

COLLECTIVE BARGAINING AGREEMENT

Between
**American
Postal Workers
Union, AFL-CIO**
And
U.S. Postal Service

July 21, 1987 -
November 20, 1990



APWU

TABLE OF CONTENTS

Subject	Page
Preamble	1
Article 1 Union Recognition	1
Article 2 Non-Discrimination and Civil Rights	3
Article 3 Management Rights	4
Article 4 Technological and Mechanization Changes	5
Article 5 Prohibition of Unilateral Action	6
Article 6 No Layoffs or Reduction in Force	6
Article 7 Employee Classifications	13
Article 8 Hours of Work	15
Article 9 Salaries and Wages	20
Article 10 Leave	25
Article 11 Holidays	28
Article 12 Principles of Seniority, Posting and Reassignments	30
Article 13 Assignment of Ill or Injured Regular Work Force Employees	45
Article 14 Safety and Health	51
Article 15 Grievance-Arbitration Procedure	59
Article 16 Discipline Procedure	70
Article 17 Representation	74
Article 18 No Strike	79
Article 19 Handbooks and Manuals	80
Article 20 Parking	80
Article 21 Benefit Plans	81
Article 22 Bulletin Boards	83
Article 23 Rights of Union Officials to Enter Postal Installations	83
Article 24 Employees on Leave with Regard to Union Business	84
Article 25 Higher Level Assignments	85
Article 26 Uniforms and Work Clothes	86
Article 27 Employee Claims	88
Article 28 Employer Claims	90
Article 29 Limitation on Revocation of OF-346	91
Article 30 Local Implementation	92
Article 31 Union-Management Cooperation	94
Article 32 Subcontracting	95
Article 33 Promotions	98
Article 34 Work and/or Time Standards	99
Article 35 Employee Assistance Programs	101
Article 36 Credit Unions and Travel	102
Article 37 Clerk Craft	103
Article 38 Maintenance Craft	130
Article 39 Motor Vehicle Craft	144

Subject	Page
Article 40 Special Delivery Messenger Craft	155
Article 41 Letter Carrier Craft	168
Article 42 Energy Shortages	181
Article 43 Separability and Duration	182

MEMORANDUMS/LETTERS OF INTENT

Hearing Impaired	183
Layoff Protection	185
Article 7, 12 and 13—Cross Craft and Office Size	185
Maximization/Full-time Flexible—APWU	186
Maximization/Full-time Flexible—NALC	187
Article 8 Memo	187
Annuity Protection	189
PTF Court Leave	190
Annual Leave Carryover	191
Transfers	192
Retreat Right to Lower Grade	195
Discipline Task Force	196
Purge of Warning Letters	197
Benefits Structure Committee	197
Footwear/Uniform Allowance	198
Reinstatement of OF-346	198
Local Implementation	200
Bargaining Information	202
Use of Privately Owned Vehicles	203
PTF Preference	203
Bids with Required Computer skills	204
Brush-up Training	205
Mail/Bundle Sorting Machine Training	209
Productive Distribution	209
Maintenance Career Guidance	210
Allocation of Training Billets	210
Stewards/Maintenance Overhaul Centers	211
Subcontracting Cleaning Services	211
Highway Contracts	213
Special Delivery Unit Review	214
Design, Evaluation, Compensation of Letter Carrier Routes	214
Special Count and Inspection—City Delivery Routes	215
Training Program for New Letter Carriers	216
Router, Carrier Craft	216
Child Care Task Force	217
Training Committee	218

Notes:

1. **Bold Face Type** in the text indicates revised or new language. **Bold Face Type** in headings does not necessarily indicate change.
2. Cross-references to relevant Memorandums of Understanding and Letters of Intent are included in the text of the Agreement. The location of the cross-references is for the convenience of the reader, and in no way affects the content or intent of the Agreement, the Memorandums, or the Letters of Intent.
3. At the conclusion of negotiations, in preparation to print this Agreement, the parties agreed to certain changes including: format; headings where headings did not previously exist; printing headings in bold type regardless of whether the heading contains new or old language; reference titles for memorandums; updating form and handbook references to reflect current title and number. Such "housekeeping" changes are made solely for the convenience of the reader. These changes in no way by themselves affect the substance or intent of the provisions of this or prior Agreements.

PREAMBLE

This Agreement (referred to as the **1987 National Agreement**) is entered into as of the **21st day of July 1987**, by and between the United States Postal Service (hereinafter referred to as the "Employer") and the American Postal Workers Union, AFL-CIO; and the National Association of Letter Carriers, AFL-CIO (hereinafter referred to collectively as the "Unions").

**ARTICLE 1
UNION RECOGNITION****Section 1. Unions**

The Employer recognizes each of the Unions designated below as the exclusive bargaining representative of all employees in the bargaining unit for which each has been recognized and certified at the national level:

National Association of Letter Carriers, AFL-CIO—City Letter Carriers
American Postal Workers Union, AFL-CIO—Maintenance Employees
American Postal Workers Union, AFL-CIO—Special Delivery Messengers
American Postal Workers Union, AFL-CIO—Motor Vehicle Employees
American Postal Workers Union, AFL-CIO—Postal Clerks

Section 2. Exclusions

The employee groups set forth in Section 1 above do not include, and this Agreement does not apply to:

1. Managerial and supervisory personnel;
2. Professional employees;
3. Employees engaged in personnel work in other than a purely non-confidential clerical capacity;
4. Security guards as defined in Public Law 91-375, 1201(2);
5. All Postal Inspection Service employees;

6. Employees in the supplemental work force as defined in Article 7;
7. Rural letter carriers; or
8. Mail handlers.

Section 3. Facility Exclusions

This Agreement does not apply to employees who work in other employer facilities which are not engaged in customer services and mail processing, previously understood and expressed by the parties to mean mail processing and delivery, including but not limited to Headquarters, Regional Offices, Postal Data Centers, Postal Service Training and Development Institute, Oklahoma Postal Training Operations, Postal Academies, Postal Academy Training Institute, Stamped Envelope Agency, Supply Centers, Mail Equipment Shops, or Mail Bag Depositories and Repair Centers.

Section 4. Definition

Subject to the foregoing exclusions, this Agreement shall be applicable to all employees in the regular work force of the U.S. Postal Service, as defined in Article 7, at all present and subsequently acquired installations, facilities, and operations of the Employer, wherever located.

Section 5. New Positions

A. Each newly created position shall be assigned by the Employer to the national craft unit most appropriate for such position within thirty (30) days after its creation. Before such assignment of each new position the Employer shall consult with all of the Unions signatory to this Agreement for the purpose of assigning the new position to the national craft unit most appropriate for such position. The following criteria shall be used in making this determination:

1. existing work assignment practices;
2. manpower costs;
3. avoidance of duplication of effort and "make work" assignments;
4. effective utilization of manpower, including the Postal Service's need to assign employees across craft lines on a temporary basis;
5. the integral nature of all duties which comprise a normal duty assignment;

6. the contractual and legal obligations and requirements of the parties.

B. All Unions party to this Agreement shall be notified promptly by the Employer regarding assignments made under this provision. Should any of the Unions dispute the assignment of the new position within thirty (30) days from the date the Unions have received notification of the assignment of the position, the dispute shall be subject to the provisions of the grievance and arbitration procedure provided for herein.

Section 6. Performance of Bargaining Unit Work

A. Supervisors are prohibited from performing bargaining unit work at post offices with 100 or more bargaining unit employees, except:

1. in an emergency;
2. for the purpose of training or instruction of employees;
3. to assure the proper operation of equipment;
4. to protect the safety of employees; or
5. to protect the property of the USPS.

B. In offices with less than 100 bargaining unit employees, supervisors are prohibited from performing bargaining unit work except as enumerated in Section 6.A.1 through 5 above or when the duties are included in the supervisor's position description.

[see Memo, page 185]

ARTICLE 2

NON-DISCRIMINATION AND CIVIL RIGHTS

Section 1. Statement of Principle

The Employer and the Unions agree that there shall be no discrimination by the Employer or the Unions against employees because of race, color, creed, religion, national origin, sex, age, or marital status.

In addition, consistent with the other provisions of this Agreement, there shall be no unlawful discrimination against

handicapped employees, as prohibited by the Rehabilitation Act.

[see Memo, page 183]

Section 2. Committees

There are established at the national and regional levels Joint Committees on Human Rights. The committees will be composed of a representative of each Union and responsible management officials. The committees may develop affirmative action proposals on all matters affecting minority groups. The committees will also be advised of the plan for site selection for facilities planned for national postal mail networks and major metropolitan areas, and review availability of adequate housing and public transportation. The committees shall meet as required at mutually agreeable times.

Section 3. Grievances

Grievances arising under this Article may be filed at Step 2 of the grievance procedure within fourteen (14) days of when the employee or the Union has first learned or may reasonably have been expected to have learned of the alleged discrimination, unless filed directly at the national level, in which case the provisions of this Agreement for initiating grievances at that level shall apply.

ARTICLE 3 MANAGEMENT RIGHTS

The Employer shall have the exclusive right, subject to the provisions of this Agreement and consistent with applicable laws and regulations:

- A. To direct employees of the Employer in the performance of official duties;
- B. To hire, promote, transfer, assign, and retain employees in positions within the Postal Service and to suspend, demote, discharge, or take other disciplinary action against such employees;
- C. To maintain the efficiency of the operations entrusted to it;

D. To determine the methods, means, and personnel by which such operations are to be conducted;

E. To prescribe a uniform dress to be worn by letter carriers and other designated employees; and

F. To take whatever actions may be necessary to carry out its mission in emergency situations, i.e., an unforeseen circumstance or a combination of circumstances which calls for immediate action in a situation which is not expected to be of a recurring nature.

ARTICLE 4 TECHNOLOGICAL AND MECHANIZATION CHANGES

Both parties recognize the need for improvement of mail service.

Section 1. Advance Notice

The Unions party to this Agreement will be informed as far in advance of implementation as practicable of technological or mechanization changes which affect jobs including new or changed jobs in the area of wages, hours or working conditions. When major new mechanization or equipment is to be purchased and installed, the Unions at the national level will be informed as far in advance as practicable, but no less than 90 days in advance.

Section 2. Labor-Management Committee

There shall be established at the national level a Joint Labor-Management Technological or Mechanization Changes Committee composed of an equal number of representatives of management and of the Union representatives. Notice to said Committee shall satisfy the notice requirements of the preceding paragraph. Upon receiving notice, said Committee shall attempt to resolve any questions as to the impact of the proposed change upon affected employees and if such questions are not resolved within a reasonable time after such change or changes are operational, the unresolved questions may be submitted by the Unions to arbitration under the grievance-arbitration procedure. Any arbitration arising under this Article will be given priority in scheduling.

Section 3. New Jobs

Any new job or jobs created by technological or mechanization changes shall be offered to present employees capable of being trained to perform the new or changed job and the Employer will provide such training. During training, the employee will maintain his/her rate. It is understood that the training herein referred to is on the job and not to exceed sixty (60) days. Certain specialized technical jobs may require additional and off-site training.

An employee whose job is eliminated, if any, and who cannot be placed in a job of equal grade shall receive rate protection until such time as that employee fails to bid or apply for a position in the employee's former wage level.

The obligation hereinabove set forth shall not be construed to, in any way, abridge the right of the Employer to make such changes.

ARTICLE 5**PROHIBITION OF UNILATERAL ACTION**

The Employer will not take any actions affecting wages, hours and other terms and conditions of employment as defined in Section 8(d) of the National Labor Relations Act which violate the terms of this Agreement or are otherwise inconsistent with its obligations under law.

ARTICLE 6**NO LAYOFFS OR REDUCTION IN FORCE**

(1) Each employee who is employed in the regular work force as of the date of the Award of Arbitrator James J. Healy, September 15, 1978, shall be protected henceforth against any involuntary layoff or force reduction.

[see Memo, page 185]

It is the intent of this provision to provide security to each such employee during his or her work lifetime.

Members of the regular work force, as defined in Article 7 of the Agreement, include full-time regulars, part-time employees assigned to regular schedules and part-time employees assigned to flexible schedules.

(2) Employees who become members of the regular work force after the date of this Award, September 15, 1978, shall be provided the same protection afforded under (1) above on completion of six years of continuous service and having worked in at least 20 pay periods during each of the six years.

(3) With respect to employees hired into the regular work force after the date of this Award and who have not acquired the protection provided under (2) above, the Employer shall have the right to effect layoffs for lack of work or for other legitimate reasons. This right may be exercised in lieu of reassigning employees under the provisions of Article 12, except as such right may be modified by agreement. Should the exercise of the Employer's right to lay off employees require the application of the provisions of Chapter 35 of Title 5, United States Code, employees covered by that Chapter with less than three years of continuous civilian federal service will be treated as "career conditional" employees.

The Employer's right as established in this Section shall be effective July 20, 1979.

The following terms as to the employees' and Employer's rights and the rules and procedures to be followed in the implementation of Article 6 are a part of the September 15, 1978 Final Resolution and shall be final and binding upon the parties:

A. Coverage**1. Employees protected against any involuntary layoff or force reduction.**

Those employees who occupy full-time, part-time regular or part-time flexible positions in the regular work force (as defined in Article 7) on September 15, 1978, are protected against layoff and reduction in force during any period of employment in the regular work force with the United States Postal Service or successor organization in his or her lifetime. Such employees are referred to as "protected employees."

Other employees achieve protected status under the provisions of A.3 below.

2. Employees subject to involuntary layoff or force reduction.

Except as provided in A.1 and A.3, all employees who enter the regular work force, whether by hire, transfer, demotion, reassignment, reinstatement, and reemployment on or after September 16, 1978, are subject to layoff or force reduction and are referred to as "non-protected employees."

3. Non-protected employees achieving protected status.

- (a) A non-protected employee achieves protected status upon completion of six years of continuous service in their regular work force. The service requirement is computed from the first day of the pay period in which the employee enters the regular work force. To receive credit for the year, the employee must work at least one hour or receive a call-in guarantee in lieu of work in at least 20 of the 26 pay periods during that anniversary year.

Absence from actual duty for any of the following reasons will be considered as "work" solely for the purposes of this requirement:

- (1) To the extent required by law, court leave, time spent in military service covered by Chapter 43 of Title 38, or time spent on continuation of pay, leave without pay or on OWCP rolls because of compensable injury on duty.
- (2) Time spent on paid annual leave or sick leave, as provided for in Article 10 of the Agreement.
- (3) Leave without pay for performing Union business as provided for in Article 24 of the Agreement.

All other unpaid leave and periods of suspension or time spent in layoff or RIF status will not be considered work. Failure to meet the 20 pay period requirement in any given anniversary year means the employee must begin a new six year continuous service period to achieve protected status.

- (b) Temporary details outside of the regular work force in which the employee's position of record remains in the regular work force count toward

fulfilling the 20 pay periods of work requirement per year.

- (c) If a non-protected employee leaves the regular work force for a position outside the Postal Service and remains there more than 30 calendar days, upon return the employee begins a new service period for purposes of attaining six years continuous service.
- (d) If a non-protected employee leaves the regular work force and returns within two years from a position within the Postal Service the employee will receive credit for previously completed full anniversary years, for purposes of attaining the six years continuous service.

B. Preconditions for Implementation of Layoff and Reduction in Force.

1. The affected Union(s) shall be notified at the Regional level no less than 90 days in advance of any layoff or reduction in force that an excess of employees exists or will exist at an installation and that a layoff and reduction in force may be necessary. The Employer will explain to the Union(s) the basis for its conclusion that legitimate business reasons require the excessing and possible separation of employees.
2. No employee shall be reassigned under this Article or laid off or reduced in force unless and until that employee has been notified at least 60 days in advance that he or she may be affected by one or the other of these actions.
3. The maximum number of excess employees within an installation shall be determined by seniority unit within each category of employees (full-time, part-time regular, part-time flexible). This number determined by the Employer will be given to the Union(s) at the time of the 90-day notice.
4. Before implementation of reassignment under this Article or, if necessary, layoff and reduction in force of excess employees within the installation, the Employer will, to the fullest extent possible, separate all casuals within the craft and minimize the amount of overtime work and part-time flexible hours in the positions or group of positions covered by the seniority unit as defined in this Agreement or as agreed to by

the parties. In addition, the Employer shall solicit volunteers from among employees in the same craft within the installation to terminate their employment with the Employer. Employees who elect to terminate their employment will receive a lump sum severance payment in the amount provided by Part 435 of the Employee and Labor Relations Manual, will receive benefit coverage to the extent provided by such Manual, and, if eligible, will be given the early retirement benefits provided by Section 8336(d)(2) of Title 5, United States Code and the regulations implementing that statute.

5. No less than 20 days prior to effecting a layoff, the Employer will post a list of all vacancies in other seniority units and crafts at the same or lower level which exist within the installation and within the commuting area of the losing installation. Employees in an affected seniority unit may, within 10 days after the posting, request a reassignment under this Article to a posted vacancy. Qualified employees will be assigned to such vacancies on the basis of seniority. If a senior non-preference eligible employee within the seniority unit indicates no interest in an available reassignment, then such employee becomes exposed to layoff. A preference eligible employee within the seniority unit shall be required to accept such a reassignment to a vacancy in the same level at the installation, or, if none exists at the installation, to a vacancy in the same level at an installation within the commuting area of the losing installation.

If the reassignment is to a different craft, the employee's seniority in the new craft shall be established in accordance with the applicable seniority provisions of the new craft.

C. Layoff and Reduction in Force

1. **Definition.** The term "layoff" as used herein refers to the separation of non-protected, non-preference eligible employees in the regular work force because of lack of work or other legitimate, non-disciplinary reasons. The term "reduction in force" as used herein refers to the separation or reduction in the grade of a non-protected veterans' preference eligible in the regular work force because of lack of work or other legitimate non-disciplinary reasons.

2. **Order of layoff.** If an excess of employees exists at an installation after satisfaction of the preconditions set forth in (B) above, the Employer may lay off employees within their respective seniority units as defined in the Agreement.
3. **Seniority units for purposes of layoff.** Seniority units within the categories of full-time regular, part-time regular, and part-time flexible, will consist of all non-protected persons at a given level within an established craft at an installation unless the parties agree otherwise. It is the intent to provide the broadest possible unit consistent with the equities of senior non-protected employees and with the efficient operation of the installation.
4. **Union representation.** Chief stewards and union stewards whose responsibilities bear a direct relationship to the effective and efficient representation of bargaining unit employees shall be placed at the top of the seniority unit roster in the order of their relative craft seniority for the purposes of layoff, reduction in force, and recall.
5. **Reduction in force.** If an excess of employees exists at an installation after satisfaction of the preconditions set forth in (B) above and after the layoff procedure has been applied, the Employer may implement a reduction in force as defined above. Such reduction will be conducted in accordance with statutory and regulatory requirements that prevail at the time the force reduction is effected. Should applicable law and regulations require that other non-protected, non-preference eligible employees from other seniority units be laid off prior to reduction in force, such employees will be laid off in inverse order of their craft seniority in the seniority unit.

In determining competitive levels and competitive areas applicable in a force reduction, the Employer will submit its proposal to the Union(s) at least 30 days prior to the reduction. The Union(s) will be afforded a full opportunity to make suggested revisions in the proposal. However, the Employer, having the primary responsibility for compliance with the statute and regulations, reserves the right to make the final decision with respect to competitive levels and competitive areas. In making its decision with respect to

competitive levels and competitive areas the Employer shall give no greater retention security to preference eligibles than to non-preference eligibles except as may be required by law.

D. Recall Rights

1. Employees who are laid off or reduced in force shall be placed on recall lists within their seniority units and shall be entitled to remain on such lists for two years. Such employees shall keep the Employer informed of their current address. Employees on the lists shall be notified in order of craft seniority within the seniority unit of all vacant assignments in the same category and level from which they were laid off or reduced in force. Preference eligibles will be accorded no recall rights greater than non-preference eligibles except as required by law. Notice of vacant assignments shall be given by certified mail, return receipt requested, and a copy of such notice shall be furnished to the local union president. An employee so notified must acknowledge receipt of the notice and advise the Employer of his or her intentions within 5 days after receipt of the notice. If the employee accepts the position offered he or she must report for work within 2 weeks after receipt of notice. If the employee fails to reply to the notice within 5 days after the notice is received or delivery cannot be accomplished, the Employer shall offer the vacancy to the next employee on the list. If an employee declines the offer of a vacant assignment in his or her seniority unit or does not have a satisfactory reason for failure to reply to a notice, the employee shall be removed from the recall list.
2. An employee reassigned from a losing installation pursuant to B.5 above and who has retreat rights shall be entitled under this Article to exercise those retreat rights before a vacancy is offered to an employee on the recall list who is junior to the reassigned employee in craft seniority.

E. Protective Benefits

1. **Severance pay.** Employees who are separated because of a layoff or reduction in force shall be entitled to severance pay in accordance with Part 435 of the Employee and Labor Relations Manual.

2. **Health and Life Insurance Coverage.** Employees who are separated because of a layoff or a reduction in force shall be entitled to the health insurance and life insurance coverage and to the conversion rights provided for in the Employee and Labor Relations Manual.

F. Union Representation Rights

1. The interpretation and application of the provisions of this Award shall be grievable under Article 15. Any such grievance may be introduced at the Regional level and shall be subject to priority arbitration.
2. The Employer shall provide to the affected Union(s) a quarterly report on all reassignments, layoff and reductions in force made under this Article.
3. Preference eligibles are not deprived of whatever rights of appeal such employees may have under applicable laws and regulations. However, if an employee exercises these appeal rights, the employee thereby waives access to any procedure under this agreement beyond Step 3 of the grievance-arbitration procedure.

G. Intent

The Employer shall not lay off, reduce in force, or take any other action against a non-protected employee solely to prevent the attainment of that employee of protection status.

ARTICLE 7

EMPLOYEE CLASSIFICATIONS

Section 1. Definition and Use

A. Regular Work Force.

The regular work force shall be comprised of two categories of employees which are as follows:

1. **Full-Time.** Employees in this category shall be hired pursuant to such procedures as the Employer may establish and shall be assigned to regular schedules

consisting of five (5) eight (8) hour days in a service week.

2. **Part-Time.** Employees in this category shall be hired pursuant to such procedures as the Employer may establish and shall be assigned to regular schedules of less than forty (40) hours in a service week, or shall be available to work flexible hours as assigned by the Employer during the course of a service week.

B. Supplemental Work Force.

1. The supplemental work force shall be comprised of casual employees. Casual employees are those who may be utilized as a limited term supplemental work force, but may not be employed in lieu of full or part-time employees.
2. During the course of a service week, the Employer will make every effort to insure that qualified and available part-time flexible employees are utilized at the straight-time rate prior to assigning such work to casuals.
3. The number of casuals who may be employed in any period, other than December, shall not exceed 5% of the total number of employees covered by this Agreement.
4. Casuals are limited to two (2) ninety (90) day terms of casual employment in a calendar year. In addition to such employment, casuals may be reemployed during the Christmas period for not more than twenty-one (21) days.

Section 2. Employment and Work Assignments

A. Normally, work in different crafts, occupational groups or levels will not be combined into one job. However, to provide maximum full-time employment and provide necessary flexibility, management may establish full-time schedule assignments by including work within different crafts or occupational groups after the following sequential actions have been taken:

1. All available work within each separate craft by tour has been combined.
2. Work of different crafts in the same wage level by tour has been combined.

The appropriate representatives of the affected Unions will be informed in advance of the reasons for establishing the

combination full-time assignments within different crafts in accordance with this Article.

B. In the event of insufficient work on any particular day or days in a full-time or part-time employee's own scheduled assignment, management may assign the employee to any available work in the same wage level for which the employee is qualified, consistent with the employee's knowledge and experience, in order to maintain the number of work hours of the employee's basic work schedule.

C. During exceptionally heavy workload periods for one occupational group, employees in an occupational group experiencing a light workload period may be assigned to work in the same wage level, commensurate with their capabilities, to the heavy workload area for such time as management determines necessary.

[see Memo, page 185]

Section 3. Employee Complements

A. The Employer shall staff all postal installations which have 200 or more man years of employment in the regular work force as of the date of this Agreement with 90% full-time employees.

B. The Employer shall maximize the number of full-time employees and minimize the number of part-time employees who have no fixed work schedules in all postal installations.

C. A part-time flexible employee working eight (8) hours within ten (10), on the same five (5) days each week and the same assignment over a six month period will demonstrate the need for converting the assignment to a full-time position.

D. Where a count and inspection of an auxiliary city delivery assignment indicates that conversion to a full-time position is in order, conversion will be made.

[see Memos, page 186 and 187]

ARTICLE 8 HOURS OF WORK

Section 1. Work Week

The work week for full-time regulars shall be forty (40) hours per week, eight (8) hours per day within ten (10) consecutive

hours, provided, however, that in all offices with more than 100 full-time employees in the bargaining units the normal work week for full-time regular employees will be forty hours per week, eight hours per day within nine (9) consecutive hours. Shorter work weeks will, however, exist as needed for part-time regulars.

[see Memo, page 185]

Section 2. Work Schedules

A. The employee's service week shall be a calendar week beginning at 12:01 a.m. Saturday and ending at 12 midnight the following Friday.

B. The employee's service day is the calendar day on which the majority of work is scheduled. Where the work schedule is distributed evenly over two calendar days, the service day is the calendar day on which such work schedule begins.

C. The employee's normal work week is five (5) service days, each consisting of eight (8) hours, within ten (10) consecutive hours, except as provided in Section 1 of this Article. As far as practicable the five days shall be consecutive days within the service week.

Section 3. Exceptions

The above shall not apply to part-time employees.

Part-time employees will be scheduled in accordance with the above rules, except they may be scheduled for less than eight (8) hours per service day and less than forty (40) hours per normal work week.

Section 4. Overtime Work

A. Overtime pay is to be paid at the rate of one and one-half (1 1/2) times the base hourly straight time rate.

B. Overtime shall be paid to employees for work performed only after eight (8) hours on duty in any one service day or forty (40) hours in any one service week. Nothing in this Section shall be construed by the parties or any reviewing authority to deny the payment of overtime to employees for time worked outside of their regularly scheduled work week at the request of the Employer.

C. Penalty overtime pay is to be paid at the rate of two (2) times the base hourly straight time rate. Penalty overtime

pay will not be paid for any hours worked in the month of December.

D. Penalty overtime pay will be paid to full-time regular employees for any overtime work in contravention of the restrictions in Section 5.F.

E. Excluding December, part-time flexible employees will receive penalty overtime pay for all work in excess of ten (10) hours in a service day or fifty-six (56) hours in a service week.

F. Wherever two or more overtime or premium rates may appear applicable to the same hour or hours worked by an employee, there shall be no pyramiding or adding together of such overtime or premium rates and only the higher of the employee's applicable rates shall apply.

Section 5. Overtime Assignments

When needed, overtime work for regular full-time employees shall be scheduled among qualified employees doing similar work in the work location where the employees regularly work in accordance with the following:

A. 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.

B. Lists will be established by craft, section, or tour in accordance with Article 30, Local Implementation.

C.1.a. Except in the Letter Carrier Craft, when during the quarter the need for overtime arises, employees with the necessary skills having listed their names will be selected in order of their seniority on a rotating basis.

b. Those absent or on leave shall be passed over.

2.a. Only in the Letter Carrier Craft, when during the quarter the need for overtime arises, employees with the necessary skills having listed their names will be selected from the list.

b. During the quarter every effort will be made to distribute equitably the opportunities for overtime among those on the list.

c. In order to insure equitable opportunities for

overtime, overtime hours worked and opportunities offered will be posted and updated quarterly.

- d. Recourse to the "Overtime Desired" list is not necessary in the case of a letter carrier working on the employee's own route on one of the employee's regularly scheduled days.

D. If the voluntary "Overtime Desired" list does not provide sufficient qualified people, qualified full-time regular employees not on the list may be required to work overtime on a rotating basis with the first opportunity assigned to the junior employee.

E. Exceptions to C and D above if requested by the employee may be approved by local management in exceptional cases based on equity (e.g., anniversaries, birthdays, illness, deaths).

F. Excluding December, no full-time regular employee will be required to work overtime on more than four (4) of the employee's five (5) scheduled days in a service week or work over ten (10) hours on a regularly scheduled day, over eight (8) hours on a non-scheduled day, or over six (6) days in a service week.

G. Full-time employees not on the "Overtime Desired" list may be required to work overtime only if all available employees on the "Overtime Desired" list have worked up to twelve (12) hours in a day or sixty (60) hours in a service week. Employees on the "Overtime Desired" list:

1. may be required to work up to twelve (12) hours in a day and sixty (60) hours in a service week (subject to payment of penalty overtime pay set forth in Section 4.D for contravention of Section 5.F); and
2. excluding December, shall be limited to no more than twelve (12) hours of work in a day and no more than sixty (60) hours of work in a service week.

However, the Employer is not required to utilize employees on the "Overtime Desired" list at the penalty overtime rate if qualified employees on the "Overtime Desired" list who are not yet entitled to penalty overtime are available for the overtime assignment.

[see Memo, page 187]

Section 6. Sunday Premium Payment

Each employee whose regular work schedule includes a period of service, any part of which is within the period commencing at midnight Saturday and ending at midnight Sunday, shall be paid extra compensation at the rate of 25 percent of the employee's base hourly rate of compensation for each hour of work performed during that period of service. An employee's regularly scheduled reporting time shall not be changed on Saturday or Sunday solely to avoid the payment of Sunday premium payment.

Section 7. Night Shift Differential

For time worked between the hours of 6:00 p.m. and 6:00 a.m. employees shall be paid additional compensation at the rate of ten percent (10%) of the base hourly straight-time rate.

Section 8. Guarantees

A. An employee called in outside the employee's regular work schedule shall be guaranteed a minimum of four (4) consecutive hours of work or pay in lieu thereof where less than four (4) hours of work is available. Such guaranteed minimum shall not apply to an employee called in who continues working on into the employee's regularly scheduled shift.

B. When a full-time regular employee is called in on the employee's non-scheduled day, the employee will be guaranteed eight hours work or pay in lieu thereof.

C. The Employer will guarantee all employees at least four (4) hours work or pay on any day they are requested or scheduled to work in a post office or facility with 200 or more man years of employment per year. All employees at other post offices and facilities will be guaranteed two (2) hours work or pay when requested or scheduled to work.

[see Memo, page 185]

Section 9. Wash-Up Time

Installation heads shall grant reasonable wash-up time to those employees who perform dirty work or work with toxic materials. The amount of wash-up time granted each employee shall be subject to the grievance procedure.

ARTICLE 9

SALARIES AND WAGES

Section 1. Basic Annual Salary

For those grades and steps in effect during the term of the 1984 Agreement, the basic annual salary schedules, with proportional application to hourly rate employees, for those employees covered under the terms and conditions of this Agreement shall be increased as follows:

Effective July 18, 1987—the basic annual salary for each grade and step shall be increased by an amount equal to two percent (2%) of the base annual salary for the grade and step in effect on that date.

Effective July 16, 1988—the basic annual salary for each grade and step shall be increased by \$250.

Effective January 14, 1989—the basic annual salary for each grade and step shall be increased by \$250.

Effective July 15, 1989—the basic annual salary for each grade and step shall be increased by \$300.

Effective January 27, 1990—the basic annual salary for each grade and step shall be increased by \$300.

Effective July 28, 1990—the basic annual salary for each grade and step shall be increased by \$200.

Section 2. Salary Schedules

The step progression for the salary schedule shall be as follows:

	From Step	To Step	Waiting Period (in weeks)
For PS Grades 1, 2, and 3			
	A	B	96
	B	C	88
	C	D	88
	D	E	44
	E	F	44
	F	G	44
	G	H	44
	H	I	44
	I	J	44

	From Step	To Step	Waiting Period (in weeks)
For PS Grades 1, 2, and 3	J	K	34
	K	L	34
	L	M	26
	M	N	26
	N	O	24
	From Step	To Step	Waiting Period (in weeks)
For PS Grade 4	B	C	96
	C	D	44
	D	E	44
	E	F	44
	F	G	44
	G	H	44
	H	I	44
	I	J	44
	J	K	34
	K	L	34
	L	M	26
	M	N	26
	N	O	24
	From Step	To Step	Waiting Period (in weeks)
For PS Grades 5, 6, and 7	B	C	96
	C	D	44
	D	E	44
	E	F	44
	F	G	44
	G	H	44
	H	I	44
	I	J	44
	J	K	34
	K	L	34
	L	M	26
	M	N	26
	N	O	24

For PS Grades 8, 9, and 10	From Step	To Step	Waiting Period (in weeks)
	D	E	52
	E	F	44
	F	G	44
	G	H	44
	H	I	44
	I	J	44
	J	K	34
	K	L	34
	L	M	26
	M	N	26
	N	O	24

Section 3. Cost-of-Living Adjustment

A. Definitions

1. "Consumer Price Index" refers to the "National Consumer Price Index for Urban Wage Earners and Clerical Workers," published by the Bureau of Labor Statistics, United States Department of Labor (1967 = 100) and referred to herein as the "Index."
2. "Consumer Price Index Base" refers to the Consumer Price Index for the month of June 1987 and is referred to herein as the "Base Index."

B. Effective Dates of Adjustments

Each employee covered by this Agreement shall receive cost-of-living adjustments, upward, in accordance with the formula in Section 3.C. below, effective on the following dates:

- the second full pay period after the release of the September 1987 Index
- the second full pay period after the release of the March 1988 Index
- the second full pay period after the release of the September 1988 Index
- the second full pay period after the release of the March 1989 Index
- the second full pay period after the release of the September 1989 Index

- the second full pay period after the release of the March 1990 Index
- the second full pay period after the release of the July 1990 Index.

C. The base salary schedules provided for in this Agreement shall be increased 1 cent per hour for each full 0.4 of a point increase in the applicable Index above the Base Index. For example, if the increase in the Index from June 1987 to September 1987 is 1.2 points, all pay scales for employees covered by this Agreement will be increased by 3 cents per hour. In no event will a decline in the Index below the Base Index result in a decrease in the pay scales provided for in this Agreement.

D. The cost-of-living adjustment shall be taken into account only in computing base rates, overtime, and shift premiums, and in determining call-in pay, leave pay, and holiday pay.

E. The cost-of-living adjustment shall not become a fixed part of the Postal Service Basic Salary Schedules.

F. In the event the appropriate Index is not published on or before the beginning of the effective payroll period, any adjustment required will be made effective at the beginning of the second payroll period after publication of the appropriate Index.

G. No adjustment, retroactive or otherwise, shall be made due to any revision which may later be made in the published figures for the Index for any month mentioned in Section 3.B. above.

H. If during the life of this Agreement, the BLS ceases to make available the CPI-W (1967 = 100), the parties agree to use the CPI-W (1982-84 = 100) at such time as BLS ceases to make available the CPI-W (1967 = 100). At the time of change to the CPI-W (1982-84 = 100), the cost-of-living formula in Section 9.3.C. will be recalculated to provide the same cost-of-living adjustment that would have been granted under the formula using the CPI-W (1967 = 100).

Section 4. Roll-in of Existing COLA

A. Continuation of the 1984 National Agreement Cost-of-Living Adjustment

1. Except as set forth in Subsection B of this Section, the cost-of-living adjustment of \$874 per annum for

Steps A, B, and C and \$1,269 per annum for Steps D through O, with proportional application to hourly rate employees, which was provided in Article 9, Section 3 of the 1984 National Agreement shall be continued as part of the base salary schedule for the duration of this Agreement, and shall be taken into account only in computing base rates, overtime and shift premiums, and in determining call-in pay, leave pay and holiday pay but shall not become a fixed part of the Postal Service Basic Salary Schedule applicable to this Agreement.

[see Memo, page 189]

B. COLA Roll-in for Employees Eligible for Optional Retirement

1. In the first full pay period in November 1987, the cost-of-living adjustment of \$874 per annum for Steps A, B, and C and \$1,269 per annum for Steps D through O, with proportional application to hourly rate employees, which was provided in Article 9, Section 3 of the 1984 National Agreement, shall become part of the basic annual salary set forth in Section 1, above, only for, and at the option of all employees who are presently eligible for optional retirement or who will become eligible for optional retirement before November 21, 1993.
2. Employees exercising their option under Subsection B, above, must do so in writing by October 15, 1987.

C. COLA Roll-in February 1991

In the first full pay period of February 1991, the cost-of-living adjustment of \$874 per annum for Steps A, B, and C and \$1,269 per annum for Steps D through O, with proportional application to hourly rate employees, which was provided in Article 9, Section 3 of the 1984 National Agreement, shall become part of the basic annual salary schedule referred to in Section 1, above, for all employees not covered by Subsection B or who have not exercised the option set forth in Subsection B, above.

Section 5. Application of Salary Rates

The Employer shall continue the current application of salary rates for the duration of this Agreement.

Section 6. Granting Step Increases

The Employer will continue the program on granting step increases for the duration of this Agreement.

Section 7. Protected Salary Rates

The Employer shall continue the current salary rate protection program for the duration of this Agreement.

ARTICLE 10

LEAVE

Section 1. Funding

The Employer shall continue funding the leave program so as to continue the current leave earning level for the duration of this Agreement.

Section 2. Leave Regulations

The leave regulations in Subchapter 510 of the Employee and Labor Relations Manual, insofar as such regulations establish wages, hours and working conditions of employees covered by this Agreement, shall remain in effect for the life of this Agreement.

[see Memos, pages 190 and 191]

Section 3. Choice of Vacation Period

A. It is agreed to establish a nationwide program for vacation planning for employees in the regular work force with emphasis upon the choice vacation period(s) or variations thereof.

B. Care shall be exercised to assure that no employee is required to forfeit any part of such employee's annual leave.

C. The parties agree that the duration of the choice vacation period(s) in all postal installations shall be determined pursuant to local implementation procedures.

D. Annual leave shall be granted as follows:

1. Employees who earn 13 days annual leave per year shall be granted up to ten (10) days of continuous

annual leave during the choice period. The number of days of annual leave, not to exceed ten (10), shall be at the option of the employee.

2. Employees who earn 20 or 26 days annual leave per year shall be granted up to fifteen (15) days of continuous annual leave during the choice period. The number of days of annual leave, not to exceed fifteen (15), shall be at the option of the employee.
3. The subject of whether an employee may at the employee's option request two (2) selections during the choice period(s), in units of either 5 or 10 working days, the total not to exceed the ten (10) or fifteen (15) days above, may be determined pursuant to local implementation procedures.
4. The remainder of the employee's annual leave may be granted at other times during the year, as requested by the employee.

E. The vacation period shall start on the first day of the employee's basic work week. Exceptions may be granted by agreement among the employee, the Union representative and the Employer.

F. An employee who is called for jury duty during the employee's scheduled choice vacation period or who attends a National, State, or Regional Convention (Assembly) during the choice vacation period is eligible for another available period provided this does not deprive any other employee of first choice for scheduled vacation.

Section 4. Vacation Planning

The following general rules shall be observed in implementing the vacation planning program:

A. The Employer shall, no later than November 1, publicize on bulletin boards and by other appropriate means the beginning date of the new leave year, which shall begin with the first day of the first full pay period of the calendar year.

B. The installation head shall meet with the representatives of the Unions to review local service needs as soon after January 1 as practical. The installation head shall then:

1. Determine the amount of annual leave accrued to each employee's credit including that for the current

year and the amount he/she expects to take in the current year.

2. Determine a final date for submission of applications for vacation period(s) of the employee's choice during the choice vacation period(s).
3. Provide official notice to each employee of the vacation schedule approved for each employee.

C. A procedure in each office for submission of applications for annual leave for periods other than the choice period may be established pursuant to the implementation procedure above.

D. All advance commitments for granting annual leave must be honored except in serious emergency situations.

Section 5. Sick Leave

The Employer agrees to continue the administration of the present sick leave program, which shall include the following specific items:

A. Credit employees with sick leave as earned.

B. Charge to annual leave or leave without pay (at employee's option) approved absence for which employee has insufficient sick leave.

C. Employee becoming ill while on annual leave may have leave charged to sick leave upon request.

D. For periods of absence of three (3) days or less, a supervisor may accept an employee's certification as reason for an absence.

Section 6. Minimum Charge for Leave

The minimum unit charged for sick leave and annual leave for regular work force employees as defined in Article 7, Section 1A, is one hundredth of an hour (.01 hour).

Employees may utilize annual and sick leave in conjunction with leave without pay, subject to the approval of the leave in accordance with normal leave approval procedures. The Employer is not obligated to approve such leave for the last hour of the employee's scheduled workday prior to and/or the first hour of the employee's scheduled workday after a holiday.

