

Time Allowances for Carrier Office Work

TIME ALLOWANCES FOR CARRIER OFFICE WORK

Form 1838

Line No. Work Function

Pieces Per Minute
1-Trip 2-Trip

1	Routing letter-size mail.	18	18
2	Routing all other size mail. (Use Notice 26, Maximum Time Allowance for Routing Mail, to convert pieces to minutes.).....	8	8
Minutes			
4	Strapping mail in bundles or placing in trays, preparing relays and placing mail into satchels; for each 70 pieces regardless of character (minimum allowance 3 minutes). Strapping mail in bundles for markup at computerized forwarding unit. Lines 1-2-3 combined mail volume (strapping out pieces and markup pieces) is used in determining time allowance at 70 pieces per minute.	1	
8	For each 10 pieces of all classes of mail separated for forwarding or return.....	1	
9	Periodicals marked up (for each 2 pieces handled for forwarding or return.....)	1	
10	For each Form 3579, Undeliverable Periodical, Standard A & B or Controlled Circulation Matter.	2	
11	For each 4 pieces marked up (mail marked Deceased, Temporarily Away, Refused, Vacant (Occupant mail of obvious value) or No Mail Receptacle).	1	
12	For each change of address, including Form 3546, recorded on Forms 1564-B and 3982.....	2	
13	Insured receipts turned in.....	1	
14	Registered, Certified, COD, Express Mail, Customs and Postage-Due; Keys, Form 3868, signing for, returning funds or receipts, and for partial completion of Form 3849 (name or address for identification). Base minimum allowance is 6 minutes		*
15	Withdrawing mail where applicable (from distribution cases, trays, sacks, and/or hampers). Base minimum allowance is 5 minutes		*
16	Sequencing and collating by-pass mail. (Representative time in minutes will be allowed for work function.)		
17	Strapping out time (when mail must be placed in order of delivery) see 922.51d. (Representative time in minutes will be allowed for the work function.)		
18	Break (local option).		
19	Vehicle inspection see 922.51f. Base minimum allowance is 3 minutes		*
20	Personal needs, etc. (Time allowances are printed on the form for each trip, and must not be changed.) An allowance of 5 minutes is permitted on the first trip for personal needs, obtaining hat and coat from wall racks before leaving office, visiting swing room to obtain rain gear from locker, etc.		
21	Office work not covered by form. (Work functions must be identified and approved as being necessary and of a continuing nature.) (Use "Comments" section.) Base minimum allowance is 9 minutes		*
22	Waiting for mail (office) and all other office activities not performed on a continuing basis which are excluded in computing net office time. (Use "Comments" section.)		
23	Counting Mail and filling out Form 1838-C worksheet.		

Note: For piece items, grant the next higher allowance in minutes for fractional units. Use actual times for Lines 14 through 19 and Lines 21 through 23 when those functions are performed. * Computing Standard Office Time Under Columns (e), (f), and (g) on Form 1838: If the actual time for each of Lines 14, 15, 19, and 21 is less than the base minimum and the carrier performs the function the base minimum must be entered for the Line Item in the appropriate column. If the actual time exceeds the base minimum, an adjustment to that time cannot be shown which is less than the base minimum.

NOTE: The highlighted office time allowances are the **MINIMUMS** that you are permitted. If the actual function takes longer, you are permitted the additional time. **Your minimum fixed office time is 33 minutes, (43 minutes with office break).** 5 minutes of this is in the afternoon when you return from the street. Therefore, you start the day **with MINIMUM OF 28 or 38 MINUTES of FIXED OFFICE TIME IN THE MORNING, even if you have ZERO caseable mail.** That time is **NOT** to be counted when calculating casing and strapping out time. Management will try to get you to absorb this time. You must deduct it from your AM office time to determine your casing and strapping out time. It is your responsibility to ensure that you get this time on a daily basis.

The **ONLY** casing standard is **18/8/70**. Period. The union does not recognize any percent to standard when determining daily workload. You are only required to meet the **18/8/70** standard and cannot be disciplined for failing to meet management's calculated percent to standard. You should use **18/8/70** when calculating your daily workload.