

Issue: Did the Postal Service violate Article 19 when notating DOIS projections in “collection boxes locations” portions of the PS Forms 3996? If so, what is the proper remedy?

Decision: The Dispute Resolution Team has decided to resolve this grievance. The Service did violate the National Agreement when it notated the DOIS and other projections for the city carriers on the front of the PS Form 3996. Such notations are not supported by the M-41 Handbook, nor is the attachment of a locally generated form. The Service will observe the instructions on the reverse of the form and will cease and desist from making such notations or attaching additional documents to the PS Forms 3996.

Explanation: The Service began a practice in Rocky Mt. of notating time projections on the front of the PS Forms 3996, such as, but not limited to;

- ☞ DOIS time allowance projection
- ☞ Number of parcels
- ☞ Accountables
- ☞ Existence of marriage mail
- ☞ DPS numbers
- ☞ Occupants
- ☞ Late arrival of truck
- ☞ Etc

Union Contentions:

1. The PS Form 3996 does not have an appropriate or listed place for supervisor's notes, DOIS Figures entries or other entries by management other than the entries under "L" of the instructions on the 3996 reverse.
2. Management says that entry of DOIS Figures is necessary for their justification of time granted or denied.
3. This practice has a negative impact upon the carriers.
4. Management agreeing to attach these figures separately to PS Form 3996 is not acceptable. This is not allowed by the PS Form 3996 instructions.

Management Contentions:

1. Supervisors determine the need for auxiliary assistance based on the mail volume and other factors on a daily basis by route.
2. The notations on the PS Forms 3996 are for supervisor reference only and are not intended to harass or worry carriers
3. Management suggested an attachment sheet to the PS Form 3996 for future reference.

Dispute Resolution Opinion: The Dispute Resolution Team does not agree with the addition of information to the PS Forms 3996 outside the guidelines of the M-41 Handbook. The reverse of the PS Form 3996 contains instructions for its use. Item "a" through "k" are city carrier instructions. Item "l" is for management action. It states; *"This section is completed by the manager reviewing the form. The manager reviews the request and makes a determination as to the appropriate actions. The manager shall check the appropriate actions and initial each section."*

The Joint File contains several PS Forms 3996 in which the supervisor has added up to three entries in the section designated "Collection Boxes Locations."

V- .15

PP - .14

Late Truck

The National Parties have agreed to the following guidelines concerning the completion of PS Forms 3996: (underlined for emphasis)

NC-S-11311.N5-FL-18391

November 28, 1978

".....we mutually agreed that local management will observe the instructions on the reverse of Postal Form 3996."

H1N03W-C 42292

May 6, 1985

"PS Forms 3996 are to be completed as provided for in Part 280 of Methods Handbook, Series M-41. Deviations from these instructions, including locally devised forms attached to the 3996, are not appropriate."

H1N-5K-C 3842

October 14, 1982

"PS Forms 3996 are to be completed as provided for in Part 280 of Methods Handbook, Series M-41, and on the reverse of the form itself. Deviations from these instructions, including requiring time clock rings on the form, are not appropriate."

H1N-3W-C 32752

April 26, 1985

"Letter carriers will not be required to enter volume figures on PS Forms 3996 unless the reason for the request is related to volume. If the request is related to volume, management may require that the carrier note the volume of mail remaining to be cased at the time the PS Form 3996 is submitted, and may required that the volume be stated in linear measurement terms."

Q94N-4Q-C 99022154

July 30, 2001

".....it is understood that no function performed by POST or DOIS, now or in the future, may violate the National Agreement."