ARTICLE 11 HOLIDAYS

Section 1. Holidays Observed

The following ten (10) days shall be considered holidays for full-time and part-time regular scheduled employees, herein after referred to in this Article as "employees":

- New Year's Day
- Martin Luther King, Jr.'s Birthday
- Washington's Birthday
- Memorial Day
- Independence Day
- Labor Day
- Columbus Day
- Veterans' Day
- Thanksgiving Day
- Christmas Day

Section 2. Eligibility

To be eligible for holiday pay, an employee must be in a pay status the last hour of the employee's scheduled workday prior to or the first hour of the employee's scheduled workday after the holiday.

Section 3. Payment

A. An employee shall receive holiday pay at the employee's base hourly straight time rate for a number of hours equal to the employee's regular daily working schedule, not to exceed eight (8) hours.

B. Holiday pay is in lieu of other paid leave to which an employee might otherwise be entitled on the employee's holiday.

Section 4. Holiday Work

A. An employee required to work on a holiday other than Christmas shall be paid the base hourly straight time rate for each hour worked up to eight (8) hours in addition to the holiday pay to which the employee is entitled as above described.

B. An employee required to work on Christmas shall be paid one and one-half (1½) times the base hourly straight

time rate for each hour worked in addition to the holiday pay to which the employee is entitled as above described.

Section 5. Holiday on Non-Work Day

A. When a holiday falls on Sunday, the following Monday will be observed as the holiday. When a holiday falls on Saturday, the preceding Friday shall be observed as the holiday.

B. When an employee's scheduled non-work day falls on a day observed as a holiday, the employee's scheduled workday preceding the holiday shall be designated as that employee's holiday.

Section 6. Holiday Schedule

A. The Employer will determine the number and categories of employees needed for holiday work and a schedule shall be posted as of the **Tuesday** preceding the service week in which the holiday falls.

B. As many full-time and part-time regular schedule employees as can be spared will be excused from duty on a holiday or day designated as their holiday. Such employees will not be required to work on a holiday or day designated as their holiday unless all casuals and part-time flexibles are utilized to the maximum extent possible, even if the payment of overtime is required, and unless all full-time and part-time regulars with the needed skills who wish to work on the holiday have been afforded an opportunity to do so.

C. An employee scheduled to work on a holiday who does not work shall not receive holiday pay, unless such absence is based on an extreme emergency situation and is excused by the Employer.

Section 7. Holiday Part-Time Employee

A part-time flexible schedule employee shall not receive holiday pay as such. The employee shall be compensated for the ten (10) holidays by basing the employee's regular straight time hourly rate on the employee's annual rate divided by 2,000 hours. For work performed on December 25, a part-time flexible schedule employee shall be paid in addition to the employee's regular straight time hourly rate, one-half (½) times the employee's regular straight time hourly rate for each hour worked up to eight (8) hours.

ARTICLE 12

PRINCIPLES OF SENIORITY, POSTING AND REASSIGNMENTS

Section 1. Probationary Period

A. The probationary period for a new employee shall be ninety (90) calendar days. The Employer shall have the right to separate from its employ any probationary employee at any time during the probationary period and these probationary employees shall not be permitted access to the grievance procedure in relation thereto. If the Employer intends to separate an employee during the probationary period for scheme failure, the employee shall be given at least seven (7) days advance notice of such intent to separate the employee. If the employee qualifies on the scheme within the notice period, the employee will not be separated for prior scheme failure.

B. The parties recognize that the failure of the Employer to discover a falsification by an employee in the employment application prior to the expiration of the probationary period shall not bar the use of such falsification as a reason for discharge.

C. When an employee completes the probationary period, seniority will be computed in accordance with this Agreement as of the initial day of full-time or part-time employment.

D. When an employee who is separated from the Postal Service for any reason is re-hired, the employee shall serve a new probationary period. If the separation was due to disability, the employee's seniority shall be established in accordance with Section 2, if applicable.

Section 2. Principles of Seniority

A. Except as specifically provided in this Article, the principles of seniority are established in the craft Articles of this Agreement.

B. An employee who left the bargaining unit on or after July 21, 1973 and returns to the same craft:

1. will begin a new period of seniority if the employee returns from a position outside the Postal Service; or
2. will begin a new period of seniority if the employee returns from a non-bargaining unit position within the

Postal Service, unless the employee returns within 2 years from the date the employee left the unit.

Section 3. Principles of Posting

A. To insure a more efficient and stable work force, an employee may be designated a successful bidder no more than five (5) times during the duration of this Agreement unless such bid:

1. is to a job in a higher wage level;
2. is due to elimination or reposting of the employee's duty assignment; or
3. enables an employee to become assigned to a station closer to the employee's place of residence.

B. Specific provisions for posting for each craft are contained in the craft posting provisions of this Agreement.

Section 4. Principles of Reassignments

A. A primary principle in effecting reassignments will be that dislocation and inconvenience to employees in the regular work force shall be kept to a minimum, consistent with the needs of the service. Reassignments will be made in accordance with this Section and the provisions of Section 5 below.

B. When a major relocation of employees is planned in major metropolitan areas or due to the implementation of national postal mail networks, the Employer will apply this Article in the development of the relocation and reassignment plan. At least 90 days in advance of implementation of such plan, the Employer will meet with the Unions at the national level to fully advise the Unions how it intends to implement the plan. If the Unions believe such plan violates the National Agreement, the matter may be grieved.

Such plan shall include a meeting at the regional level in advance (as much as six months whenever possible) of the reassignments anticipated. The Employer will advise the Unions, based on the best estimates available at the time, of the anticipated impact; the numbers of employees affected by craft; the locations to which they will be reassigned; and, in the case of a new installation, the anticipated complement by tour and craft. The Unions will be periodically updated by the Region should any of the information change due to more current data being available.

C. When employees are excessed out of their installation, the Union at the national level may request a comparative work hour report of the losing installation 60 days after the excessing of such employees.

If a review of the report does not substantiate that business conditions warranted the action taken, such employees shall have their retreat rights activated. If the retreat right is denied, the employees have the right to the grievance-arbitration procedure.

D. In order to minimize the impact on employees in the regular work force, the Employer agrees to separate, to the extent possible, casual employees working in the affected craft and installation prior to excessing any regular employee in that craft out of the installation. The junior full-time employee who is being excessed has the option of reverting to part-time flexible status in his/her craft, or of being reassigned to the gaining installation.

Section 5. Reassignments

A. Basic Principles and Reassignments

When it is proposed to:

1. Discontinue an independent installation;
2. Consolidate an independent installation (i.e., discontinue the independent identity of an installation by making it part of another and continuing independent installation);
3. Transfer a classified station or classified branch to the jurisdiction of another installation or make an independent installation;
4. Reassign within an installation employees excess to the needs of a section of that installation;
5. Reduce the number of regular work force employees of an installation other than by attrition;
6. Centralized mail processing and/or delivery installation (Clerk Craft only);
7. Reassignment—motor vehicles;
8. Reassignment—part-time flexibles in excess of quota: such actions shall be subject to the following principles and requirements.

B. Principles and Requirements

1. Dislocation and inconvenience to full-time and part-time flexible employees shall be kept to the minimum consistent with the needs of the service.
2. The Regional Postmasters General shall give full consideration to withholding sufficient full-time and part-time flexible positions within the area for full-time and part-time flexible employees who may be involuntarily reassigned.
3. No employee shall be allowed to displace, or "bump" another employee, properly holding a position or duty assignment.
4. Unions affected shall be notified in advance (as much as six (6) months whenever possible), such notification to be at the regional level, except under A.4 above, which shall be at the local level.
5. Full-time and part-time flexible employees involuntarily detailed or reassigned from one installation to another shall be given not less than 60 days advance notice, if possible, and shall receive moving, mileage, per diem and reimbursement for movement of household goods, as appropriate, if legally payable, will be governed by the standardized Government travel regulations as set forth in Methods Handbook F-10, "Travel."
6. Any employee volunteering to accept reassignment to another craft or occupational group, another branch of the Postal Service, or another installation shall start a new period of seniority beginning with such assignment, except as provided herein.
7. Whenever changes in mail handling patterns are undertaken in an area including one or more postal installations with resultant successive reassignments of clerks from those installations to one or more central installations, the reassignment of clerks shall be treated as details for the first 180 days in order to prevent inequities in the seniority lists at the gaining installations. The 180 days is computed from the date of the first detail of a clerk to the central, consolidated or new installation in that specific planning program. If a tie develops in establishing the merged seniority roster at the gaining installation, it

shall be broken by total continuous service in the regular work force in the same craft.

8. In determining seniority of special delivery messengers who received career status under Civil Service Regulation 3.101, that period of continuous service as a special delivery messenger prior to attaining career status shall be included.
9. Whenever in this Agreement provision is made for reassignments, it is understood that any full-time or part-time flexible employee reassigned must meet the qualification requirements of the position to which reassigned.
10. Whenever the provisions of this Section establishing seniority are inconsistent with the provisions of the Craft Articles of this Agreement, the provisions of the Craft Articles shall prevail.
11. It is understood that any employee entitled hereunder to a specific placement may exercise such entitlement only if no other employee has a superior claim hereunder to the same position.
12. Surplus U.S. Postal Service Employees—Surplus U.S. Postal Service employees from non-mail processing and non-mail delivery installations, regional offices, the U.S. Postal Service Headquarters or from other Federal departments or agencies shall be placed at the foot of the part-time flexible roll and begin a new period of seniority effective the date of reassignment.

C. Special Provisions on Reassignments

In addition to the general principles and requirements above specified, the following specific provisions are applicable:

1. Discontinuance of an Independent Installation

- a. When an independent installation is discontinued, all full-time and part-time flexible employees shall, to the maximum extent possible, be involuntarily reassigned to continuing postal positions in accordance with the following:
- b. Involuntary reassignment of full-time employees with their seniority for duty assignments to vacancies in the same or lower level in the same

craft or occupational group in installations within 100 miles of the discontinued installation, or in more distant installations, if after consultation with the affected Unions, it is determined that it is necessary. The Postal Service will designate such installations for the reassignment of excess full-time employees. When two or more such vacancies are simultaneously available, first choice of duty assignment shall go to the senior employee entitled by displacement from a discontinued installation to such placement.

- c. Involuntary reassignment of full-time employees for whom consultation did not provide for placement under C.1.b above in other crafts or occupational groups in which they meet minimum qualifications at the same or lower level with permanent seniority for duty assignments under (1) and (2) below, whichever is lesser:
 - (1) One day junior to the seniority of the junior full-time employee in the same level and craft or occupation in the installation to which assigned, or
 - (2) The seniority the employee had in the craft from which reassigned. The 5-year rule does not apply.
- d. Involuntary reassignment of part-time flexible employees with seniority in any vacancy in the part-time flexible quota in the same craft or occupational group at any installation within 100 miles of the discontinued installation, or in more distant installations, if after consultation with the affected Unions it is determined that it is necessary, the Postal Service will designate such installations for the reassignment of the part-time flexible employees.
- e. Involuntary reassignment of part-time flexible employees for whom consultation did not provide for placement under C.1.d above in other crafts or occupational groups in which they meet minimum qualification at the same or lower level at the foot of the existing part-time flexible roster at the receiving installation and begin a new period of seniority.

- f. Full-time employees for whom no full-time vacancies are available by the time the installation is discontinued shall be changed to part-time flexible employees in the same craft and placed as such, but shall for six months retain placement rights to full-time vacancies developing within that time within any installation within 100 miles of the discontinued installation, or in more distant installations, if after consultation with affected Unions it is necessary, U.S. Postal Service will designate such installations for the reassignment of excess full-time employees on the same basis as if they had remained full-time.
- g. Employees, full-time or part-time flexible, involuntarily reassigned as above provided shall upon the reestablishment of the discontinued installation be entitled to reassignment with full seniority to the first vacancy in the reestablished installation in the level, craft or occupational group from which reassigned.

2. Consolidation of an Independent Installation

- a. When an independent postal installation is consolidated with another postal installation, each full-time or part-time flexible employee shall be involuntarily reassigned to the continuing installation without loss of seniority in the employee's craft or occupational group.
- b. Where reassignments under 2.a. preceding, result in an excess of employees in any craft or occupational group in the continuing installation, identification and placement of excess employees shall be accomplished by the continuing installation in accordance with the provisions of this Agreement covering such situations.
- c. If the consolidated installation again becomes an independent installation, each full-time and part-time flexible employee whose reassignment was necessitated by the previous consolidation shall be entitled to the first vacancy in the reestablished installation in the level and craft or occupational group held at the time the installation was discontinued.

3. Transfer of a Classified Station or Classified Branch to the Jurisdiction of Another Installation or Made an Independent Installation

- a. When a classified station or classified branch is transferred to the jurisdiction of another installation or made an independent installation, all full-time employees shall at their option remain with the classified station or classified branch without loss of seniority, or remain with the installation from which the classified station or classified branch is being transferred.
- b. A realistic appraisal shall be made of the number of employees by crafts or occupations who will be needed in the station after transfer, and potential vacancies within these requirements created by the unwillingness of employees to follow the station to the new jurisdiction shall be posted for bid on an office-wide basis in the losing installation.
- c. If the postings provided in paragraph 3.b. preceding, do not result in sufficient employees to staff the transferred classified station or classified branch, junior employees, by craft or occupational group on an installation-wide seniority basis in the losing installation, shall be involuntarily reassigned to the classified station or classified branch and each employee thus involuntarily reassigned shall be entitled to the first vacancy in such employee's level and craft or occupational group in the installation from which transferred.

4. Reassignment Within an Installation of Employees Excess to the Needs of a Section

- a. The identification of assignments comprising for this purpose a section shall be determined locally by local negotiations. If no sections are established immediately by local negotiations, the entire installation shall comprise the section.
- b. Full-time employees, excess to the needs of a section, starting with that employee who is junior in the same craft or occupational group and in the same level assigned in that section, shall be reassigned outside the section but within the same craft or occupational group. They shall retain their

seniority and may bid on any existing vacancies for which they are eligible to bid. If they do not bid, they may be assigned in any vacant duty assignment for which there was no senior bidder in the same craft and installation. Their preference is to be considered if more than one such assignment is available.

- c. Such reassigned full-time employee retains the right to retreat to the section from which withdrawn only upon the occurrence of the first residual vacancy in the salary level after employees in the section have completed bidding. Such bidding in the section is limited to employees in the same salary level as the vacancy. Failure to bid for the first available vacancy will end such retreat right. The right to retreat to the section is optional with the employee who has retreat rights with respect to a vacancy in a lower salary level. Failure to exercise the option does not terminate the retreat rights in the salary level in which the employee was reassigned away from the section. In the Clerk Craft, an employee may exercise the option to retreat to a vacancy in a lower salary level only to an assignment for which the employee would have been otherwise eligible to bid.
- d. The duty assignment vacated by the reassignment of the junior full-time employee from the section shall be posted for bid of the full-time employees in the section. If there are no bids, the junior remaining unassigned full-time employee in the section shall be assigned to the vacancy.

5. Reduction in the Number of Employees in an Installation Other Than by Attrition

- a. **Reassignments within installation.** When for any reason an installation must reduce the number of employees more rapidly than is possible by normal attrition, that installation:
 - (1) Shall determine by craft and occupational group the number of excess employees;
 - (2) Shall, to the extent possible, minimize the impact on regular work force employees by separation of all casuals;

- (3) Shall, to the extent possible, minimize the impact on full-time positions by reducing part-time flexible hours;
- (4) Shall identify as excess the necessary number of junior full-time employees in the salary level, craft, and occupational group affected on an installation-wide basis within the installation; make reassignments of excess full-time employees who meet the minimum qualifications for vacant assignments in other crafts in the same installation; involuntarily reassign them (except as provided for letter carriers and special delivery messengers and vehicle service employees in Section C.5.b below) in the same or lower level with seniority, whichever is the lesser of:
 - (a) One day junior to the seniority of the junior full-time employee in the same level and craft or occupational group in the installation to which assigned, or
 - (b) The seniority the employee had in the craft from which reassigned. The 5-year rule does not apply.
- (5) The employee shall be returned at the first opportunity to the craft from which reassigned.
- (6) When returned, the employee retains seniority previously attained in the craft augmented by intervening employment in the other craft.
- (7) The right of election by a senior employee provided in paragraph b(3), below is not available for this cross-craft reassignment within the installation.
- b. **Reassignments to other installations after making reassignments within the installation:**
 - (1) Involuntarily reassign such excess full-time employees starting with the junior with their seniority for duty assignments to vacancies in the same or lower level in the same craft or occupational group in installations within 100 miles of the losing installation, or in more distant installations if after consultation with the affected Union it is determined that it is

necessary, the Postal Service will designate such installations for the reassignment of excess full-time employees. However:

- (a) Whenever full-time PS-5 letter carrier routes are transferred from one installation to another, the full-time letter carriers whose complete routes are transferred shall have the option of transferring with their routes with their seniority.
- (b) Whenever full-time or part-time motor vehicle craft assignments are discontinued in an installation and there is an excess in a position designation and salary level, the excess shall be adjusted to the maximum extent possible by making voluntary reassignments to vacant motor vehicle craft positions in installations within 100 miles unless the employee applies for a vacancy in a more distant installation. Senior qualified applicants for such vacant positions shall be reassigned. When reassignment is in the same designation and salary level, the reassigned employee retains his/her seniority.
- (c) When the entire special delivery messenger unit is moved from one independent installation to another and all special delivery territory is transferred, the special delivery messengers will be reassigned in the gaining unit with full seniority credit for all seniority gained in the craft and installation. When less than the entire special delivery messenger unit is transferred and it is necessary to reassign one or more special delivery messengers to the gaining installation, senior special delivery messengers shall be given option for reassignment. If no special delivery messenger elects to be reassigned, the junior special delivery messenger shall be reassigned.
- (2) Involuntarily reassigned full-time employees for whom consultation did not provide for placement under b(1) above in other crafts or occupational groups in which they meet minimum

qualifications at the same or lower level with permanent seniority for duty assignments whichever is lesser of:

- (a) one day junior to the seniority of the junior full-time employee in the same level and craft or occupational group in the installation to which assigned, or
- (b) the seniority he/she had in the craft from which reassigned. The 5-year rule does not apply.
- (3) Any senior employee in the same craft or occupational group in the same installation may elect to be reassigned to the gaining installation and take the seniority of the senior full-time employee subject to involuntary reassignment. Such senior employees who accept reassignment to the gaining installation do not have retreat rights.
- (4) When two or more such vacancies are simultaneously available, first choice of duty assignment shall go to the senior employee entitled by displacement from a discontinued installation to such placement.
- (5) A full-time employee shall have the option of changing to part-time flexible in the same craft or occupational group in lieu of involuntary reassignment.
- (6) Employees involuntarily reassigned under b(1) and (2) above, other than senior employees who elect to be reassigned in place of junior employees, shall be entitled at the time of such reassignment to file a written request to be returned to the first vacancy in the level, in the craft or occupational group in the installation from which reassigned, and such request shall be honored so long as the employee does not withdraw it or decline to accept an opportunity to return in accordance with such request.

In the Clerk Craft, an employee(s) involuntarily reassigned shall be entitled at the time of such reassignment to file a written request to return to the first vacancy in the same or

lower salary level in the installation from which reassigned. Such request for retreat rights must indicate whether the employee(s) desires to retreat to a lower level assignment and, if so, what salary level(s). The employee(s) may retreat to only those lower level assignments for which the employee(s) would have been otherwise eligible to bid. If vacancies are available in a specified lower salary level and in the salary level of the employee when reassigned, the employee will be given the option. Failure to exercise retreat rights to the first available vacancy terminates such rights. Furthermore, employee(s) electing to retreat to a lower level assignment are not entitled to salary protection.

[see Memo, page 195]

6. Centralized Mail, Processing and/or Delivery Installation (Clerk Craft Only)

- a. When the operations at a centralized installation or other mail processing and/or delivery installation result in an excess of full-time clerks at another installation(s), full-time clerks who are excess in a losing installation(s) by reason of the change, shall be reassigned as provided in Section C.5.b. Reassignments of clerks shall be treated as details for the first 180 days to avoid inequities in the selection of preferred duty assignments by full-time clerks in the gaining installation.
- b. Previously established preferred duty assignments which become vacant before expiration of the detail period must be posted for bid and awarded to eligible full-time clerks then permanently assigned in the gaining installation. Excess part-time flexible clerks may be reassigned as provided for in Section C.8.
- c. All new duty assignments created in the gaining installation and all other vacant duty assignments in the centralized installation shall be posted for bid. One hundred eighty (180) days is computed from the date of the first detail of an employee. Bidding shall be open to all full-time clerks of the craft involved at the gaining installation. This

includes full-time clerks assigned to the gaining installation.

- d. When the centralized installation is a new one:
 - (1) Full-time clerks who apply for reassignment from the losing installation, shall be reassigned with their seniority.
 - (2) Reassignments shall be in the order of seniority and shall not exceed the number of excess full-time clerks in the losing installation.
 - (3) The provisions of 5.a, above, apply to reassign junior full-time excess clerks, with their seniority, when there are excess full-time clerks after the reassignment of senior full-time clerks who apply for reassignment.

7. Reassignments—Motor Vehicle

- a. When a vehicle maintenance facility is established to replace an auxiliary garage, full-time and part-time flexible craft positions in the gaining installation are to be posted in the losing installation for applications by full-time and part-time flexible employees, respectively. Senior qualified applicants shall be reassigned without loss of seniority, but not to exceed the number of excess employees in the losing installation.
- b. When a vehicle maintenance facility is established to replace vehicle maintenance in a perimeter office, full-time and part-time flexible craft positions in the new maintenance facility shall be posted in the losing installation for applications by full-time and part-time flexible employees, respectively. Senior qualified applicants shall be reassigned without loss of seniority, but not to exceed the number of excess employees in the losing installation.
- c. When vehicle operations are changed by transfer from one installation to another, new full-time and part-time flexible craft positions shall be posted for applications in the losing installation by full-time and part-time flexible employees in the craft, respectively. Senior qualified applicants shall be reassigned without loss of seniority, but not to exceed the number of excess employees in the losing installation.

- d. After all reassignments have been made to the gaining installation, pursuant to Subsections a, b and c, the new full-time assignments in the gaining installation shall be posted for bids.
- e. If, after establishment of a new installation, operations result in further excess at losing installation(s), the procedures in Subsections a, b, c and d, above, apply to reassign senior applicants from the losing installation(s) to positions in the new installation.

8. Reassignment—Part-Time Flexible Employees in Excess of Quota (Other Than Motor Vehicle)

Where there are part-time flexible employees in excess of the part-time flexible quota for the craft for whom work is not available, part-time flexibles lowest on the part-time flexible roll equal in number to such excess may at their option be reassigned to the foot of the part-time flexible roll in the same or another craft in another installation.

- a. An excess employee reassigned to another craft in the same or another installation shall be assigned to the foot of the part-time flexible roll and begin a new period of seniority.
- b. An excess part-time flexible employee reassigned to the same craft in another installation shall be placed at the foot of the part-time flexible roll. Upon change to full-time from the top of the part-time flexible roll, the employee's seniority for preferred assignments shall include the seniority the employee had in the losing installation augmented by part-time flexible service in the gaining installation.
- c. A senior part-time flexible in the same craft or occupational group in the same installation may elect to be reassigned in another installation in the same or another craft and take the seniority, if any, of the senior excess part-time flexible being reassigned, as set forth in a and b, above.
- d. The Postal Service will designate, after consultation with the affected Union, vacancies at installations in which excess part-time flexibles may request to be reassigned beginning with vacancies in other crafts in the same installation; then vacancies in the same craft in other installations;

and finally vacancies in other crafts in other installations making the designations to minimize relocation hardships to the extent practicable.

- e. Part-time flexibles reassigned to another craft in the same installation shall be returned to the first part-time flexible vacancy within the craft and level from which reassigned.
- f. Part-time flexibles reassigned to other installations have retreat rights to the next such vacancy according to their standing on the part-time flexible roll in the losing installation but such retreat right does not extend to part-time flexibles who elect to request reassignment in place of the junior part-time flexibles.
- g. The right to return is dependent upon a written request made at the time of reassignment from the losing installation and such request shall be honored unless it is withdrawn or an opportunity to return is declined.

D. Part-Time Regular Employees

Part-time regular employees assigned in the craft units shall be considered to be in a separate category. All provisions of this Section apply to part-time regular employees within their own category.

Section 6. Transfers

A. Installation heads will consider requests for transfers submitted by employees from other installations.

B. Providing a written request for a voluntary transfer has been submitted, a written acknowledgement shall be given in a timely manner.

[see Memo, page 192]

ARTICLE 13

ASSIGNMENT OF ILL OR INJURED REGULAR WORKFORCE EMPLOYEES

Section 1. Introduction

A. Part-time fixed schedule employees assigned in the

craft unit shall be considered to be in a separate category. All provisions of this Article apply to part-time fixed schedule employees within their own category.

B. The U.S. Postal Service and the Unions recognizing their responsibility to aid and assist deserving full-time regular or part-time flexible employees who through illness or injury are unable to perform their regularly assigned duties, agree to the following provisions and conditions for reassignment to temporary or permanent light duty or other assignments. It will be the responsibility of each installation head to implement the provisions of this Agreement within the installation, after local negotiations.

Section 2. Employee's Request for Reassignment

A. Temporary Reassignment

Any full-time regular or part-time flexible employee recuperating from a serious illness or injury and temporarily unable to perform the assigned duties may voluntarily submit a written request to the installation head for temporary assignment to a light duty or other assignment. The request shall be supported by a medical statement from a licensed physician or by a written statement from a licensed chiropractor stating, when possible, the anticipated duration of the convalescence period. Such employee agrees to submit to a further examination by a Public Health Service doctor or physician designated by the installation head, if that official so requests.

B. Permanent Reassignment

1. Any ill or injured full-time regular or part-time flexible employee having a minimum of five years of postal service, or any full-time regular or part-time flexible employee who sustained injury on duty, regardless of years of service, while performing the assigned duties can submit a voluntary request for permanent reassignment to light duty or other assignment to the installation head if the employee is permanently unable to perform all or part of the assigned duties. The request shall be accompanied by a medical certificate from the United States Public Health Service or a physician designated by the installation head giving full evidence of the physical condition of the employee, the need for reassignment, and the ability of the employee to perform other duties. A certificate from the employee's personal physician will not be acceptable.

2. The following procedures are the exclusive procedures for resolving a disagreement between the employee's physician and the physician designated by the USPS concerning the medical condition of an employee who has requested a permanent light duty assignment. These procedures shall not apply to cases where the employee's medical condition arose out of an occupational illness or injury. On request of the Union, a third physician will be selected from a list of five Board Certified Specialists in the medical field for the condition in question, the list to be supplied by the local Medical Society. The physician will be selected by the alternate striking of names from the list by the Union and the Employer. The Employer will supply the selected physician with all relevant facts including job description and occupational physical requirements. The decision of the third physician will be final as to the employee's medical condition and occupational limitations, if any. Any other issues relating to the employee's entitlement to a light duty assignment shall be resolved through the grievance-arbitration procedure. The costs of the services of the third physician shall be shared by the Union and the Employer.

C. Installation heads shall show the greatest consideration for full-time regular or part-time flexible employees requiring light duty or other assignments, giving each request careful attention, and reassign such employees to the extent possible in the employee's office. When a request is refused, the installation head shall notify the concerned employee in writing, stating the reasons for the inability to reassign the employee.

Section 3. Local Implementation

Due to varied size installations and conditions within installations, the following important items having a direct bearing on these reassignment procedures (establishment of light duty assignments) should be determined by local negotiations.

A. Through local negotiations, each office will establish the assignments that are to be considered light duty within each craft represented in the office. These negotiations should explore ways and means to make adjustments in normal assignments, to convert them to light duty assignments without seriously affecting the production of the assignment.

B. Light duty assignments may be established from part-time hours, to consist of 8 hours or less in a service day and 40 hours or less in a service week. The establishment of such assignment does not guarantee any hours to a part-time flexible employee.

C. Number of Light Duty Assignments. The number of assignments within each craft that may be reserved for temporary or permanent light duty assignments, consistent with good business practices, shall be determined by past experience as to the number of reassignments that can be expected during each year, and the method used in reserving these assignments to insure that no assigned full-time regular employee will be adversely affected, will be defined through local negotiations. The light duty employee's tour hours, work location and basic work week shall be those of the light duty assignment and the needs of the service, whether or not the same as for the employee's previous duty assignment.

Section 4. General Policy Procedures

A. Every effort shall be made to reassign the concerned employee within the employee's present craft or occupational group, even if such assignment reduces the number of hours of work for the supplemental work force. After all efforts are exhausted in this area, consideration will be given to reassignment to another craft or occupational group within the same installation.

B. The full-time regular or part-time flexible employee must be able to meet the qualifications of the position to which the employee is reassigned on a permanent basis. On a temporary reassignment, qualifications can be modified provided excessive hours are not used in the operation.

C. The reassignment of a full-time regular or part-time flexible employee to a temporary or permanent light duty or other assignment shall not be made to the detriment of any full-time regular on a scheduled assignment or give a reassigned part-time flexible preference over other part-time flexible employees.

D. The reassignment of a full-time regular or part-time flexible employee under the provisions of this Article to an agreed-upon light duty temporary or permanent or other assignment within the office, such as type of assignment, area of assignment, hours of duty, etc., will be the decision of the installation head who will be guided by the examining

physician's report, employee's ability to reach the place of employment and ability to perform the duties involved.

E. An additional full-time regular position can be authorized within the craft or occupational group to which the employee is being reassigned, if the additional position can be established out of the part-time hours being used in that operation without increasing the overall hour usage. If this cannot be accomplished, then consideration will be given to reassignment to an existing vacancy.

F. The installation head shall review each light duty reassignment at least once each year, or at any time the installation head has reason to believe the incumbent is able to perform satisfactorily in other than the light duty assignment the employee occupies. This review is to determine the need for continuation of the employee in the light duty assignment. Such employee may be requested to submit to a medical review by the United States Public Health Service or by a physician designated by the installation head if the installation head believes such examination to be necessary.

G. The following procedures are the exclusive procedures for resolving a disagreement between the employee's physician and the physician designated by the USPS concerning the medical condition of an employee who is on a light duty assignment. These procedures shall not apply to cases where the employee's medical condition arose out of an occupational illness or injury. On request of the Union, a third physician will be selected from a list of five Board Certified Specialists in the medical field for the condition in question, the list to be supplied by the local Medical Society. The physician will be selected by the alternate striking of names from the list by the Union and the Employer. The Employer will supply the selected physician with all relevant facts including job description and occupational physical requirements. The decision of the third physician will be final as to the employee's medical condition and occupational limitations, if any. Any other issues relating to the employee's entitlement to a light duty assignment shall be resolved through the grievance-arbitration procedure. The costs of the services of the third physician shall be shared by the Union and the Employer.

H. When a full-time regular employee in a temporary light duty assignment is declared recovered on medical review, the employee shall be returned to the employee's former duty assignment, if it has not been discontinued. If such

former regular assignment has been discontinued, the employee becomes an unassigned full-time regular employee.

I. If a full-time regular employee is reassigned in another craft for permanent light duty and later is declared recovered, on medical review, the employee shall be returned to the first available full-time regular vacancy in complement in the employee's former craft. Pending return to such former craft, the employee shall be an unassigned full-time regular employee. The employee's seniority shall be restored to include service in the light duty assignment.

J. When a full-time regular employee who has been awarded a permanent light duty assignment within the employee's own craft is declared recovered, on medical review, the employee shall become an unassigned full-time regular employee.

K. When a part-time flexible on temporary light duty is declared recovered, the employee's detail to light duty shall be terminated.

L. When a part-time flexible who has been reassigned in another craft on permanent light duty is declared recovered, such assignment to light duty shall be terminated. Section 4.I, above, does not apply even though the employee has advanced to full-time regular while on light duty.

Section 5. Filling Vacancies Due to Reassignment of an Employee to Another Craft

When it is necessary to permanently reassign an ill or injured full-time regular or part-time flexible employee who is unable to perform the regularly assigned duties, from one craft to another craft within the office, the following procedures will be followed:

A. When the reassigned employee is a full-time regular employee, the resulting full-time regular vacancy in the complement, not necessarily in the particular duty assignment of the losing craft from which the employee is being reassigned, shall be posted to give the senior of the full-time regular employees in the gaining craft the opportunity to be reassigned to the vacancy, if desired.

B. If no full-time regular employee accepts the opportunity to be assigned to the vacancy in the complement, not necessarily in the particular duty assignment in the other craft, the senior of the part-time flexibles on the opposite roll who wishes to accept the vacancy shall be assigned to

the full-time regular vacancy in the complement of the craft of the reassigned employee.

C. When the reassigned employee is a part-time flexible, the resulting vacancy in the losing craft shall be posted to give the senior of the full-time regular or part-time flexible employees in the gaining craft the opportunity to be assigned to the part-time flexible vacancy, if desired, to begin a new period of seniority at the foot of the part-time flexible roll.

D. The rule in A and B, above, applies when a full-time regular employee on permanent light duty is declared recovered and is returned to the employee's former craft, to give the senior of the full-time regular or part-time flexible employees in the gaining craft the opportunity, if desired, to be assigned in the resulting full-time regular vacancy in the complement, not necessarily in the particular duty assignment of the losing craft.

Section 6. Seniority of an Employee Assigned to Another Craft

A. Except as provided for in Section 4.I, above, a full-time regular employee assigned to another craft or occupational group in the same or lower level in the same installation shall take the seniority for preferred tours and assignments, whichever is the lesser of (a) one day junior to the junior full-time regular employee in the craft or occupational group, (b) retain the seniority the employee had in the employee's former craft.

B. A part-time flexible employee who is permanently assigned to a full-time regular or part-time flexible assignment in another craft, under the provisions of this Article, shall begin a new period of seniority. If assigned as a part-time flexible, it shall be at the foot of the part-time flexible roll.

ARTICLE 14

SAFETY AND HEALTH

Section 1. Responsibilities

It is the responsibility of management to provide safe working conditions in all present and future installations and to

develop a safe working force. The Unions will cooperate with and assist management to live up to this responsibility. **The Employer will meet with the Unions on a semiannual basis and inform the Unions of its automated systems development programs.** The Employer also agrees to give appropriate consideration to human factors in the design and development of automated systems. **Human factors and ergonomics of new automated systems are a proper subject for discussion at the National Joint Labor-Management Safety Committee.**

Section 2. Cooperation

The Employer and the Unions insist on the observance of safe rules and safe procedures by employees and insist on correction of unsafe conditions. Mechanization, vehicles and vehicle equipment, and the work place must be maintained in a safe and sanitary condition, including adequate occupational health and environmental conditions. The Employer shall make available at each installation forms to be used by employees in reporting unsafe and unhealthful conditions. If an employee believes he/she is being required to work under unsafe conditions, such employees may:

- (a) notify such employee's supervisor who will immediately investigate the condition and take corrective action if necessary;
- (b) notify such employee's steward, if available, who may discuss the alleged unsafe condition with such employee's supervisor;
- (c) file a grievance at Step 2 of the grievance procedure within fourteen (14) days of notifying such employee's supervisor if no corrective action is taken during the employee's tour; and/or
- (d) make a written report to the Union representative from the local Safety and Health Committee who may discuss the report with such employee's supervisor.

Upon written request of the employee involved in an accident, a copy of the PS Form 1769 (Accident Report) will be provided.

Any grievance which has as its subject a safety or health issue directly affecting an employee(s) which is subsequently properly appealed to arbitration in accordance with the provisions of Article 15 may be placed at the head of the appropriate arbitration docket at the request of the Union.

Section 3. Implementation

To assist in the positive implementation of the program:

A. There shall be established at the Employer's Headquarters level, a Joint Labor-Management Safety Committee. Representation on the Committee, to be specifically determined by the Employer and the Unions, shall include one person from each of the Unions and representatives from appropriate Departments in the Postal Service. Not later than 60 days following the effective date of this Collective Bargaining Agreement, designated representatives of the Union and Management will meet for the purpose of developing a comprehensive agenda which will include all aspects of the Employer's Safety Program. Subsequent to the development of this agenda priorities will be established and a tentative schedule will be developed to insure full discussion of all topics. Meetings may also be requested by either party for the specific purpose of discussing additional topics of interest within the scope of the Committee.

The responsibility of the Committee will be to evaluate and make recommendations on all aspects of the Employer's Safety Program, to include program adequacy, implementation at the local level, and studies being conducted for improving the work environment.

The Chairman will be designated by the Employer. The Union may designate a coordinator who, in conjunction with the Chairman, shall schedule the meetings, and recommended priorities on new agenda items. In addition, the coordinator may assist the Chairman in conducting the activities of the Committee. The Employer shall furnish the Unions information relating to injuries, illness and safety, including the morbidity and mortality experience of employees. This report shall be in form of reports furnished OSHA on a quarterly basis.

The Headquarters level Committee will meet quarterly and the Employer and Union Representatives will exchange proposed agenda items two weeks before the scheduled meetings. If problems or items of significant, national nature arise between scheduled quarterly meetings either party may request a special meeting of the Committee. Either party will have the right to be accompanied to any Committee meeting by no more than two technical advisors.

B. There shall be established at the Employer's Regional level, a Regional Joint Labor-Management Safety Commit-

tee, which will be scheduled to meet quarterly. The Employer and Union Representatives will exchange proposed agenda items two weeks before the scheduled meetings. If problems or items of a significant, regional nature arise between scheduled quarterly meetings, either party may request a special meeting of the Committee. Either party will have the right to be accompanied to any Committee meeting by no more than two technical advisors.

Representation on the Committee shall include one person from each of the Unions and appropriate representatives from the Postal Service Regional Office. The Chairman will be designated by the Employer.

C. The Employer will make Health Service available for the treatment of job related injury or illness where it determines they are needed. The Health Service will be available from any of the following sources: U.S. Public Health Service; other government or public medical sources within the area; independent or private medical facilities or services that can be contracted for; or in the event funds, spaces and personnel are available for such purposes, they may be staffed at the installation. The Employer will promulgate appropriate regulations which comply with applicable regulations of the Office of Workers' Compensation Programs, including employee choice of health services.

D. The Employer will comply with Section 19 of the Williams-Steiger Occupational Safety and Health Act.

Section 4. Local Safety Committee

At each postal installation having 50 or more employees, a Joint Labor-Management Safety and Health Committee will be established. **In installations having fewer than 50 employees, installation heads are encouraged to establish similar committees when requested by the Unions.** Where no Safety and Health Committee exists, safety and health items may be placed on the agenda and discussed at labor-management meetings. There shall be equal representation on the Committee between the Unions and management. The representation on the Committee to be specifically determined by the Employer and the Unions shall include one person from each of the Unions and appropriate management representatives. The Chairman will be designated by the Employer.

It is recognized that under some circumstances, the presence of an additional employee employed at the installation will be useful to the local Safety and Health Committee because of

that employee's special expertise or experience with the agenda item being discussed. Under these circumstances, which will not normally be applicable to most agenda items, the employee may, at the request of the Union, be in attendance only for the time necessary to discuss that item. Payment for the actual time spent at such meetings by the employee will be at the applicable straight-time rate, providing the time spent is a part of the employee's regular workday.

Section 5. Subjects for Discussion

Individual grievances shall not be made the subject of discussion during Safety and Health Committee meetings.

Section 6. Employee Participation

It is the intent of this program to insure broad exposure to employees, to develop interest by active participation of employees, to insure new ideas being presented to the Committee and to make certain that employees in all areas of an installation have an opportunity to be represented. At the same time, it is recognized that for the program to be effective, it is desirable to provide for a continuity in the committee work from year to year. Therefore, except for the Chairman and Secretary, the Committee members shall serve three-year terms and shall at the discretion of the Union be eligible to succeed themselves.

Section 7. Local Committee Meetings

The Safety and Health Committee shall meet at least quarterly and at such other times as requested by a Committee member and approved by the Chairman in order to discuss significant problems or items. The meeting shall be on official time. Each Committee member shall submit agenda items to the Secretary at least three (3) days prior to the meeting. A member of the Health Unit will be invited to participate in the meeting of the Labor-Management Safety and Health Committee when agenda item(s) relate to the activities of the Health Unit.

