



**United States  
Postal Service**

DES MOINES, IOWA 50318

MARCH 23, 1981

TO: ALL EMPLOYEES

RE: OVERTIME DESIRED LISTS

Two weeks prior to the start of each calendar quarter, full-time regular employees desiring to work overtime during that quarter shall place their names on an "Overtime Desired List". These lists are maintained by craft, section and tour.

If an employee requests, in writing, that his/her name be removed from the "Overtime Desired List", Management will honor such request beginning with the first announcement of overtime following Management's receipt of the request. This will necessitate an employee to work any overtime scheduled prior to the time a written request is submitted. The honoring of such request will prohibit that employee from returning to the list during that same quarter.

William D. Burch  
MSC Manager/Postmaster  
Des Moines, IA 50318