

Grand Rapids, MI Post Office and NALC Branch 56 Weekly Manual Posting SOP



1. The Grand Rapids, MI installation will start weekly manual bidding as soon as possible, but not later than one week after signing of this S.O.P.
2. The union, NALC Branch 56 President/ designee and Grand Rapids, MI Customer Support Supervisor/ designee will develop a joint service talk on the weekly manual biddings and how to do them.
3. The union, NALC Branch 56 President/ designee and Grand Rapids, MI Installation management will jointly give the developed service talk at each station of the Grand Rapids, MI installation and post the joint service talk on the NALC Carrier board.
4. The union, NALC Branch 56 President/ designee and Grand Rapids, MI Installation Customer Support Supervisor/ designee will work together each week to make sure all routes are posted and the process is being followed.
 - a. Grand Rapids, MI Installation supervisors will inform the NALC Branch 56 President/ designee and Customer Support Supervisor/ designee of all vacant routes as listed in #14 of this agreement and Article 41.1.A Section 1.
5. The Customer Support Supervisor/ designee will be responsible for keeping up webcoins, placing awarded City Letter Carriers on their new routes and removing them from their old routes, any other necessary requirements in webcoins or other necessary programs and processing the required/ needed form 50's for this process.
6. Article 41 of the National Agreement regarding Postings will be followed where relevant.

7. The weekly biddings will open at 6:00a.m. on Fridays and close eleven (11) days later at 11:00 a.m. on Mondays.
 - a. The exception will be when a holiday falls on Friday and the carrier are not working. Then the bidding will open on the Saturday after the Friday holiday at 6:00 a.m.
 - b. The exception will be when a holiday falls on Monday and the carrier are not working. Then the bidding will close on the Tuesday after the Monday holiday at 11:00 a.m.
8. The Weekly Manual Postings will have a Posting number beginning with the year and week of the year. Example 2018-1.
9. The week of the year on the Posting number will begin on the first full week of January and continue for the next 52 weeks.
10. The Postings will contain all information that Article 41 calls for regarding route information.

41.1.B.4

Information on notices shall be shown as below and shall be specifically stated:

- (a) The duty assignment by position title and number (e.g., Key or Standard).*
- (b) Grade.*
- (c) Hours of duty (beginning and ending), including, in the case of a Carrier Technician assignment, the hours of duty for each of the component routes.*
- (d) The fixed or rotating schedule of days of work, as appropriate.*
- (e) The principal assignment area (e.g., section and/or location of activity).*
- (f) Invitation to employees to submit bids.*
- (g) Physical requirement unusual to the assignment.*

(h) If a city carrier route is involved, the carrier route number shall be designated. If a Carrier Technician assignment is involved, the route number of the Carrier Technician assignment and the route numbers of the component routes shall be designated.

11. The Weekly Manual Postings will be posted at each Grand Rapids, MI installation Station as the postings are now being posted, on the NALC City Letter Carrier boards behind locked glass.
12. The stewards will continue to verify that each Weekly Manual Posting has been posted at each station on the above stated Carrier boards.
13. All vacant routes in the Grand Rapids, MI installation will be posted on the next Weekly Manual Posting available. The vacant routes are defined in Article 41 of the National Agreement:

41.1.A Section 1. Posting

A. In the Letter Carrier Craft, vacant craft duty assignments shall be posted as follows:

1. A vacant or newly established duty assignment not under consideration for reversion shall be posted within fourteen calendar days from the day it becomes vacant or is established, unless a longer period of time is negotiated locally.

All city letter carrier craft full-time duty assignments other than letter routes, Carrier Technician assignments, parcel post routes, collection routes, combination routes, official mail messenger service, special carrier assignments and night routers, shall be known as full-time Reserve Letter Carrier duty assignments. The term "unassigned regular" is used in those instances where a fulltime letter carrier does not hold a duty assignment.

Positions currently designated in the Letter Carrier Craft:

City Carrier (includes the duty assignment of Official mail Messenger Service in the Washington, D.C. Post Office)

Special Carrier

Carrier Technician

Positions that may in the future be designated in the Letter Carrier Craft.

Changes in the foregoing position titles shall not affect the application of this provision.

14. Carriers will have to use a PS Form 1717-A from June 2009, found on the forms page of USPS intranet or PS Form 1717-A updated by the USPS in the future.
15. Failure to use the proper PS Form 1717-A by the carriers will result in the bid being voided.
16. Failure by the carrier to completely and correctly fill out PS form 1717-A will result in the bid being voided.
17. Management will make sure there are plenty of PS Form 1717-A's at each Grand Rapids, MI Station.
18. The carriers must round date the PS Form 1717-A when bidding and should keep a copy for themselves.
19. The carriers place the correctly and completely filled out proper PS Form 1717-A in the same lock box as used for the Article 41 weekly opting/ hold down bids at their station.
 - a. The Lock Box is the only place to put the PS Form 1717-A for bidding route under this process.
 - i. No other way will be accepted.
20. Management at each Grand Rapids, MI installation station will pull all Weekly Manual Posting bids along with the Opting/ hold down bids under Article 25 and 41 every Monday at 12:00p.m.; scan each relevant Weekly Manual Posting bid

and email them to the Customer Support Supervisor/ designee and the NALC Branch 56 President/ designee.

- a. The exception will be when a holiday falls on Monday and the carrier are not working. Then the bidding will close on the Tuesday after the Monday holiday, according to #7 of this agreement. Management will then pull the Weekly Manual Posting on the Tuesday after the Monday Holiday at 12:00 p.m.

21. The Union, NALC Branch 56 and Grand Rapids, MI Installation management will follow Article 41 of the National Agreement when awarding routes posted in the Grand Rapids, MI Weekly Manual Posting.

41.1.C Successful Bidder

1. The senior bidder meeting the qualification standards established for that position shall be designated the "successful bidder."

22. The Union, NALC Branch 56 President/ designee and Grand Rapids, MI installation Customer Support Supervisor/ designee will meet weekly on Tuesday to prepare the weekly manual bids and awards.

- a. The date of the weekly meeting can be changed by mutual agreement by the parties.

23. The Union, NALC Branch 56 President/ designee and Grand Rapids, MI Installation Customer Support Supervisor/ designee will send out the awarded notice for the postings Tuesday, or date of meeting when changers according to #22 of this agreement at or before 5:00 p.m. after the posting closes.

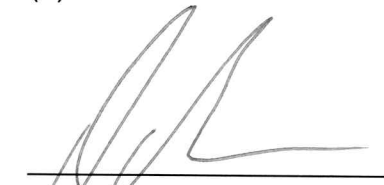
- a. This notice will be sent to all management personal in the Grand Rapids, MI installation and the NALC Branch 56 union President.

- b. The award notice will be posted on the same board as the Weekly Manual Postings, the NALC City Letter Carrier board at each station.
- c. The NALC stewards for Grand Rapids, MI will verify the award notice has been posted at each station.

24. The union, NALC Branch 56 and Grand Rapids, MI management will place the “successful bidder” on their new route on the first day of the next new pay period after the awards have been posted.

25. The Union, NALC Branch 56 President/ designee and Grand Rapids, MI Postmaster/ designee will look at the Weekly Manual Posting process two months after it starts to determine if changes should be made.


26. The union, NALC Branch 56 President/ designee and Grand Rapids, MI Postmaster/ designee will look at the Weekly Manual Posting process every six (6) months to determine if any changes should be made.



Kyle D. Inosencio

President NALC Branch 56

4-17-18
DATE



Theresa Mullins

Postmaster Grand Rapids, MI

4-17-18
DATE