Section 8. Local Committee Responsibilities

A. The Committee shall review the progress in accident prevention and health at the installation; determine program areas which should have increased emphasis; and it may investigate major accidents which result in disabling injuries. Items properly relating to employee safety and health shall

be considered appropriate discussion items. Upon a timely request, information or records necessary for the local Safety and Health Committee to investigate real or potential safety and health issues will be made available to the Committee.

In addition, the Committee shall promote the cause of safety and health in the installation by:

1. Reviewing safety and health suggestions, safety training records and reports of unsafe conditions or practices.
2. Reviewing local safety and health rules.
3. Identifying employee unsafe work practices and assisting in enforcing safety work rules.
4. Reviewing updated list of hazardous materials used in the installation.
5. Reviewing local dog bite prevention efforts.

The Committee shall at its discretion render reports to the installation head and may at its discretion make recommendations to the installation head for action on matters concerning safety and health. The installation head shall within a reasonable period of time advise the Committee that the recommended action has been taken or advise the Headquarters Safety and Health Committee and the Presidents of the local Unions as to why it has not. Any member of the Committee may also submit a written report to the Headquarters Safety and Health Committee in the event the Committee's recommendations are not implemented.

Upon proper written request to the Chairman of the Committee, on-the-spot inspection of particular troublesome areas may be made by individual Committee members or a Subcommittee or the Committee as a whole. Such request shall not be unreasonably denied. When so approved, the Committee members shall be on official time while making such inspection.

The Union representatives from the local Safety and Health Committee may participate on the annual inspection, conducted by **divisional safety and health services personnel** in the main facility of each MSC and BMC, provided that the Union represents employees at the main facility of the MSC or BMC being inspected. In no case shall there be more than two (2), one (1) per Union, Union representatives on such inspections.

The Union representatives from the local Safety and Health Committee may participate on other inspections of the main facility of each post office, MSC, BMC, or other installation with 100 or more man years of employment in the regular work force, and of an individual station or branch where the station or branch has 100 or more man years of employment in the regular work force, provided that the Union represents employees at the main facility or station or branch and provided that the Union representatives are domiciled at the main facility or station or branch to be inspected. If such Union representatives to the local Safety and Health Committee are not domiciled at the main facility or station or branch to be inspected and if such Unions represent employees at the main facility or station or branch, at each Union's option, representatives from the Committee may participate on the inspection (at no additional cost for the Employer) or such Unions may designate representatives domiciled at the main facility or station or branch to be inspected to participate on the inspection. In no case shall there be more than two (2), one (1) per Union, Union representatives on such inspections.

The Union representatives from the local Safety and Health Committee may participate on the annual inspection of each installation with less than 100 man years of employment in the regular work force, where such Committee exists in the installation being inspected. In those installations that do not have a Safety and Health Committee, the inspector shall afford the opportunity for a bargaining unit employee from each Union that represents employees in that installation to accompany him/her during these inspections. If requested, these bargaining unit employees should be selected by the various exclusive bargaining representatives in that installation. In no case shall there be more than two (2), one (1) per Union, Union representatives on such inspections.

B. An appointed member of a local committee will receive an orientation by the Employer which will include:

1. Responsibilities of the Committee and its members.
2. Basic elements of the Safety and Health Program.
3. Identification of hazards and unsafe practices.
4. Explanation of reports and statistics reviewed and analyzed by the Committee.

C. Where an investigation board is appointed by a Regional Postmaster General or a Field Division General Manager/

Postmaster to investigate a fatal or serious industrial non-criminal accident and/or injury, the appropriate Union at the installation will be advised promptly. When requested by the Union, a representative from the local Safety and Health Committee will be permitted to accompany the board in its investigation.

D. In installations where employees represented by the Unions accept, handle and/or transport hazardous materials, the Employer will establish a program of promoting safety awareness through communications and/or training, as appropriate. Elements of such a program would include, but not be limited to:

1. Informational postings, pamphlets or articles in Postal and Regional Bulletins.
2. Distribution of Publication 52 to employees whose duties require acceptance of and handling hazardous or perishable items.
3. On-the-job training of employees whose duties require the handling and/or transportation of hazardous or perishable items. This training will include, but is not limited to, hazard identification; proper handling of hazardous materials; personal protective equipment availability and its use; cleanup and disposal requirements for hazardous materials.
4. All mailbags containing any hazardous materials, as defined in Publication 52, will be appropriately identified so that the employee handling the mail is aware that the mailbag contains one or more hazardous material packages.
5. Personal protective equipment will be made available to employees who are exposed to spills and breakage of hazardous materials.

Section 9. Field Federal Safety and Health Councils

In those cities where Field Federal Safety and Health Councils exist, one representative of the Unions who is on the Local Safety and Health Committee in an independent postal installation in that city and who serves as a member of such Councils, will be permitted to attend the meetings. Such employee will be excused from regularly assigned duties without loss of pay. Employer authorized payment as outlined above will be granted at the applicable straight time rate, provided the time spent in such meetings is a part of the employee's regular work day.

ARTICLE 15 GRIEVANCE-ARBITRATION PROCEDURE

Section 1. Definition

A grievance is defined as a dispute, difference, disagreement or complaint between the parties related to wages, hours, and conditions of employment. A grievance shall include, but is not limited to, the complaint of an employee or of the Unions which involves the interpretation, application of, or compliance with the provisions of this Agreement or any local Memorandum of Understanding not in conflict with this Agreement.

Section 2. Grievance Procedure—Steps

Step 1:

(a) Any employee who feels aggrieved must discuss the grievance with the employee's immediate supervisor within fourteen (14) days of the date on which the employee or the Union first learned or may reasonably have been expected to have learned of its cause. The employee, if he or she so desires, may be accompanied and represented by the employee's steward or a Union representative. The Union also may initiate a grievance at Step 1 within 14 days of the date the Union first became aware of (or reasonably should have become aware of) the facts giving rise to the grievance. In such case the participation of an individual grievant is not required. A Step 1 Union grievance may involve a complaint affecting more than one employee in the office.

(b) In any such discussion the supervisor shall have authority to settle the grievance. The steward or other Union representative likewise shall have authority to settle or withdraw the grievance in whole or in part. No resolution reached as a result of such discussion shall be a precedent for any purpose.

(c) If no resolution is reached as a result of such discussion, the supervisor shall render a decision orally stating the reasons for the decision. The supervisor's decision should be stated during the discussion, if possible, but in no event shall it be given to the Union representative (or the grievant, if no Union representative was requested) later than five (5) days thereafter unless the parties agree to extend the five (5) day period. Within five (5) days after the supervisor's decision, the supervisor shall, at the request of the Union

representative, initial the standard grievance form that is used at Step 2 confirming the date upon which the decision was rendered.

(d) The Union shall be entitled to appeal an adverse decision to Step 2 of the grievance procedure within ten (10) days after receipt of the supervisor's decision. Such appeal shall be made by completing a standard grievance form developed by agreement of the parties, which shall include appropriate space for at least the following:

1. Detailed statement of facts;
2. Contentions of the grievant;
3. Particular contractual provisions involved; and
4. Remedy sought.

Step 2:

(a) The standard grievance form appealing to Step 2 shall be filed with the installation head or designee. In any associate post office of twenty (20) or less employees, the Employer shall designate an official outside of the installation as the Step 2 official, and shall so notify the Union Step 1 representative.

(b) Any grievance initiated at Step 2, pursuant to Article 2 or 14 of this Agreement, must be filed within 14 days of the date on which the Union or the employee first learned or may reasonably have been expected to have learned of its cause.

(c) The installation head or designee will meet with the steward or a Union representative as expeditiously as possible, but no later than seven (7) days following receipt of the Step 2 appeal unless the parties agree upon a later date. In all grievances appealed from Step 1 or filed at Step 2, the grievant shall be represented in Step 2 for all purposes by a steward or a Union representative who shall have authority to settle or withdraw the grievance as a result of discussions or compromise in this Step. The installation head or designee in Step 2 also shall have authority to grant or settle the grievance in whole or in part.

(d) At the meeting the Union representative shall make a full and detailed statement of facts relied upon, contractual provisions involved, and remedy sought. The Union representative may also furnish written statements from witnesses or other individuals. The Employer representative shall also make a full and detailed statement of facts and contractual

provisions relied upon. The parties' representatives shall cooperate fully in the effort to develop all necessary facts, including the exchange of copies of all relevant papers or documents in accordance with Article 31. The parties' representatives may mutually agree to jointly interview witnesses where desirable to assure full development of all facts and contentions. In addition, in cases involving discharge either party shall have the right to present no more than two witnesses. Such right shall not preclude the parties from jointly agreeing to interview additional witnesses as provided above.

(c) Any settlement or withdrawal of a grievance in Step 2 shall be in writing or shall be noted on the standard grievance form, but shall not be a precedent for any purpose, unless the parties specifically so agree or develop an agreement to dispose of future similar or related problems.

(f) Where agreement is not reached the Employer's decision shall be furnished to the Union representative in writing, within ten (10) days after the Step 2 meeting unless the parties agree to extend the ten (10) day period. The decision shall include a full statement of the Employer's understanding of (1) all relevant facts, (2) the contractual provisions involved, and (3) the detailed reasons for denial of the grievance.

(g) If the Union representative believes that the facts or contentions set forth in the decision are incomplete or inaccurate, such representative should, within ten (10) days of receipt of the Step 2 decision, transmit to the Employer's representative a written statement setting forth corrections or additions deemed necessary by the Union. Any such statement must be included in the file as part of the grievance record in the case. The filing of such corrections or additions shall not affect the time limits for appeal to Step 3.

(h) The Union may appeal an adverse Step 2 decision to Step 3. Any such appeal must be made within fifteen (15) days after receipt of the Employer's decision unless the parties' representatives agree to extend the time for appeal. Any appeal must include copies of (1) the standard grievance form, (2) the Employer's written Step 2 decision, and, if filed, (3) the Union corrections or additions to the Step 2 decision.

Step 3:

(a) Any appeal from an adverse decision in Step 2 shall be in writing to the Regional Director for Human Resources,

with a copy to the Employer's Step 2 representative, and shall specify the reasons for the appeal.

(b) The grievant shall be represented at the Employer's Regional Level by a Union's Regional representative, or designee. The Step 3 meeting of the parties' representatives to discuss the grievance shall be held within fifteen (15) days after it has been appealed to Step 3. Each party's representative shall be responsible for making certain that all relevant facts and contentions have been developed and considered. The Union representative shall have authority to settle or withdraw the grievance in whole or in part. The Employer's representative likewise shall have authority to grant the grievance in whole or in part. In any case where the parties' representatives mutually conclude that relevant facts or contentions were not developed adequately in Step 2, they shall have authority to return the grievance to the Step 2 level for full development of all facts and further consideration at that level. In such event, the parties' representatives at Step 2 shall meet within seven (7) days after the grievance is returned to Step 2. Thereafter, the time limits and procedures applicable to Step 2 grievances shall apply.

(c) The Employer's written Step 3 decision on the grievance shall be provided to the Union's Step 3 representative within fifteen (15) days after the parties have met in Step 3, unless the parties agree to extend the fifteen (15) day period. Such decision shall state the reasons for the decision in detail and shall include a statement of any additional facts and contentions not previously set forth in the record of the grievance as appealed from Step 2. Such decision also shall state whether the Employer's Step 3 representative believes that no interpretive issue under the National Agreement or some supplement thereto which may be of general application is involved in the case.

(d) The Union may appeal an adverse decision directly to arbitration at the Regional level within twenty-one (21) days after the receipt of the Employer's Step 3 decision in accordance with the procedure hereinafter set forth; provided the Employer's Step 3 decision states that no interpretive issue under the National Agreement or some supplement thereto which may be of general application is involved in the case.

(e) If either party's representative maintains that the grievance involves an interpretive issue under the National

Agreement, or some supplement thereto which may be of general application, the Union representative shall be entitled to appeal an adverse decision to Step 4 (National level) of the grievance procedure. Any such appeal must be made within twenty-one (21) days after receipt of the Employer's decision and include copies of the standard grievance form, the Step 2 and Step 3 decision and, if filed, any Union corrections and additions filed at Step 2 or 3. The Union shall furnish a copy of the Union appeal to the Regional Director of Human Resources.

(f) Where grievances appealed to Step 3 involve the same, or substantially similar issues or facts, one such grievance to be selected by the Union representative shall be designated the "representative" grievance. If not resolved at Step 3, the "representative" grievance may be appealed to Step 4 of the grievance procedure or to arbitration in accordance with the above. All other grievances which have been mutually agreed to as involving the same, or substantially similar issues or facts as those involved in the "representative" grievance shall be held at Step 3 pending resolution of the "representative" grievance, provided they were timely filed at Step 1 and properly appealed to Steps 2 and 3 in accordance with the grievance procedure.

Following resolution of the "representative" grievance, the parties involved in that grievance shall meet at Step 3 to apply the resolution to the other pending grievances involving the same, or substantially similar issues or facts. Disputes over the applicability of the resolution of the "representative" grievance shall be resolved through the grievance-arbitration procedures contained in this Article; in the event it is decided that the resolution of the "representative" grievance is not applicable to a particular grievance, the merits of that grievance shall also be considered.

Step 4:

(a) In any case properly appealed to this Step the parties shall meet at the National level promptly, but in no event later than thirty (30) days after filing such appeal in an attempt to resolve the grievance. The Union representative shall have authority to settle or withdraw the grievance in whole or in part. The Employer's representative shall have authority to grant or settle the grievance in whole or in part. The parties' Step 4 representatives may, by mutual agreement, return any grievance to Step 3 where (a) the parties agree that no national interpretive issue is fairly presented

or (b) it appears that all relevant facts have not been developed adequately. In such event, the parties shall meet at Step 3 within fifteen (15) days after the grievance is returned to Step 3. Thereafter the procedures and time limits applicable to Step 3 grievances shall apply. Following their meeting in any case not returned to Step 3, a written decision by the Employer will be rendered within fifteen (15) days after the Step 4 meeting unless the parties agree to extend the fifteen (15) day period. The decision shall include an adequate explanation of the reasons therefor. In any instance where the parties have been unable to dispose of a grievance by settlement or withdrawal, the National President of the Union involved shall be entitled to appeal it to arbitration at the National level within thirty (30) days after receipt of the Employer's Step 4 decision.

Section 3. Grievance Procedure—General

A. The parties expect that good faith observance, by their respective representatives, of the principles and procedures set forth above will result in settlement or withdrawal of substantially all grievances initiated hereunder at the lowest possible step and recognize their obligation to achieve that end.

B. The failure of the employee or the Union in Step 1, or the Union thereafter to meet the prescribed time limits of the Steps of this procedure, including arbitration, shall be considered as a waiver of the grievance. However, if the Employer fails to raise the issue of timeliness at Step 2, or at the step at which the employee or Union failed to meet the prescribed time limits, whichever is later, such objection to the processing of the grievance is waived.

C. Failure by the Employer to schedule a meeting or render a decision in any of the Steps of this procedure within the time herein provided (including mutually agreed to extension periods) shall be deemed to move the grievance to the next Step of the grievance-arbitration procedure.

D. It is agreed that in the event of a dispute between the Union and the Employer as to the interpretation of this Agreement, such dispute may be initiated as a grievance at the Step 4 level by the President of the Union. Such a grievance shall be initiated in writing and must specify in detail the facts giving rise to the dispute, the precise interpretive issues to be decided and the contention of the Union. Thereafter the parties shall meet in Step 4 within

thirty (30) days in an effort to define the precise issues involved, develop all necessary facts, and reach agreement. Should they fail to agree, then, within fifteen (15) days of such meeting, each party shall provide the other with a statement in writing of its understanding of the issues involved, and the facts giving rise to such issues. In the event the parties have failed to reach agreement within sixty (60) days of the initiation of the grievance in Step 4, the Union then may appeal it to arbitration, within thirty (30) days thereafter.

Section 4. Arbitration

A. General Provisions

1. A request for arbitration shall be submitted within the specified time limit for appeal.
2. No grievance may be arbitrated at the National level except when timely notice of appeal is given the Employer in writing by the National President of the Union involved. No grievance may be appealed to arbitration at the Regional level except when timely notice of appeal is given in writing to the appropriate Regional official of the Employer by the certified representative of the Union in the particular Region. Such representative shall be certified to appeal grievances by the National President of the Union to the Employer at the National level.
3. All grievances appealed to arbitration will be placed on the appropriate pending arbitration list in the order in which appealed. The Employer, in consultation with the particular Unions involved, will be responsible for maintaining appropriate dockets of grievances, as appealed, and for administrative functions necessary to assure efficient scheduling and hearing of cases by arbitrators at all levels.
4. In order to avoid loss of available hearing time, except in National level cases, back-up cases should be scheduled to be heard in the event of late settlement or withdrawal of grievances before hearing. In the event that either party withdraws a case less than five (5) days prior to the scheduled arbitration date, and the parties are unable to agree on scheduling another case on that date, the party withdrawing the case shall pay the full costs of the arbitrator for that date.

In the event that the parties settle a case or either party withdraws a case five (5) or more days prior to the scheduled arbitration date, the back-up case on the appropriate arbitration list shall be scheduled. If the parties settle a case less than five (5) days prior to the scheduled arbitration date and are unable to agree to schedule another case, the parties shall share the costs of the arbitrator for that date. This paragraph shall not apply to National level arbitration cases.

5. Arbitration hearings normally will be held during working hours where practical. Employees whose attendance as witnesses is required at hearings during their regular working hours shall be on Employer time when appearing at the hearing, provided the time spent as a witness is part of the employee's regular working hours.
6. All decisions of an arbitrator will be final and binding. All decisions of arbitrators shall be limited to the terms and provisions of this Agreement, and in no event may the terms and provisions of this Agreement be altered, amended, or modified by an arbitrator. Unless otherwise provided in this Article, all costs, fees, and expenses charged by an arbitrator will be shared equally by the parties.
7. All arbitrators on the Regular Regional Panels and the Expedited Panels and on the National Panel shall serve for the term of this Agreement and shall continue to serve for six (6) months thereafter, unless the parties otherwise mutually agree.
8. Arbitrators on the national and on the Regular and Expedited Regional Panels shall be selected by the method agreed upon by the parties at the National Level.
9. In any arbitration proceeding in which a Union feels that its interests may be affected, it shall be entitled to intervene and participate in such arbitration proceeding, but it shall be required to share the cost of such arbitration equally with any or all other Union parties to such proceeding. Any dispute as to arbitrability may be submitted to the arbitrator and be determined by such arbitrator. The arbitrator's determination shall be final and binding.

B. Regional Level Arbitration—Regular

1. At the Regional level three (3) separate lists of cases

to be heard in arbitration shall be maintained for each Union: (a) one for all removal cases and cases involving suspensions for more than 14 days, (b) one for all cases referred to Expedited Arbitration, and (c) one for all other cases appealed to arbitration at the Regional level. Separate panels will be established for scheduling (a) removal cases and cases involving suspensions for more than 14 days, (b) for all cases referred to Expedited Arbitration, and (c) for all other cases appealed to arbitration at the Regional level.

2. Cases will be scheduled for arbitration in the order in which appealed, unless the Union and Employer otherwise agree.
3. Only discipline cases involving suspensions of 14 days or less and those other disputes as may be mutually determined by the parties shall be referred to Expedited Arbitration in accordance with Section C hereof.
4. Cases referred to arbitration, which involve removals or suspensions for more than 14 days, shall be scheduled for hearing at the Regional level at the earliest possible date in the order in which appealed by the particular Union involved.
5. If either party concludes that a case referred to Regional Arbitration involves an interpretative issue under the National Agreement or some supplement thereto which may be of general application, that party may withdraw the case from arbitration and refer the case to Step 4 of the grievance procedure.
6. The arbitrators on each Regular Regional Panel shall be scheduled to hear cases on a rotating system basis, unless otherwise agreed by the parties. The hearing time to be made available to each of the signatory Unions for arbitration in any given Region shall be determined on a pro-rata basis in light of the relative size of the bargaining units represented by the Unions in the given Region.
7. Normally, there will be no transcripts of arbitration hearings or filing of post-hearing briefs in cases heard in Regular Regional level arbitration, except either party at the National level may request a transcript, and either party at the hearing may request to file a post-hearing brief. However, each party may file a written statement setting forth its understanding of

the facts and issues and its argument at the beginning of the hearing and also shall be given an adequate opportunity to present argument at the conclusion of the hearing.

8. The arbitrator in any given case should render an award therein within thirty (30) days of the close of the record in the case.

C. Regional Level Arbitration—Expedited

1. The parties agree to continue the utilization of an expedited arbitration system for disciplinary cases of 14 days suspension or less which do not involve interpretation of the Agreement and for such other cases as the parties may mutually determine. This system may be utilized by agreement of the Union involved through its National President or designee and the Senior Assistant Postmaster General, **Human Resources** Group, or designee. In any such case, the FMCS or AAA shall immediately notify the designated arbitrator. The designated arbitrator is that member of the Expedited Panel who, pursuant to a rotation system, is scheduled for the next arbitration hearing. Immediately upon such notification the designated arbitrator shall arrange a place and date for the hearing promptly but within a period of not more than ten (10) working days. If the designated arbitrator is not available to conduct a hearing within the ten (10) working days, the next panel member in rotation shall be notified until an available arbitrator is obtained.
2. If either party concludes that the issues involved are of such complexity or significance as to warrant reference to the Regular Regional Arbitration Panel, that party shall notify the other party of such reference at least twenty-four (24) hours prior to the scheduled time for the expedited arbitration.
3. The hearing shall be conducted in accordance with the following:
 - a. the hearing shall be informal;
 - b. no briefs shall be filed or transcripts made;
 - c. there shall be no formal rules of evidence;
 - d. the hearing shall normally be completed within one day;

- e. if the arbitrator or the parties mutually conclude at the hearing that the issues involved are of such complexity or significance as to warrant reference to the Regular Regional Arbitration Panel, the case shall be referred to that panel; and
- f. the arbitrator may issue a bench decision at the hearing but in any event shall render a decision within forty-eight (48) hours after conclusion of the hearing. Such decision shall be based on the record before the arbitrator and may include a brief written explanation of the basis for such conclusion. These decisions will not be cited as a precedent. The arbitrator's decision shall be final and binding. An arbitrator who issues a bench decision shall furnish a written copy of the award to the parties within forty-eight (48) hours of the close of the hearing.
4. No decision by a member of the Expedited Panel in such a case shall be regarded as a precedent or be cited in any future proceeding, but otherwise will be a final and binding decision.
5. The Expedited Arbitration Panel shall be developed by the National parties, on an area basis, with the aid of the American Arbitration Association and the Federal Mediation and Conciliation Service.

D. National Level Arbitration

1. Only cases involving interpretive issues under this Agreement or supplements thereto of general application will be arbitrated at the National level.
2. Separate dockets of cases appealed to arbitration at the National level shall be maintained for each Union. The arbitrators on the National Panel shall be scheduled to hear cases on a rotating system basis, unless otherwise agreed by the parties. All available hearing time at the National level shall be pro-rated among the Unions on the basis of the relative size of the respective bargaining units represented. Cases on each docket will be scheduled for arbitration in the order in which appealed, unless the Union and Employer otherwise agree.

Section 5. Administration

The parties recognize their continuing joint responsibility

for efficient functioning of the grievance procedure and effective use of arbitration. Commencing April 1, 1979, and quarterly thereafter, the Employer will furnish to the President of each Union a copy of a quarterly report containing the following information covering operation of the arbitration procedure at the National level, and for each Region separately:

- (a) number of cases appealed to arbitration;
- (b) number of cases scheduled for hearing;
- (c) number of cases heard;
- (d) number of scheduled hearing dates, if any, which were not used;
- (e) the total number of cases pending but not scheduled at the end of the quarter.

ARTICLE 16

DISCIPLINE PROCEDURE

Section 1. Principles

In the administration of this Article, a basic principle shall be that discipline should be corrective in nature, rather than punitive. No employee may be disciplined or discharged except for just cause such as, but not limited to, insubordination, pilferage, intoxication (drugs or alcohol), incompetence, failure to perform work as requested, violation of the terms of this Agreement, or failure to observe safety rules and regulations. Any such discipline or discharge shall be subject to the grievance-arbitration procedure provided for in this Agreement, which could result in reinstatement and restitution, including back pay.

[see Memo, page 196]

Section 2. Discussion

For minor offenses by an employee, management has a responsibility to discuss such matters with the employee. Discussions of this type shall be held in private between the employee and the supervisor. Such discussions are not considered discipline and are not grievable. Following such

discussions, there is no prohibition against the supervisor and/or the employee making a personal notation of the date and subject matter for their own personal record(s). However, no notation or other information pertaining to such discussion shall be included in the employee's personnel folder. While such discussions may not be cited as an element of prior adverse record in any subsequent disciplinary action against an employee, they may be, where relevant and timely, relied upon to establish that employees have been made aware of their obligations and responsibilities.

Section 3. Letter of Warning

A letter of warning is a disciplinary notice in writing, identified as an official disciplinary letter of warning, which shall include an explanation of a deficiency or misconduct to be corrected.

[see Memo, page 197]

Section 4. Suspensions of 14 Days or Less

In the case of discipline involving suspensions of fourteen (14) days or less, the employee against whom disciplinary action is sought to be initiated shall be served with a written notice of the charges against the employee and shall be further informed that he/she will be suspended after ten (10) calendar days during which ten-day period the employee shall remain on the job or on the clock (in pay status) at the option of the Employer.

Section 5. Suspensions of More Than 14 Days or Discharge

In the case of suspensions of more than fourteen (14) days, or of discharge, any employee shall, unless otherwise provided herein, be entitled to an advance written notice of the charges against him/her and shall remain either on the job or on the clock at the option of the Employer for a period of thirty (30) days. Thereafter, the employee shall remain on the rolls (non-pay status) until disposition of the case has been had either by settlement with the Union or through exhaustion of the grievance-arbitration procedure. A preference eligible who chooses to appeal a suspension of more than fourteen (14) days or his/her discharge to the Merit Systems Protection Board (MSPB) rather than through the grievance-arbitration procedure shall remain on the rolls (non-pay status) until disposition of the case has been had either by settlement or through exhaustion of his/her MSPB

appeal. When there is reasonable cause to believe an employee is guilty of a crime for which a sentence of imprisonment can be imposed, the Employer is not required to give the employee the full thirty (30) days advance written notice in a discharge action, but shall give such lesser number of days advance written notice as under the circumstances is reasonable and can be justified. The employee is immediately removed from a pay status at the end of the notice period.

Section 6. Indefinite Suspension—Crime Situation

A. The Employer may indefinitely suspend an employee in those cases where the Employer has reasonable cause to believe an employee is guilty of a crime for which a sentence of imprisonment can be imposed. In such cases, the Employer is not required to give the employee the full thirty (30) days advance notice of indefinite suspension, but shall give such lesser number of days of advance written notice as under the circumstances is reasonable and can be justified. The employee is immediately removed from a pay status at the end of the notice period.

B. The just cause of an indefinite suspension is grievable. The arbitrator shall have the authority to reinstate and make the employee whole for the entire period of the indefinite suspension.

C. If after further investigation or after resolution of the criminal charges against the employee, the Employer determines to return the employee to a pay status, the employee shall be entitled to back pay for the period that the indefinite suspension exceeded seventy (70) days, if the employee was otherwise available for duty, and without prejudice to any grievance filed under B. above.

D. The Employer may take action to discharge an employee during the period of an indefinite suspension whether or not the criminal charges have been resolved, and whether or not such charges have been resolved in favor of the employee. Such action must be for just cause, and is subject to the requirements of Section 5 of this Article.

Section 7. Emergency Procedure

An employee may be immediately placed on an off-duty status (without pay) by the Employer, but remain on the rolls where the allegation involves intoxication (use of drugs or alcohol), pilferage, or failure to observe safety rules and

regulations, or in cases where retaining the employee on duty may result in damage to U.S. Postal Service property, loss of mail or funds, or where the employee may be injurious to self or others. The employee shall remain on the rolls (non-pay status) until disposition of the case has been had. If it is proposed to suspend such an employee for more than thirty (30) days or discharge the employee, the emergency action taken under this Section may be made the subject of a separate grievance.

Section 8. Review of Discipline

In no case may a supervisor impose suspension or discharge upon an employee unless the proposed disciplinary action by the supervisor has first been reviewed and concurred in by the installation head or designee.

In associate post offices of twenty (20) or less employees, or where there is no higher level supervisor than the supervisor who proposes to initiate suspension or discharge, the proposed disciplinary action shall first be reviewed and concurred in by a higher authority outside such installation or post office before any proposed disciplinary action is taken.

Section 9. Veterans' Preference

A preference eligible is not hereunder deprived of whatever rights of appeal such employee may have under the Veterans' Preference Act; however, if the employee appeals under the Veterans' Preference Act, the employee thereby waives access to any procedure under the Agreement beyond Step 3 of the grievance-arbitration procedure.

Section 10. Employee Discipline Records

The records of a disciplinary action against an employee shall not be considered in any subsequent disciplinary action if there has been no disciplinary action initiated against the employee for a period of two years.

Upon the employee's written request, any disciplinary notice or decision letter will be removed from the employee's official personnel folder after two years if there has been no disciplinary action initiated against the employee in that two-year period.

[see Memo, page 197]

ARTICLE 17 REPRESENTATION

Section 1. Stewards

Stewards may be designated for the purpose of investigating, presenting and adjusting grievances.

Section 2. Appointment of Stewards

A. Each Union signatory to this Agreement will certify to the Employer in writing a steward or stewards and alternates in accordance with the following general guidelines. Where more than one steward is appointed, one shall be designated chief steward. The selection and appointment of stewards or chief stewards is the sole and exclusive function of each Union. Stewards will be certified to represent employees in specific work location(s) on their tour; provided no more than one steward may be certified to represent employees in a particular work location(s). The number of stewards certified shall not exceed, but may be less than, the number provided by the formula hereinafter set forth.

Employees in the same craft per tour or station

Up to 49	1 steward
50 to 99	2 stewards
100 to 199	3 stewards
200 to 499	5 stewards
500 or more	5 stewards plus additional steward for each 100 employees

[see Memo, page 211]

B. At an installation, a Union may designate in writing to the Employer one Union officer actively employed at that installation to act as a steward to investigate, present and adjust a specific grievance or to investigate a specific problem to determine whether to file a grievance. The activities of such Union officer shall be in lieu of a steward designated under the formula in Section 2.A and shall be in accordance with Section 3. Payment, when applicable, shall be in accordance with Section 4.

C. To provide steward service to installations with twenty

or less craft employees where the Union has not certified a steward, a Union representative certified to the Employer in writing and compensated by the Union may perform the duties of a steward.

D. At the option of a Union, representatives not on the Employer's payroll shall be entitled to perform the functions of a steward or chief steward, provided such representatives are certified in writing to the Employer at the regional level and providing such representatives act in lieu of stewards designated under the provisions of 2.A or 2.B above.

E. A steward may be designated to represent more than one craft, or to act as a steward in a craft other than his/her own, whenever the Union or Unions involved so agree, and notify the Employer in writing. Any steward designations across craft lines must be in accordance with the formula set forth in Section 2.A above.

Section 3. Rights of Stewards

When it is necessary for a steward to leave his/her work area to investigate and adjust grievances or to investigate a specific problem to determine whether to file a grievance, the steward shall request permission from the immediate supervisor and such request shall not be unreasonably denied.

In the event the duties require the steward leave the work area and enter another area within the installation or post office, the steward must also receive permission from the supervisor from the other area he/she wishes to enter and such request shall not be unreasonably denied.

The steward, chief steward or other Union representative properly certified in accordance with Section 2 above may request and shall obtain access through the appropriate supervisor to review the documents, files and other records necessary for processing a grievance or determining if a grievance exists and shall have the right to interview the aggrieved employee(s), supervisors and witnesses during working hours. Such requests shall not be unreasonably denied.

While serving as a steward or chief steward, an employee may not be involuntarily transferred to another tour, to another station or branch of the particular post office or to

another independent post office or installation unless there is no job for which the employee is qualified on such tour, or in such station or branch, or post office.

If an employee requests a steward or Union representative to be present during the course of an interrogation by the Inspection Service, such request will be granted. All polygraph tests will continue to be on a voluntary basis.

Section 4. Payment of Stewards

The Employer will authorize payment only under the following conditions:

Grievances:

Steps 1 and 2—The aggrieved and one Union steward (only as permitted under the formula in Section 2.A) for time actually spent in grievance handling, including investigation and meetings with the Employer. The Employer will also compensate a steward for the time reasonably necessary to write a grievance. In addition, the Employer will compensate any witnesses for the time required to attend a Step 2 meeting.

Meetings called by the Employer for information exchange and other conditions designated by the Employer concerning contract application.

Employer authorized payment as outlined above will be granted at the applicable straight time rate, providing the time spent is a part of the employee's or steward's (only as provided for under the formula in Section 2.A) regular work day.

Section 5. Labor-Management Committee Meetings

A. The Unions party to this Agreement through their designated agents shall be entitled at the national, regional, and local levels, and at such other intermediate levels as may be appropriate, to participate in regularly scheduled Joint Labor-Management Committee meetings for the purpose of discussing, exploring, and considering with manage-

ment matters of mutual concern; provided neither party shall attempt to change, add to or vary the terms of this Collective Bargaining Agreement.

B. All other national level committees established pursuant to the terms of this Agreement shall function as subcommittees of the national level Labor-Management Committee.

C. Meetings at the national and regional (except as to the Christmas operation) levels will not be compensated by the Employer. The Employer will compensate one designated representative from the Union or Unions concerned with the subject matter of the meeting for actual time spent in the meeting at the applicable straight time rate, providing the time spent in such meetings is a part of the employee's regular scheduled work day.

Section 6. Union Participation in New Employee Orientation

During the course of any employment orientation program for new employees, a representative of the Union representing the craft or occupational group to which the new employees are assigned shall be provided ample opportunity to address such new employees, provided that this provision does not preclude the Employer from addressing employees concerning the same subject.

Section 7. Checkoff

A. In conformity with Section 2 of the Act, 39 U.S.C. 1205, without cost to the Unions, the Employer shall deduct and remit to the appropriate Union the regular and periodic Union dues from the pay of employees who are members of such Union, provided that the Employer has received a written assignment which shall be irrevocable for a period of not more than one year, from each employee on whose account such deductions are to be made. The Employer agrees to remit to each Union all deductions to which it is entitled fourteen (14) days after the end of the pay period for which such deductions are made. Deductions shall be in such amounts as are designated to the Employer in writing by each Union.

B. The authorization of such deductions shall be in the following form:

**AUTHORIZATION FOR DEDUCTION
OF UNION DUES
UNITED STATES POSTAL SERVICE**

Date _____

I hereby assign to _____ (Union) _____ from any salary or wages earned or to be earned by me as your employee (in my present or any future employment by you) such regular and periodic membership dues as the Union may certify as due and owing from me, as may be established from time to time by said Union. I authorize and direct you to deduct such amounts from my pay and to remit same to said Union at such times and in such manner as may be agreed upon between you and the Union at any time while this authorization is in effect.

This assignment, authorization and direction shall be irrevocable for a period of one (1) year from the date of delivery hereof to you, and I agree and direct that this assignment, authorization and direction shall be automatically renewed, and shall be irrevocable for successive periods of one (1) year, unless written notice is given by me to you and the Union not more than twenty (20) days and not less than ten (10) days prior to the expiration of each period of one (1) year.

This assignment is freely made pursuant to the provisions of the Postal Reorganization Act and is not contingent upon the existence of any agreement between you and my Union.

Signature of Employee	Street Address
Type or Print Name of Employee	City, State
Employee's Clock Number	Employee's Social Security Number
Date of Signature	Date of Delivery to Employer

(Form to be revised to conform to Postal Service Machine Requirements as on SF 1187.)

C. Notwithstanding the foregoing, employees' dues deduction authorizations (Standard Form 1187) which are presently on file with the Employer on behalf of a Union party to this Agreement, shall continue to be honored and given full force and effect by the Employer unless and until revoked in accordance with their terms.

D. The Employer agrees that it will continue in effect, but without cost to employees, its existing program of payroll deductions at the request and on behalf of employees for remittance to financial institutions including credit unions. In addition the Employer agrees without cost to the employee to make payroll deductions on behalf of such organization or organizations as one or more of the Unions shall designate to receive funds to provide group automobile insurance for employees and/or homeowners/tenant liability insurance for employees, provided only one insurance carrier is selected to provide such coverage.

**ARTICLE 18
NO STRIKE**

Section 1. Statement of Principle

The Unions in behalf of their members agree that they will not call or sanction a strike or slowdown.

Section 2. Union Actions

The Unions or their local Unions (whether called branches or by other names) will take reasonable action to avoid such activity and where such activity occurs, immediately inform striking employees they are in violation of this Agreement and order said employees back to work.

Section 3. Union Liability

It is agreed that Unions or their local Unions (whether called branches or by other names) which comply with the requirements of this Article shall not be liable for the unauthorized action of their members or other postal employees.

Section 4. Legal Impact

The parties agree that the provisions of this Article shall not be used in any way to defeat any current or future legal

action involving the constitutionality of existing or future legislation prohibiting Federal employees from engaging in strike actions. The parties further agree that the obligations undertaken in this Article are in no way contingent upon the final determination of such constitutional issues.

ARTICLE 19 HANDBOOKS AND MANUALS

Those parts of all handbooks, manuals and published regulations of the Postal Service, that directly relate to wages, hours or working conditions, as they apply to employees covered by this Agreement, shall contain nothing that conflicts with this Agreement, and shall be continued in effect except that the Employer shall have the right to make changes that are not inconsistent with this Agreement and that are fair, reasonable, and equitable. This includes, but is not limited to, the Postal Service Manual and the F-21, Timekeeper's Instructions.

Notice of such proposed changes that directly relate to wages, hours, or working conditions will be furnished to the Unions at the national level at least sixty (60) days prior to issuance. At the request of the Unions, the parties shall meet concerning such changes. If the Unions, after the meeting, believe the proposed changes violate the National Agreement (including this Article), they may then submit the issue to arbitration in accordance with the arbitration procedure within sixty (60) days after receipt of the notice of proposed change. Copies of those parts of all new handbooks, manuals and regulations that directly relate to wages, hours or working conditions, as they apply to employees covered by this Agreement, shall be furnished the Unions upon issuance.

ARTICLE 20 PARKING

Section 1. National Study Committee

The existing parking program will remain in effect. A National Study Committee on Parking will be established in order to

improve the parking program at existing facilities and to recommend such programs for new facilities.

Section 2. Security

Recognizing the need for adequate security for employees in parking areas, and while en route to and from parking areas, the Employer will take reasonable steps, based on the specific needs of the individual location, to safeguard employee security; including, but not limited to, establishing liaison with local police authorities, requesting the assignment of additional uniformed police in the area, improving lighting and fencing, and, where available, utilizing mobile security force patrols.

Section 3. Labor-Management Committee

Parking is a proper subject for discussion at local Labor-Management Committee meetings. The location of new, additional, or improved parking facilities; the number of parking spaces; security and lighting in the parking areas as well as similar subjects are proper agenda items for such meetings. The local Labor-Management Committee may make recommendations to the installation head concerning such subjects.

ARTICLE 21 BENEFIT PLANS

Section 1. Health Benefits

The Employer will continue its contribution to the cost of the health insurance program of 75 percent based on the present method of computation. The term "present method of computation" refers to the following:

A. The bi-weekly contributions by the Employer for employees shall be an amount equal to 75 percent of the average of the subscription charges in effect on the first day of the first pay period of January 1987 for employees of the United States as defined in 5 U.S.C. 8901, with respect to self alone or self and family enrollments, as applicable, for the highest level of benefits offered by—

- (1) the service benefit plan;
- (2) the indemnity benefit plan;

- (3) the two employee organization plans with the largest number of enrollments as determined by the Office of Personnel Management; and
- (4) the two comprehensive medical plans with the largest number of enrollments, as determined by the Office of Personnel Management.

B. The amount of contributions by the Employer for employees shall be readjusted beginning on the first pay period of January 1988 in accordance with the annual readjustment of the average by the Office of Personnel Management as provided above or in other words, 75 percent of said adjusted average.

C. The amount of contributions by the Employer for employees shall be readjusted beginning on the first pay period of January 1989 and January 1990 in accordance with the annual readjustment of the average by the Office of Personnel Management as provided or in other words, 75 percent of the newly adjusted average.

D. There shall be withheld from the pay of each enrolled employee and there shall be contributed by the Employer, amounts, in the same ratio as the contributions of the employee and the Employer which are necessary for the administrative costs and reserves provided for by 5 U.S.C. Section 8909(b).

