
 Director of Labor Relations  
 National Rural Letter Carriers'  
 Association

Date: 7/16/03