



UNITED STATES POSTAL SERVICE
475 L'Enfant Plaza, SW
Washington, DC 20260

OCT 1 1984

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3A1
No Bids

Mr. William Burrus
Executive Vice President
American Postal Workers
Union, AFL-CIO
817 14th Street, N.W.
Washington, D.C. 20005-3399

Dear Mr. Burrus:


On August 30 you met with Frank Dyer in prearbitration discussion of HLC-NA-C 81, Washington, D.C. The question in this grievance is whether the Postal Service may revert a vacant duty assignment once it has been posted for bid and no bids are received.

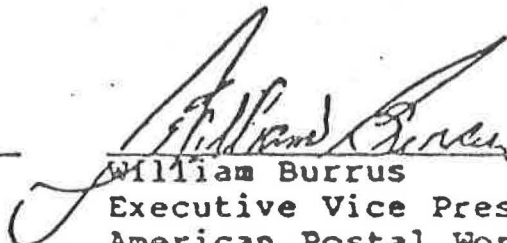
It was mutually agreed to full settlement as follows:

1. Normally, a duty assignment, once it has been posted for bid, will be filled consistent with 524.1 of the P-11 Handbook.
2. There may be, on occasion, exceptions wherein the Postal Service may leave vacant a duty assignment after it has been posted and no bids were received or there were no successful bidders. However, these exceptions must be operationally justified, and will be limited to changes such as those occurring through mechanization and technological changes, transportation changes, etc.

Please sign and return the enclosed copy of this letter acknowledging your agreement with this settlement, withdrawing HLC-NA-C 81 from the pending national arbitration listing.

Sincerely,


William E. Henry, Jr.
Director
Office of Grievance and
Arbitration
Labor Relations Department


William Burrus
Executive Vice President
American Postal Workers
Union, AFL-CIO

10-2-84
Date

520 Bargaining Unit Positions

521 Filling Positions

521.1 General Requirement

The filling of bargaining unit positions through assignment, reassignment or promotion is subject to the applicable provisions of the appropriate collective bargaining agreement(s).

521.2 Restriction

Except as provided for excess employees and ill or injured employees in any applicable collective bargaining agreements, vacancies must be filled by promotion or reassignment within the appropriate craft and installation if qualified bidders or applicants, as applicable, are available. (See 216)

522 Part-Time Flexibles

Promotions to positions where full time employees and part-time flexible employees are authorized are usually to part-time flexible positions. A full time regular position is not normally filled by promotion, reinstatement, reassignment, transfer, or appointment if qualified part-time flexible employees of the same designation or occupational code are available for conversion to the position. Part-time flexible employees must be changed to full-time regular positions within the installation in the order specified by any applicable collective bargaining agreement.

523 Area of Consideration

The *area of consideration* is described in the appropriate collective bargaining agreement. If necessary, the area may be expanded as follows:

- a. To other eligibles in other crafts at the same installation, then
- b. To eligibles at other postal installations.

524 Posting

524.1 General

All vacant craft duty assignments that are not to be reverted must be first posted within the craft for filling in accordance with any applicable collective bargaining agreement. Bidders must meet all qualification requirements. When posting does not result in successful bidders or applicants, as appropriate, the assignment may be filled by assignment, change to full time, reassignment, promotion, reinstatement, transfer from another Federal Agency or appointment.

524.2 Entry Positions in PS-5 and Below

Entry level promotional opportunities to residual vacancies remaining after exhausting the bidding procedures outlined in 524.1 need not be posted; however, procedures must be developed locally to inform lower level employees about promotional opportunities and to arrange for appropriate in-service administration of examinations for employees who have not already qualified. Management's efforts should be directed toward encouraging employees to apply, and toward extending every opportunity for promotion to employees who are eligible, qualified, and available before recruiting from outside sources.

524.3 Senior Qualified PS Positions

Senior qualified positions must be posted for promotional opportunities in accordance with the provisions of the appropriate collective bargaining agreement.

524.4 Best Qualified PS Positions

Best qualified positions must be posted for promotional opportunity in accordance with the provisions of the appropriate collective bargaining agreement. This section does not cover those positions controlled by 524.3. TI posting should:

- a. Identify the position by title, number and grade level, and state the duties involved.
- b. Include location and tour of duty and scheduled workweek.
- c. Identify any existing qualification (If a qualification standard is published in Handbook P-12B, it must be used.)
- d. State where to send applications, the date by which applications must be submitted, and where additional information can be obtained.
- e. Specify that all applications must be in writing.
- f. Specify that selection will be made from among the best qualified applicants who are eligible and available.
- g. Designate craft, in accordance with provisions of applicable collective bargaining agreement.
- h. Include a statement on equal opportunity.
- i. Include a statement on prohibition of political recommendations.

525 Selection Procedures

525.1 General

.11 Application of Qualification Standards

.111 Eligibles promoted or reassigned at any level must meet the requirements of the position as described in a qualification standard is published in Handbook P-12B.