E. The amount necessary to pay the total charge for enrollment after the Employer's contribution is deducted shall be withheld from the pay of each enrolled employee.

F. The limitation in 5 U.S.C. Section 8906(b) upon the Employer's contribution for any individual employee shall bear the same ratio to the Service's percentage contribution, as stated above, as 60 bears to 75.

Section 2. Life Insurance

The Employer shall maintain the current life insurance program in effect during the term of this Agreement.

Section 3. Retirement

The provisions of 5 U.S.C. Chapter 83 and any amendments thereto, shall continue to apply to employees covered by this Agreement.

Section 4. Injury Compensation

Employees covered by this Agreement shall be covered by

subchapter 1 of Chapter 81 of Title 5, and any amendments thereto, relating to compensation for work injuries. The Employer will promulgate appropriate regulations which comply with applicable regulations of the Office of Workers' Compensation Programs and any amendments thereto.

Section 5. Health Benefit Brochures

When a new employee who is eligible for enrollment in the Federal Employee's Health Benefit Program enters the Postal Service, the employee shall be furnished a copy of the Health Benefit Plan brochure of the Union signatory to this Agreement which represents the craft in which the employee is to be employed.

[see Memo, page 197]

ARTICLE 22 BULLETIN BOARDS

The Employer shall furnish separate bulletin boards for the exclusive use of each Union party to this Agreement, subject to the conditions stated herein, if space is available. If sufficient space is not available, at least one will be provided for all Unions signatory to this Agreement. The Unions may place their literature racks in swing rooms, if space is available. Only suitable notices and literature may be posted or placed in literature racks. There shall be no posting or placement of literature in literature racks except upon the authority of officially designated representatives of the Unions.

ARTICLE 23 RIGHTS OF UNION OFFICIALS TO ENTER POSTAL INSTALLATIONS

Upon reasonable notice to the Employer, duly authorized representatives of the Unions shall be permitted to enter postal installations for the purpose of performing and en-

gaging in official union duties and business related to the Collective Bargaining Agreement. There shall be no interruption of the work of employees due to such visits and representatives shall adhere to the established security regulations.

ARTICLE 24

EMPLOYEES ON LEAVE WITH REGARD TO UNION BUSINESS

Section 1. Continuation of Benefits

Any employee on leave without pay to devote full or part-time service to a Union signatory to this Agreement shall be credited with step increases as if in a pay status. Retirement benefits will accrue on the basis of the employee's step so attained, provided the employee makes contributions to the retirement fund in accordance with current procedure. Annual and sick leave will be earned in accordance with existing procedures based on hours worked.

Section 2. Leave for Union Conventions

A. Full or part-time employees will be granted annual leave or leave without pay at the election of the employee to attend National, State and Regional Union Conventions (Assemblies) provided that a request for leave has been submitted by the employee to the installation head as soon as practicable and provided that approval of such leave does not seriously adversely affect the service needs of the installation.

B. If the requested leave falls within the choice vacation period and if the request is submitted prior to the determination of the choice vacation period schedule, it will be granted prior to making commitments for vacations during the choice period, and will be considered part of the total choice vacation plan for the installation, unless agreed to the contrary at the local level. Where the specific delegates to the Convention (Assembly) have not yet been determined, upon the request of the Union, the Employer will make provision for leave for these delegates prior to making commitments for vacations.

C. If the requested leave falls within the choice vacation period and the request is submitted after the determination of the choice vacation period schedule, the Employer will make every reasonable effort to grant such request, consistent with service needs.

ARTICLE 25

HIGHER LEVEL ASSIGNMENTS

Section 1. Definitions

Higher level work is defined as an assignment to a ranked higher level position, whether or not such position has been authorized at the installation.

Section 2. Higher Level Pay

An employee who is detailed to higher level work shall be paid at the higher level for time actually spent on such job. An employee's higher level rate shall be determined as if promoted to the position. An employee temporarily assigned or detailed to a lower level position shall be paid at the employee's own rate.

Section 3. Written Orders

Any employee detailed to higher level work shall be given a written management order, stating beginning and approximate termination, and directing the employee to perform the duties of the higher level position. Such written order shall be accepted as authorization for the higher level pay. The failure of management to give a written order is not grounds for denial of higher level pay if the employee was otherwise directed to perform the duties.

Section 4. Higher Level Details

Detailing of employees to higher level bargaining unit work in each craft shall be from those eligible, qualified and available employees in each craft in the immediate work area in which the temporarily vacant higher level position exists. However, for details of an anticipated duration of one week (five working days within seven calendar days) or longer to those higher level craft positions enumerated in

the craft Articles of this Agreement as being permanently filled on the basis of promotion of the senior qualified employee, the senior, qualified, eligible, available employee in the immediate work area in which the temporarily vacant higher level position exists shall be selected.

Section 5. Leave Pay

Leave pay for employees detailed to a higher level position will be administered in accordance with the following:

Employees working short term on a higher level assignment or detail will be entitled to approved sick and annual paid leave at the higher level rate for a period not to exceed three days.

Short term shall mean an employee has been on an assignment or detail to a higher level for a period of 29 consecutive work days or less at the time leave is taken and such assignment or detail to the higher level position is resumed upon return to work. All short term assignments or details will be automatically cancelled if replacements are required for absent detailed employees.

Long term shall mean an employee has been on an assignment or detail to the higher level position for a period of 30 consecutive workdays or longer at the time leave is taken and such assignment or detail to the higher level position is resumed upon return to work.

Terminal leave payments resulting from death will be paid at the higher level for all employees who are assigned or detailed to higher level assignments on their last workday.

ARTICLE 26

UNIFORMS AND WORK CLOTHES

Section 1. Uniform Control Committee

The parties agree that the National Joint Labor-Management Uniform Control Committee shall be continued.

The Committee shall be composed of a representative of each Union signatory to the Agreement which represents employees entitled to uniforms or work clothing and an equal number of representatives of the Employer. The

Chairmanship of the Committee shall alternate each meeting between the Union members and the Postal Service members.

The Committee shall meet at least once each three months and at such other times as may be necessary or as requested by either of the parties.

The Committee shall have jurisdiction to consider the matters set out below and all non-cost matters pertaining to the Uniform Allowance Program, including but not limited to, the uniform items or work clothes items for which allowances are applicable; the design, color, quality and fabrics of authorized reimbursable items.

All employees who are required to wear uniforms or work clothes shall be furnished uniforms or work clothes or shall be reimbursed for purchases of authorized items from duly licensed vendors.

[see Memo, page 198]

The current administration of the Uniform and Work Clothes Program shall be continued unless otherwise changed by this Agreement or by the Employer based on recommendations of the Committee.

"Wear-out" periods for uniform items being changed or replaced shall be determined by the Committee and appropriate recommendations made after giving full consideration to the type of changes being made, the economic effect upon the employees involved for replacement, and the overall appearance of the uniform.

The Committee shall establish its own rules of procedure. Recommendations of the Committee shall be addressed to the Postmaster General or his designee.

Section 2. Annual Allowance

The annual allowance for eligible employees in the reimbursable uniform program shall be as follows:

A. Annual allowance for all eligible employees shall be increased from present \$208.00 per annum to \$229.00 per annum; and from present \$89.00 per annum to \$98.00 per annum. The increase shall become effective on the employee's anniversary date.

B. A newly eligible employee entering the reimbursable

uniform program will receive an additional credit to the employee's allowance, as follows:

- \$52.00 if entitled to \$229.00 per annum
- \$11.00 if entitled to \$98.00 per annum.

An eligible employee cannot receive this additional credit more than once; however, the current procedures regarding employees transferring from one allowance category to another shall be continued.

Section 3. Uniform Entitlement Continuation

Employees who are currently furnished uniforms pursuant to the contract program shall continue to be so entitled. Such uniforms shall be issued in a timely manner.

Section 4. Coveralls Option

The Employer will authorize optional coveralls in lieu of other items for certain presently uniformed employees who perform toxic or dirty work. The Uniform Control Committee will determine the specific categories of employees entitled to this option, pursuant to this Section; for example, letter box mechanics, area maintenance mechanics, vehicle maintenance employees, and employees in the contract program.

Section 5. Program Continuation

The current Work Clothes Program will be continued for those full-time maintenance, motor vehicle and clerical employees who have been determined to be eligible for such clothing based on the nature of work performed on a full-time basis in pouching and dispatching units, parcel post sorting units, bulk mail sacking operations, and ordinary paper sacking units. The Employer will alter the method of currently furnishing work clothes under this program to provide eligible employees with an allowance of \$44.00 per annum to obtain authorized work clothes on a reimbursable basis from licensed vendors.

ARTICLE 27 EMPLOYEE CLAIMS

Subject to a \$10 minimum, an employee may file a claim within fourteen (14) days of the date of loss or damage and

be reimbursed for loss or damage to his/her personal property except for motor vehicles and the contents thereof taking into consideration depreciation where the loss or damage was suffered in connection with or incident to the employee's employment while on duty or while on postal premises. The possession of the property must have been reasonable, or proper under the circumstances and the damage or loss must not have been caused in whole or in part by the negligent or wrongful act of the employee. Loss or damage will not be compensated when it resulted from normal wear and tear associated with day-to-day living and working conditions.

Claims should be documented, if possible, and submitted with recommendations by the Union steward to the Employer at the local level. The Employer will submit the claim, with the Employer's and the steward's recommendation, within 15 days, to the regional office for determination. The claim will be adjudicated within thirty (30) days after receipt at the regional office. An adverse determination on the claim may be appealed pursuant to the procedures for appealing an adverse decision in Step 3 of the grievance-arbitration procedure.

A decision letter denying a claim in whole or in part will include notification of the Union's right to appeal the decision to arbitration under Article 15.

The regional office will provide to the Union's Regional Representative a copy of the denial letter referenced above, the claim form, and all documentation submitted in connection with the claim.

The installation head or designee will provide a copy of the denial letter to the steward whose recommendation is part of the claim form.

The above procedure does not apply to **privately owned** motor vehicles and the contents thereof. For such claims, employees may utilize the procedures of the Federal Tort Claims Act in accordance with Part 250 of the Administrative Support Manual.

The procedure specified therein shall be the exclusive procedure for such claims, which shall not be subject to the grievance-arbitration procedure.

A tort claim may be filed on SF 95 which will be made available by the installation head, or designee.

ARTICLE 28

EMPLOYER CLAIMS

The parties agree that continued public confidence in the Postal Service requires the proper care and handling of the USPS property, postal funds, and the mails. In advance of any money demand upon an employee for any reason, the employee must be informed in writing and the demand must include the reasons therefor.

Section 1. Shortages in Fixed Credits

Employees who are assigned fixed credits or vending credits shall be strictly accountable for the amount of the credit. If any shortage occurs, the employee shall be financially liable unless the employee exercises reasonable care in the performance of his duties. In this regard, the Employer agrees to:

A. Continue to provide adequate security for all employees responsible for postal funds;

B. Prohibit an employee from using the fixed credit or other financial accountability of any other employee without permission;

C. Grant the opportunity to an employee to be present whenever that employee's fixed credit is being audited and if the employee is not available to have a witness of the employee's choice present;

D. Absolve an employee of any liability for loss from cashing checks if the employee follows established procedures; and

E. Audit each employee's fixed credit no less frequently than once every four months.

Section 2. Loss or Damage of the Mails

An employee is responsible for the protection of the mails entrusted to the employee. Such employee shall not be financially liable for any loss, rifling, damage, wrong delivery of, or depredation on, the mails or failure to collect or remit C.O.D. funds unless the employee failed to exercise reasonable care.

Section 3. Damage to USPS Property and Vehicles

An employee shall be financially liable for any loss or damage to property of the Employer including leased property and

vehicles only when the loss or damage was the result of the willful or deliberate misconduct of such employee.

Section 4. Collection Procedure

A. If the employee grieves a demand in the amount of more than \$200.00 which is made pursuant to Sections 1, 2 or 3, the Employer agrees to delay collection of the monies demanded until disposition of the grievance has been had either by settlement with the Union or through the grievance-arbitration procedure.

B. Any amount due the Employer may be collected through payroll deductions not to exceed 20% of the employee's biweekly gross pay unless the Employer and the employee agree to another method of payment.

ARTICLE 29

LIMITATION ON REVOCATION OF OF-346

An employee's **OF-346**, Operator's Identification Card, may be revoked or suspended when the on-duty record shows that the employee is an unsafe driver.

Elements of an employee's on-duty record which may be used to determine whether the employee is an unsafe driver include but are not limited to, traffic law violations, accidents or failure to meet required physical or operation standards.

The report of the Safe Driver Award Committee cannot be used as a basis for revoking or suspending an **OF-346**. When a revocation, suspension, or reissuance of an employee's **OF-346** is under consideration, only the on-duty record will be considered in making a final determination. An employee's **OF-346** will be automatically revoked or suspended concurrently with any revocation or suspension of State driver's license and restored upon reinstatement. Every reasonable effort will be made to reassign such employee to non-driving duties in the employee's craft or in other crafts. In the event such revocation or suspension of the State driver's license is with the condition that the employee may operate a vehicle for employment purposes, the **OF-346** will not be automatically revoked. When revocation, suspension, or reissuance of an employee's **OF-346** is under consideration based on

the on-duty record, such conditional revocation or suspension of the State driver's license may be considered in making a final determination.

Initial issuance—an employee shall be issued an OF-346 when such employee has a valid State driver's license, passes the driving test of the U.S. Postal Service, and has a satisfactory driving history.

An employee must inform the supervisor immediately of the revocation or suspension of such employee's State driver's license.

[see Memo, page 198]

ARTICLE 30 LOCAL IMPLEMENTATION

A. Presently effective local memoranda of understanding not inconsistent or in conflict with the 1987 National Agreement shall remain in effect during the term of this Agreement unless changed by mutual agreement pursuant to the local implementation procedure set forth below.

B. There shall be a 30-day period of local implementation to commence **October 1, 1987** on the 22 specific items enumerated below, provided that no local memorandum of understanding may be inconsistent with or vary the terms of the 1987 National Agreement:

1. Additional or longer wash-up periods.
2. The establishment of a regular work week of five days with either fixed or rotating days off.
3. Guidelines for the curtailment or termination of postal operations to conform to orders of local authorities or as local conditions warrant because of emergency conditions.
4. Formulation of local leave program.
5. The duration of the choice vacation period(s).
6. The determination of the beginning day of an employee's vacation period.

7. Whether employees at their option may request two selections during the choice vacation period, in units of either 5 or 10 days.
8. Whether jury duty and attendance at National or State Conventions shall be charged to the choice vacation period.
9. Determination of the maximum number of employees who shall receive leave each week during the choice vacation period.
10. The issuance of official notices to each employee of the vacation schedule approved for such employee.
11. Determination of the date and means of notifying employees of the beginning of the new leave year.
12. The procedures for submission of applications for annual leave during other than the choice vacation period.
13. The method of selecting employees to work on a holiday.
14. Whether "Overtime Desired" lists in Article 8 shall be by section and/or tour.
15. The number of light duty assignments within each craft or occupational group to be reserved for temporary or permanent light duty assignment.
16. The method to be used in reserving light duty assignments so that no regularly assigned member of the regular work force will be adversely affected.
17. The identification of assignments that are to be considered light duty within each craft represented in the office.
18. The identification of assignments comprising a section, when it is proposed to reassign within an installation employees excess to the needs of a section.
19. The assignment of employee parking spaces.
20. The determination as to whether annual leave to attend Union activities requested prior to determination of the choice vacation schedule is to be part of the total choice vacation plan.
21. Those other items which are subject to local nego-

tations as provided in the craft provisions of this Agreement.

22. Local implementation of this Agreement relating to seniority, reassignments and posting.

C. All proposals remaining in dispute may be submitted to final and binding arbitration, with the written authorization of the national Union President. The request for arbitration must be submitted within 10 days of the end of the local implementation period. However, where there is no agreement and the matter is not referred to arbitration, the provisions of the former local memorandum of understanding shall apply, unless inconsistent with or in conflict with the 1987 National Agreement.

[See Memo, page 200]

D. An alleged violation of the terms of a memorandum of understanding shall be subject to the grievance-arbitration procedure.

E. When installations are consolidated or when a new installation is established, the parties shall conduct a thirty (30) day period of local implementation, pursuant to Section B. All proposals remaining in dispute may be submitted to final and binding arbitration, with the written authorization of the national Union President. The request for arbitration must be submitted within 10 days of the end of the local implementation period.

ARTICLE 31

UNION-MANAGEMENT COOPERATION

Section 1. Membership Solicitation

The Unions may, through employees employed by the Employer, solicit employees for membership in the Unions and receive Union dues from employees in non-work areas of the Employer's premises, provided such activity is carried out in a manner which does not interfere with the orderly conduct of the Employer's operation.

Section 2. Computer Tapes

The Employer shall, on an accounting period basis, provide each Union at its national headquarters with a computer tape

containing information as set forth in the Memorandum of Understanding regarding Article 31.

[see Memo, page 202]

Section 3. Information

The Employer will make available for inspection by the Unions all relevant information necessary for collective bargaining or the enforcement, administration or interpretation of this Agreement, including information necessary to determine whether to file or to continue the processing of a grievance under this Agreement. Upon the request of the Union, the Employer will furnish such information, provided, however, that the Employer may require the Union to reimburse the USPS for any costs reasonably incurred in obtaining the information.

Requests for information relating to purely local matters should be submitted by the local Union representative to the installation head or his designee. All other requests for information shall be directed by the National President of the Union to the Senior Assistant Postmaster General for Human Resources.

Nothing herein shall waive any rights the Union or Unions may have to obtain information under the National Labor Relations Act, as amended.

ARTICLE 32

SUBCONTRACTING

Section 1. General Principles

A. The Employer will give due consideration to public interest, cost, efficiency, availability of equipment, and qualification of employees when evaluating the need to subcontract.

[see Memo, page 211]

B. The Employer will give advance notification to Unions at the national level when subcontracting which will have a significant impact on bargaining unit work is being considered and will meet to consider the Unions' views on minimizing such impact. No final decision on whether or not such work

will be contracted out will be made until the matter is discussed with the Unions.

Section 2. City Letter Carrier Craft

The Employer and the Union agree that upon the request of the NALC National President, the Employer will furnish relevant cost information prior to the commencement or renewal of any contract delivery route which performs service formerly performed in a particular installation by a city letter carrier. The Employer's decision as to whether to commence or renew the contract delivery route will be made on a cost effective basis.

Section 3. Motor Vehicle Craft-Highway Movement of Mail

A. The American Postal Workers Union, AFL-CIO, and the United States Postal Service recognize the importance of service to the public and cost to the Postal Service in selecting the proper mode for the highway movement of mail. In selecting the means to provide such transportation the Postal Service will give due consideration to public interest, cost, efficiency, availability of equipment, and qualification of employees.

B. For highway contracts covered by Article 32, Section 3, the Union will be furnished the information enumerated in Paragraph C below. This information will be furnished at least sixty (60) days prior to the scheduled installation of the service. Within forty (40) days of being furnished such information, the Union may request a meeting to discuss a specific contract(s). Within forty-five (45) days of being furnished such information, the parties will exchange the basic cost analyses in order to facilitate discussions. The parties will meet on or before the sixtieth (60th) day. At no time will the subject highway contract(s) for which a meeting has been requested be awarded prior to the actual meeting.

C. The information will include the following in a concise summary form:

1. A statement of service including frequency, time of departure and arrival, annual mileage, and proposed effective date of contract.
2. Equipment requirements. If not comparable to standard USPS equipment available at that facility, the reasons therefore along with the cubic foot justification are to be provided.

3. A statement as to whether the proposed contract is a renewal of an existing contract and/or a partial or completely new contract solicitation.
4. For contract renewals, the current contractual cost is to be provided along with any specifics, if the terms of the renewal are modified to whatever degree.
5. If the new contract solicitation replaces in part or in whole existing Postal Vehicle Service (PVS) service, specifics as to the existing PVS service are to be provided as to the span of operating time, equipment utilized, annual cost, how the PVS employees impacted will otherwise be utilized and the projected Transportation Management Service Center (TMSC) cost for subcontracting the work in question.
- D. Should there subsequently be substantive modifications in the information provided the Union in C above, the Union will be notified as soon as such decision is made.
- E. The parties agree that the following factors will be used in any cost comparisons of the type of transportation mode to be selected:
 1. The Motor Vehicle employee costs for Motor Vehicle Operators will be the average cost of Level 5 Motor Vehicle Operators and the Motor Vehicle employee costs for Tractor-Trailer Operators will be the average cost of Level 6 Tractor-Trailer Operators, as per these employees' straight time wages inclusive of fringe benefits. The average of each level will be a weighted average based on the number of employees in each step of the respective levels and their respective wages. The Motor Vehicle employee costs will be updated within 30 days following each salary adjustment for the Motor Vehicle Craft.
 2. The vehicle costs will be computed from the last four quarters of the Vehicle Make/Model Cost Reports. These costs will be computed separately for each Region. The parties will consider an adjustment for exceptional cost variances.
 3. The Postal Vehicle Service will be charged 10 minutes at the start and 10 minutes at the end of each route, regardless of the vehicle used.
- F. For all routes for which the Union submitted a cost comparison, if a contract is awarded, the Union will be furnished the cost of such contract.

G. These provisions shall be applicable when evaluating the type of service to be provided for routes that are:

1. A fixed annual rate contract over \$75,000 per annum, but not more than 350 miles in round-trip length, and
2. An annual rate or non-annual rate contract such as local drayage, spotting or shuttle service where the estimated annual compensation will exceed \$45,000, and
3. Not more than 8 hours in operating time from terminus to terminus.
4. Being then operated by bargaining unit employee(s) of the Motor Vehicle Craft, regardless of annual cost, round-trip length or operating time.

H. The information will be furnished for all routes covered by this Section and subject to renewal, extension, conversion of existing postal vehicle service to highway contract service or new highway contract service subject to the limitations stated herein. The following contracts are not encompassed by this Section: services involving collection and box delivery; small contract operations in areas where no Postal Vehicle Service operation is currently operating and where Postal Vehicle Service operation is economically unfeasible; or any star route contracts let on a temporary or emergency basis.

I. The parties recognize that specific conditions may justify and require alteration of the time requirements specified herein.

[see Memo, page 213]

Section 4. Joint Committee

A joint committee is established at the national level to study the problems in this area leading towards a meaningful evolutionary approach to the issue of subcontracting.

ARTICLE 33 PROMOTIONS

Section 1. General Principles

The Employer agrees to place particular emphasis upon career advancement opportunities. First opportunity for

promotions will be given to qualified career employees. The Employer will assist employees to improve their own skills through training and self-help programs, and will continue to expand the Postal Employee Development Center concept.

[see Memo, page 218]

Section 2. Craft Promotions

When an opportunity for promotion to a craft position exists in an installation, an announcement shall be posted on official bulletin boards soliciting applications from employees of the appropriate craft. Craft employees meeting the qualifications for the position shall be given first consideration. Qualifications shall include, but not be limited to, ability to perform the job, merit, experience, knowledge, and physical ability. Where there are qualified applicants, the best qualified applicant shall be selected; however, if there is no appreciable difference in the qualifications of the best of the qualified applicants and the Employer selects from among such applicants, seniority shall be the determining factor. Written examinations shall not be controlling in determining qualifications. If no craft employee is selected for the promotion, the Employer will solicit applications from all other qualified employees within the installation.

Promotions to positions enumerated in the craft Articles of this Agreement shall be made in accordance with such Articles by selection of the senior qualified employee bidding for the position.

Section 3. Examinations

When an examination is given, there shall be no unreasonable limitation on the number of examinations that may be taken by an applicant.

ARTICLE 34 WORK AND/OR TIME STANDARDS

A. The principle of a fair day's work for a fair day's pay is recognized by all parties to this Agreement.

B. The Employer agrees that any work measurement systems or time or work standards shall be fair, reasonable and equitable. The Employer agrees that the Union or Unions

concerned through qualified representatives will be kept informed during the making of time or work studies which are to be used as a basis for changing current or instituting new work measurement systems or work or time standards. The Employer agrees that the National President of the Union may designate a qualified representative who may enter postal installations for purposes of observing the making of time or work studies which are to be used as the basis for changing current or instituting new work measurement systems or work or time standards.

C. The Employer agrees that before changing any current or instituting any new work measurement systems or work or time standards, it will notify the Union or Unions concerned as far in advance as practicable. When the Employer determines the need to implement any new nationally developed and nationally applicable work or time standards, it will first conduct a test or tests of the standards in one or more installations. The Employer will notify the Union at least 15 days in advance of any such test.

D. If such test is deemed by the Employer to be satisfactory and it subsequently intends to convert the test to live implementation in the test cities, it will notify the Union at least 30 days in advance of such intended implementation. Within a reasonable time not to exceed 10 days after the receipt of such notice, representatives of the Union or Unions and the Employer shall meet for the purpose of resolving any differences that may arise concerning such proposed work measurement systems or work or time standards.

E. If no agreement is reached within five days after the meetings begin, the Union may initiate a grievance at the national level. If no grievance is initiated, the Employer will implement the new work or time standards at its discretion. If a grievance is filed and is unresolved within 10 days, and the Union decides to arbitrate, the matter must be submitted to priority arbitration by the Union within five days. The conversion from a test basis to live implementation may proceed in the test cities, except as provided in Paragraph I.

F. The arbitrator's award will be issued no later than 60 days after the commencement of the arbitration hearing. During the period prior to the issuance of the arbitrator's award, the new work or time standards will not be implemented beyond the test cities, and no new tests of the new standards will be initiated. Data gathering efforts or work or time studies, however, may be conducted during this period in any installation.

G. The issue before the arbitrator will be whether the national concepts involved in the new work or time standards are fair, reasonable and equitable.

H. In the event the arbitrator rules that the national concepts involved in the new work or time standards are not fair, reasonable and equitable, such standards may not be implemented by the Employer until they are modified to comply with the arbitrator's award. In the event the arbitrator rules that the national concepts involved in the new work or time standards are fair, reasonable and equitable, the Employer may implement such standards in any installation. No further grievances concerning the national concepts involved may be initiated.

I. After receipt of notification provided for in Paragraph D of this Article, the Union or Unions shall be permitted through qualified representatives to make time or work studies in the test cities. The Unions shall notify the Employer within ten (10) days of their intent to conduct such studies. The Union studies shall not exceed one hundred fifty (150) days, from the date of such notice, during which time the Employer agrees to postpone implementation in the test cities for the first ninety (90) days. There shall be no disruption of operations or of the work of employees due to the making of such studies. Upon request, the Employer will provide reasonable assistance in making the study, provided, however, that the Employer may require the Union to reimburse the USPS for any costs reasonably incurred in providing such assistance. Upon request, the Union representative shall be permitted to examine relevant available technical information, including final data worksheets, that were used by the Employer in the establishment of the new or changed work or time standards. The Employer is to be kept informed during the making of such Union studies and, upon the Employer's request the Employer shall be permitted to examine relevant available technical information, including final data worksheets, relied upon by the Union.

ARTICLE 35

EMPLOYEE ASSISTANCE PROGRAM

Section 1. Programs

The Employer and the Unions express strong support for programs of self-help. The Employer shall provide and

maintain a program which shall encompass the education, identification, referral, guidance and follow-up of those employees afflicted by the disease of alcoholism and/or drug abuse. When an employee is referred to the EAP by the Employer, the EAP staff will have a reasonable period of time to evaluate the employee's progress in the program. This program of labor-management cooperation shall support the continuation of the EAP at the current level. In addition, the Employer will give full consideration to expansion of the EAP where warranted.

An employee's voluntary participation in such programs will be considered favorably in disciplinary action proceedings.

Section 2. Joint Committee

The existing program and new programs may be the subject of discussion at the National Joint Labor-Management Safety Committee meetings pursuant to Article 14, Section 3.A.

In offices having an EAP, the status and progress of the program, including improving methods for identifying alcoholism and drug abuse in its earliest stages and encouraging employees to obtain treatment without delay, will be proper agenda items for discussion at the local regularly scheduled Joint Labor-Management Committee meetings as provided for in Article 17, Section 5. Such discussion shall not breach the confidentiality of EAP participants.

ARTICLE 36

CREDIT UNIONS AND TRAVEL

Section 1. Credit Unions

In the event that Unions signatory to this Agreement or their local Unions (whether called branches or by other names) presently operate or shall hereafter establish and charter credit unions, the Employer shall, without charge, authorize and provide space, if available, for the operation of such credit unions in Federal buildings, in other than workroom space.

Any postal employee who is an employee of any such credit union or an officer, official, or Board member of any such credit union, shall, if such employee can be spared, be

granted annual leave or leave without pay, at the option of the employee, for up to eight (8) hours daily, to perform credit union duties.

Section 2. Travel, Subsistence and Transportation

A. The Employer shall continue the current travel, subsistence and transportation program.

B. Except as subsequently provided by the USPS Methods Handbook, F-10 Travel, employees will be paid a mileage allowance of \$.20 per mile for the use of privately-owned automobiles for travel on official business when authorized by the Employer.

[see Memo, page 203]

ARTICLE 37

CLERK CRAFT

Section 1.	Definitions
Section 2.	Seniority
Section 3.	Posting and Bidding
Section 4.	Mail Sorting Machines
Section 5.	Anti-Fatigue Measures
Section 6.	Scheme Committee
Section 7.	Computerized Forwarding System
Section 8.	Listing of Key and Standard Positions
Section 9.	Policy on Telephones
Section 10.	Inspection of Lockers

Section 1. Definitions

A. **Craft Group.** Those positions for which the Union has secured exclusive recognition at the national level.

B. **Duty Assignment.** A set of duties and responsibilities within recognized positions regularly scheduled during specific hours of duty.

C. **Preferred Duty Assignment.** Any assignment considered preferred by a full-time employee.

D. **Bid.** A written request submitted on a PS Form 1717 or PS Form 1717A, or locally designed multi-bid form, which

requires only the basic information on PS Form 1717, to the installation head to be assigned to a duty assignment by a full-time employee eligible to bid. In the absence of a standard bid form, a bid submitted in writing will be accepted.

E. Application. A written request by a full-time clerk or part-time flexible clerk for consideration for an assignment for which the employee is not entitled to submit a bid or express a preference under Article 37, Section 2.D.5.

F. Abolishment. A management decision to reduce the number of occupied duty assignment(s) in an established section and/or installation.

G. Reversion. A management decision to reduce the number of positions in an installation when such position(s) is/are vacant.

H. Residual Vacancy. That position that remains vacant after the completion of the voluntary bidding process.

I. Conversion. The act of changing the status of a part-time flexible employee to full-time by appropriate personnel action (Form 50).

J. Currently Qualified. An employee possessing the required skills including scheme and/or the ability to key at the appropriate speed and accuracy on the appropriate keyboard to assume the posted duties of a full-time assignment is a currently qualified employee.

K. Live Record. Except as provided for in 1. below, a full-time employee who occupied a bid assignment requiring qualification(s) within the two (2) years prior to the posting of a vacant full-time assignment requiring the same qualification(s) will be deemed to have a live record and, therefore, currently qualified on that qualification(s). An unassigned full-time, full-time flexible or part-time flexible employee who qualified on a particular skill requirement, e.g., scheme, a keyboard at a specific speed, etc., within two (2) years prior to the posting of a vacant assignment requiring the same qualification(s) will be deemed to have a live record and, therefore currently qualified on that qualification.

1. A full-time employee who occupied a bid assignment requiring the necessary qualification(s) within the five (5) years prior to the posting of a vacant full-time assignment listed in Section 3.F.7 will be deemed to have a live record and, therefore, currently qualified. An unassigned full-time, full-time flexible or part-time flexible employee who qualified on the skill require-

ments, within five (5) years prior to the posting of a vacant assignment listed in Section 3.F.7 will be deemed to have a live record and, therefore, currently qualified.

L. Brush-Up Training. Training provided to an employee who is a successful bidder on a duty assignment for which the employee is deemed to have a live record.

Section 2. Seniority

A. Introduction

1. The U.S. Postal Service and the APWU, Clerk Craft Division, AFL-CIO, agree to the following seniority principles which replace all former rules, instructions and practices.
2. This Article will continue relative seniority standings properly established under past instructions, rules, and practices and the Article shall be so applied. If an employee requests a correction of seniority standing, it is the responsibility of the requesting employee to identify and restate the specific instructions, rule or practice in support of the request.

B. Coverage

These rules apply to all employees in the regular work force when a guide is necessary for filling vacant assignments and for other purposes. No employee, solely by reason of this Article, shall be displaced from an assignment the employee gained in accord with former rules.

C. Responsibility

The Employer is responsible for day-to-day application of the seniority provisions of this Article. The installation head shall post and furnish a copy of an updated seniority list to the local union on a semi-annual basis, unless otherwise negotiated locally. The application of this Article shall be open to negotiation at the installation level with the designated official of the Union.

D. Application of Seniority

1. Seniority for full-time employees for preferred assignments and other purposes shall be applied in accordance with the National Agreement and the following:
 - a. This seniority determines the relative standing among full-time employees. It is computed from the date of career appointment in the Clerk Craft

and level and continues to accrue so long as service is uninterrupted in the same craft and level in the same installation, except as otherwise specifically provided for.

- b. When a postal employee enters the Clerk Craft in an installation where the entry level for the Clerk Craft is higher than the employee's level, the employee begins a new period of seniority, except as otherwise specifically provided in the Agreement.
- c. Seniority shall include employment in PS-5, PS-6 and PS-7 assignments which are filled on the basis of senior qualified.
- d. Full-time employees assigned to best qualified positions which are changed to senior qualified will have their seniority augmented by the time spent in the best qualified position.

2. Change Between Part-Time Flexible Craft Rosters

Change by Employee Request—When a part-time flexible employee transfers from one craft to another craft, the employee shall be assigned to the bottom of that part-time flexible roll and begin a new period of seniority effective the date of reassignment.

3. Relative Standing on the Part-Time Flexible Roll

- a. Part-time flexible employees are placed on the part-time flexible roll of their respective crafts in the order of the date of career appointment as a part-time flexible from a competitive Postal Service eligible register or other means. In cases of appointment of more than one eligible on the same day from the same competitive register, their positions on the part-time flexible roster will be in accord with their standing on the Postal Service eligible register. If a tie still exists, total Federal creditable service as shown in the service computation date will determine their standing on the part-time flexible roster.
- b. A reinstated or transferred employee shall be placed on the part-time flexible roll ahead of one appointed from the register on the same day.
- c. The date of career appointment in that installation in the Clerk Craft shall be used for vacation scheduling.

4. Seniority Tie Breaker

Except as otherwise specifically provided for in this Agreement, effective the date of this Agreement, when it is necessary to resolve a tie in seniority between two or more clerk craft employees, the following criteria shall apply in the order set forth below:

- (a) Total continuous postal career service in the Clerk Craft within the installation.
- (b) Total postal career service in the Clerk Craft within the installation.
- (c) Total postal career service within the installation.
- (d) Total postal career service in the Clerk Craft.
- (e) Total postal career service.
- (f) Total postal service.
- (g) Total Federal service as shown in the service computation date.

5. Conversion/Part-Time Flexible Preference

Part-time flexible employees shall be converted to full-time in the manner set forth in this section. When an opportunity for conversion to a Clerk Craft position exists employees shall, in accordance with this section, exercise a preference as to the duty assignment they desire to be converted into based on their standing on the appropriate part-time flexible roll. The employer will continue present practice in maintaining part-time flexible rolls.

- a. When there is one or more full-time duty assignment(s) to be filled by conversion, the full-time duty assignment(s) shall be matched with the identical number of senior part-time flexible employee(s) eligible to state a preference on the appropriate part-time flexible roll. Any part-time flexible employee from the above list, currently qualified on any of the duty assignments to be filled, shall be converted to full-time and placed into the appropriate assignment.

- (1) When a part-time flexible is currently qualified on two or more available full-time assignments and is eligible for conversion per a. above, the employee will be given an option based on the

employee's standing on the part-time flexible roll except when it would reduce the number of employees who could be matched and converted to full time.

- b. When there are one or more duty assignment(s) which cannot be filled by currently qualified employees in accordance with a. above, part-time flexible employees who have passed the appropriate entrance examination(s) shall be given the opportunity to exercise a preference for such vacancies in the order of their standing on the appropriate part-time flexible roll except as provided for in (5) below.
 - (1) When there are one (1) or more duty assignment(s) available, part-time flexible employees must state a preference(s) for the assignment(s) for which they are currently qualified. The assignment(s) for which they are currently qualified must be listed ahead of any assignment for which they are not currently qualified. Part-time flexible employees are not required to express a preference for assignments for which they are not currently qualified.
 - (2) If not currently qualified, the senior part-time flexible exercising a preference for a full-time duty assignment shall be converted and placed into the assignment upon successful completion of the required training.
 - (a) Should the senior part-time flexible fail to qualify the senior part-time flexible employee currently qualified will be converted and placed into the assignment.
 - (3) When a part-time flexible is converted to full-time due to being identified as currently qualified in a. or b. (2) (a) above or per Article 7, Section 3.a. and is pending qualifications from a stated preference on an earlier vacancy, the employee has the option of remaining in training for the earlier vacancy or withdrawing. If the employee does not withdraw and subsequently qualifies, the employee shall be placed into the duty assignment for which the employee was in training.

- (a) If the employee withdraws, the senior part-time flexible currently qualified will be converted and placed in the assignment.
- (4) When a duty assignment cannot be filled by a currently qualified part-time flexible employee in accordance with 2.a. or 3.a. above, the senior part-time flexible on the roll having passed the appropriate entrance examination(s) and not presently in training for a conversion opportunity, shall be assigned. Upon successful completion of the required training, the employee shall be converted and placed into the assignment.
- (5) Part-time flexible employees who were appointed from the O/N 400 examination (machine) shall be entitled to, based on their standing on the part-time flexible roll, exercise a preference for a manual assignment, except when a part-time flexible distribution clerk (manual) is eligible for conversion per Section 2.D.5.a. above. In this situation, they may exercise a preference in the order of their standing on the roll unless the exercise of such preference would deprive an eligible manual part-time flexible distribution clerk of an opportunity for conversion into a full-time manual position. Once a part-time flexible distribution clerk (manual) has had an opportunity to exercise a preference and declines, the normal order of selection shall continue.
- (6) Part-time flexible employees who express a preference may not withdraw from the assignment or training except as specifically provided for in (3) above. Such employees may not express a preference for any other assignment while in training except for assignments for which currently qualified (h.1 above).
- (7) Part-time flexible employees who have exercised a preference and fail to qualify shall not be discharged or disciplined as a result of such failure.
- (8) Normally, the senior part-time flexible stating a preference will be placed into training within ten (10) calendar days.

(9) When a part-time flexible employee is identified as currently qualified or successfully completes the training for a stated preference, the employee should be converted to full-time and placed in the duty assignment within 28 days except in the month of December.

- c. Full-time flexible assignments created as a result of the Maximization Memorandum of Understanding shall be filled in accordance with the above procedures.
- d. If the opportunity for conversion is to a full-time clerical assignment, which is to be filled by application, the successful applicant shall be converted. Applications from part-time flexible employees shall not be considered if sufficient (equal or greater in number than available assignments) full-time employees apply meeting the minimum qualifications.

[see Memo, page 203]

6. Changes in Which Seniority is Retained, Regained or Restored

- a. **Reemployment After Disability Separation.** On reinstatement or reemployment after separation caused by disability, retirement or resignation because of personal illness and the employee so stated in the resignation and furnished satisfactory evidence for inclusion in the employee's personnel folder, the employee receives seniority credit for past service for the time on the disability retirement or for illness if reinstated or reemployed in the same postal installation and craft and in the same or lower PS salary level from which originally separated; provided application for reinstatement or reemployment is made within six months from the date of recovery. The date of recovery in the case of disability retirement must be supported by notice of recovery from The Compensation Group, Office of Personnel Management, and in the case of resignation due to illness, by a statement from the applicant's attending physician or practitioner. When reinstatement is to the part-time flexible roll, standing on the roll shall be the same as if employment had not been interrupted by the separation.

