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**August 3, 2001**

**MEMORANDUM**

**TO: All NALC Region 12 Branch Presidents**

**SUBJECT: Rounding Off**

Attached please find a copy of a Directive, I requested the Area Vice President put out on this subject. Please send it on to each of your Shop Stewards and to any supervisors, who are not complying with these instructions.

If any violations are occurring, please file a grievance immediately, secure the documentation and notify my office of the specifics. If you should have any questions, concerning this matter, please contact me.

With every good wish, I remain

Sincerely and fraternally,

**Timothy C. O'Malley**  
National Business Agent

TCOM/fh  
396-01  
Enclosure

cc: Files



July 30, 2001

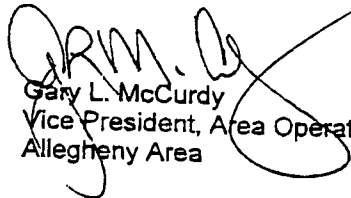
MEMORANDUM FOR: DISTRICT MANAGERS  
ALLEGHENY AREA

SUBJECT: Disallowing Actual Time Worked – City Carriers

Recently we have received allegations from the field that Postmasters/Managers/Supervisors are disallowing actual time worked by city carriers for the purpose of avoiding the reporting of penalty overtime or adhering to specific operation windows. Any unilateral action or agreement with a city carrier to amend actual hours worked for any purpose constitutes falsification of time records. For example, a carrier works ten hours and 45 units and to avoid reporting penalty overtime of 45 units, we change the actual work hours to ten and compensate the individual the following day at straight overtime or even additional straight overtime. Any managers making such adjustments or agreements will be subject to severe disciplinary action.

There are existing provisions that permit the disallowance of time not worked and they are enumerated in 432.711 of the ELM. The supervisor must provide a written explanation on form 1017-A, *Time Disallowance Record*. Your attention is also directed to section 444.223, **Unauthorized Time**: "The reason for an employee continuing to work, with specific approval or disapproval, is immaterial. It is the duty of supervisors to exercise control over the working hours of their subordinates by making sure that employees complete their duties and clock out promptly at the completion of their tour if additional work is not desired or authorized." (Emphasis added)

Please disseminate throughout your Districts and ensure we adhere to our regulations under the Fair Labor Standards Act (FLSA).

  
Gary L. McCurdy  
Vice President, Area Operations  
Allegheny Area

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