



DES MOINES, IOWA LOCAL
AMERICAN POSTAL WORKERS UNION, AFL-CIO
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4/88

DUTIES FOR LIMITED DUTY PEOPLE

Letter Cases: Incoming, Outgoing, Transit Iowa

Letters could be cased in lower 3 rows from straight back chair or in all of case from rest bar. Bundles could be taken from U-Cart or tub. If trays are too heavy to lift, handfuls could be taken out and placed on ledge for distribution. In Incoming this could be done in Primary, Secondary zones, Charter paid and dues primary, Box Section, Amoco, and Meredith. In Outgoing and Transit Iowa, this could be done on Iowa, SCF's and States. In Meredith and Charter paid, limited duty employees could also verify trays of mail, toss bundles in sacks, mark-up mail for forward or return, and label cases. In Meredith and Charter postage due trays could be verified, mail separated by post cards and letters, count mail in bundles of 100, write postage due bills, weigh 5 letters and charge by ounce per letter and run mail through counting machine (can use chair).

Limited duty employees could also sweep cases and place small amounts in trays.

In the OCR area, limited duty employees could cull unmachineable mail from machineable.

In the LSM area, employees could key 45 minutes and on 15 minute relief time could verify problem bins or trays of mail. Also employee could be rotated to outgoing area. Employee could also cull bundles for ledge loader.

In pouch areas and belts, employee could throw bundles in pouches and rotate to sit down letter cases.

In weigh room, employees could sit in straight back chairs and verify bundles. This is now being done by associate office employees and light duty employees.

In FSM area, employees could key and rotate to flats area for 15 minutes.

Straight back chairs could be purchased that raise and lower according to case. Cases could be modified by shortening legs, adding wings, or simply relabeling to just use bottom half. Long tables (i.e.; banquet tables) could be used for counting and verifying, also making boxes, placing label holders on boxes, and removing ACT tags from existing boxes. Employees could face the unfaced mail so the machines could rerun it. They could also cut in BBM bundles.

All of this is just ideas in addition to duties and work areas already addressed in the applicable local agreements. (see attached)

I would be more than happy to show you through some of these work areas to point out these duties that could be performed.

Barbara J. VerSteegh,
President