- b. **Restoration.** On restoration in the same craft in the same installation after return from military service, transfer under letter of authority or unjust removal, the employee shall regain the same seniority rights he/she would have if not separated.
- c. **Reassignment and Return in 90 Days.** A regular work force employee voluntarily reassigned from one craft to another at the same installation with or without change in PS salary level, and voluntarily reassigned within 90 days to the employee's former craft retains seniority previously acquired in the craft augmented by the intervening employment.
- d. Except as provided elsewhere in this Agreement, return from any position for which selection was based on best qualified will be as follows:
 - (1) When a full-time employee, either voluntarily or for disciplinary reasons, returns to the same installation and to the last craft the employee left, the seniority shall be established after reassignment as the seniority the employee had when he/she left that craft without seniority credit for service outside that craft.
 - (2) The above rule applies to full-time employees returning from any position in the same craft to which selection was made on the basis of best qualified.
 - (3) Upon involuntary reassignment of a full-time employee from a position for which selection was based on best qualified, except for disciplinary reasons, if the employee returns to the same installation and to the last craft the employee left, the seniority shall be established after reassignment as his/her former seniority plus seniority for service in the positions outside the craft.
 - (4) The above rule applies to full-time employees returning from any position in the same craft to which selection was made on the basis of best qualified.
 - (5) Full-time employees reassigned as provided in (1), (2), (3), and (4) above may bid on any existing vacancies, but shall not bump.

- (6) When the change is to the craft other than the one the employee left (whether the change is voluntary, for disciplinary reasons, or arbitrary), the employee shall have seniority for bidding for duty assignments that of one day less than the junior full-time employee in the craft to which assigned or the employee's own, whichever is the lesser.

7. Changes in Which Seniority is Lost

Except as specifically provided elsewhere in this Agreement, a full-time employee begins a new period of seniority:

- a. When the change is:
 - (1) from one postal installation to another at the employee's request.
 - (2) from one craft to another (voluntarily or involuntarily).
- b. Upon reinstatement or reemployment.
- c. Upon transfer into the Postal Service.

8. Change in Which Seniority is Modified

When mutual exchanges are made between full-time Clerk Craft employees from one installation to another, the exchanging employees shall take the seniority date of the junior employee involved and reassigned as an **unassigned full-time employee**.

9. Excess Career Employees

Excess career employees from non-mail processing and non-mail delivery installations, regional offices, the Postal Service Headquarters or from other Federal departments or agencies begin a new period of seniority effective the date of reassignment.

E. Part-Time Regular Employees

1. Seniority for part-time regular clerical employees is computed from the date of appointment as a part-time regular in the craft and level, and continues to accrue so long as service is uninterrupted as a part-time regular in the same craft and level, and installation.
2. Vacant part-time regular assignments shall be posted for bid to part-time regular employees in the same salary level who are currently qualified.

3. Part-time regular assignments shall not be reposted due to a change in hours, off days, or duties.
4. A part-time regular employee who qualified on a particular skill requirement, e.g., scheme, a keyboard at a specific speed, etc., within two (2) years prior to the posting of a vacant part-time regular assignment requiring the same qualification(s) will be deemed to have a live record and, therefore, currently qualified on that qualification(s).
5. A part-time regular employee who qualified on the skill requirements, within five (5) years prior to the posting of a vacant assignment listed in Section 3.F.7 will be deemed to have a live record and, therefore, currently qualified.
6. A part-time regular clerical employee who applies for and is changed to part-time flexible shall be placed at the foot of the part-time flexible roster and shall begin a new period of seniority. Part-time regular clerical employees may not bid or apply for full-time clerical vacancies.
7. Full-time and part-time flexible clerks may request reassignment to a residual part-time regular vacancy and such request shall be considered. If granted, the reassigned employee will begin a new period of seniority.
8. The installation head shall post and furnish a copy of an updated seniority list to the union of all part-time regulars on a semi-annual basis, unless otherwise negotiated locally.

F. Best Qualified Positions

1. Seniority for full-time employees encumbered in duty assignments within a best qualified position is computed from the effective date of assignment to the best qualified position and level and continues to accrue so long as service is uninterrupted in the best qualified position and level in the same installation.
2. Vacant duty assignments in a best qualified position shall be posted for bid to full-time employees encumbered in duty assignments in the salary level and same best qualified position except when the vacant assignment(s) is being considered for reversion or being withheld per Article 12.

3. The residual vacancy, as defined in Section 1 of this Article, will be posted for application unless the vacancy meets one (1) of the exceptions in 2. above.
4. Seniority within a best qualified position and level shall be used for bidding.

Section 3. Posting and Bidding

A. Newly established and vacant Clerk Craft duty assignments shall be posted as follows:

1. All newly established craft duty assignments shall be posted for full-time craft employees eligible to bid within 10 days. All vacant duty assignments, except those positions excluded by the provisions of Article 1, Section 2, shall be posted within 21 days unless such vacant duty assignments are reverted or where such vacancy is being held pursuant to Article 12.
2. When a vacant position is under consideration for reversion, the local Union President will be given an opportunity for input prior to a decision. The decision to revert or not to revert the position shall be made not later than 21 days after it becomes vacant and if the vacant assignment is reverted, a notice shall be posted advising of the action taken and the reasons therefor. When vacancies are withheld under the provisions of Article 12, the local Union President will be notified in writing.
3. When it is necessary that fixed schedule day(s) of work in the basic work week for a craft assignment be permanently changed, the affected assignment(s) shall be reposted.
4. The determination of what constitutes a sufficient change of duties, principal assignment area or scheme knowledge requirements to cause the duty assignment to be reposted shall be a subject of negotiation at the local level.
5. The determination of what constitutes a sufficient change in starting time of a duty assignment to cause the assignment to be reposted is negotiable at the local level, provided:
 - a. No assignment will be reposted when the change in starting time is one hour or less;

- b. The criteria negotiated above will also apply to cumulative changes in starting time. Cumulative changes are changes that move the starting time outside a circle which has the starting time as its center and the agreed upon time as its radius.
 - c. The incumbent shall have the option of accepting the new reporting time, if negotiated at the local level. If the incumbent accepts the new reporting time, the assignment will not be reposted.
6. The provisions of 3, 4, and 5 above do not apply to assignments within Senior Markup Clerk-Automated or multicraft positions. A multicraft position is a position which is posted for bid to more than one (1) craft and is awarded based on seniority.
7. In instances where more than one duty assignment is posted, clerks may indicate preferences on the bid form. An employee, who has submitted a bid, shall have the right to withdraw, in writing, anytime but not later than the closing time (hour and date) of the posting, except as follows:
- a. If the senior bidder is not qualified and enters a deferment period, the employee may withdraw at anytime during the deferment period. Except as provided in Section 3.F.7, this shall end the deferment period and the duty assignment shall be filled in accordance with the provisions of this Article.
 - b. If the senior bidder is not qualified and is designated the senior or successful bidder on a subsequent posting during the deferment period, this shall end the deferment period, except as provided for in Section 3.F.7. The duty assignment shall be filled in accordance with the provisions of this Article.
 - c. If the senior bidder at anytime during the deferment period relinquishes the employee's rights (voluntarily or involuntarily) to the assignment, this shall end the deferment period, except as provided for in Section 3.F.7. The duty assignment shall be filled in accordance with the provisions of this Article.
 - d. Such withdrawal, to be official, shall be back stamped.

8. Clerks temporarily detailed to a **nonbargaining-unit** position (204b) may not bid on vacant clerk craft duty assignments while so detailed. However, nothing contained herein shall be construed to preclude such temporarily detailed employees from voluntarily terminating a 204b detail and returning to their craft position. Upon return to the craft position, such employees may exercise their right to bid on vacant Clerk Craft duty assignments.

The duty assignment of a full-time clerk detailed to a **nonbargaining-unit** position, including a **nonbargaining-unit** training program, in excess of 4 months shall be declared vacant and shall be posted for bid in accordance with this Article. Upon return to the craft the clerk will become an unassigned full-time clerk with a fixed schedule. A clerk temporarily detailed to a **nonbargaining-unit** position will not be returned to the craft solely to circumvent the provisions of Section 3.A.8. Form 1723, Notice of Assignment, shall be used in detailing clerks to temporary **nonbargaining-unit** positions (204b). The Employer will provide the Union at the local level with a copy of Form(s) 1723 showing the beginning and ending of all such details.

Employees detailed to nonbargaining-unit positions are not entitled to outside of schedule overtime (premium).

9. Filling Upgraded Positions

- a. When an occupied clerk craft position is upgraded on the basis of the present duties:
 - (1) The incumbent will remain in the upgraded job provided the employee has been in that job for more than one year.
 - (2) The job will be posted for bid or application in accordance with the Agreement if the incumbent has not been in the job for more than one year.
- b. When an occupied clerk craft position is upgraded on the basis of duties which are added to the position:
 - (1) The incumbent will remain in the upgraded job provided the employee has been in that

job for more than one year. The year of required incumbency in the job begins when the duty or duties were added which permitted the job to be reranked.

- (2) The job will be posted for bid or application in accordance with the Agreement if the incumbent has not been in the job more than one year since the date when the duty or duties were added which later permitted the job to be reranked.
10. An employee may not bid on an assignment involving a change in level except as follows:
- a. Clerical employees, PS-5, may bid for the positions listed in b. below which are to be filled by the senior qualified bidder meeting the qualification standards established for that position. Also, employees in assignments listed in b. below may bid on PS-5 senior qualified positions within the craft.
 - (1) A clerical employee obtaining one of the positions listed in b. below may bid on other positions within the list.
 - (2) An employee excess from a level 6 assignment not listed in b. below, or from a higher level assignment, must bid and compete on a senior qualified basis to be assigned in one of the listed level 6 or level 7 assignments. Section 2, paragraph D.6.d.(3) gives the employee bidding seniority, after return to the craft from which promoted, credit for his/her continuous career service in the same installation in PS-5 and higher levels. This rule also applies to an excess employee who bids for return to level 5 in the craft from which promoted.
 - (3) A clerical employee in a best qualified position (PS-6) may bid and compete for senior qualified positions in PS-5, PS-6 and PS-7 utilizing the seniority the employee had at the time of promotion to the best qualified position.
 - (4) Clerical employees in established positions ranked below PS-5 may bid on an assignment

in their salary level provided they meet the minimum qualification which includes the appropriate examination(s) but may not bid on an assignment involving a change in salary level, except as follows:

(a) Markup Clerk-Automated, PS-4, to:

1. Senior Markup Clerk-Automated, PS-5,
2. Extract Code Clerk, PS-5.

(b) Clerk Typist, PS-4, to:

1. Extract Code Clerk, PS-5,

(c) All employees in the PS-4 salary level with more than three (3) years' seniority and senior to the senior level 5 PTF on the rolls may bid and compete with employees in the PS-5, PS-6, and PS-7 salary levels using their PS-4 seniority for the following positions provided they meet the minimum qualification which includes the appropriate examination(s) as of the closing date of the bid:

1. Air Records Processor;
2. Clerk Stenographer;
3. All full-time, PS-5, PS-6, and PS-7 senior qualified assignments requiring typing skills.

(d) Successful bidders per (a), (b), and (c) above begin a new period of seniority as provided for in Section 2.D.1.a of this Article.

b. Position

Number	Title
KP 17	Claims Clerk Paying Office
SP 1-54	Highway Transportation Clerk
SP 2-3	Information Clerk
SP 2-4	Scheme Examiner
SP 2-12	Postage-Due Technician
SP 2-20	Clerk—Finance Station
SP 2-25	General Expediter
SP 2-26	Review Clerk

SP 2-28	Flat Sorting Machine Operator
SP 2-156	Stamp Supply Clerk
SP 2-157	Special Postal Clerk
SP 2-158	Schedule Clerk-Foreign Mails
SP 2-181	General Office Clerk-Foreign Mails
SP 2-188	Examination Specialist
SP 2-195	Vehicle Operations-Maintenance Assistant
SP 2-217	Transfer Clerk, AMF
SP 2-218	Receiving Clerk-Foreign Air Mail
SP 2-346	Procurement, Property and Supply Assistant
SP 2-362	Parcel Post Distributor—(Machine)
SP 2-633	Distribution Clerk Machine MPLSM
SP 2-634	Distribution Clerk Machine SPLSM
SP 2-385	Ramp Clerk, AMF
SP 2-387	Bulk Mail Technician
SP 2-388	Window Services Technician
SP 2-433	Self-Service Postal Center Technician
SP 2-464	Mail Classification Clerk (MSC)
SP 2-465	Mail Classification Clerk (MSC)
SP 2-466	Mailing Requirements Clerk (MCC)
SP 2-467	Mailing Requirements Clerk (MCC)
SP 2-468	Mailing Requirements Clerk
SP 2-495	Records Clerk, International Air Mail
SP 2-502	Sack Sorting Machine Operator

B. Bidding Provisions—Letter Sorting Machines

1. A full-time Distribution Clerk, Machine, serving under a bidding restriction on the expiration date of the 1984-1987 National Agreement will be released from such restriction effective 180 days from the date the employee was permanently assigned to the duty assignment requiring the restriction.
2. Any employee who becomes a full-time Distribution Clerk, Machine, for the first time will be restricted from further bidding for 365 days.
3. Former machine clerks without a five record who bid back to a full-time Distribution Clerk, Machine, position and require less than 12 hours training, will not be restricted from further bidding.
4. Former machine clerks who bid back to a full-time Distribution Clerk, Machine, position and require formal training will be restricted from further bidding

for 180 days from the date of assignment except as provided for in 3 above.

5. The bidding restrictions in 1., 2., and 4. above apply unless such bid:
 - a. is to another letter sorting machine assignment with the same scheme requirement but with different days or hours of duty;
 - b. is from a non-scheme letter sorting machine assignment to another non-scheme letter sorting machine assignment or to any letter sorting machine assignment with a scheme requirement;
 - c. is to a job in a higher level;
 - d. is caused by the abolishment or reposting of the employee's duty assignment. In such case, the employee may bid on any letter sorting machine assignment, PS-6.
 - e. if converted to unassigned Distribution Clerk-Machine, PS-6, the employees may bid on any letter sorting machine assignment, PS-6.
 - f. would enable the employee to be assigned to a station closer to the employee's place of residence.
 - g. is caused by substantiated medical or health reasons, whereby continuation in the LSM assignment would be harmful to the employee.
6. Full-time Distribution Clerks, Machine, may continue to apply for positions which are filled on the basis of best qualified, including other craft jobs for which they are eligible to apply.

C. Place of Posting

1. The notice inviting bids for a craft assignment shall be posted on all official bulletin boards at the installation where the vacancy exists, including stations and branches, to assure that it comes to the attention of all employees eligible to submit bids. Copies of the notice shall be given to the local union. When absent employees have so requested in writing, stating their mailing addresses, a copy of any notice inviting bids from their craft shall be mailed to them by the installation head.

2. Posting and bidding for preferred duty assignments shall be installation-wide, except as otherwise provided for in this Agreement.

D. Length of Posting

The notices shall remain posted for 10 days, unless a different length for the posting period is established by local negotiations.

E. Information on Notices

Information shall be as shown below and shall be specifically stated:

1. The duty assignment by position, title and number (e.g., key or standard position).
2. PS salary level.
3. Scheme knowledge (essential and non-essential) and special requirements involving training, where applicable. When the assignment requires scheme distribution, one or more scheme(s) will be listed as essential.
4. Hours of duty (beginning and ending), and tour.
5. The principal assignment area (e.g., parcel post, incoming or outgoing in the main office, or specified station, branch, or other location(s) where the greater portion of the assignment will be performed).
6. Qualification standards.
7. Physical requirement unusual to the specific assignment.
8. Invitation to employees to submit bids.
9. The fixed or rotating schedule or days of work, as appropriate.

F. Results of Posting

1. Within 10 days after the closing date for the posting (excluding December), the installation head shall post a notice listing the senior or successful bidder(s) and their seniority date(s). The senior qualified bidder meeting the qualification standards for the position shall be designated the "successful bidder."
2. The successful bidder must be placed in the new assignment within 21 days except in the month of

December. The local agreement may set a shorter period.

3. a. When the duty assignment requires scheme knowledge, if the senior bidder is qualified on the essential scheme requirements of the position, assign the employee in compliance with 2 above. If the senior bidder is not qualified on the essential scheme requirements when posting period is closed, permanent filling of the preferred assignment shall be deferred until such employee is qualified on the essential scheme requirements. The deferment period shall begin the date the senior bidder is scheduled to report for training and shall be computed based on the following:
 - (1) 100-800 total items in the scheme or combination of schemes—seven (7) calendar days for each 80 scheme items, plus three (3) calendar days per scheme.
 - (2) 801-960 total items in the scheme or combination of schemes—seven (7) calendar days for each 96 scheme items, plus three (3) calendar days per scheme.
 - (3) 961-2,000 total items in the scheme or combination of schemes—seven (7) calendar days for each 120 scheme items, plus three (3) calendar days per scheme.
- h. Within 21 days after the end of the deferment period, the senior bidder then qualified shall be permanently assigned except as indicated below. During the deferment period, the assignment normally should be filled by the detail of a qualified employee.
4. a. When the duty assignment requires machine qualifications, if the senior bidder is qualified on machine qualifications, which means the ability to key at the appropriate speed and accuracy on the appropriate keyboard, assign the employee in accordance with 2 above. If the senior bidder is not qualified, when posting period is closed, permanent filling of the preferred assignment shall be deferred until the senior bidder is qualified on the machine qualifications. The hours of training established for machine qualification shall consti-

tute the deferment period, which shall begin on the first day of training.

- (1) Normally, the employee will begin the required training within 10 days after the posting of the senior bidder, excluding December. Within 21 days after the end of the deferment period, the senior bidder then qualified shall be permanently assigned. A notice shall be posted stating the successful bidder. The deferment period for machine qualifications training, the essential scheme requirements, and scheme distribution keyboard training will not be concurrent. During the deferment period, the assignment normally should be filled by the detail of a qualified employee. Where scheme knowledge is required, the provisions of paragraph 3 above are applicable.
- b. Employees who have undergone training for letter sorting machines and who subsequently bid back into the letter sorting machines program will be given applicable training to allow them to meet the appropriate speed and accuracy requirements.
- c. No employee shall be denied the opportunity to bid or qualify on any mail sorting machine assignment solely because of a previous unsuccessful attempt to qualify on a mail sorting machine assignment.
5. When the posted duty assignment requires a specific skill(s) where the employees must be immediately qualified, the senior bidder will be given an opportunity to demonstrate the skill(s). This provision applies to the following positions/assignments:
 - a. Air Records Processor, PS-5;
 - b. Clerk Stenographer, PS-5;
 - c. Self-Service Postal Center Technician, PS-6;
 - d. all full-time, PS-5, PS-6 and PS-7, senior qualified assignments requiring typing skills;
 - e. an employee who, as the result of a bid, attempts to demonstrate the skill(s) for one of the above positions/assignments and fails, will be restricted from bidding on positions/assignments which require the same skill(s) for a period of 120 days.

6. Where incidental typing is required as a part of a duty assignment, such requirement must be reasonably related to the efficient performance of the responsibilities of the job.
7. The senior bidder for any of the following positions will enter a deferment period and be provided appropriate combinations of training, testing and practical demonstration of ability to perform in the actual position. Permanent assignment to the position will be deferred until successful completion of the training. If the employee does not satisfactorily complete the training or withdraws, the employee will be returned to his/her former duty assignment and the next senior bidder will be placed into training. An employee bidding from one of the positions on the list to another requiring similar essential duties will not be required to take the training.

Window Clerk (KP 13)

Window Distribution Clerk (SP 2-1)

Distribution, Window and Markup Clerk (SP 2-629)

Window Services Technician (SP 2-388)

Clerk—Finance Station (SP 2-20)

Bulk Mail Clerk (SP 2-44)

Bulk Mail Technician (SP 2-387)

Mail Classification Clerk (MSC) (SP 2-464)

Mail Classification Clerk (MSC) (SP 2-465)

Mailing Requirements Clerk (SP 2-469)

Mailing Requirements Clerk (MCC) (SP 2-466)

Mailing Requirements Clerk (MCC) (SP 2-467)

Mailing Requirements Clerk (SP 2-468)

Postage-Due Clerk (SP 2-11)

Postage-Due Technician (SP 2-12)

Self-Service Postal Center Technician (SP 2-433)

- a. In installations where 105 or more hours of training are required for position qualification and a full-time duty assignment in any of the above position designations require scheme qualification, the deferment period for scheme(s) and position qualification will not be concurrent.
- b. An employee who is designated the senior bidder for any of the positions listed in F.7. above and subsequently fails to satisfactorily complete the training or withdraws from the bid, will be restricted from bidding on posted assignments in

that position designation for a period of 180 days, unless:

- (1) The employee's bid assignment is abolished or reposted during the 180-day bidding restriction.
 - (2) The employee withdraws prior to completion of 25% of the position qualification training hours.
8. When an employee is designated as successful bidder and remains a live bidder on other bids, the employee shall notify management in writing within ten (10) days of his/her election to remain a bidder on one or more of those assignments. The notice shall identify the assignment(s) by job and posting number. Failure to notify within ten (10) days will cancel such other bids.
 9. Pursuant to the Memorandum of Understanding, dated March 3, 1975, concerning use of full-time employees on Relief and Pool duty assignments, such assignments in the Clerk Craft shall normally be used to cover:
 - a. Absences of employees holding full-time bid assignments in:
 - (1) Stations or Branches;
 - (2) Window Service;
 - (3) Customer Service, Finance or E&LR.
 - b. Functions which predictably occur at the end of the accounting period (Timekeeper, Examination Specialist, etc.).
 10. An unassigned full-time employee with a fixed schedule should bid on duty assignments posted for bids by employees in the craft. If the employee does not bid, or is the unsuccessful bidder, such employee shall be assigned in any residual assignment in the same or higher salary level for which the employee meets the minimum qualifications. Assignments will be made as follows:
 - a. Involuntary assignment of currently qualified to assignments in the same or higher level.
 - b. When there is more than one (1) residual vacancy, the vacancies shall be offered to unassigned full-

time employees subject to involuntary assignment, beginning with the senior, and their preference shall be honored except as provided for in d. and e. below. Such preferences must be to an assignment in the same or higher level.

c. Involuntary assignment beginning with the senior unassigned full-time employee who has been in an unassigned status for a period of not less than 90 calendar days meeting the minimum qualifications to assignments in the same or higher level.

d. An employee hired from the O/N 440 register and who has not subsequently passed machine training may not state a preference for or be involuntarily assigned to a machine position regardless of salary level. This provision does not prohibit the Employer from making a job offer to an unassigned employee in the same salary level.

e. Except for an employee who has already served a lock-in, an employee hired from the O/N 400 register or from the O/N 440 register, who has subsequently passed machine training, may not state a preference for or be involuntarily assigned to a manual assignment regardless of salary level.

f. Full-time clerks who are not encumbered in a full-time assignment but are detailed to a nonbargaining position are considered to be unavailable for assignment per a. and h. above.

11. Normally, the successful bidder shall work the duty assignment as posted and shall not be displaced by a junior employee. This does not prohibit the Employer from assigning other employees to work the assignment for training purposes.

Section 4. Mail Sorting Machines

A. Letter Sorting Machines

1. Designation

In offices (present or future) with letter sorting machines, the Employer will designate on the part-time flexible roster, those employees who meet the machine qualification requirements (which means the ability to key at the appropriate speed and accuracy) for letter sorting machine positions.

2. Rotation

a. The application of the rotation system for letter sorting machine operators as outlined in Handbook **PO-405** is a proper subject for the Labor-Management Committee Meetings. Discussion with local Union officials shall take place with opportunity for input prior to changes in the rotation system.

b. The feasibility of a study for the purpose of better understanding the environmental effects of alternate rotation systems is a proper subject for discussion by the National Labor-Management Committee.

3. EDIT

a. An EDIT operator test will not be entered into the Individual Performance Record and become an official record unless the following conditions are met:

(1) The operator was checked by the operations table of random numbers, and the supervisor is able to reconstruct the random selection of the operator from the random number table.

(2) The supervisor is able to relate the machine printed record to the operator and identify, where possible, the error causes.

(3) The operator is allowed to inspect the record including the sampled letters as soon as possible after completion of the individual's keying cycle.

(4) The sample letters were representative of the general mail mix and not solely nixie mail, mark-up mail, or 400 bin mail.

b. Special EDIT runs of an individual operator may be made; however, they will be used only for analysis of that operator's keying problems so that corrective training can be effectively undertaken. Results of special EDIT runs should be handled in accordance with a.(2), (3) and (4) above.

B. Parcel Post Sorting Machines

1. Rotation

The application of the rotation system for PPSM

operators is a proper subject for discussion at the Labor-Management Committee meetings. Discussion with local Union officials shall take place with opportunity for input prior to changes in the rotation system.

2. SIAT

a. A SIAT operator test will not be entered into the Individual Performance Record and become an official record unless the following conditions are met:

- (1) The supervisor positions himself so that he will be able to observe the operator being tested. He will verify for the record that the operator being tested was in fact keying during the entire test.
- (2) The operator was scheduled by the operations table of random numbers and the supervisor is able to reconstruct the random selection of the operator from the random number table.
- (3) The supervisor is able to relate the machine printed record to the operator and identify, where possible, the error causes.
- (4) The operator is allowed to inspect the record, including a record of the addresses of pieces keyed in error as soon as practicable.

C. New Mail Sorting Machines

The implementation of new mail sorting machine programs involving Flat Sorting Machines, Letter Sorting Machines, Bar Code Readers, Batch Mail Processors, Optical Character Readers, and the XTRACT System will be consistent with the contractual requirements falling within the area of Technological and Mechanization Changes.

Section 5. Anti-Fatigue Measures

A. The subject of fatigue as it relates to the safety and health of an employee is a proper subject for the consideration of the Joint Labor-Management Safety Committee as provided in Article 14 of the National Agreement. The Employer will continue to furnish adjustable platform stools for periods of sustained distribution as heretofore.

B. The feasibility of a study of seating devices, including seats with back supports, for the purpose of improving upon

and eventually replacing the equipment termed "adjustable platform stools" heretofore supplied, as "sit-stand" devices is a proper subject for determination by the National Labor-Management Committee.

Section 6. Scheme Committee

A. The Employer agrees to having as part of the National Labor-Management Committee, a junior labor-management subcommittee on schemes for the consideration of appropriate matters relating to schemes.

B. Subject to any criteria established in the future by the National Labor-Management Committee, local level scheme committees will continue operation as presently constituted.

C. There shall be no annual or periodic scheme examinations.

Section 7. Computerized Forwarding System

The application of a rotation system for the Computerized Forwarding System and the subject of fatigue as it pertains to the Computerized Forwarding System will be consistent with the requirements of the applicable provisions of this Agreement.

Section 8. Listing of Key and Standard Positions

The Employer will continue to furnish to the Union at the national level copies of key and standard positions including qualification standards in the Clerk Craft.

Section 9. Policy on Telephones

The parties recognize that telephones are for official USPS business. However, the Employer at the local level shall establish a policy for the use of telephones by designated Union representatives for legitimate business related to the administration of the National Agreement, subject to sound business judgment and practices.

Section 10. Inspection of Lockers

The Employer agrees that, except in matters where there is reasonable cause to suspect criminal activity, a steward or the employee shall be given the opportunity to be present at any inspection of employees' lockers. For a general inspection where employees have had prior notification of at least a week, the above is not applicable.

ARTICLE 38

MAINTENANCE CRAFT

Section 1. Introduction
Section 2. Definitions
Section 3. Seniority
Section 4. Posting
Section 5. Selection Methods
Section 6. Training
Section 7. Special Provisions

Section 1. Introduction

All craft positions listed in the P-1 Handbook assigned to the Maintenance Craft shall be under the jurisdiction of the Maintenance Craft Division of the American Postal Workers Union, AFL-CIO.

Section 2. Definitions

A. Maintenance Craft. All employees in maintenance craft positions for which the Union has secured recognition at the national level.

B. Installations. A main post office, airport mail facility, terminal, bulk mail center, maintenance overhaul and technical service center or any similar organizational unit under the direction of one postal official, together with all stations, branches and other subordinate units.

C. Duty Assignments. A set of duties and responsibilities within a recognized occupational group and level regularly scheduled during specific hours of duty.

D. Preferred Duty Assignment. A duty assignment preferred over the present duty assignment by an employee eligible to bid for such duty assignment when it is posted for bid. This bidding is done among qualified employees in the same level and occupational group as the vacant duty assignment.

E. Service Seniority. Service Seniority is based on total part-time or full-time service in the Maintenance Craft, regardless of occupational group and level. It begins with

an appointment to the regular part-time or full-time work force in the Maintenance Craft. An exception is a part-time regular employee who is converted to a full-time regular position begins a new period of service seniority. Employees who were on the rolls before May 1, 1958, who had temporary or indefinite appointments, which continued to career appointments, retain seniority credit for combined temporary, indefinite and career employment which was continuous in the same position designation and installation.

F. Seniority for Preferred Assignments. This seniority determines relative standing among regular work force employees eligible to bid for preferred assignments. It is computed from entry into a regular work force position in a particular occupational group and level. It continues to accrue so long as service in the same occupational group and level, and installation is uninterrupted.

G. Occupational Group. In the Maintenance Craft, occupational group shall be determined by position designation and level.

H. Arbitrary. The word arbitrary, when used in Article 38, shall mean a management initiated, non-disciplinary reassignment of an employee.

Section 3. Seniority

A. Introduction

The U.S. Postal Service and the Maintenance Craft Division, APWU, AFL-CIO, agree to the following seniority principles which replace all former rules, instructions and practices. This Section of this Article will continue relative seniority standings properly established under past instructions, rules, and regulations. Provisions of this Section of this Article shall be so applied in determining those relative seniority standings.

B. Coverage

This Seniority Section applies to all regular work force Maintenance Craft employees when it is necessary for filling vacant assignments and for other purposes. No employee solely by reason of this Article shall be displaced from an assignment he gained in accordance with former rules.

C. Responsibility

The installation head is responsible for day-to-day administration of seniority. The application of this Article shall be

open to negotiations at the installation level with the designated agent of the Union.

D. Seniority Lists

A current seniority list shall be posted in each installation. A copy of an updated seniority list shall be furnished quarterly to the local Union. For each employee, it shall show:

1. Service seniority.
2. Seniority for preferred assignments.

E. Loss of Seniority

1. Employees who change from one craft or occupational group and/or level to another, shall begin a new period of seniority for preferred assignment.
2. Change from one postal installation to another; except as specified under F and I below, will require the start of a new period of seniority for preferred assignment.

F. Restoration of Service Seniority and Seniority for Preferred Assignments

Except as provided in Article 12, Section 2.B, seniority is restored as if service had been continuous upon:

1. Reemployment after Disability Separation. On reinstatement or reemployment after separation caused by disability, retirement, or resignation because of personal illness and the employee so stated this reason in the resignation and furnished satisfactory evidence for inclusion in the employee's personnel folder, the employee receives seniority credit for past service for time on the disability retirement or for illness if reinstated or reemployed in the same installation and in the same salary level from which originally separated; provided application for reinstatement or reemployment is made within six months from the date of recovery. The date of recovery in the case of disability retirement must be supported by notice of recovery from the Compensation Group, Office of Personnel Management, and in the case of resignation due to illness by statement from the applicant's attending physician or practitioner.
2. Restoration in the same installation after military duty.
3. Restoration to the employee's former position in the same installation after unwarranted or unjustified separation.

4. Voluntary return within the same installation to the same occupational group and level from which voluntarily changed within the preceding 90 days.
5. Involuntary reassignment to another installation.
6. Arbitrary change in the same installation to a lower PS level to the position designation and level from which promoted.

G. Reduction of Seniority for Preferred Assignments

1. When an employee is voluntarily or for disciplinary reasons changed to a lower salary level in the same installation and the salary level is in the same occupational group and level from which promoted, seniority is established as the employee's former period of seniority without credit for employment in any other higher level or levels.
2. When the change is to a lower salary level in the same installation and the level is other than the occupational group from which promoted, whether the change is for voluntary, arbitrary or disciplinary reasons, seniority will be established as one day less than the junior regular work force employee in that level and occupational group or the employee's own seniority, whichever is lesser.

H. Seniority Granted by Law

Employees who are restored to postal duty in compliance with law or regulation after military training or extended military duty lose no seniority.

I. Change in Which Seniority is Modified

The seniority for Maintenance Craft employees who are reassigned between installations as the result of a mutual exchange in accordance with applicable provisions of the Employee and Labor Relations Manual will be established for both employees as that of the junior employee involved.

J. Seniority for Breaking Ties

When it is necessary to determine the seniority ranking for two or more employees who are reassigned or promoted to vacancies in the same occupational group and level in the Maintenance Craft on the same day, the following shall be used to break any tie that might exist:

1. Total Maintenance Craft Service in the installation

2. Total Maintenance Craft Service
3. Total Postal Service
4. Total Federal Career Civilian Service

K. Excess Employees

Length of regular work force service in the Maintenance Craft in the same installation governs in identifying excess employees within a position designation.

Section 4. Posting

A. In the Maintenance Craft all vacant duty assignments shall be filled as follows:

1. When a vacant or newly established duty assignment is to be filled, the Employer shall post for a period of seven calendar days, a notice of intent that the duty assignment will be filled using the appropriate preferred assignment selection register and/or promotion eligibility register, except for newly established positions as defined in Article 1, Section 5. Such positions shall be posted as they are created and assigned to the craft unit. A copy of the notice of intent shall be furnished to the local Union.

In addition, any employee on sick leave or off-site training on the day of posting shall be furnished a copy of any applicable notice of intent. An employee absent for annual leave who has requested in writing, stating their mailing address, shall have a copy of any applicable notice of intent mailed to them.

When newly established positions as defined in Article 1, Section 5, are created in an installation, the Employer shall post a notice on all official bulletin boards soliciting applicants.

The notice shall be posted for ten (10) calendar days. Within thirty (30) days of the date of initial posting the successful applicant shall be announced and placed in the position.

2. All vacant duty assignments shall be posted by notice of intent within 30 days from when vacancy occurs. If a duty assignment has not been posted within 30 days, the installation head or designee shall advise the Union in writing as to the reasons the duty assignment is being withheld.

3. If the vacant assignment is reverted, a notice shall be posted within 10 days advising of the action taken and the reasons therefor.
4. When it is necessary that fixed scheduled day(s) of work in the basic work week for a craft assignment be permanently changed, or that the starting time for such an assignment be changed by 2 or more hours, the affected assignment(s) shall be reposted, by notice of intent. An exception to the requirement to repost an assignment where the change in starting time is 2 or more hours may be negotiated locally. If the incumbent in the assignment has more seniority for the preferred assignment than the senior employee on the preferred assignment eligibility register for those off days or hours, the employee may remain in the duty assignment, if the employee so desires.
5. The determination of what constitutes a sufficient change of duties or principal assignment areas, to cause the duty assignment to be reposted shall be a subject of negotiations at the local level.

B. Place of Posting

The Employer agrees to post on an appropriate bulletin board the registers of eligible employees when such registers are established.

C. Information on Notice of Intent

1. The duty assignment by position title and number (e.g., key, standard, or individual position).
2. PS salary level.
3. Hours of duty (beginning and ending).
4. The principal assignment area (e.g., section and/or location of activity).
5. Qualification standards, including occupational code numbers when such standards and numbers are available.
6. The fixed or rotating schedule of days of work.
7. Physical or other special requirements unusual to the specific assignments.

Section 5. Selection Methods

A. Preferred Assignment

1. The Employer will maintain and/or establish preferred assignment selection registers. During the first fourteen days in January of each year a notice advising the employees of the opportunity to submit changes in preferred assignment selections shall be posted on all official bulletin boards at the installation, including stations and branches, to assure that it comes to the attention of all employees eligible to submit forms.
2. The employee shall indicate preference(s) for any vacancy that may occur during that year, including tours and days off. Change in preferred assignment selections shall be submitted on or before January 31. If requested, an employee will be allowed to review the preferred assignment registers and the employee's own preferred assignment selection form(s). If the employee does not submit a change in preferred assignment selections during this period, existing preferred assignment selections shall continue.
3. Newly established or vacant duty assignments shall be filled by senior employees on the appropriate preferred assignment registers.
4. All vacant or newly established craft duty assignments shall be filled from a preferred assignment register established on the basis of assignment selection forms submitted by Maintenance Craft employees.
5. Where a vacant or newly established duty assignment cannot be filled from an established preferred assignment register, and the assignment is to be filled by means of a promotion, selection shall be made from the appropriate promotion eligibility register.
6. An employee may submit a new or amended preferred assignment selection form in the following situations:
 - a. the employee is promoted;
 - b. the employee's duty assignment is eliminated;
 - c. the duty assignment would result in the employee being assigned closer to the employee's place of residence;

- d. because of substantiated medical or health reasons whereby continuation in the employee's present assignment would be harmful;
 - e. three times during each calendar year, an employee may submit additional preferred assignment selection forms indicating a change in tour preference. The times selected for submitting the additional preferred assignment selection forms shall be at the option of the employee.
7. When a part-time regular employee submits a preferred assignment form for a full-time regular position within the employee's salary level and occupational group, the employee will be awarded the vacant duty assignment before promoting a full-time employee from a lower salary level and occupational group, or before any lateral transfer, providing that the part-time regular is senior to the full-time employee in the lower level.
 8. Any unassigned employee who fails to submit a preferred assignment selection form, or who fails to be awarded a duty assignment of his choosing may be assigned to any vacant duty assignment.
 9. Upon entry into the Maintenance Craft in an installation, an employee may request to be placed on the appropriate preferred assignment registers.
 10. After all employees within an occupational group and level have been assigned pursuant to a notice of intent, consideration for filling the residual vacancy will be given to a higher level qualified employee who has previously submitted a written request for assignment to a lower level.
 11. An employee who is listed on the appropriate register for a vacant assignment shall have the right to withdraw a preferred assignment or promotion selection, in writing, at any time, but not later than the closing time (hour and date) for the posting of the notice of intent. Such withdrawal, to be effective, should be back-stamped.

B. Promotions

1. The Employer shall continue to maintain all existing promotion eligibility registers established under the new maintenance selection system to be used for the

purpose of filling vacancies in particular occupational groups and levels. A promotion eligibility register shall be established for each occupational group and level for which there is a position existing or newly authorized in an installation. Registers established under the new maintenance selection system remain in effect throughout the life of this Agreement. Promotion eligibility registers developed by other than the new maintenance selection system shall remain in effect until such time as new registers are established by the new maintenance selection system.

[see Memo, page 210]

2. The following positions in the Maintenance Craft shall be filled on the basis of seniority (senior qualified) in accordance with the procedures established in Section 5, Article 38.
 - a. Custodian PS-2 (KP-1)—from any lower level
 - b. Custodial Laborer PS-3 (SP 6-13)—from any lower level
 - c. Laborer Materials Handling PS-3 (SP 1-11)—from any lower level
 - d. Elevator Operator PS-3 (KP-2)—from any equivalent or lower level
 - e. Elevator Starter PS-4 (SP 6-3)—from Elevator Operator PS-3 (KP-2)
 - f. General Mechanic PS-5 (SP 6-2)—from Mechanic Helper PS-4 (SP 6-1)
 - g. Area Maintenance Technician PS-8 (SP 6-77)—from Area Maintenance Specialist PS-7 (SP 6-78)
 - h. Materials Handling Equipment Operator PS-4 (SP 1-9)—from Laborer Materials Handling PS-3 (SP 1-11)
 - i. Cleaner-in-Charge PS-4 (SP 6-51)—from Custodial Laborer PS-3 (SP 6-13)
 - j. Group Leader, Custodial PS-4 (SP 6-58)—from Custodial Laborer PS-3 (SP 6-13)
3. Lateral transfers, that is, transfers in the same level, but to a different occupational group shall be determined in the same manner as promotions.

4. When an occupied position is upgraded on the basis of duties which are added to the position:
 - a. The incumbent will remain in the upgraded job provided the incumbent has been in that job for more than one year. The year of required incumbency in the job begins when the duty or duties were added which permitted the job to be re-ranked.
 - b. The job will be awarded in accordance with the Agreement if the incumbent has not been in the job more than one year since the date when the duty or duties were added which later permitted the job to be re-ranked.
5. To fill a vacant duty assignment at levels PS-6 and above, a notice of intent will be posted to fill the vacancy and all residual vacancies using the preferred assignment eligibility registers and/or promotion eligibility registers, as necessary, until a level PS-5 Maintenance Craft vacancy occurs. To fill a vacant duty assignment at levels PS-4 and PS-5 a notice of intent will be posted to fill the vacancy and all residual vacancies using the preferred assignment eligibility registers and/or promotion eligibility registers, as necessary, until a level PS-3 vacancy occurs. To fill a vacant duty assignment at levels PS-3 and below, a notice of intent will be posted to fill the vacancy and all residual vacancies using the preferred assignment registers and/or promotion eligibility registers.
6. Upon entry into the Maintenance Craft in an installation, an employee may request to be placed on the appropriate promotion eligibility register.
7. Within 90 days of the effective date of this Agreement, maintenance craft employees who are not on a promotional eligibility register(s), may apply for inclusion on the appropriate promotional eligibility register(s). Notice will be provided employees of this opportunity.
8. The Employer will open for application promotional eligibility register(s) for the period January 1, 1989, to January 30, 1989, for those maintenance craft employees who have not previously applied for promotional consideration for the register in question during the open season in this Agreement. Successful applicants will be placed on the promotional eligibility registers consistent with their achieved score.

