



THE BRANCH 324 BUZZ

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Office time - Return

Oftentimes, afternoon office duties can be unclear for city letter carriers. This section explains the order in which letter carriers should perform afternoon office functions. Management in some offices will insist that letter carriers complete their afternoon office duties in a designated amount of office time or in some cases on street time. Handbook M-41 directs letter carriers to clock to office time first and then perform these additional office duties. This requirement is contained in Chapter 4 of Handbook M-41, reprinted in relevant part here.

4 Office Time - Return

41 Use of Timecards

412 PSDS Offices Follow instructions in 211.2 — except (1) set dials to indicate “R.S.” for Return Street and (2) set dials to indicate “E.T.” for End Tour.

Section 211.2 indicated here refers to the procedures for clocking in using the EBR available in most postal facilities. This time clock transaction is the first handbook procedure to be completed by letter carriers upon returning to the office. Section 127.a of Handbook M-39 reinforces this requirement:

127 Office Work When Carriers Return From Route

The carrier unit managers must observe and direct carrier activity when carriers return from the route. Observe such things as:

- A. See that carriers promptly clock in on return to office.
- C. See that clerks are available to check in accountable items as efficiently and promptly as possible.

As indicated, handbook provisions state carriers should clock back into the office immediately after unloading their vehicle and before disposition of collected mail.

42 Disposition of Collected Mail

Place the mail collected on designated table or in receptacles. Sorting of outgoing collection mail and all other end-of-day activities should be conducted on office time. Letter carriers should also return accountable items to the clearing clerk for proper clearance while on office time as indicated in section 43 of Handbook M-41 and Section 127.c of Handbook M-39 cited above.

43 Clearance for Accountable Items

431 Keys
432 Registered and Certified

434 CODs

435 Customs Duty Mail

436 Postage Due

Processing of undelivered mail also should be performed on office time, whether this mail is processed in the morning or in the afternoon upon return from the route. Section 44 of Handbook M-41 explains this requirement:

44 Undelivered Mail

441 Processing Undelivered Mail

Follow procedures listed in part 24 to process forwardable and undeliverable mail (1) that you didn't process before leaving the office and/or (2) that you picked up on route. After processing, place this mail in throwback case, as explained in part 24.

These are just a sample of the activities letter carriers should do on office time. Letter carriers should ensure that they are making proper clock rings to reflect these tasks. In-depth explanations of office functions and their route inspection time credits are found in the NALC Route Protection Program, available on the NALC website at nalc.org/route adjustments and we also have copies at the branch office.