

CMS – 1202.29 – Unaddressed Admail Delivery

(Exhibit 1)

7.1.2 Recommended Preparation Process for Door to Door Points of Call

IF THERE ARE...	THEN THE LETTER CARRIER MAY...
one or two UA mailings per point of call (POC) type for delivery	<ul style="list-style-type: none"> • count out the POCs per relay or vehicle stop portions; • bundle the items for outside delivery; and • take up to 2 UA mailing for outside delivery: <ul style="list-style-type: none"> ➤ back-hand (behind mail bundle in left hand); or ➤ pull items from satchel between points of call. <p>NOTE: Where there is no impact to Operations, can merge UA items with case-sorted mail scheduled for that day's portion of delivery inside the office.</p>
three or more UA mailings per POC type for delivery	<ul style="list-style-type: none"> • collate and stack bundles inside the office; • on the morning of delivery: <ul style="list-style-type: none"> ➤ sort Unaddressed Admail with case-sorted mail in the office; or ➤ merge UA items during tie-out <p>NOTE: If there are more than 2 UA loose mailings between relays or vehicle stops (multiple door to door POCs – houses, business and apartments), the recommended process is to merge all but two UA mailing with case-sorted mail inside the office. This will ensure that only 2 loose UA mailings are in a satchel at any given time.</p> <p>NOTE: During periods of heavy volumes, Supervisors may instruct Letter Carriers to only take out the designated 1/3 or 1/5 of their POCs. Also, where available, assistance may be provided, e.g., unassigned Letter Carriers, those on modified duty.</p>

7.1.3 Recommended Preparation Process for Centralized Delivery

STEP	ACTION BY LETTER CARRIER
1	When delivering to CMBs, LBA/Panels, count out the number of UA mailings for the centralized portion for outside delivery.
2	Collate UA mailings inside the office where: <ul style="list-style-type: none"> • the Letter Carrier can complete their workload within the prescribed route schedule; and • there is no impact to Operations, <p>NOTE: Under certain conditions (e.g., poor weather, lack of mailrooms, heavy volume periods, large number of points of call), the Supervisor may approve collation of UA mailings inside the depot. If collation is approved, it requires 3 or more mailings per POC type.</p>

Canada Post Labour Relations Bulletin

(Exhibit 2)

Canada Post Corporation / Canadian Union of Postal Workers - UPO Collective Agreement

SUBJECT: Time Worked is Time Paid/Householders

This Bulletin intends to clarify Canada Post Corporation's position in regards to the application of overtime on those occasions when householder volumes contribute to its necessity. Group 2 employees with large, daily householder volumes, in conjunction with other causes, may need to apply clause 15.08 overtime in order to complete their daily duties.

Our findings are that there is an inconsistent understanding and practice that is based on the one-third rule in Section 7 of Appendix "D". As we progress towards standardizing the delivery practice, we expect that employees will follow the rules currently in place at their facility. If overtime results when these rules are followed, employees will be paid for their time worked. If management requires employees to carry additional volumes (compression) and it results in the need for overtime to complete delivery, then we would also pay for the time worked as directed by Appendix "D" of the current collective agreement.

The current process requiring employees to obtain authorization to work overtime, from their team leader, is an integral part of this process and must be complied with at all times.

In cases where employees incur overtime and are found to be carrying volumes in excess of the daily requirement, without authorization, they maybe counseled for incurring overtime.

Regards;

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