C. Successful Applicant(s)

1. Within 8 days after the closing of the original notice of intent to fill a vacancy, the installation head shall post a notice stating the successful applicant and the applicant's seniority date.
2. The successful applicant shall be placed in the new assignment within 14 days after the announcement of the successful applicant. Normally, the successful applicant shall work the duty assignment as posted.
3. An exception to 1 and 2 above shall be when the notice of intent has stated that promotion is contingent upon satisfactory completion of training. In these cases, within 14 days the applicant shall be reassigned as an unassigned regular in his/her current occupational group and level and placed on the tour and non-scheduled days of the duty assignment for which the training is intended. Upon satisfactory completion of the required training, the employee shall be:
 - a. declared the successful applicant and promoted, with a preferred assignment seniority date made retroactive to the date the employee was reassigned, and
 - b. compensated retroactively for the difference between the rates of pay of his/her current and new occupational group and level from the date of reassignment to the date of promotion.
4. In the event the employee fails to complete satisfactorily the required training discussed in paragraph 3, the employee shall remain as an unassigned regular in his/her current occupational group and level.

D. Promotion Eligibility Update

Upon notification from an employee of the acquisition of new or additional training, education, or experience pertinent to the qualifications for the position, the Employer will request from NTAC the necessary testing material within 7 calendar days of receipt of such notification. The employer shall have an additional 30 days to complete the update process. Such employee notification must be furnished within thirty (30) days of the acquisition of such additional training, education, or experience. The promotion eligibility register shall not be updated during the period of time a vacant position is in the process of being filled. Employees shall be

listed on this register in order of qualifications, and all positions for promotion shall be awarded to the best qualified applicants, except those positions set forth in Section 5. B.2 of this Article.

Section 6. Training**A. Maintenance Training**

1. All job related Maintenance Craft training opportunities in levels 1 through 7 intended to increase skills in an employee's present assignment, will be offered first to the senior qualified volunteer within the occupational group, level and tour where the need for the skills exists.

For job related training in levels 8, 9, and 10 the employee selected will be chosen from among volunteers within the occupational group, level and tour where the need for the skills exist. The Employer may choose not to select a volunteer who has attended training for 6 or more weeks during the previous 12 months.

2. All Maintenance Craft developmental training which provides an employee with additional skills for potential promotion or reassignment will be offered to qualified volunteers who are first on the appropriate promotion eligibility registers.
3. As soon as approved training allocations are received at the installation, advance written notices will be published soliciting volunteers. A list of those volunteers shall be posted and a copy furnished to the local Union.
4. Only when there are no qualified volunteers as provided for in 1 or 2 above, will involuntary selections be made for training.
5. Employees selected for off-site training will be given as much advance notice as is reasonably possible.
6. Upon the completion of a training course of three (3) or more weeks duration, an employee may be placed in a duty assignment for which the training was intended. The employee may be required to remain in such an assignment for a period of six (6) months. For a training course of six (6) or more weeks duration, the employee may be required to remain in such an

assignment for a period of nine (9) months. The above applies unless:

- a. the employee advances to an assignment in higher level;
 - b. the duty assignment is eliminated;
 - c. because of substantiated medical or health reasons whereby continuation in the assignment would be harmful to the employee; or
 - d. the employee has been required to remain in such an assignment(s) for twelve (12) cumulative months during the life of this Agreement.
7. The Union, at the national level, will be furnished annually a copy of the yearly allocation of training billets.

[see Memo, page 210]

Section 7. Special Provisions

A. Tools

The Employer will provide adequate tools, tool kits, and equipment on a charge-out basis to those employees who require such items for the performance of their assigned function. Where the Employer determines the tools are obsolete, such tools will be recalled and removed from the employee's accountability. Under no circumstances will the employee be required to use personal tools and equipment. Where necessary, the Employer will provide training on the use of required tools and equipment.

B. Inspection of Lockers

The Employer agrees that, except in matters where there is reasonable cause to suspect criminal activity, a steward or the employee shall be given the opportunity to be present at any inspection of employees' lockers. For a general inspection where employees have had prior notification of at least a week, the above is not applicable.

C. Policy on Telephones

The parties recognize that telephones are for official USPS business. However, the Employer at the local level shall establish a policy for the use of telephones by designated Union representatives for legitimate business related to the administration of the National Agreement, subject to sound business judgment and practices.

D. Overtime

An overtime desired list in the Maintenance Craft shall be established for each occupational group and level showing special qualifications where necessary.

E. Relief Assignments

1. When management determines that work coverage is necessary, relief assignments in the Maintenance Craft may be established only to provide coverage for absences of five working days or more for scheduled annual leave, sick leave, military leave, and national off-site and on-site training programs.
2. Relief assignments, which shall be kept to a minimum, will be posted by a notice of intent which, in addition to the information required in Section 4.C (Information on Notice of Intent), will also show the days and hours of the specific duty assignment(s) being relieved.

F. Full-time regular Maintenance Craft employees are entitled to bid on the positions of Examination Specialist SP 2-188 and Vehicle Operations-Maintenance Assistant SP 2-195.

G. Supervisory Position Detail (204b)

Maintenance employees temporarily detailed to a supervisory position (204b) are ineligible to accept any preferred duty assignment(s) while so detailed. However, nothing contained herein shall be construed to preclude such temporarily detailed employees from voluntarily terminating a 204b detail and returning to their craft position. Upon return to the craft position, such employees are eligible to accept any preferred duty assignment(s) for which they have properly bid.

The duty assignment of a full-time maintenance employee detailed to a supervisory position, including a supervisory training program, in excess of four (4) months shall be declared vacant and shall be posted and filled in accordance with the provisions of this Article. Upon return to the Maintenance Craft, the employee will become an unassigned regular. An employee detailed to a supervisory position will not be returned to the craft solely to circumvent the intent of this provision.

Form 1723, Notice of Assignment, shall be used in detailing employees to temporary supervisor positions (204b). The Employer will provide the Union at the local level a copy of Form(s) 1723 showing the beginning and ending time and date of all such details.

ARTICLE 39

MOTOR VEHICLE CRAFT

Section 1. Seniority

Section 2. Posting

Section 3. Special Provisions

Section 1. Seniority

A. Introduction

1. The U.S. Postal Service and the Motor Vehicle Craft Division, APWU, AFL-CIO, agree to the following seniority principles which replace all former rules, instructions and practices.
2. This Article continues relative seniority standings properly established under past instructions, rules, practices and agreements and this Article shall be so applied. Seniority standings so established shall not be changed except to correct an error. If an employee requests a correction of seniority standing, it is the responsibility of the requesting employee to identify and restate the specific instructions, rule or practice in support of the request.

B. Seniority for Preferred Assignments

1. This determines relative standing among eligible full-time regular employees. It is computed from the assignment of a full-time regular or part-time flexible employee to a particular position designation in the Motor Vehicle Craft and accrues while the employee continues in the same installation, salary level and position designation. See B5 and B6 below.
2. Employees who change, or have changed, from one designation to another and who during continuous employment in the Motor Vehicle Service and in the same installation return to the former position designation and salary level regain the seniority they had in that position, without seniority credit for intervening employment in other position designations, except as provided for in paragraphs 4 and 5 below.

3. Except as specifically provided for elsewhere in this Agreement, full-time regulars, upon entering the Motor Vehicle Craft from another craft or installation, begin a new period of seniority.
4. When two or more employees in the same installation, salary level, and position designation have seniority for preferred assignments from the same date, the tie will be broken:
 - a. By standing on the part-time flexible roll when both were appointed as a part-time flexible in the same installation, position designation, and salary level.
 - b. By total length of full-time regular or part-time flexible Motor Vehicle Service in the installation if the tie is not broken by the preceding rule.
 - c. When a Motor Vehicle Service employee's casual appointment is converted to a career appointment the same day there is a new career appointment, reinstatement, reassignment, transfer or promotion to the same salary level and position designation, the converted employee is senior and precedes the other on the part-time flexible roll.
 - d. When two or more employees from other crafts enter the Motor Vehicle Craft on the same date, their seniority will be determined by their total continuous postal service.
5. Seniority is restored under the following conditions:
 - a. **Reemployment After Disability Separation.** On reinstatement or reemployment after separation caused by disability, retirement or resignation because of personal illness and the employee so stated in his resignation and furnished satisfactory evidence for inclusion in his personnel folder, the employee receives seniority credit for past service for the time on the disability retirement or for illness if reinstated or reemployed in the same postal installation and craft and in the same or lower PS salary level from which originally separated; provided application for reinstatement or reemployment is made within six months from the date of recovery. The date of recovery in the case of disability retirement must be supported by notice of recovery from the Bureau of Retirement

Insurance and Occupational Health, Office of Personnel Management, and in the case of resignation due to illness, by a statement from the applicant's attending physician or practitioner. When reinstatement is to the part-time flexible roll, standing on the roll shall be the same as if employment had not been interrupted by the separation.

- b. **Restoration.** On restoration in the same craft in the same installation after return from military service, transfer under letter of authority or unjust removal, an employee shall regain the same seniority rights such employee would have if not separated.
- c. **Reassignment and Return in 90 Days.** A full-time regular or part-time flexible employee, voluntarily reassigned from one craft to another at the same installation with or without change in PS salary level, who is voluntarily reassigned within 90 days back to the former craft, position designation, and salary level, retains seniority previously acquired in the craft augmented by the intervening employment.
6. **Motor Vehicle Operators and Tractor-Trailer Operators:**
 - a. Full-time regular tractor-trailer operators bidding for PS-6 tractor-trailer assignments shall be assigned before posting any vacant level 6 assignment for bids by full-time regular level 5 operators.
 - b. Remaining PS-6 tractor-trailer assignments shall be filled by promoting the senior qualified PS-5 motor vehicle operator who bids.
 - c. A PS-6 tractor-trailer operator may bid in competition with a PS-5 motor vehicle operator for a PS-5 motor vehicle operator assignment.
 - d. Seniority for choice assignments is retained upon change from a motor vehicle operator to a tractor-trailer operator, or the reverse.
7. **Motor Vehicle Operations New in Installation.** In an installation which has had no motor vehicle operations assignment, any such newly established motor vehicle operator or tractor-trailer operator assign-

ments shall be awarded to qualified vehicle maintenance service applicants who are employed in the same installation. The provisions of Article 12, Section 5.C.7, shall be complied with before application of this paragraph.

8. When tractor-trailer assignments are established, motor vehicle operators who are not qualified to drive tractor-trailers, will be given on-the-clock training, starting with the senior motor vehicle operator.
9. When filling Motor Vehicle Craft assignments other than those identified in C.3. below, the service seniority of Motor Vehicle Craft employees who submit an application and meet the qualification standards established for that position will be considered in keeping with the provisions of Article 33.
10. Auxiliary garages beyond the normal commuting area of the home Vehicle Maintenance Facility shall be treated as independent facilities for the purposes of administering this Agreement, except for the application of the provisions of Article 1, Section 6; Article 7, Section 3; and Article 8, Section 8.
11. **Changes in Which Seniority is Modified.** Mutual exchanges may be made only between full-time Motor Vehicle Service employees who are the same level and have the same occupational code. The seniority for Motor Vehicle Craft employees, who are reassigned between installations as a result of a mutual exchange in accordance with applicable provisions of the Employee and Labor Relations Manual (ELM), will be established for both employees as that of the junior employee involved.

C. Definitions

1. **Service Seniority.** Motor Vehicle Service employees on the rolls May 1, 1958, for service seniority purposes, were credited with all indefinite and temporary employment continuous to career appointment. The use of the service seniority was limited to breaking ties among equally qualified candidates for promotion. The temporary employment is not credited toward seniority for preferred assignments.
2. **Craft Group.** The craft group is composed of those positions for which the Union has secured recognition at the national level.

3. An employee may not bid on an assignment involving a change in level, except for the following positions which are to be filled by the senior qualified bidder meeting the qualification standards established for that position from the appropriate craft as herein indicated. Total service seniority in the Motor Vehicle Craft will be used for promotional purposes.

a. **Position To be Filled by Senior Qualified**

Junior Mechanic, Automotive, SP 5-52, PS-5	Garageman, KP 9, PS-4
Tire Repairman, SP 5-53, PS-5	Garageman, KP 9, PS-4 Junior Mechanic, Automotive, SP 5-52, PS-5
Tractor-Trailer Operator, SP 5-22, PS-6	Motor Vehicle Operator, KP 10, PS-5
Tools and Parts Clerk, SP 1-31 PS-5	All Motor Vehicle Craft Employees
Clerk, Vehicle Dispatcher, SP 5-10, PS-5	Motor Vehicle Operator, KP 10, PS-5, Tractor-Trailer Operator, SP 5-22, PS-6
Storekeeper Automotive Parts, SP 5-46, PS-6	All Motor Vehicle Craft Employees
Vehicle Operations Assistant-Bulk Mails, SP 5-66, PS-6	Tractor-Trailer Operator, SP 5-22, PS-6

4. **Application.** A written request by a full-time Motor Vehicle Craft employee for consideration for an assignment for which such employee is not entitled to submit a bid.
5. **Bid.** A written request submitted to the installation head to be assigned to a duty assignment by a full-time Motor Vehicle Craft employee eligible to bid on a vacancy or newly established duty assignment.

6. **Duty Assignment.** A duty assignment is a set of duties and responsibilities within recognized positions regularly scheduled during specific hours of duty.

7. **Preferred Duty Assignment.** Any assignment preferred by a full-time regular.

8. **Eligible Bidder.** Full-time Motor Vehicle Craft employees are eligible to bid only within the Motor Vehicle Craft in the same installation, salary level, and position designation except as specifically provided for in Section C, paragraph 3.

9. **Abolishment.** A management decision to reduce the number of occupied duty assignments in an established section and/or installation.

D. Excess Employees

Length of full-time regular or part-time flexible service (service seniority) in the Motor Vehicle Craft in the same installation governs in identifying excess employees within a position designation.

E. Responsibility

The installation head is responsible for day-to-day administration of seniority. The application of this Article shall be open to negotiation at the installation level with the Union.

F. Posting Seniority List

A current preferred assignment and duty tour seniority list showing the seniority of each employee by designation shall be posted on the bulletin board in each installation.

G. Transfer From Other Installation

- When it is proposed to open a new facility, prior to Management hiring new employees in the Motor Vehicle Craft, all requests for transfer of Motor Vehicle Craft employees from other installations shall be given first consideration.
- Consideration will be given for transfers to fill Motor Vehicle Craft vacancies at established installations to those qualified employees requesting transfers, where it has been determined, that no employees qualified to bid, or desiring the position are available at the completion of the posting period.

H. Multi-Craft Positions

All level 5 and 6 full-time regular Motor Vehicle Craft

employees are eligible to bid for the positions of Examination Specialist (SP 2-188) and Vehicle Operations—Maintenance Assistant (SP 2-195).

I. Vacation Scheduling

Part-time flexible motor vehicle operators (PS-5 and PS-6) may exercise their preference by use of their seniority for vacation scheduling.

J. Temporary Holddowns

Unassigned full-time regular and part-time flexible Tractor-Trailer Operators (SP 5-22; PS-6) and Motor Vehicle Operators (SP-10; PS-5) in seniority order who meet the qualifications of the temporary vacant assignment may exercise their preference at the unit to which they are assigned for available temporary motor vehicle driving duty assignments of anticipated duration of ten (10) days or more utilizing the following principles:

1. The employees utilizing their seniority to select a temporary holddown assignment as above, shall work that assignment for its duration unless; they are otherwise assigned to a permanent duty assignment; it is clearly demonstrated that the employee cannot perform the assignment; the assigned work being performed by a part-time flexible in accordance with the above is needed to provide a full-time regular employee work to satisfy the 8-hour work guarantee; and unless that individual is otherwise needed to fill a vacant assignment for which there are no qualified employees.
2. Tractor-Trailer Operators and Motor Vehicle Operators on detail, absent and/or on any type of leave at the time of the temporary holddown bidding will be considered as being unavailable.
3. The posting and awarding of temporary holddown bids shall not exceed 72 hours.
4. Selection of a part-time flexible for a holddown assignment in no way modifies the part-time flexible's employment status as to benefits and rights under the National Agreement not otherwise modified as above.
5. All present and existing procedures for filling temporarily vacant motor vehicle assignments at the local level are automatically negated in favor of the foregoing holddown procedure.

Section 2. Posting

A. Vacant Motor Vehicle Craft duty assignments shall be posted as follows:

1. All vacant or newly established craft duty assignments shall be posted for craft employees eligible to bid within 10 days after a determination has been made the position is not to be reverted. If a vacant duty assignment has not been posted within 30 days the installation head or the designee of the installation head shall advise the Union in writing of the reason the positions are being withheld and the anticipated length of time such positions will remain vacant. Unless mutual agreement is reached on an extended withholding period the installation head shall advise the Union each 30 day period.
2. If a vacant assignment is reverted, a notice shall be posted within 10 days advising of the action taken and the reason therefor.
3. When it is necessary that fixed scheduled day(s) of work in the basic work week for a craft assignment be permanently changed, the affected assignment(s) shall be reposted.
4. The determination of what constitutes a sufficient change of duties, or principal assignment area, to cause the duty assignment to be reposted shall be a subject of negotiation at the local level.
5. No assignment will be posted because of change in starting time unless the change exceeds an hour. Whether to post or not is negotiable at the local level, if it exceeds one hour.
6. An unassigned full-time regular employee may bid on duty assignments posted for bids by employees in the craft. Absent such bid, the employee may be assigned in any vacant duty assignment for which there was no senior bidder in the craft and installation. Preference of such an employee is to be considered if more than one such assignment is available.
7. When requested by the Union, all full-time regular Motor Vehicle Operator and Tractor-Trailer Operator craft assignments shall be posted for bid once each calendar year.

8. All full-time regular Motor Vehicle Maintenance Craft duty assignments may be posted for bid once each calendar year upon mutual agreement between the parties at the local level. Absent such local agreement, Motor Vehicle Maintenance Craft duty assignments shall be posted for bid every second calendar year, when requested by the Union.
9. Motor vehicle craft employees temporarily detailed to a supervisory position (204b) may not bid on vacant motor vehicle craft duty assignments while so detailed. However, nothing contained herein shall be construed to preclude such temporarily detailed employees from voluntarily terminating a 204b detail and returning to their craft position. Upon return to the craft position, such employees may exercise their right to bid on vacant motor vehicle craft duty assignments. The duty assignment of a full-time motor vehicle craft employee detailed to a supervisory position, including a supervisory training program in excess of four months shall be declared vacant and shall be posted for bid in accordance with this Article. Upon return to the craft, the employee will become an unassigned regular. A motor vehicle craft employee temporarily detailed to a supervisory position will not be returned to the craft solely to circumvent the provisions of Section 2.A.9. Form 1723, Notice of Assignment, shall be used in detailing motor vehicle craft employees to temporary supervisor positions (204b). The Employer will provide the Union at the local level with a copy of Form(s) 1723 showing the beginning and ending of all such details.

B. Place of Posting

1. The notice inviting bids for a craft assignment shall be posted on all official bulletin boards at the installation where the vacancy exists, where vehicle operations and/or maintenance employees work so as to assure that it comes to the attention of all employees eligible to submit bids. Copies of the notice shall be given to the Union. When an absent employee has so requested in writing, and provided a personal mailing address, a copy of any notice inviting bids from the craft of the employee shall be mailed to the employee by the installation head.
2. Posting and bidding for preferred duty assignments shall be installation-wide without exception.

C. Length of Posting

The notice shall remain posted for 10 days, unless a different length for the posting period is established by local negotiation.

D. Information on Notices

Information shall be as shown below and shall be specifically stated:

1. The duty assignment by position title and number (e.g., key, standard, or individual position).
2. PS salary level.
3. Hours of duty (beginning and ending).
4. The principal assignment area (e.g., section and/or location of activity).
5. Qualification standards, including ability to drive certain types of vehicles such as tractor-trailer and occupational code number when such standards and numbers are available.
6. Physical requirement unusual to the specific assignment.
7. Invitation to employees to submit bids.
8. The fixed or rotating schedule of days of work, as appropriate.
9. Motor vehicle and tractor-trailer route numbers (a copy of the schedule should be made available to interested employees).
10. All bids in the Motor Vehicle Craft are to be submitted first by Motor Vehicle Craft employees on a standard bid form. If such bid form is not available, a bid submitted in writing is acceptable. An employee who has submitted a bid may withdraw the bid at any time before the closing date and/or time of posting, provided the withdrawal is submitted in writing and is back-stamped.

E. Successful Bidder

1. Within 10 days after the closing date for the posting (including December), the installation head shall post a notice stating the successful bidder and his seniority date. The senior qualified bidder meeting the quali-

fication standards established for that position shall be designated the "successful bidder."

2. The successful bidder must be placed in the new assignment within 21 days except in the month of December. The local agreement may set a shorter period.
3. Normally, the successful bidder shall work the duty assignment as posted.

Section 3. Special Provisions

A. The Employer will provide adequate tools, tool kits, and equipment on a charge-out basis to those employees who require such items for the performance of their assigned functions. The Employer will seek the advice of the Union at the national level in determining adequacy and/or obsolescence of the tools to be provided. Where tools are determined to be obsolete they will be recalled and removed from the employee's accountability. Replacement tools may be purchased locally by the Fleet Manager, who will seek the advice of the local Union in determining the adequacy of the tools to be furnished.

B. In the interest of safety and health and other appropriate considerations, properly certified national representatives of the Union will be given an opportunity to examine and comment on new type vehicles during the developmental stage.

C. The parties recognize that telephones are for official USPS business. However, the Employer at the local level shall establish a policy for the use of telephones by designated Union representatives for legitimate business related to the administration of the National Agreement, subject to sound business judgement and practices.

D. Any time that tool kits or lockers of employees are to be inspected, the Employer agrees that, except in matters where there is reasonable cause to suspect criminal activity, a steward or the employee shall be given the opportunity to be present at any inspection of employees' lockers. For a general inspection where employees have had prior notification of at least a week, the above is not applicable.

E. All motor vehicle craft positions listed in the P-1 Handbook, designated to the motor vehicle craft, shall be under the jurisdiction of the Motor Vehicle Division of the American Postal Workers Union, AFL-CIO.

F. When filling details to bargaining unit work in the Motor Vehicle Craft, the Employer shall give first consideration to the assignment of available and qualified motor vehicle craft employees from the immediate work area in which the detail exists.

G. Employees eligible for night differential who participate in on-the-clock training will be paid the applicable differential they would have earned for service normally scheduled between 6 p.m. and 6 a.m. had they not been temporarily rescheduled by management to attend such training.

H. To improve the comfort level in existing U.S. Postal Service bulk mail hauling and service vehicles, directional fans will be installed in the driver compartment during the life of the collective-bargaining agreement.

I. Training for motor vehicle maintenance employees will be provided on a fair and equitable basis in accordance with service needs. First consideration will be given to those employees who volunteer for such training.

J. All hiring announcements for TFO positions will be posted on the official bulletin board at the installation where the vacancy exists, where vehicle operations and/or maintenance employees work. Such announcements will be posted until the closing date specified in the announcement for submitting applications.

ARTICLE 40

SPECIAL DELIVERY MESSENGER CRAFT

Section 1. Seniority

Section 2. Posting

Section 3. Special Provisions

Section 4. Miscellaneous Provisions

Section 1. Seniority

A. Introduction

1. The U. S. Postal Service and the APWU, Special Delivery Messenger Craft Division, AFL-CIO, agree

to the following seniority principles which replace all former rules, instructions and practices.

2. This Article will continue relative seniority standing properly established under past instructions, rules and practices and this Article shall be so applied. If an employee requests a correction of seniority standing, it is the responsibility of the requesting employee to identify and restate the specific instructions, rule or practice in support of the request.

B. Coverage

These rules apply to all Special Delivery Messengers of the regular work force when a guide is necessary for filling vacant assignments and for other purposes. No employee, solely by reason of this Article shall be displaced from an assignment the employee gained in accordance with former rules.

C. Responsibility

The installation head is responsible for day-to-day administration of seniority. Installation heads where practicable will post and furnish a copy of an updated seniority list to the local Union on a quarterly basis. If not practicable, such information will be made available. The application of this Article shall be open to negotiation at the installation level with the designated agent of the Union.

D. Definitions

1. **Special Delivery Craft Group:** A craft group is composed of those positions for which the Union has secured recognition at the national level.

[see Memo, page 214]

2. **Craft Seniority:** Seniority is for full-time regulars for preferred assignments and for other purposes for application of the terms of the National Agreement and any Local Memorandum of Understanding.

- a. This seniority determines the relative standing among full-time regular employees. It is computed from date of regular work force appointment in a particular craft and level and continues to accrue so long as service is uninterrupted in the same craft and level in the same installation, except as otherwise specifically provided.
- b. Seniority shall include employment in PS-5 and PS-6 assignments listed in paragraph 3.c. below.

3. An employee may not bid on an assignment involving a change in level except for the following positions which are to be filled by the senior qualified bidder meeting the qualification standards established for that position from the appropriate craft as herein indicated. Also employees in assignments listed in c. below, may bid on PS-5 positions within their craft.

- a. An employee obtaining one of the positions listed below may bid on another position in the employee's craft and within the list.
- b. An employee excessed from a level 6 assignment not listed in c. below or from a higher level assignment, must bid and compete on a senior qualified basis to be assigned in one of the listed level 6 assignments. Paragraph F.4.c. gives the employees bidding seniority after returning to the craft from which promoted, credit for their continuous full-time regular or part-time flexible service in the same installation in PS-5 and higher levels. This rule also applies to an excessed employee who bids for return to level 5 in the craft from which promoted.
- c. Full-time regular special delivery messengers are entitled to bid on the positions of Examination Specialist SP 2-188 and Vehicle Operations—Maintenance Assistant SP 2-195.

4. **Duty Assignment:** A duty assignment is a set of duties and responsibilities within recognized positions regularly scheduled during specific hours of duty.
5. **Preferred Duty Assignment:** Any duty assignment preferred by a full-time regular.
6. **Bid:** A written request submitted to the installation head to be assigned to a duty assignment by a full-time regular eligible to bid on a vacancy or newly established duty assignment.
7. **Application:** A written request by a full-time regular for consideration for an assignment for which the employee is not entitled to submit a bid.
8. **Installation:** An installation is a main post office, airport mail facility, terminal or any similar organization unit under the direction of one postal official, together with all stations, branches, and other subordinate units.

9. **Reversion:** Reversion is a management decision to reduce the number of positions within the craft and installation when such position(s) is/are vacant.
10. **Change Between Part-Time Flexible Craft Rosters:** Change by Employee's Request. When a part-time flexible transfers from one craft to another craft, such employee shall be assigned to the foot of that part-time flexible roll and begin a new period of seniority effective the date of reassignment.
11. **Relative Standing on the Part-Time Flexible Roll:**
 - a. Part-time flexibles are placed on the part-time flexible roll of the Special Delivery Craft in the order of the date of career appointments as a regular work force employee from a competitive Postal Service eligible register or other means. In cases of appointment of more than one eligible on the same day from the same competitive register, their positions on the part-time flexible roster will be in accordance with their standings on the Postal Service eligible register.
 - b. Part-time flexible employees shall be changed to full-time regular positions of the same designation and PS salary level in the order of their standing on the part-time flexible roll.
12. **Excess U. S. Postal Service Employees:** Excess U.S. Postal Service employees from non-mail processing and non-mail delivery installations, regional offices, the U.S. Postal Service Headquarters or from other Federal departments or agencies begin a new period of seniority effective the date of reassignment.

E. Special Benefits to Certain Veteran Employees

1. Employees whose names were within reach on an eligible register between May 1, 1940, and October 23, 1943, and who lost opportunity for career appointment by reason of military service, who subsequently received career appointment based on restored eligibility, and were granted the benefits of Public Law 577, amended by Public Law 492, are entitled to seniority from the date the lower eligible on the same list of eligibles received a career appointment.
2. Employees whose names were within reach on an eligible register and who lost opportunity for career

appointment because of service in the military service after June 30, 1950, who subsequently received a career appointment based on restored eligibility, and were granted the benefits of Public Law 121 are entitled to seniority from the date the lower eligible on the same list of eligibles received a career appointment.

F. Changes in Which Seniority is Retained, Regained, or Restored

1. **Reemployment After Disability Separation:** On reinstatement or reemployment after separation caused by disability, retirement or resignation because of personal illness and the employee so stated in a resignation and furnished satisfactory evidence for inclusion in the employee's personnel folder, the employee receives seniority credit for past service for time on the disability retirement or for illness if reinstated or reemployed in the same postal installation and craft and in the same or lower PS salary level from which originally separated; provided application for reinstatement or reemployment is made within six months from the date of recovery. The date of recovery in the case of disability retirement or disability separation must be supported by notice of recovery from the Compensation Group, Office of Personnel Management, or the Office of Workers' Compensation Programs respectively; and in the case of resignation due to illness, by a statement from the applicant's attending physician or practitioner. When reinstatement is to the part-time flexible roll, standing on the roll shall be the same as if employment had not been interrupted by the separation.
2. **Restoration:** On restoration in the same craft in the same installation after return from military service, transfer under letter of authority or unjust removal, employee shall regain the same seniority rights the employee would have if not separated.
3. **Reassignment and Return in 90 Days:** A regular work force employee, voluntarily reassigned from one craft to another at the same installation with or without change in PS salary level, and voluntarily reassigned within 90 days to the employee's former craft retains seniority previously acquired in the craft augmented by the intervening employment.

4. Return From Any Position For Which Selection Was Based on "Best Qualified":

- a. When full-time regular employees, except as provided in Article 12, Section 2.B., either voluntarily or for disciplinary reasons, return to the same installation and to the last craft they left, they shall have their seniority established after reassignment as the seniority they had when they left that craft without seniority credit for service outside that craft.
 - b. The same rule applies to full-time regular employees returning from any position in the same craft to which selection was made on the basis of best qualified.
 - c. Upon involuntary reassignment of full-time regular employees from positions for which selection was based on best qualified, except for disciplinary reasons, if the employees return to the same installation and to the last craft left, the employees shall have their seniority established after reassignment as their former seniority plus seniority for service in the positions outside the craft.
 - d. The same rule applies to full-time regular employees returning from any position in the same craft to which selection was made on the basis of best qualified.
 - e. Full-time regular employees reassigned as provided in a., b., and d. above may bid on any existing vacancy, but shall not bump.
 - f. When the change is to a craft other than the one the employee left (whether the change is voluntary, for disciplinary reasons, or arbitrary), the employee shall have seniority, for bidding for duty assignments that of one day less than the junior full-time regular in the craft to which assigned or the employee's own, whichever is the lesser.
5. **Change in Which Seniority is Modified:** When mutual exchanges are made between Special Delivery Messengers from one installation to another, the Special Delivery Messengers will retain their seniority or shall take the seniority of the exchangee, whichever is the lesser.

G. Changes in Which Seniority is Lost

Except as specifically provided elsewhere in this Agreement, a full-time regular employee begins a new period of seniority:

1. When the change is at employee's own request:
 - a. From one postal installation to another.
 - b. From one craft to another.
2. Upon reinstatement or reemployment.
3. Upon transfer into the Postal Service.

H. Filling Positions Reevaluated as One of the Positions Reserved for Bidding by PS-5's and PS-6's

1. When an occupied level 5 position is upgraded on the basis of the present duties:
 - a. The incumbent will remain in the upgraded job provided such employee has been in that job for more than one year.
 - b. The job will be posted for bid in accordance with the Agreement if the incumbent has not been in the job for more than one year.
2. When an occupied level 5 position is upgraded on the basis of duties which are added to the position:
 - a. The incumbent will remain in the upgraded job provided such employee has been in that job for more than one year. The year of required incumbency in the job begins when the duty or duties were added which permitted the job to be re-ranked.
 - b. The job will be posted for bid in accordance with the Agreement if the incumbent has not been in the job more than one year since the date when the duty or duties were added which later permitted the job to be re-ranked.

I. Reassignment

When a Special Delivery Messenger is involuntarily reassigned to any craft or position within the U.S.P.S. the employee has the option of returning to the first available Special Delivery Messenger vacancy and when so reassigned through the exercise of the employee's option, retains full seniority, including intervening employment in any other craft or position within the U.S.P.S.

J. Conversions from Temporary to Regular Work Force Appointment

1. Under Civil Service Regulations 315.703 (formerly 3.10F). When two or more employees are converted under this regulation, effective the same date, their seniority on the flexible rolls will be determined by the date their names came within reach on the register. If their names were reached on the same date, standing on the flexible roll shall be determined by order of standing on the register.
2. Under Public Law 836 and Executive Order 10880. When two or more employees are converted under these authorities, on the same date, entry on the flexible rolls will be determined by the total length of postal field service.
3. When an employee is converted to the regular work force the same day an employee is appointed from the register, the converted employee stands first on the part-time flexible roll. The employee also is placed ahead of any employee reinstated or transferred on the same day except for those employees given a higher standing by specific provisions in this Agreement. In like manner, a reinstated or transferred employee shall be entered on the part-time flexible roll ahead of one appointed from the register the same day.
4. First preference for filling vacancies shall be given to qualified regular work force employees.

K. Disability Incurred in Military Service, PL 739 of June 22, 1948

1. No full-time regular employee shall be reduced to a part-time flexible employee to accord the benefits of the Act to another employee.
2. When the Postal Service approves the restoration of seniority to employees under P.L. 739 and the employees are part-time flexibles, such employees shall be placed on the part-time flexible roll according to the position the employees should have attained thereon had they originally been appointed to that part-time flexible roll from the register.

Section 2. Posting

- A. In the Special Delivery Messenger Craft, newly estab-

lished and vacant craft duty assignments shall be posted as follows:

1. All newly established Special Delivery Messenger Craft duty assignments shall be posted for full-time craft employees eligible to bid within 30 days except for newly established positions as defined in Article 1, Section 5. Such positions shall be posted as they are assigned to the craft unit.
2. All vacant duty assignments, except those positions excluded by the provisions of Article 1, Section 2, shall be posted or reverted within 30 days after the duty assignment becomes vacant unless such vacancy is being held pursuant to Article 12. When vacancies are withheld, the local Union President will be notified in writing.
3. When a vacant position is under consideration for reversion, the local Union President will be given an opportunity for input prior to a decision. The decision to revert or not to revert the position shall be made not later than 30 days after it becomes vacant. If the vacant assignment is reverted, a notice shall be posted advising of the action taken and the reasons therefor.
4. When a vacancy occurs in the Special Delivery Messenger Craft, two (2) regular Special Delivery Messengers will be assigned scheduled non-work days according to their preference and in order of seniority before the position is posted; provided the reassignments of non-work days are consistent with the needs of the service. The unassigned basic work week remaining after reassignment under this policy will become the schedule of the vacant position. Special Delivery messengers who bid on vacant or newly-created duty assignments in the employees' craft can, at the employees' option, retain previously acquired non-scheduled work days, except the right to retain previously acquired non-scheduled work days shall be limited to the original vacancy and the first residual vacancy.
5. In the Special Delivery Messenger Craft a permanently changed scheduled non-work day shall be posted. The Special Delivery Messenger whose fixed schedule non-work day was necessarily changed retains present assigned route. The senior eligible Special Delivery Messenger who applies for the

changed non-work day in the craft involved shall be assigned to the new basic schedule without changing from present route. Special Delivery Messengers eligible to bid are those within the sections as established with the craft by local negotiation, which negotiation shall be for the specific purpose of implementing this subparagraph as it applies to the Special Delivery Messenger Craft. In the absence of such designation of sections by local negotiation, all full-time regular special delivery messengers may bid for the changed non-work day within their craft on an installation-wide basis.

6. The determination of what constitutes a sufficient change of duties, or principal assignment area, to cause the duty assignment to be reposted shall be a subject of negotiation at the local level.
7. No assignment will be posted because of change in starting time unless the change exceeds an hour including all cumulative changes in the starting time during the life of this Agreement which total more than one hour from the original starting time. Whether to post or not is negotiable at the local level, if it exceeds one hour.
8. An unassigned full-time regular special delivery employee may bid on duty assignments posted for bid by employees in the Special Delivery Messenger Craft. If the employee does not bid, the employee may be assigned in any vacant duty assignment for which there was no senior bidder in the same craft and installation. The employee's preference by seniority should be honored if more than one such assignment is available.
9. Position currently designated in the Special Delivery Messenger Craft:
KP 11 Special Delivery Messenger, PS-5
10. Special delivery messengers temporarily detailed to a supervisory position (204b) may not bid on a vacant special delivery messenger craft duty assignment while so detailed. However, nothing contained herein shall be construed to preclude such temporarily detailed employees from voluntarily terminating a 204b detail and returning to their craft assignment. Upon return to the craft assignment, such employees may exercise

their right to bid on vacant special delivery messenger craft duty assignments.

The duty assignment of a full-time special delivery messenger detailed to a supervisory position, including a supervisory training program, in excess of four (4) months shall be declared vacant and shall be posted for bid in accordance with this Article. Upon return to the Special Delivery Messenger Craft, the employee will become an unassigned regular and assume the residual duty assignment. An employee temporarily detailed to a supervisory position will not be returned to the craft solely to circumvent the intent of this provision.

PS Form 1723, Notice of Assignment, shall be used in detailing special delivery messengers to temporary supervisory positions (204b). The Employer will provide the Union at the local level with a copy of PS Form(s) 1723 showing the beginning and ending of all such details.

B. Place of Posting

The notice inviting bids for a Special Delivery Messenger assignment shall be posted on all official bulletin boards at the installation where the vacancy exists, including stations and branches, as to assure that it comes to the attention of employees eligible to submit bids. Copies of the notice shall be given to the local Union. When an absent employee has so requested in writing, stating employee's mailing address, a copy of any notice inviting bids from the employee's craft shall be mailed to the employee by the installation head. Posting and bidding for preferred duty assignments shall be installation-wide unless the local agreement or established past practice specifically limits bidding to sections defined in compliance with the reassignment agreements. (Article 12, Section 5, C.4.a.)

C. Length of Posting

The notice shall remain posted for 10 days, unless a different length for the posting period is established by local negotiation.

D. Information on Notices

Information shall be as shown below and shall be specifically stated:

1. The duty assignment by position title and number (e.g., key, standard, or individual position).

2. PS salary level.
3. Hours of duty (beginning and ending).
4. The principle assignment area (e.g., section and/or location of activity).
5. Qualification standards, including occupational code number when such standards and numbers are available.
6. Physical requirement unusual to the specific assignment.
7. Invitation to employees to submit bids.
8. The fixed or rotating schedule of days of work, as presently established. No further rotating schedules will be created.
9. The Postal Service shall provide a standard form for use by bidders who are members of the Special Delivery Messenger Craft. Posted notices shall inform bidders of convenient locations from which to obtain bid forms.
10. The posted notice shall inform Special Delivery Messenger Craft bidders of their right to withdraw, in writing, bids before closing dates of the posting. Such withdrawal, to be effective, must be "back stamped" and dated by a responsible supervisor.

E. Successful Bidder

1. Within 10 days after the closing date for the posting (including December), the installation head shall post a notice stating the successful bidder and seniority date. The senior qualified bidder meeting the qualification standards established for that position shall be designated the "successful bidder."
2. The successful bidder must be placed in the new assignment within 21 days except in the month of December. The local agreement may set a shorter period.
3. Normally, the successful bidder shall work the duty assignment as posted.

F. Transfers

1. Consideration will be given to unsolicited requests for transfer to other installations before hiring new

employees to fill residual vacancies in the Special Delivery Messenger Craft. Employees voluntarily transferring under this provision shall be solely responsible for all travel, transportation, relocation and other expenses incurred pursuant to the transfer.

