

PREPARATION OF UNADDRESSED ADMAIL

As of December 9, 2016 the Urban Operations Collective Agreement will be in full force and effect. One of the key changes that we need to be aware of is the preparation of unaddressed admail at the end of the day and how this impacts a letter carrier's workday.

New Language

The new language in Appendix "D" of the Collective Agreement that expires on January 31, 2018 is:

****"new 2) d) The preparation of neighbourhood mail by letter carriers will be performed at the end of the day. Consequently, time will be credited at the end of the route under the Letter Carrier Route Measurement System ("LCRMS") for routes structured to return to the depot at the end of the day."***

Exceptions to the end of the day preparation of neighbourhood mail may occur during the normal course of the work day. However, when the morning procedure aimed at evaluating the need for overtime is followed, the fact that overtime occurs at the end of the day will not be considered an exception."

What Does This Change Mean?

Letter carriers will now have the ability to prepare their unaddressed admail (neighbourhood mail) at the end of their work day if their route is structured to return to the depot at the end of the day. The majority of letter carrier routes are structured to return to the depot at the end of the day. The preparation of unaddressed admail includes collating the mailings if you have (3) three or more sets to deliver the following day. This includes collating for all point of call (POC) types; door to door or centralized delivery (CMBs, panels and apartments). Letter carriers will have the option as to whether or not they choose to collate their unaddressed admail.

If you choose to prepare your unaddressed admail at the end of your day and you are into overtime, you will be paid overtime for doing this work, if you follow the morning procedure aimed at evaluating the need for overtime. This means notifying your supervisor in the morning that you think that you will be into overtime by the end of your day due to, for example, heavy mail and/or parcel volumes, an over-assessed route, an improperly assessed route or an anticipated heavy volume of unaddressed admail. If something unexpected occurs during your day that may cause you to go into overtime and you did not advise your supervisor in the morning that you may be into overtime, notify your supervisor as soon as possible. Letter carriers working on part-time routes will also be paid for the preparation of unaddressed admail either with extended hours up to 8 hours and overtime if you work beyond 8 hours.

If you follow the processes noted above and you are denied overtime for the preparation of unaddressed admail, please contact your shop steward, local union office or regional office for advice. If this cannot be resolved through discussions at the local level, then it will be necessary to file a grievance to ensure that you are paid the overtime that you are entitled to.

Stand Up For Our Rights!



Sylvain Lapointe
Chief Negotiator – Urban Unit



George Floresco
Chief Negotiator – RSMC Unit

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