

PATRICK R. DONAHOE
DEPUTY POSTMASTER GENERAL & COO



September 22, 2009

VICE PRESIDENTS, AREA OPERATIONS

SUBJECT: Postmaster Work Week

In recent discussions with the National Association of Postmasters of the United States (NAPUS) and the National League of Postmasters (League), the issue of what constitutes a postmaster's regular work week was raised. The association presidents were concerned that due to our downsizing efforts there are some staffing imbalances at the post office level where postmasters by necessity, have had to perform additional duties. This has led to expanded work days, work weeks, and working non-scheduled days for postmasters on a regular basis.

While it is understood that non-bargaining employees who are exempt from the FLSA provisions are not limited to working a specified number of hours in a service week, there is a practical limitation to the extent and regularity of this requirement. Recognizing our service obligations and the impact of our current financial situation, we have informed the postmaster associations that we will make every effort to limit these situations consistent with the provisions outlined in the Employee and Labor Relations Manual (ELM) Sections 432.112 (a) (1) and 432.34. Please provide guidance to your subordinate managers to accomplish this within your area.

A handwritten signature in black ink, appearing to read "Patrick R. Donahoe", written over a printed name.

Patrick R. Donahoe