Section 3. Special Provisions

A. When a sufficient number of Postal Service owned vehicles are not available for the needs of the Special Delivery Service, Special Delivery Messengers may be given an opportunity to provide their privately owned vehicles. Special Delivery Messengers who voluntarily agree to furnish their privately owned vehicles shall be reimbursed in accordance with postal regulations at the rate of \$2.20 per hour. Where available and practical the Employer will provide parking for messengers using their own vehicles for the above purpose.

B. No special delivery messenger shall be coerced into the use of a privately owned vehicle for Postal Service business. Such use shall be voluntary.

C. In the interest of safety and health and other appropriate considerations, properly designated national representatives of the Union will be given an opportunity to examine, comment and submit recommendations on new vehicles during the developmental stage, before and after the completion of manufacturing of vehicles.

Section 4. Miscellaneous Provisions

A. Policy on Telephones

The parties recognize that the telephones are for official use for USPS business. However, the Employer at the local level shall establish a policy for the use of telephones by designated Union representatives for legitimate business related to the administration of the National Agreement, subject to sound business judgment and practices.

B. Inspection of Lockers

The Employer agrees that, except in matters where there is reasonable cause to suspect criminal activity, a steward or the employee shall be given the opportunity to be present at any inspection of employees' lockers. For a general inspection where employees have had prior notice for at least a week, the above is not applicable.

C. The Employer will not assess or hold a Special Delivery Messenger responsible for incorrect fees collected on mail improperly rated prior to being distributed to the messenger, who is expected to exercise reasonable care and judgment in the matter.

D. When the Employer requires the use of certain supply items and equipment for the proper performance of a Special Delivery Messenger's functions, such items shall be supplied by the Employer.

ARTICLE 41 LETTER CARRIER CRAFT

- Section 1. Posting
- Section 2. Seniority
- Section 3. Miscellaneous Provisions
- Section 4. City Carrier Transportation (Driveout) Agreement
- Section 5. National Joint City Delivery Committee

Section 1. Posting

A. In the Letter Carrier Craft, vacant craft duty assignments shall be posted as follows:

1. A vacant or newly established duty assignment not under consideration for reversion shall be posted within five working days of the day it becomes vacant or is established.

All city letter carrier craft full-time duty assignments other than letter routes, utility or T-6 swings, parcel post routes, collection routes, combination routes, official mail messenger service, special carrier assignments and night routers, shall be known as full-time Reserve Letter Carrier duty assignments. The term "unassigned regular" is to be used only in those instances where full-time letter carriers are excess to the needs of the delivery unit and not holding a valid bid assignment.

Positions currently designated in the Letter Carrier Craft:

KP-11 City Carrier, PS-5 (includes the duty assignment of Official Mail Messenger Service in the Washington, D.C. Post Office)

KP-11 Special Carrier, PS-5

SP 2-261 Carrier Technician, PS-6

Positions that may in the future be designated in the Letter Carrier Craft.

Changes in the foregoing position titles shall not affect the application of this provision.

When a position is under consideration for reversion, the decision to revert or not to revert the position shall be made not later than 30 days after it becomes vacant. If the decision is made not to revert, the assignment must be posted within 30 days of the date it becomes vacant. The Employer shall provide written notice to the Union, at the local level, of the assignments that are being considered for reversion and of the results of such consideration.

[see Memos, pages 214 and 216]

2. Letter carriers temporarily detailed to a supervisory position (204b) may not bid on vacant Letter Carrier Craft duty assignments while so detailed. However, nothing contained herein shall be construed to preclude such temporarily detailed employees from voluntarily terminating a 204b detail and returning to their craft position. Upon return to the craft position, such employees may exercise their right to bid on vacant Letter Carrier Craft duty assignments.

The duty assignment of a full-time carrier detailed to a supervisory position, including a supervisory training program in excess of four months shall be declared vacant and shall be posted for bid in accordance with this Article. Upon return to the craft the carrier will become an unassigned regular. A letter carrier temporarily detailed to a supervisory position will not be returned to the craft solely to circumvent the provisions of Section 1.A.2.

Form 1723, Notice of Assignment, shall be used in detailing letter carriers to temporary supervisor po-

sitions (204b). The Employer will provide the Union at the local level with a copy of Form(s) 1723 showing the beginning and ending of all such details.

3. The existing local procedures for scheduling fixed or rotating non-work days and the existing local method of posting and of installation-wide or sectional bidding shall remain in effect unless changes are negotiated locally.
4. No assignment shall be posted because of a change in starting time or in non-scheduled days (except as provided in Section 1.A.5 below). No overtime payment will be made for a permanent change in starting time.
5. Whether or not a letter carrier route will be posted when there is a change of more than one (1) hour in starting time shall be negotiated locally.
6. When a fixed schedule non-work day is permanently changed, the new non-work day shall be posted.
7. An unassigned full-time carrier may bid on duty assignments posted for bids by employees in the craft. If the employee does not bid, assignment of the employee may be made to any vacant duty assignment for which there was no senior bidder in the same craft and installation. In the event there is more than one vacancy due to the lack of bids, these vacancies may be filled by assigning the unassigned full-time carriers, who may exercise their preference by use of their seniority. **In the event that there are more unassigned full-time carriers than vacancies, these vacancies may be filled by assigning the unassigned employees by juniority.**

B. Method of Posting

1. The notice inviting bids for Letter Carrier Craft assignments, and to such other assignments to which a letter carrier is entitled to bid, shall be posted on all official bulletin boards at the installation where the vacancy exists, including stations and branches, as to assure that it comes to the attention of employees eligible to submit bids. Copies of the notice shall be given to the local Union. When an absent employee has so requested in writing, stating a mailing address, a copy of any notice inviting bids from the craft employees shall be mailed to the employee by the installation head.

2. Posting and bidding for duty assignments and/or permanent changes in fixed non-work days shall be installation-wide, unless local agreements or established past practice provide for sectional bidding or other local method currently in use.
3. The notice shall remain posted for 10 days, unless a different length for the posting period is established by local negotiations.
4. Information on notices shall be shown as below and shall be specifically stated:
 - (a) The duty assignment by position title and number (e.g., Key or Standard).
 - (b) PS salary level.
 - (c) Hours of duty (beginning and ending), including, in the case of a utility or T-6 duty assignment, the hours of duty for each of the component routes.
 - (d) The fixed or rotating schedule of days of work, as appropriate.
 - (e) The principal assignment area (e.g., section and/or location of activity).
 - (f) Invitation to employees to submit bids.
 - (g) Physical requirement unusual to the assignment.
 - (h) If city carrier route is involved, the carrier route number shall be designated. If a utility or T-6 duty assignment is involved, the route number of the utility or T-6 duty assignment and the route numbers of the component routes shall be designated.
 - (i) Date of last inspection and date of last adjustment.

[see Memo, page 215]

C. Successful Bidder

1. The senior bidder meeting the qualification standards established for that position shall be designated the "successful bidder."
2. Within ten (10) days after the closing date of the posting, the Employer shall post a notice indicating the successful bidder, seniority date and number.

3. The successful bidder must be placed in the new assignment within 15 days except in the month of December.
4. The successful bidder shall work the duty assignment as posted. Unanticipated circumstances may require a temporary change in assignment. This same rule shall apply to T-6 and utility assignments, unless the local agreement provides otherwise.

D. Other Positions

City letter carriers shall continue to be entitled to bid or apply for all other positions in the U. S. Postal Service for which they have, in the past, been permitted to bid or apply, including the positions listed below and any new positions added to the list:

SP 2-188 Examination Specialist
SP 2-195 Vehicle Operations-Maintenance Assistant

Section 2. Seniority

A. Coverage

1. This seniority section applies to all regular work force Letter Carrier Craft employees when a guide is necessary for filling assignments and for other purposes and will be so used to the maximum extent possible.
2. Seniority is computed from date of appointment in the Letter Carrier Craft and continues to accrue so long as service is uninterrupted in the Letter Carrier Craft in the same installation, except as otherwise specifically provided.
3. No employee solely by reason of this Article shall be displaced from an assignment the employee gained in accordance with former rules.

B. Definitions

1. Seniority for bidding on preferred Letter Carrier Craft duty assignments and for other purposes for application of the terms of the National Agreement shall be restricted to all full-time regular city letter carriers.
2. Part-time regular letter carriers are considered to be a separate category and seniority for assignment and other purposes shall be restricted to this category.
3. Full-time reserve letter carriers, and any unassigned full-time letter carriers whose duty assignment has

been eliminated in the particular delivery unit, may exercise their preference by use of their seniority for available craft duty assignments of anticipated duration of five (5) days or more in the delivery unit within their bid assignment areas, except where the local past practice provides for a shorter period.

4. Part-time flexible letter carriers may exercise their preference by use of their seniority for vacation scheduling and for available full-time craft duty assignments of anticipated duration of five (5) days or more in the delivery unit to which they are assigned.
5. A letter carrier who, pursuant to subsections 3 and 4 above, has selected a craft duty assignment by exercise of seniority shall work that duty assignment for its duration.

6. Relative Seniority Standing

- (a) In cases of appointment on the same day, where there is a tie in seniority, the relative standing on the appointment register will determine the more senior carrier.
- (b) Part-time flexible letter carriers shall be converted to full-time positions of the same designation and PS salary level in the order of their standing on the part-time flexible roll.

7. Seniority Tie Breaker

Except as otherwise specifically provided for in this Agreement, effective the date of this Agreement, when it is necessary to resolve a tie in seniority between two or more Carrier Craft employees, the following criteria shall apply in the order set forth below:

- (a) Total continuous postal career service in the Carrier Craft within the installation.
- (b) Total postal career service in the Carrier Craft within the installation.
- (c) Total postal career service in the Carrier Craft.
- (d) Total postal career service.
- (e) Total postal service.
- (f) Total federal service as shown in the service computation date on the employee's Form 50.

C. Responsibility for Administration

The Employer shall be responsible for the day-to-day administration of seniority rules. Every installation, station, branch, and/or delivery unit shall have a roster posted in an appropriate place listing all carriers in order of seniority number. Said roster shall be updated during the months of July and January of every calendar year.

D. Transfers, Separations, etc.

Changes in which seniority is restored as if service had been continuous:

1. On reinstatement or reemployment after separation caused by disability, retirement or injury on duty or resignation because of personal illness, and the employee so stated in the resignation and furnished satisfactory evidence for inclusion in the personnel folder, the employee shall receive seniority credit for past service and for time on the disability retirement or for the injury or the illness if reinstated or reemployed in the same postal installation and in the same or lower PS salary level from which originally separated; provided application for reinstatement or reemployment is made within six months from the date of recovery. The date of recovery in the case of disability must be supported by notice of recovery from the Bureau of Retirement, Insurance and Occupational Health, Office of Personnel Management, or the Office of Workers' Compensation Programs; and in the case of injury on duty or resignation due to illness, by a statement from the applicant's attending physician or practitioner.
2. Letter carriers who enter the military shall not have their seniority broken or interrupted because of military service.
3. Letter carriers in leave without pay status while serving as Union officers on either part-time or full-time basis shall retain their former seniority and have their seniority computed as though they had remained in an active duty status.
4. Letter carriers who are restored to duty in the same installation after unwarranted or unjustified separation shall have their seniority computed as though they had remained in an active duty status.

5. Letter carriers who are changed from a higher level position within the Letter Carrier Craft to a lower level position in the Letter Carrier Craft, whether voluntary or involuntary, shall not have their seniority broken.

E. Change in Which Seniority is Modified

When mutual exchanges are made between letter carriers from one installation to another, the carriers will retain their seniority or shall take the seniority of the other exchangee, whichever is the lesser.

F. Return From Any Position for Which Selection Was Based on Best Qualified

Effective July 21, 1978, when an employee, either voluntarily or involuntarily returns to the Letter Carrier Craft at the same installation, seniority shall be established after reassignment as the seniority the employee had when leaving the Letter Carrier Craft without seniority credit for service outside the craft.

G. Changes in Which a New Period of Seniority is Begun:

1. When an employee from another agency transfers to the Letter Carrier Craft.
2. Except as otherwise provided in this Agreement, when an employee from another USPS craft is reassigned voluntarily or involuntarily to the Letter Carrier Craft.
3. When a letter carrier transfers from one postal installation to another at the carrier's own request (except as provided in subsection E of this Article).
4. Any former employee of the U.S. Postal Service entering the Letter Carrier Craft by reemployment or reinstatement shall begin a new period of seniority, except as provided in subsections D.1 and D.4 above.
5. Any surplus employees from non-processing and non-mail delivery installations, regional offices or the United States Postal Service Headquarters, begin a new period of seniority effective the date of reassignment.

Section 3. Miscellaneous Provisions

- A. The carrier may use stools while casing mail and performing other office duties, provided the use of such

stools does not interfere with or affect efficiency and standard job performance.

B. The Employer will not assess or hold a carrier responsible for incorrect fees collected on mail improperly rated prior to being distributed to the carrier, who is expected to exercise reasonable care and judgment in the matter.

C. The Employer will not assess or hold a carrier responsible for faulty checks accepted in payment for postal fees or postal charges provided the carrier follows regulations governing the acceptance of checks.

D. The USPS may initiate the T-6 program in those offices in which the program has not been implemented. In such cases, the Union will be notified.

E. When the Employer requires the use of certain supply items for the proper performance of a carrier's functions, such items will be supplied by the Employer.

F. A newly appointed carrier or a carrier permanently assigned to a route with which the carrier is not familiar will be allowed a reasonable period to become familiar with the route and to become proficient.

[see Memo, page 216]

G. The Employer will advise a carrier who has properly submitted a Carrier Auxiliary Control Form 3996 of the disposition of the request promptly after review of the circumstances at the time. Upon request, a duplicate copy of the completed Form 3996 and Form 1571, Report of Undelivered Mail, etc., will be provided the carrier.

H. The Postal Service recognizes that representatives of the NALC should be permitted to use available telephones. Accordingly, the Employer at the local level shall establish a reasonable policy regarding the use of telephones by authorized Union officials and stewards for calls relating to the administration of the National Agreement. The policy will be made known to the President of the NALC Branch.

I. Carriers shall not finger mail when driving, or when walking up or down steps or curbs, when crossing streets, or at any time it would create a safety hazard to the carriers or the public. Consistent with the efficiency of the operation, mail shall be placed in the delivery sequence in a bundle(s) during strapping out. The Employer shall not be required to conduct a special count or route inspection as a result of this Agreement.

J. The Employer agrees that, except in matters where there is reasonable cause to suspect criminal activity, postal management or inspectors shall not inspect lockers unless the employee or the Union representative has been given the opportunity to be present. For a general inspection, in which a number of lockers are to be inspected, where employees have had prior notification of at least a week, the above is not applicable.

K. Supervisors shall not require, nor permit, employees to work off the clock.

L. In the interest of safety and health and other appropriate considerations, representatives designated by the NALC will be given an opportunity to examine, comment and to submit recommendations on new vehicle specifications during their development and before the specifications are transmitted to potential contractors, before manufacturing and upon completion of vehicles.

M. The NALC will be informed concerning changes in existing regulations relating to the duties and functions of city letter carriers. Further, it is agreed that when changes of a substantive nature are made they will only be made in accordance with the contractual obligations already binding upon the parties under Article 34, "Work and/or Time Standards."

N. Letter carriers may cross lawns while making deliveries if customers do not object and there are no particular hazards to the carrier.

O. The following provision without modification shall be made a part of a local agreement when requested by the local branch of the NALC during the period of local implementation; provided, however, that the local branch may on a one-time basis during the life of this Agreement elect to delete the provision from its local agreement:

"When a letter carrier route or full-time duty assignment, other than the letter carrier route(s) or full-time duty assignment(s) of the junior employee(s), is abolished at a delivery unit as a result of, but not limited to, route adjustments, highway, housing projects, all routes and full-time duty assignments at that unit held by letter carriers who are junior to the carrier(s) whose route(s) or full-time duty assignment(s) was abolished shall be posted for bid in accordance with the posting procedures in this Article."

That provision may, at the local NALC Branch's request during local implementation, be made applicable (including the right to delete it) to selected delivery units within an installation. For purposes of applying that provision, a delivery unit shall be a postal station, branch or ZIP code area. Any letter carrier in a higher level craft position who loses his/her duty assignment due solely to the implementation of that provision shall be entitled to the protected salary rate provisions (Article 9, Section 7) of this Agreement.

P. The Employer shall promptly notify the local Union President of any job-related vehicle accidents involving city letter carriers.

Q. The Employer agrees to continue efforts to improve the comfort and temperature level in postal vehicles.

R. A seasonal route is a route on which the weekly hours of required service are substantially increased as a result of an increase in the number of customers served during a specific period each year. These routes are generally located in resort or vacation areas. The following steps will be taken in regard to the service of those routes during the abnormal period or periods:

- (a) The duration of the seasonal periods shall be determined by management after discussion with the local Union.
- (b) During those periods, auxiliary assistance if requested shall be provided to the maximum extent possible.

S. City letter carrier mail counts and route inspections and adjustments shall be conducted in accordance with Methods Handbook M-39, Management of Delivery Services, as modified by the parties' Memorandums of Understanding dated July 21, 1981 and October 22, 1984 (incorporated into December 24, 1984 Award).

Section 4. City Carrier Transportation (Driveout) Agreements

It is agreed by and between the United States Postal Service and the National Association of Letter Carriers, AFL-CIO, that the following terms and conditions represent the basic understanding of the parties as to the administration of transportation agreements (driveout) of city carriers for the period of this Agreement.

1. The furnishing of a vehicle by a city carrier for

transportation to and from the route shall be voluntary; no carrier may be coerced into furnishing a vehicle or carrying passengers or relays without the carrier's consent. A written authorization (Form 1311) shall be executed by the installation head in every instance, with a copy of said authorization to be retained by the installation head and the carrier. Carriers shall not drive their cars to and from the route for their own personal convenience.

2. Reimbursement to a carrier who provides a vehicle shall be determined locally by written agreement between the carrier and installation head and shall be not less nor more than the sum of the amounts computed under each of the factors listed below, as applicable to the individual case.
3. All carriers furnishing a vehicle for transporting themselves, passengers and mail to and from the assigned routes shall be reimbursed on a mileage-zone basis as follows:
 - a. For transportation of carrier and carry-out swing from delivery unit to beginning of route when distance is 1/2 mile or more or from end of route if route begins less than, but ends more than 1/2 mile from delivery unit.

REIMBURSEMENT RATES

Mileage	Daily Rate
0.5 to 1.0	\$1.85
1.1 to 1.5	\$2.10
1.6 to 2.0	\$2.20
2.1 to 3.0	\$2.35
3.1 to 4.0	\$2.40
4.1 to 5.0	\$2.70
Over 5	\$2.75 plus 20¢ per each additional mile (one way) over five miles to beginning of route.

An additional increase of 5¢ will be added to each of the above mileage reimbursement rates effective July 21 in each subsequent year of this National Agreement.

- b. When carriers use their vehicles as transportation for distances of more than 1/2 mile between segments of a route or routes, they will be reimbursed sixty cents for each such movement:

- c. Sixty cents for each mail relay carried, up to a maximum of \$3.00 daily;
 - d. Sixty cents per authorized ride for each carrier or supervisory passenger; and,
 - e. Thirty cents for each article transported larger than the size required to be delivered by foot letter carriers (2 lbs.).
 - f. Part-time flexibles providing auxiliary assistance on one or more routes shall be paid at mileage-zone rates indicated above for the first route served, plus sixty cents for each additional authorized move of 1/2 mile or more.
4. Carrier Agreements in effect which provide allowances more favorable than those provided by the schedule in subsection 3 above shall continue in force for the duration of this Agreement unless terminated by either party upon thirty days written notice, or reassignment of the carrier.

Section 5. National Joint City Delivery Committee

There will be established at the national level a Joint City Delivery Committee. The Committee will be comprised of representatives of the Employer and five Union representatives appointed by the President of the NALC and will meet for the purpose of advising on problems affecting city delivery service and to present suggested changes and improvements in operating procedures. Such meetings will be held semi-annually at Postal Service Headquarters.

Agenda items shall be exchanged 15 working days in advance of the scheduled meeting, and written minutes shall be kept of all such Committee meetings. The City Delivery Committee shall receive notice of any proposed changes in any instructional booklet regarding the mail count and route inspection and adjustment system. Recommendations of the NALC representatives will be considered and may be adopted by mutual agreement of the Committee provided they are not in conflict with the National Agreement.

ARTICLE 42 ENERGY SHORTAGES

In the event of an energy crisis, the Employer shall make every reasonable attempt to secure a high priority from the appropriate Federal agency to obtain the fuel necessary for the satisfactory maintenance of postal operations. In such a case, or in the event of any serious widespread energy shortage, the Employer and the Unions shall meet and discuss the problems and proposed solutions through the Labor-Management Committee provided in Article 17.

ARTICLE 43
SEPARABILITY AND DURATION

Section 1. Separability

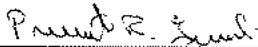
Should any part of this Agreement or any provision contained herein be rendered or declared invalid by reason of any existing or subsequently enacted legislation or by a court of competent jurisdiction, such invalidation of such part or provision of this Agreement shall not invalidate the remaining portions of this Agreement, and they shall remain in full force and effect.

Section 2. Duration

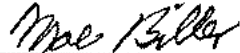
This Agreement shall be effective **July 21, 1987** and shall remain in full force and effect to and including 12 midnight **November 20, 1990**, and unless either party desires to terminate or modify it, for successive annual periods. The party demanding such termination or modification must serve written notice of such intent to the other party, not less than 90 or more than 120 days before the expiration date of the Agreement.

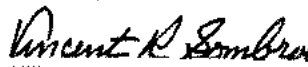
In witness whereof the parties hereto affix their signatures below this tenth day of September, 1987.

For the United States
Postal Service


Preston R. Tisch
Postmaster General
U.S. Postal Service

For the Unions


Moe Biller
President
American Postal Workers
Union, AFL-CIO


Vincent R. Sombrotto
President
National Association of
Letter Carriers, AFL-CIO

1987
MEMORANDUMS OF UNDERSTANDING
AND LETTERS OF INTENT

MEMORANDUM OF UNDERSTANDING
BETWEEN THE
UNITED STATES POSTAL SERVICE AND
JOINT BARGAINING COMMITTEE
(American Postal Workers Union, AFL-CIO, and
National Association of Letter Carriers, AFL-CIO)

Re: Hearing Impaired

The U.S. Postal Service and the American Postal Workers Union, AFL-CIO, and the National Association of Letter Carriers, AFL-CIO, agree that the following will be included in the Personnel Operations Handbook, P-11.

REASONABLE ACCOMMODATION FOR THE
HEARING IMPAIRED

MANAGEMENT'S RESPONSIBILITY

Management has an obligation to reasonably accommodate hearing impaired employees and applicants who request assistance in communicating with or understanding others in work related situations, such as:

- a. During investigatory interviews which may lead to discipline, discussions with a supervisor on job performance or conduct, or presentation of a grievance.
- b. During some aspects of training.
- c. During portions of EAP programs and EEO counselings.
- d. In critical elements of the selection process such as during testing and interviews.
- e. During employee orientations and safety talks.
- f. During the filing or meetings concerning an employee's OWCP claim.

IMPLEMENTATION

This obligation is met by selecting an appropriate resource from the variety of resources available. In selecting a resource,

the following, among others, should be considered, as appropriate:

- The ability of the hearing impaired employee to understand various methods of communication and the ability of others to understand the hearing impaired employee.
- The importance of the situation as it relates to work requirements, job rights, and benefits.
- The availability and cost of the alternative resources under consideration.
- Whether the situation requires confidentiality.

Available resources which should be considered include:

- a. Installation heads are authorized to pay for certified interpreters. Every effort will be made to provide certified interpreters when deemed necessary by an application of the principles set forth herein.
- b. In some states, the Division of Vocational Rehabilitation (DVR) provides interpreters at no charge.
- c. Volunteer interpreters or individuals skilled in signing may be obtained from the work force or from the community.
- d. In some situations, written communications may be appropriate.
- e. Supervisors, training specialists, EAP, and EEO counselors may be trained in sign language.
- f. Hearing impaired applicants should normally be scheduled for a specific examination time when an interpreter will be available.

Management will provide the following assistance for hearing impaired employees:

a. All films or videotapes designed for the training or instruction of regular work force employees developed on or after October 1, 1987, shall be opened or closed captioned. To the extent practicable, existing films or videotapes developed nationally that will continue to be used by the hearing impaired with some frequency, will be opened or closed captioned.

b. Special telecommunications devices for the hearing impaired will be installed in all postal installations employing hearing impaired employees in the regular work force. These devices will be available to hearing impaired employees for official business and in the case of personal emergencies.

JOINT LABOR-MANAGEMENT MEETINGS

Discussion of problem areas with regard to the use of certified sign interpreters, enhancement of job opportunities for the hearing impaired, and installation of visual alarms are appropriate matters for consideration at Joint Labor-Management meetings. Discussion of such matters at Labor-Management meetings is not a prerequisite to the filing or processing of a grievance.

Date: July 21, 1987

* * *

MEMORANDUM OF UNDERSTANDING BETWEEN THE UNITED STATES POSTAL SERVICE AND JOINT BARGAINING COMMITTEE (American Postal Workers Union, AFL-CIO, and National Association of Letter Carriers, AFL-CIO)

Re: Layoff Protection

Each employee who is employed in the regular work force as of July 20, 1987, and who has not acquired the protection provided under Article 6 shall be protected henceforth against any involuntary layoff or force reduction during the term of this Agreement. It is the intent of this Memorandum of Understanding to provide job security to each such employee until November 20, 1990. Nothing in this Memorandum of Understanding shall diminish the rights of any bargaining-unit employees under Article 6.

Date: July 21, 1987

* * *

MEMORANDUM OF UNDERSTANDING BETWEEN THE UNITED STATES POSTAL SERVICE AND JOINT BARGAINING COMMITTEE (National Association of Letter Carriers, AFL-CIO and American Postal Workers Union, AFL-CIO)

Re: Article 7, 12 and 13—Cross Craft and Office Size

A. It is understood by the parties that in applying the provisions of Articles 7, 12 and 13 of the 1987 National Agreement, cross craft assignments of employees, on both a temporary and permanent basis, shall continue as they

were made among the six crafts under the 1978 National Agreement.

B. It is also agreed that where the 1987 Agreement makes reference to offices/facilities/installations with a certain number of employees or man years, that number shall include all categories of bargaining unit employees in the office/facility/installation who were covered by the 1978 National Agreement.

Date: July 21, 1987

* * *

**ARTICLE 7
MEMORANDUM OF UNDERSTANDING
BETWEEN THE
UNITED STATES POSTAL SERVICE AND
AMERICAN POSTAL WORKERS UNION, AFL-CIO**

Re: Maximization/Full-time Flexible—APWU

Where a part-time flexible has performed duties within his craft and occupational group within an installation at least 40 hours a week (8 within 9, or 8 within 10, as applicable), 5 days a week, over a period of 6 months, the senior part-time flexible shall be converted to full-time status.

This criteria shall be applied to postal installations with 125 or more man years of employment.

It is further understood that part-time flexibles converted to full-time under this criteria will have flexible reporting times, flexible nonscheduled days, and flexible reporting locations within the installation depending upon operational requirements as established on the preceding Wednesday.

The parties will implement this in accordance with their past practice.

Date: July 21, 1987

* * *

**ARTICLE 7
MEMORANDUM OF UNDERSTANDING
BETWEEN THE
UNITED STATES POSTAL SERVICE AND
NATIONAL ASSOCIATION OF LETTER CARRIERS,
AFL-CIO**

Re: Maximization/Full-time Flexible—NALC

Where a part-time flexible has performed letter carrier duties in an installation at least 40 hours a week (8 within 9, or 8 within 10, as applicable), 5 days a week, over a period of 6 months (excluding the duration of seasonal periods on seasonal routes, defined in Article 41, Section 3.R of the National Agreement), the senior part-time flexible shall be converted to full-time carrier status.

This criteria shall be applied to postal installations with 125 or more man years of employment.

It is further understood that part-time flexibles converted to full-time under this criteria will have flexible reporting times, flexible nonscheduled days, and flexible reporting locations within the installation depending upon operational requirements as established on the preceding Wednesday.

The parties will implement this in accordance with their past practice.

Date: July 21, 1987

* * *

**MEMORANDUM OF UNDERSTANDING
BETWEEN THE
UNITED STATES POSTAL SERVICE AND
JOINT BARGAINING COMMITTEE
(American Postal Workers Union, AFL-CIO, and
National Association of Letter Carriers, AFL-CIO)**

Re: Article 8

Recognizing that excessive use of overtime is inconsistent with the best interests of postal employees and the Postal Service, it is the intent of the parties in adopting changes to Article 8 to limit overtime, to avoid excessive mandatory overtime, and to protect the interests of employees who do not wish to work overtime, while recognizing that bona fide operational requirements do exist that necessitate the use of overtime from time to time. The parties have agreed to

certain additional restrictions on overtime work, while agreeing to continue the use of overtime desired lists to protect the interests of those employees who do not want to work overtime, and the interests of those who seek to work limited overtime. The parties agree this memorandum does not give rise to any contractual commitment beyond the provisions of Article 8, but is intended to set forth the underlying principles which brought the parties to agreement.

The new provisions of Article 8 contain different restrictions than the old language. However, the new language is not intended to change existing practices relating to use of employees not on the overtime desired list when there are insufficient employees on the list available to meet the overtime needs. For example, if there are five available employees on the overtime desired list and five not on it, and if 10 workhours are needed to get the mail out within the next hour, all ten employees may be required to work overtime. But if there are 2 hours within which to get the mail out, then only the five on the overtime desired list may be required to work.

The parties agree that Article 8, Section 5.G.1., does not permit the employer to require employees on the overtime desired list to work overtime on more than 4 of the employee's 5 scheduled days in a service week, over 8 hours on a nonscheduled day, or over 6 days in a service week.

Normally, employees on the overtime desired list who don't want to work more than 10 hours a day or 56 hours a week shall not be required to do so as long as employees who do want to work more than 10 hours a day or 56 hours a week are available to do the needed work without exceeding the 12-hour and 60-hour limitations.

In the Letter Carrier Craft, where management determines that overtime or auxiliary assistance is needed on an employee's route on one of the employee's regularly scheduled days and the employee is not on the overtime desired list, the employer will seek to utilize auxiliary assistance, when available, rather than requiring the employee to work mandatory overtime.

In the event these principles are contravened, the appropriate correction shall not obligate the employer to any monetary obligation, but instead will be reflected in a correction to the opportunities available within the list. In order to achieve the objectives of this memorandum, the method of imple-

mentation of these principles shall be to provide, during the 2 week period prior to the start of each calendar quarter, an opportunity for employees placing their name on the list to indicate their availability for the duration of the quarter to work in excess of 10 hours in a day. During the quarter the employer may require employees on the overtime desired list to work these extra hours if there is an insufficient number of employees available who have indicated such availability at the beginning of the quarter.

The penalty overtime provisions of Article 8.4 are not intended to encourage or result in the use of any overtime in excess of the restrictions contained in Article 8.5.F.

* * *

**MEMORANDUM OF UNDERSTANDING
BETWEEN THE
UNITED STATES POSTAL SERVICE AND
JOINT BARGAINING COMMITTEE
(American Postal Workers Union, AFL-CIO, and
National Association of Letter Carriers, AFL-CIO)**

Re: Annuity Protection

This will confirm our agreement that the Postal Service guarantees that no employee, whose basic pay is not increased by the amount of **\$874 for Steps A through C and \$1269 for Steps D through O** (the annualized cost-of-living adjustments accumulated during the life of the **1984 National Agreement**) before the first full pay period of **February 1991**, due to the provisions set forth in Article 9, Section 4, of the **1987 National Agreement**, will suffer any diminution of annuity (e.g., optional, disability, or survivors benefits), by reason thereof.

Such annuity protection is subject to the right of the Postal Service to offset the employee contributions that would have been made had the COLA amount been added to basic pay in the first full pay period of **November 1987**. Such protection shall be afforded by either supplemental annuity payments or by a single lump sum discounted payment, at the option of the Postal Service.

Date: July 21, 1987

* * *

MEMORANDUM OF UNDERSTANDING
BETWEEN THE
UNITED STATES POSTAL SERVICE AND
JOINT BARGAINING COMMITTEE
(American Postal Workers Union, AFL-CIO, and
National Association of Letter Carriers, AFL-CIO)

Re: PTF Court Leave

1. Effective September 26, 1987, part-time flexible employees who have completed their probationary period shall be eligible for court leave as defined in Employee and Labor Relations Manual Part 516.1 and Part 516.31.
2. Appropriate provisions of the applicable handbooks and manuals shall be amended to carry out these changes consistent with the principles expressed in paragraphs 3, 4, and 5 below. The handbooks and manuals, including Part 516 of the Employee and Labor Relations Manual, shall be amended pursuant to Article 19, except that the sixty (60) day notice of such changes shall be waived.
3. A part-time flexible employee will be eligible for court leave if the employee would otherwise have been in a work status or annual leave status. If there is a question concerning the status, the part-time flexible employee will be eligible if the employee was in work status or annual leave status on any day during the pay period immediately preceding the period of court leave.
4. If eligibility is established under paragraph 3, the specific amount of court leave for an eligible part-time flexible employee shall be determined on a daily basis as set forth below:
 - a. If previously scheduled, the number of straight-time hours the Employer scheduled the part-time flexible employee to work;
 - b. If not previously scheduled, the number of hours the part-time flexible employee worked on the same service day during the service week immediately preceding the period of court leave;
 - c. If not previously scheduled and if no work was performed on the same day in the service week immediately preceding the period of court leave, the guarantee as provided in Article 8, Section 8, of the National Agreement, provided the part-time flexible would otherwise

have been requested or scheduled to work on the day for which court leave is requested.

5. The amount of court leave for part-time flexible employees shall not exceed 8 hours in a service day or 40 hours in a service week.

Date: July 21, 1987

* * *

MEMORANDUM OF UNDERSTANDING
BETWEEN THE
UNITED STATES POSTAL SERVICE AND
JOINT BARGAINING COMMITTEE
(American Postal Workers Union, AFL-CIO, and
National Association of Letter Carriers, AFL-CIO)

Re: Annual Leave Carryover

The parties agree that, as soon as practicable after the signing of the 1987 National Agreement, the applicable handbooks and manuals will be modified to provide revised regulations for annual leave carryover as follows:

- (a) Regular work force employees covered by this agreement may carry over 320 hours of accumulated annual leave beginning in leave year 1988.
- (b) Employees who fall under the provisions of Public Law 83-102 and who have maintained a carryover of more than 320 hours cannot increase their present ceiling.
- (c) The parties agree that ELM 512.73d shall be changed to reflect that any employee covered by the APWU/NALC National Agreement is not paid for annual leave in excess of 40 days. In all other respects, the ELM provisions for payment of accumulated leave are not changed because of this Memorandum.

Date: July 21, 1987

* * *

**MEMORANDUM OF UNDERSTANDING
BETWEEN THE
UNITED STATES POSTAL SERVICE AND
JOINT BARGAINING COMMITTEE
(American Postal Workers Union, AFL-CIO, and
National Association of Letter Carriers, AFL-CIO)**

Re: Transfers

The parties agree that the following procedures will be followed when career Postal Employers request reassignment from Postal installations in one geographical area of the country to Postal installations in another geographical area. Local reassignments (reassignments within the same MSC, Division, or to adjacent MSCs or Divisions) are covered by the provisions of Section 2 of this memorandum.

Section 1. Reassignments (Transfers) to other geographical areas.

A. Installation heads may continue to fill authorized vacancies first through promotion, internal reassignment and change to lower level, transfer from other agencies, reinstatements, etc., consistent with existing regulations and applicable provisions of the National Agreement.

B. Installation heads will afford full consideration to all reassignment requests from employees in other geographical areas within the Postal Service. The requests will be considered in the order received consistent with the vacancies being filled and type of positions requested. Such requests from qualified employees, consistent with the provisions of this memorandum, will not be unreasonably denied. Local economic and unemployment conditions, as well as EEO factors, are valid concerns. When hiring from entrance registers is justified based on these local conditions, an attempt should be made to fill vacancies from both sources. Except in the most unusual of circumstances, if there are sufficient qualified applicants for reassignment at least one out of every four vacancies will be filled by granting requests for reassignment in all offices of 100 or more man-years if sufficient requests from qualified applicants have been received. In offices of less than 100 man-years a cumulative ratio of 1 out of 6 for the duration of the National Agreement will apply.

C. MSCs will maintain a record of the requests for reassignment received in the offices within their area of responsibility. This record may be reviewed by the Union on an

annual basis upon request. Additionally, on a semiannual basis local Unions may request information necessary to determine if a 1 out of 4 ratio is being met between reassignments and hires from the entrance registers in all offices of 100 or more man-years.

D. Managers will give full consideration to the work, attendance, and safety records of all employees who are considered for reassignment. An employee must have an acceptable work, attendance, and safety record and meet the minimum qualifications for all positions to which they request reassignment. Both the gaining and losing installation head must be fair in their evaluations. Evaluations must be valid and to the point, with unsatisfactory work records accurately documented. An employee must have at least one-year of service in their present installation prior to requesting reassignment to another installation. Employees reassigned to installations under the provisions of this memorandum must remain in the new installation for a period of one year, unless released by the installation head earlier, before being eligible to be considered for reassignment again, except in the case of an employee who requests to return to the installation where he/she previously worked. Employees serving under craft lock-in periods per the provisions of the National Agreement must satisfy those lock-ins prior to being reassigned to other installations.

E. Installation heads considering employees for reassignment will contact the installation head of the losing installation and arrange for mutually agreeable reassignment and reporting dates. A minimum of thirty days' notice in the losing office will be afforded. Except in the event of unusual circumstances at the losing installations, reasonable time will be provided to allow the installation time to fill vacancies, however, this time should not exceed ninety days.

F. Reassignments granted to a position in the same grade will be at the same grade and step. Step increase anniversaries will be maintained. Where voluntary reassignments are to a position at a lower level, employees will be assigned to the step in the lower grade consistent with Part 420 of the Employee and Labor Relations Manual.

G. Employees reassigned under these provisions will be reassigned consistent with the provisions of the appropriate craft article contained in the National Agreement. Employees will not be reassigned to full-time regular positions to the detriment of career part-time flexible employees who are

available for conversion at the gaining installation. Seniority for employees transferred per this memorandum will be established consistent with the provisions of the National Agreement.

H. Relocation expenses will not be paid by the Postal Service incident to voluntary reassignment. Such expenses, as well as any resulting interview expenses, must be borne by employees.

I. Under no circumstances will employees be requested or required to resign, and then be reinstated in order to circumvent these pay provisions, or to provide for an additional probationary period.

Section 2. Local Reassignments (Transfers)

A. For local reassignment(s), managers will give full consideration to the work, attendance, and safety records of all employees who are considered for reassignment. An employee must have an acceptable work, attendance, and safety record and meet the minimum qualifications for all positions to which he/she requests reassignment. Both the gaining and losing installation head must be fair in their evaluations. Evaluations must be valid and to the point, with unsatisfactory work records accurately documented. An employee must have at least eighteen months of service in his/her present installation prior to requesting reassignment to another installation. Employees reassigned to installations under the provisions of this paragraph must remain in the new installation for a period of eighteen months (unless released by the installation head earlier) before being eligible to be considered for reassignment again, except in the case of an employee who requests to return to the installation where he/she previously worked. Employees serving under craft lock-in periods per the provisions of the National Agreement must satisfy those lock-ins prior to being reassigned to other installations. Local transfers are included in the 1 out of 4 ratio.

B. The provisions of Section 1, paragraphs A, C, E, F, G, H and I are applicable to local reassignments.

C. In those instances where an employee can substantially increase the number of hours (8 hours or more per week) by transferring to another installation and the employee meets the other criteria the lock-in period will be 12 months.

Date: July 21, 1987

* * *

MEMORANDUM OF UNDERSTANDING BETWEEN THE UNITED STATES POSTAL SERVICE AND JOINT BARGAINING COMMITTEE (American Postal Workers Union, AFL-CIO, and National Association of Letter Carriers, AFL-CIO)

Re: Retreat Right to Lower Grade

The parties agree that effective October 1, 1987, through October 31, 1987, clerk craft employees who were involuntarily reassigned prior to the effective date of the 1984 National Agreement and who at the time of such reassignment filed a written request to be returned to the first vacancy in the level and the craft, in the installation from which reassigned, per the provisions of Article 12, Section 5C5(b)6 of the National Agreement, shall be entitled to file a new written request to return to the first vacancy in the same or lower salary level in the installation from which reassigned. Such request for retreat rights must indicate whether the employee(s) desires to retreat to a lower level assignment and, if so, what salary level(s). The employee(s) may retreat to only those lower level assignments for which the employee(s) would have been otherwise eligible to bid. If vacancies are available in a specified lower salary level and in the salary level of the employee when reassigned, the employee will be given the option. Failure to exercise retreat rights to the first available vacancy terminates such rights. Furthermore, employee(s) electing to retreat to a lower level assignment are not entitled to salary protection. Employees who have previously been afforded a retreat opportunity and who did not avail themselves of that opportunity are not entitled to file a request per this memorandum. Employees who fail to file a request during the time limits prescribed by this memorandum will not be entitled to do so at a later date.

Date: July 21, 1987

* * *

**MEMORANDUM OF UNDERSTANDING
BETWEEN THE
UNITED STATES POSTAL SERVICE AND
JOINT BARGAINING COMMITTEE
(American Postal Workers Union, AFL-CIO, and
National Association of Letter Carriers, AFL-CIO)**

Re: Discipline Task Force

The parties agree to **continue** at the national level the "Task Force on Discipline." The Task Force shall have two representatives of the NALC, two representatives of the APWU and four representatives of the USPS, and shall be chaired by an individual selected by the parties and subject to the direction of the parties. The fees and expenses incurred by this individual shall be paid as follows: One-fourth by NALC, one-fourth by APWU, and one-half by USPS.

The purpose of the Task Force shall be to study the manner in which discipline is administered by the USPS, the manner in which disputes about discipline are handled by the parties, and to recommend changes and improvements which can be made in the discipline and dispute resolution systems.

The Task Force is authorized, at its discretion, to conduct tests of alternative discipline and dispute resolution systems in various facilities.

The Task Force is further authorized to continue to test pilots of a modified grievance/arbitration procedure, as well as alternative discipline systems as are presently being tried by the parties in several locations. The results of the pilots will be reviewed by the parties at the national level by October 1, 1988. If the parties then mutually determine that a piloted grievance/arbitration procedure or alternative discipline system has demonstrated satisfactory results, the parties have agreed in the 1987 Negotiations to negotiate a change to the existing Article 15 Grievance/Arbitration Procedure based on the procedures used in the successful pilot site(s).

The Task Force shall convene periodically but at least quarterly, at such times and at such places as it deems appropriate during the term of the 1987 National Agreement. No action or recommendations may be taken by the Task Force except by a consensus of its parties.

Nothing herein shall preclude any of the parties from exercising the rights which they may otherwise have.

Date: July 21, 1987

* * *

**MEMORANDUM OF UNDERSTANDING
BETWEEN THE
UNITED STATES POSTAL SERVICE AND
JOINT BARGAINING COMMITTEE
(American Postal Workers Union, AFL-CIO, and
National Association of Letter Carriers, AFL-CIO)**

Re: Purge of Warning Letters

The parties agree that there will be a one-time purge of Official Disciplinary Letters of Warning from the personnel folders of all employees represented by the Joint Bargaining Committee. To qualify to be purged, a Letter of Warning must meet the following conditions:

1. An issue date prior to the effective date of the 1987 National Agreement between the parties;
2. The Letter of Warning has been in effect for 6 months and has not been cited as an element of prior discipline in any subsequent disciplinary action;
3. The Letter of Warning was not issued in lieu of a suspension or a removal action.

Date: July 21, 1987

* * *

**MEMORANDUM OF UNDERSTANDING
BETWEEN THE
UNITED STATES POSTAL SERVICE AND
JOINT BARGAINING COMMITTEE
(American Postal Workers Union, AFL-CIO, and
National Association of Letter Carriers, AFL-CIO)**

Re: Benefits Structure Committee

It is hereby recognized and acknowledged by the U. S. Postal Service, the American Postal Workers Union, AFL-CIO, and the National Association of Letter Carriers, AFL-CIO, that the benefits structure in many industries in the private sector is changing and evolving. In keeping with these circumstances, the parties agree to the establishment of a national level committee to study the current benefits structure as set forth in Article 21 of the 1987 National Agreement. As a part of this study, the parties will also consider the feasibility of other benefit plans such as:

- (a) Group legal services; and

(b) Long-term and short-term disability insurance.

During the term of the 1987 National Agreement, the Committee on Benefits will meet to study and discuss these subjects and, if mutual agreement is reached by the parties on any changes concerning the current benefit structure, appropriate amendments to Article 21 could be negotiated. It is understood such implementation could take the form of pilot or test sites at mutually agreed upon installations or divisions where a modified benefits structure could be further assessed.

The parties understand and agree that benefit plans which are currently mandated by statute will not be discussed by this committee.

Date: July 21, 1987

* * *

MEMORANDUM OF UNDERSTANDING
BETWEEN THE
UNITED STATES POSTAL SERVICE AND
JOINT BARGAINING COMMITTEE
(American Postal Workers Union, AFL-CIO, and
National Association of Letter Carriers, AFL-CIO)

Re: Footwear/Uniform Allowance

The parties agree that, effective July 21, 1987, footwear will be authorized for reimbursement under the Uniform Allowance Program for those employees eligible for the work clothes allowance or the contract uniform allowance. Items must meet USPS footwear specifications.

Date: July 21, 1987

* * *

MEMORANDUM OF UNDERSTANDING
BETWEEN THE
UNITED STATES POSTAL SERVICE AND
JOINT BARGAINING COMMITTEE
(American Postal Workers Union, AFL-CIO, and
National Association of Letter Carriers, AFL-CIO)

Re: Reinstatement of OF-346

It is hereby agreed by the United States Postal Service; the American Postal Workers Union, AFL-CIO; and the National Association of Letter Carriers, AFL-CIO, that:

1. The safety and health of employees is of significant concern to the parties signatory to this Memorandum of Understanding. Accordingly, the parties further agree that the following is not intended to provide driving privileges to an employee when such privilege would place the safety of the public or the employee at risk.
2. The mere fact that an employee was involved in a vehicle accident is not sufficient to warrant automatic suspension or revocation of driving privileges or the automatic application of discipline.
3. When an employee's OF-346 is temporarily suspended as a result of a vehicle accident, a full review of the accident will be made as soon as possible, but not later than fourteen (14) days, and the employee's OF-346 and driving privileges must either be reinstated, suspended for a specified period of time not to exceed sixty (60) days, or revoked as warranted. If the decision is to suspend or revoke the employee's OF-346, the employee will be provided, in writing, the reason(s) for such action.
4. If an employee requests that a revoked or suspended OF-346 be reinstated, Management will review the request and make a decision as soon as possible but not later than 45 days from the date of the employee's request. If the decision is to deny the request, the employee will be provided with a written decision stating the reasons for the decision.

The Management review must give careful consideration to:

- the nature, severity and recency of the incident(s) which led to the revocation or suspension;
- any driver's training or retraining courses completed from private schools, state sponsored courses, or Postal Service training programs, especially when directly relevant to the incident(s) that led to the revocation;
- successful participation in an EAP program, when relevant to the reasons for revocation;
- the employee's state driving record consistent with the criteria for initial issuance of an OF-346 as stated in Handbook EL-827, Driver, Selection,

Training, Testing and Licensing. The Employer may waive these criteria if warranted in light of the other factors listed above.

5. This Memorandum of Understanding is not intended to define the conditions or circumstances for which an employee's OF-346 may be suspended or revoked.

Date: July 21, 1987

* * *

**MEMORANDUM OF UNDERSTANDING
BETWEEN THE
UNITED STATES POSTAL SERVICE AND
JOINT BARGAINING COMMITTEE
(American Postal Workers Union, AFL-CIO, and
National Association of Letter Carriers, AFL-CIO)**

Re: Local Implementation

It is hereby agreed by the United States Postal Service; the National Association of Letter Carriers, AFL-CIO and the American Postal Workers Union, AFL-CIO that the following procedures will apply to the implementation of Article 30 during the 1987 local implementation period.

1. 1987 local implementation will commence on **October 1, 1987** and terminate on **October 30, 1987**.
2. In the event that any issue(s) remain in dispute at the end of the thirty (30) day local implementation period, the parties shall jointly identify such issue(s) in writing. Initialed copies of this document and copies of all proposals and counter-proposals pertinent to the issue(s) in dispute will be furnished by the local Union to the Regional Director, **Human Resources**, of the Employer with copies to the Postmaster and the Union's Regional Representative within fifteen (15) days of the expiration of the local implementation period. Inclusion of any matter in the written statement does not necessarily reflect the agreement of either of the parties that such matter is properly subject to local implementation.
3. The Regional Representatives of the Employer and the Union shall attempt to resolve the matters in dispute within seventy-five (75) days after the expiration of the local implementation period. The Re-

gional Representatives of both the Union and the Employer will have full authority to resolve all issues still in dispute.

4. If the parties are unable to reach agreement at the Regional level by the end of the seventy-five (75) day period provided for above, the issue(s) may be appealed to final and binding arbitration by the National Union President within twenty-one (21) days of the end of the seventy-five (75) day period.
5. Where there is no agreement and the matter is not referred to the Regional level or to arbitration, the provision(s), if any, of the former Local Memorandum of Understanding shall apply unless inconsistent with or in conflict with the 1987 National Agreement.
6. Where a dispute exists as to whether an item in the former Local Memorandum of Understanding is inconsistent or in conflict with the 1987 National Agreement, such dispute will be processed in accordance with the procedures outlined in two (2) through four (4) above.

This Memorandum of Understanding expires at 12 midnight **November 20, 1990**.

Date: July 21, 1987

* * *

**MEMORANDUM OF UNDERSTANDING
BETWEEN THE
UNITED STATES POSTAL SERVICE AND
JOINT BARGAINING COMMITTEE
(American Postal Workers Union, AFL-CIO, and
National Association of Letter Carriers, AFL-CIO)**

Re: Bargaining Information

Pursuant to the provisions of Article 3I of the National Agreement, as soon as practicable after the ratification of the 1987 National Agreement between the United States Postal Service and the Joint Bargaining Committee (JBC), the Employer shall, on an accounting period basis, provide the Union with a computer tape containing the following information on those in their respective bargaining units:

- | | |
|-----------------------|--------------------------|
| 1. SSN | 14. Rate Schedule |
| 2. Last Name | 15. Nature of Action |
| 3. First Name (Full) | 16. Effective Date |
| 4. Middle Initial | 17. Pay Grade |
| 5. Address | 18. Pay Step |
| 6. City | 19. Health Benefit Plan |
| 7. State | 20. Designation Activity |
| 8. ZIP Code | 21. Enter on Duty Date |
| 9. Past Office Name | 22. Retire on Date |
| 10. PO State | 23. Layoff |
| 11. PO ZIP | 24. Occupation Code |
| 12. PO Finance Number | 25. Pay Location |
| 13. PO CAG | |

As a result of the Joint Bargaining Committee's request to have the full first name included, each Union will pay 50 percent of the actual systems and programming cost associated with this change, not to exceed a total cost of \$10,000. Subsequently, the Postal Service will provide the Unions with the information above without charge.

Date: July 21, 1987

* * *

**MEMORANDUM OF UNDERSTANDING
BETWEEN THE
UNITED STATES POSTAL SERVICE AND
AMERICAN POSTAL WORKERS UNION, AFL-CIO**

Re: Use of Privately Owned Vehicles

The parties agree that the following represents the policy of the U.S. Postal Service and the American Postal Workers Union concerning the furnishing of privately owned vehicles (POV) by employees of the crafts represented by the APWU:

No craft employee represented by the APWU may be coerced into furnishing a vehicle or carrying passengers without the employee's consent. The use of a personal vehicle is the decision of the employee and it is not the intent of the parties to discourage such use of personal vehicles when transportation is needed from one postal facility to another or in the completion of the employee's assignment. When an employee begins his/her work day at one postal unit and is provided transportation to another unit to complete his/her tour of duty, that employee will be provided transportation back to the unit where his/her tour began if transportation is needed. If the employee ends tour at the new location the return trip will not be on the clock but transportation will be provided promptly by management upon request.

Date: July 21, 1987

* * *

**MEMORANDUM OF UNDERSTANDING
BETWEEN THE
UNITED STATES POSTAL SERVICE AND
AMERICAN POSTAL WORKERS UNION, AFL-CIO
CLERK CRAFT**

Re: PTF Preference

The parties agree that the rewritten provisions of Article 37, Section 2.D.5., Conversion/Part-Time Flexible Preference, which include the Memorandum of Understanding (page 198-200 of the 1984 National Agreement), provide basically the same procedure with the following exceptions:

1. Part-time flexible employees should state a preference for duty assignments for which they are currently qualified and such preferences should be listed prior to assignments for which they are not qualified. The

employees' preferences will be honored except as limited by Sec. 2.D.5 of Article 37. Failure to state a preference for the duty assignments for which the employee is currently qualified will result in the employer choosing between the duty assignments.

2. A time frame has been provided in Section 2.D.5.b.(8) for placing the senior part-time flexible stating a preference into training.
3. A time frame has been provided in Section 2.D.5.b.(9) when an employee should be converted to full-time and placed in the duty assignment upon successfully completing the required training or being identified as the senior currently qualified part-time flexible.

Date: July 21, 1987

* * *

MEMORANDUM OF UNDERSTANDING
BETWEEN THE
UNITED STATES POSTAL SERVICE AND
AMERICAN POSTAL WORKERS UNION, AFL-CIO
CLERK CRAFT

Re: Bids With Required Computer Skills

The following procedure will be followed when senior bidders, meeting the minimum qualifications (qualification standard), are assigned to administrative clerk craft assignments, PS-5, which require running of or interaction with computer programs:

1. The senior bidder will assume the hours and days of the assignment and be provided with on-the-job training (OJT) for a period of five working days. No out-of-schedule premium will be paid as a result of this action.
2. By no later than the end of the five-day period, the bidder must demonstrate the ability to successfully run those programs/procedures for which he/she will be responsible in the performance of the duties of the assignment. The specific programs/procedures will be identified at the beginning of the period, and instruction will be provided for each during the five days of OJT.
3. If the bidder is unable to successfully demonstrate the ability to run the programs, the employee will be returned to his/her previous assignment and the assign-

ment will be awarded to the next senior currently qualified bidder who can immediately demonstrate the ability to run the programs.

4. In the event that the senior bidder is not successful, the employee may request a schedule change to attain a reasonable amount of time between the end of the temporary assignment and the beginning of the employee's next regularly scheduled reporting time. This request is subject to the prior approval of the employee's supervisor and Union steward.

When an employee does not request a schedule change and the end of the assignment period provided for in item 1 above is within ten hours of the employee's regular scheduled tour, managers will (prior to the qualification period) identify the schedule of the qualification period as extending through the employee's first non-scheduled day following the end of the qualification period. This provision will not serve to extend the time allowed for qualification as provided for in item 2. The employee will not be eligible for out-of-schedule premium as a result of these schedule changes.

5. The parties recognize that the Employer may develop computer aptitude tests or other measures for use in determining minimum qualifications.
6. The provisions of this memorandum do not apply to operations assignments.

Date: July 21, 1987

* * *

MEMORANDUM OF UNDERSTANDING
BETWEEN THE
UNITED STATES POSTAL SERVICE AND
AMERICAN POSTAL WORKERS UNION, AFL-CIO
CLERK CRAFT

Re: Brush-up Training

The parties agree that the appropriate Handbooks will be changed to reflect the following:

1. For the purposes of this memorandum, brush-up training is defined as that training provided to employees who are successful bidders on a duty assignment and who are deemed to have a live record. Live Record is defined in Article 37, Section 1, of the National Agreement.

II. To provide brush-up training for those employees with a live record as follows:

A. Manual Scheme (manual separation of mail into a distribution case)

1. Less than 90 days—none.
2. 90 to 180 days—up to 60 calendar days productive distribution.
3. 181 days to 2 years—up to 60 calendar days productive distribution plus up to one (1) hour of study (brush-up) time for each 200 scheme items.

B. Letter Sorting Machines—Nonscheme Assignment (machine distribution of outgoing primary, state and incoming primary distributions using ZIP Codes)

1. Less than 60 days—none.
2. 60 to 90 days—up to one (1) hour keyboard training.
3. 90 to 180 days—up to two (2) hours keyboard training.
4. 181 to 365 days—up to four (4) hours keyboard training.
5. 366 to 540 days—up to six (6) hours keyboard training.
6. 541 days to 2 years—up to eight (8) hours keyboard training.

C. Letter Sorting Machines—Scheme Application (manual scheme knowledge applied to machine distribution)

1. Manual scheme (actual scheme knowledge)
 - a. Less than 90 days—none.
 - b. 90 to 180 days—up to ten (10) hours productive distribution prior to keyboard brush-up training.
 - c. 181 to 365 days—up to twelve (12) hours productive distribution prior to keyboard brush-up training.
 - d. 366 to 540 days—up to sixteen (16) hours productive distribution prior to keyboard brush-up training.
 - e. 541 days to 2 years—up to twenty (20) hours productive distribution prior to keyboard brush-up training.
 - f. In addition to the above, up to one (1) hour of study time for each 200 scheme items will be provided for d and e.

NOTE: Generally, an employee who is assigned to the letter sorting machine will have his proficiency maintained by use of the EDIT system. However, if this employee will be assigned to manual scheme distribution on a regular basis, he must be provided with productive distribution time as shown for Manual Scheme.

2. Scheme Distribution on Letter Sorting Machine

- a. Less than 60 days—none.
- b. 60 to 90 days—up to one (1) hour keyboard training.
- c. 91 to 180 days—up to two (2) hours keyboard training.
- d. 181 to 365 days—up to four (4) hours keyboard training.
- e. 366 to 540 days—up to six (6) hours keyboard training.
- f. 541 days to 2 years—up to eight (8) hours keyboard training.

D. Flat, Bundle, and Parcel Sorting Machines

1. Less than 60 days—none.
2. 60 to 180 days—up to one (1) hour keypad training.
3. 181 to 365 days—up to two (2) hours keypad training.
4. 366 to 540 days—up to three (3) hours keypad training.
5. 541 days to 2 years—up to four (4) hours keypad training.

E. Machine—Memory Items

1. One (1) to 120 days—none.
2. 121 to 365 days—up to one (1) hour study time.
3. 366 days to 2 years—up to two (2) hours study time.

F. In addition to the above, training will be provided when:

1. Scheme changes exceed 10 percent—at the rate of one (1) hour for each 16 items changed.
2. Memory item changes exceed 25 percent—at the rate of one (1) hour for each 16 items changed.

G. Section 3.F.7 Assignments

1. One (1) to 540 days—none except when there has been

a significant change in services offered, rates, or duties. If a significant change has occurred, the appropriate portion of the training will be repeated; however, the employee will not be tested.

2. 541 days to 3 years—up to 16 hours training. If significant change has occurred, appropriate training is mandatory; however, the employee will not be tested.
3. 3 years to 5 years—repeat formal training, not OJT; however, employee will not be tested.

All brush-up training is to be given on-the-clock and employees will not be required to pass an examination following the training.

- III. To provide employees with training time for MPLSM keyboard training on a graduated hour scale based on the number of scheme items, up to the hours listed by scheme size as follows:

100 to 299 scheme items	up to 29 hours
300 to 399 scheme items	up to 30 hours
400 to 499 scheme items	up to 31 hours
500 to 699 scheme items	up to 32 hours
700 to 799 scheme items	up to 33 hours
800 to 899 scheme items	up to 34 hours
900 to 1000 scheme items	up to 35 hours

If a machine scheme is the first assignment, an employee will be provided up to 47 hours of training. The above range is for subsequent assignments. If nonscheme application is the subsequent assignment, an employee will be provided up to 32 hours of training.

- IV. Provide for sequence of training for machine assignments requiring more than one (1) scheme as follows:

1. 1st manual scheme deferment; then
2. scheme to machine deferment; then
3. 2nd manual scheme deferment; then
4. scheme to machine deferment.

In addition, the Memoranda of Understanding on pages 193, 198-200, 200 and 201 of the 1984-1987 National Agreement are rescinded.

Date: July 21, 1987

MEMORANDUM OF UNDERSTANDING
BETWEEN THE
UNITED STATES POSTAL SERVICE AND
AMERICAN POSTAL WORKERS UNION, AFL-CIO
CLERK CRAFT

Re: Mail/Bundle Sorter Machine Training

The parties agree that part-time flexible clerks hired from the O/N 440 (Distribution Clerk KP-12, PS-5) register before July 21, 1987, will be given the opportunity to qualify on mail or bundle sorting machine training, if requested, based on the U.S. Postal Service's needs. Such training will be made available on an as-needed basis off-the-clock. If the employee successfully completes the training, the employee will be compensated for the time spent in training. Requests for training must be submitted to the installation head or designee within 90 days following the signing of the 1987 National Agreement.

Date: July 21, 1987

* * *

MEMORANDUM OF UNDERSTANDING
BETWEEN THE
UNITED STATES POSTAL SERVICE AND
AMERICAN POSTAL WORKERS UNION, AFL-CIO
CLERK CRAFT

Re: Productive Distribution

It is agreed that, when the senior bidder completes 80% or more of the allotted training time for scheme qualification, the employee will have the opportunity to be tested on the items studied. This test may be taken at the option of the employee.

If the senior bidder scores at least 90% on the above test, the senior bidder may request assignment to productive distribution during the remainder of the deferment period. Such requests, including a voluntary request for a change in schedule in order to provide such productive distribution, will be granted if operationally feasible.

This test is taken only for the purpose of being assigned to productive distribution and does not count as an attempt to qualify. Employees will be afforded the same opportunities

for scheme qualifications as those established in the 1984-1987 National Agreement.

Appropriate visual aids shall be provided during this period of productive distribution.

Date: July 21, 1987

* * *

**LETTER OF INTENT
BETWEEN THE
UNITED STATES POSTAL SERVICE AND
AMERICAN POSTAL WORKERS UNION, AFL-CIO
MAINTENANCE CRAFT**

Re: Maintenance Career Guidance

Recognizing that some postal installations may have some difficulty in filling promotion eligibility registers (PERs) in the more technical areas, the parties agree to establish a national joint committee within sixty (60) days of the effective date of the National Agreement to study and develop as necessary a program to provide career guidance and counseling for selected maintenance employees relative to the USPS' maintenance selection system. The foregoing in no way diminishes the U.S. Postal Service's existing commitments to career guidance.

Date: July 21, 1987

* * *

**MEMORANDUM OF UNDERSTANDING
BETWEEN THE
UNITED STATES POSTAL SERVICE AND
AMERICAN POSTAL WORKERS UNION, AFL-CIO
MAINTENANCE CRAFT**

Re: Allocation of Training Billets

It is agreed that beginning with Fiscal Year 1988, a six (6) accounting period review will be undertaken by the U.S. Postal Service at five (5) divisional offices to evaluate the ongoing application and effectiveness of the enrollment and billet allocation system as it relates to timely employee notification. The data collected will be provided to the Director, Maintenance Craft Division, American Postal Workers Union, AFL-CIO, on an accounting period basis. At the conclusion of the six (6) accounting period data collection period, the material

will be jointly reviewed by a representative of the U.S. Postal Service and the Director, Maintenance Craft Division, American Postal Workers Union, AFL-CIO.

Date: July 21, 1987

* * *

**LETTER OF INTENT
BETWEEN THE
UNITED STATES POSTAL SERVICE AND
AMERICAN POSTAL WORKERS UNION, AFL-CIO
MAINTENANCE CRAFT**

Re: Stewards/Maintenance Overhaul Centers

Since employees of the Maintenance Overhaul and Technical Service Centers (MOTSCs) may be in a travel status a significant portion of the work year, the parties agree that the Union may designate in writing to the Employer, for each maintenance traveling team, an alternate steward who is a member of that team to investigate, present, and adjust grievances only while the team is in a travel status.

Date: July 21, 1987

* * *

**MEMORANDUM OF UNDERSTANDING
BETWEEN THE
UNITED STATES POSTAL SERVICE AND
AMERICAN POSTAL WORKERS UNION, AFL-CIO
MAINTENANCE CRAFT**

Re: Subcontracting Cleaning Services

The parties agree that the following language will be incorporated into paragraph 535.261 of the Administrative Support Manual and that such language will not be changed during the life of the 1987 National Agreement.

.26 Cleaning Services

.261 Authorization

- a. When a vacancy as a result of an employee's voluntary attrition is identified in an independent installation with 24 hours or less of custodial cleaning, the following sequential actions will be taken:

A cost ascertainment study will be undertaken to determine if it is more economical to utilize a contract cleaning service or a career maintenance employee to perform the required work.

- For purposes of the comparison, the salary and benefits of the employee who vacated the position will be utilized.
 - If the determination is made to utilize a contract cleaning service, the local APWU President will be provided a copy of the cost comparison and management's determination.
- b. When a vacancy as a result of an employee's voluntary attrition is identified in a station and/or branch of an independent installation with 24 hours or less of custodial cleaning, the following sequential actions will be taken:
- Before proceeding to ascertain whether custodial cleaning services can be subcontracted, local management shall ascertain whether, consistent with the needs of the Service, the work hours of the vacated position can be combined with that of another career service maintenance employee's position to constitute either a full-time regular or expanded part-time regular maintenance position.
 - If the vacated work hours cannot be combined as discussed above, then management may proceed to develop a cost ascertainment study to determine if it is more economical to utilize a contract cleaning service or a career maintenance employee to perform the required work.
 - For purposes of the comparison, the salary and benefits of the employee who vacated the position will be utilized.
 - If the determination is made to utilize a contract cleaning service, the local APWU President will be provided a copy of the cost comparison and management's determination.
- c. The foregoing is not intended to modify existing cleaning services contracts.

Date: July 21, 1987

* * *

MEMORANDUM OF UNDERSTANDING
BETWEEN THE
UNITED STATES POSTAL SERVICE AND
AMERICAN POSTAL WORKERS UNION, AFL-CIO
MOTOR VEHICLE CRAFT

Re: Highway Contracts

In furtherance of ongoing application of Article 32, Section 3 of the National Agreement the parties agree to the following principles:

1. The U.S. Postal Service reaffirms its commitment to require compliance with the highway contract specifications including the Service Contract Act. Contracting officers and administrative officials at the local level, when advised by American Postal Workers Union officials of complaints and/or provided information concerning alleged violations of a specific contract(s), especially those that relate to vehicle schedules, wage rates, and safety violations will, in a business-like manner, acknowledge to the interested American Postal Workers Union official, receipt of said information and the action taken in response to the situation identified. Background information concerning scheduled routes will not be unreasonably denied.
2. The Postal Service recognizes the requirement to accurately reflect vehicle equipment needs when developing transportation service requirements. Reasonable efforts will **continue** to be made at the **Transportation Management Service Center (TMSC)** level to reconcile vehicle requirements to existing postal vehicle sizes. In those situations where it is determined that the vehicle needed substantially differs from that which is available in the U.S. Postal Service fleet, justification will be provided the Office of Transportation and International Services for those routes that otherwise meet the criteria of Article 32.
3. The Office of Transportation and International Services will **continue** to encourage all contractors to display clearly and conspicuously on all vehicles, while engaged in the transport of mail, their company name, address and the fact that they are contract vehicles.

4. When the Union is advised of the decision to award and/or renew a highway contract(s), the U.S. Postal Service will provide a reasonable explanation of its decision.

Date: July 21, 1987

* * *

**MEMORANDUM OF UNDERSTANDING
BETWEEN THE
UNITED STATES POSTAL SERVICE AND
AMERICAN POSTAL WORKERS UNION, AFL-CIO
SPECIAL DELIVERY MESSENGER CRAFT**

Re: Special Delivery Unit Review

A review will be conducted in each special delivery unit on an annual basis to determine appropriate scheduling and staffing. This review will include, but not be limited to, an analysis of total workload assigned to the Special Delivery Messenger Craft in that unit, service requirements, and overtime. The results of the review will be shared with the appropriate union representative, and the employer will make adjustments if appropriate.

Delivery of expedited mail will be consistent with Methods Handbook, DM-201, Express Mail Service, the Postal Operations Manual and the Domestic Mail Manual. The total workload assigned to Special Delivery Messengers will not be decentralized or adjusted for the sole purpose of removing work from the Special Delivery Messengers.

Date: July 21, 1987

* * *

**MEMORANDUM OF UNDERSTANDING
BETWEEN THE
UNITED STATES POSTAL SERVICE
AND THE
NATIONAL ASSOCIATION OF LETTER CARRIERS,
AFL-CIO**

Re: Design, Evaluation, Compensation of Letter Carrier Routes

The parties agree to establish a Task Force at the National level whose purpose shall be to study the manner in which

letter carrier assignments are designed, evaluated and compensated, and to recommend changes and improvements. One of the specific studies may be an expeditious method of permanently relieving letter carrier assignments determined to be overburdened.

The Task Force shall convene initially no later than 90 days after the execution of the 1987 National Agreement and at least quarterly thereafter.

The Task Force is authorized at its discretion, to conduct tests or pilot programs.

No actions may be taken by the Task Force nor recommendations implemented without a consensus of the parties to this Agreement.

Nothing herein shall exclude the parties from exercising the rights which they may otherwise have.

Date: July 21, 1987

* * *

**MEMORANDUM OF UNDERSTANDING
BETWEEN THE
UNITED STATES POSTAL SERVICE
AND THE
NATIONAL ASSOCIATION OF LETTER CARRIERS,
AFL-CIO**

Re: Special Count and Inspection—City Delivery Routes

The United States Postal Service and the National Association of Letter Carriers, AFL-CIO, agree that it is in the best interests of the Postal Service for letter carrier routes to be in proper adjustment.

Therefore, where the regular carrier has requested a special mail count and inspection, and the criteria set forth in Part 271g of the Methods Handbook, M-39, have been met, such inspection must be completed within four weeks of the request, and shall not be delayed. If the results of the inspection indicate that the route is to be adjusted, such adjustment must be placed in effect within 52 calendar days of the completion of the mail count in accordance with Section 211.3 of the M-39 Methods Handbook. Exceptions may be granted by a Division General Manager only when warranted by valid operational circumstances, substantiated by a detailed written statement,

which shall be submitted to the local union within seven days of the grant of the exception. The union shall then have the right to appeal the granting of the exception directly to Step 3 of the grievance procedure within 14 days.

Date: July 21, 1987

* * *

MEMORANDUM OF UNDERSTANDING
BETWEEN THE
UNITED STATES POSTAL SERVICE
AND THE
NATIONAL ASSOCIATION OF LETTER CARRIERS,
AFL-CIO

Re: Training Program for New Letter Carriers

The parties agree the NALC will participate in a USPS study team designed to develop the best approach for a new standard National Training Program for newly appointed carriers.

Date: July 21, 1987

* * *

MEMORANDUM OF UNDERSTANDING
BETWEEN THE
UNITED STATES POSTAL SERVICE
AND THE
NATIONAL ASSOCIATION OF LETTER CARRIERS,
AFL-CIO

Re: Router, Carrier Craft

1. Router is a level 5 city letter carrier assignment.
2. Router duties consist of casing, routing and sequencing of mail for a specific group of routes. Assignments may include specific street duties as reflected in the assignment posting.
3. Router assignments shall be formed and bid as full-time duty assignments. Part-time router work assignments may be utilized consistent with 4 below.
4. The number of full-time router assignments shall be determined consistent with Article 7, Section 3 of the National Agreement.

5. The notice inviting bids shall include a listing of routes for which router's duties will be performed by the posted assignment.

6. A router may be temporarily moved from his/her bid assignment only in "unanticipated circumstances," pursuant to the provisions of Article 41, Section 1.C.4. of the National Agreement.

7. A level 5 replacement router may be utilized where practical to cover the nonscheduled days of other router assignments.

Date: July 21, 1987

* * *

MEMORANDUM OF UNDERSTANDING
BETWEEN THE
UNITED STATES POSTAL SERVICE AND
JOINT BARGAINING COMMITTEE
(American Postal Workers Union, AFL-CIO, and
National Association of Letter Carriers, AFL-CIO)

Re: Child Care Task Force

The parties agree to establish at the national level a "Task Force on Child Care." The Task Force shall have two representatives of the American Postal Workers Union (APWU), AFL-CIO, two representatives of the National Association of Letter Carriers (NALC), AFL-CIO, and four representatives of the U.S. Postal Service (USPS).

The purpose of the Task Force shall be to evaluate and study the feasibility of providing child care assistance for USPS employees. Such study will assess the benefits of child care programs to employees and the USPS regarding issues such as improvements in attendance, productivity, morale, turnover, etc. Other issues to be considered include, but are not limited to, liability, usage, and equity.

The Task Force will explore a full range of options including, but not limited to, child care centers, referral services, parenting seminars, consortiums, and information services. The Task Force may also consider piloting child care services should the studies conducted above justify it, subject to the approval of the National Presidents of APWU, the NALC, and the Senior Assistant Postmaster General, Human Resources Group, USPS.

The Task Force shall also explore the feasibility of applying Section 129 of the Economic Recovery Tax Act of 1981 regarding a dependent care assistance program to the USPS. The Task Force will evaluate the benefits to be derived from such a program and shall consider other matters attendant upon implementation of such a program, such as, but not limited to, administrative costs, and liability.

The Task Force shall convene periodically but at least quarterly, at such times and at such places as it deems appropriate during the term of the 1987 Agreement. No actions or recommendations may be taken by the Task Force except by consensus of its parties subject to the approval of the National Presidents of the APWU and NALC and the SAPMG of Human Resources, USPS.

Should the Task Force decide to hire or contract for professional expertise to assist them or should the Task Force decide to conduct surveys any such fees or expenses incurred shall be paid as follows: One-fourth by NALC, one-fourth by APWU, and one-half by the USPS. The apportionment, if any, of other costs incurred through the action of the Task Force shall be by consensus of the Task Force.

Date: July 21, 1987

* * *

**MEMORANDUM OF UNDERSTANDING
BETWEEN THE
UNITED STATES POSTAL SERVICE AND
JOINT BARGAINING COMMITTEE
(American Postal Workers Union, AFL-CIO, and
National Association of Letter Carriers, AFL-CIO)**

Re: Training Committee

The Postal Service reaffirms its commitment to provide employees with training consistent with organizational needs. Additionally, the Postal Service recognizes the desirability of affording employees opportunities for self-development and will make training programs available to meet such needs.

The Postal Service will afford the Unions, at the national level, the opportunity to discuss concerns about specific training opportunities or programs. A Joint Committee on Training is hereby established at the national level which will

consist of representatives of both parties. The Committee shall meet to discuss matters of mutual interest and benefit relating to training programs and opportunities. The Assistant Postmaster General, Training and Development Department, shall be the Employer's chief representative on such Committee. The Committee may consider and develop pilot programs, improved training methods and strategies, and other matters related to employee training and educational opportunities. Issues concerning local training and educational opportunities including the use of postal facilities for noncompensable training in college accredited courses, publicity of self-development training opportunities, and other training and educational matters of mutual interest and benefit are appropriate subjects for resolution at local labor-management committee meetings.

Consistent with established regulations and operational needs, the Postal Service will give consideration to requests for leave without pay by employees for training and educational opportunities.

The parties agree to consult at the national level to define which specific training courses and/or programs are job-related and those which are self-developmental, including the conditions in which a particular course or set of courses could be either. The parties further agree to initiate such discussions at the national level within 90 days of the effective date of this agreement, and to jointly pursue agreed upon strategies and initiatives.

Date: July 21, 1987

* * *

**MEMORANDUM OF UNDERSTANDING
BETWEEN THE
UNITED STATES POSTAL SERVICE AND
JOINT BARGAINING COMMITTEE
(American Postal Workers Union, AFL-CIO, and
National Association of Letter Carriers, AFL-CIO)**

The parties agree that no later than ninety (90) days from the effective date of the 1987 National Agreement, Management will issue the following clarifying instructions regarding Operation 110-129 and 180-189 of Regional Instruction 399. The Postal Service will not make any changes in R.I. 399 during the life of this Agreement without the agreement of the Unions.

The following provides additional guidelines to determine the appropriate craft designation and assignment for distribution and separation activities for Operations Numbers 110-129 and 180-189 unit activities.

The current language in Regional Instruction 399 for Operations 110-129 and 180-189 contains instructions to assign clerks to "Distribution of outgoing IPP's, newspapers, rolls, letter or flat bundles, slugs, Special Delivery or Special Handling parcel post."

Additional instructions are contained in the document to assign mail handlers to "Cull/separate mail by type/characteristics and make basic local/out-of-town splits to trays, hampers, gurneys, conveyers, nutting trucks, or other containers" in Operations 110-129 and 180-189.

There has been some confusion as to the distinction between "basic local/out-of-town splits," which is assigned to mail handlers, and distribution, which is assigned to clerks.

The term distribution, as defined in Section 521.2 of the M-32 Handbook, includes a sortation of mail to ADC's, states, sectional centers, cities, foreign countries, official mail, associate offices, stations, branches, carrier routes, holdouts (e.g., firms, addresses, institutions, boxes), box sections, ZIP Codes, uncoded mail, nixie, APO, FPO, or similar separations.

All distribution of mail in Operations 110-129 and 180-189 is the work of the clerk craft.

The Unions signatory to this Memorandum of Understanding are not bound by any other agreement or Letter of Intent between the Employer and any other Union.

Date: July 19, 1987

INDEX

A	ARTICLE	SEC.	PAGE(S)
Abolishment			
Bid Restrictions Lifted			
— MPLSM Lock-In	37	3B5	120
— Qualification Failure	37	3F76	124-125
Defined			
— Clerk Craft	37	1F	104
— Motor Vehicle Craft	39	1C9	149
Reposting Letter Carrier Routes	41	30	177
Accident	14	2	52
Injury on the Job—Health Services	14	3C	54
Injury on the Job—Compensation	21	4	82-83
Investigation, Safety and Health Committee	14	8A	55-56
Investigation Board—Serious or Fatal Accidents	14	8C	57-58
Report Form 1769	14	2	52
Vehicles Accidents, Effect on Government Driver's License	29		91-92
Vehicle Accidents, Suspension and Reinstatement of Government Driver's License, Memo			
Vehicle Accidents, Notification to NALC	41	3P	198-200 178
Acting Supervisors—See Detail To			
Administrative Support Manual			
Part 250 Tort Claims	27		89
Part 535.26 Subcontracting Cleaning Services, Memo			211-212
Advance Notice			
Disciplinary	16	4-7	71-73
Dues Withholding Revocation	17	7	77-79
Employer Demand for Money (Shortages, property damages, etc)	28		90-91
Excessing Employees	12	4,5	31-45
Handbook, Manual and Regulation Changes	19		80
Holiday Schedule	11	6	29
Involuntary Reassignments	12	4,5	31-45
Layoffs	6	B	9-10
Locker Inspections			
— Clerk	37	10	129
— Letter Carrier	41	3J	177
— Maintenance	38	7B	142
— Motor Vehicle	39	3D	154
— Special Delivery	40	4B	167

	ARTICLE	SEC.	PAGE(S)
Advance Notice (cont)			
New Mechanization	4	1	5
New Positions	1	5	2-3
Probationary Scheme Failure	12	1	30
Reassignments, Involuntary	12	4,5	31-45
Subcontracting	32	1	95-96
Termination of Agreement	43	2	182
Work and Time Standards	34	C,D	100
Alcohol and Drug Recovery Programs	35		101-102
EAP, Continuation of		1	101-102
EAP, Subject for Labor-Management Committee Meetings		2	102
Reasonable Accommodation of Hearing Impaired during EAP			183-185
Reinstatement of Government Driver's License, Effect of EAP Participation			198-200
All Regular Program (90%), Date of Activation	7	3A	15
Annual Leave	10		25-27
Carryover (320 Hours) Memo			191
Choice Vacation	10	3	26-27
Credit Union Work	36	1	102-103
Jury Duty	10	3F	26
Minimum Charge	10	6	27
Negotiation of Local Vacation Planning	30	B4-12,20	92-93
No Forfeiture	10	3B	25
On Union Business	24	2	84-85
Vacation Planning	10	4	26-27
With LWOP	10	6	27
Annual Salary —See Base Annual Salary and Basic Annual Salary			
Annuity Protection —Memorandum of Understanding			189
Applicability of Contract to Employees in Present and Future Facilities	1	4	2
Application			
Defined			
—Clerk	37	1E	104
—Motor Vehicle	39	104	148
—Special Delivery	40	107	157
Falsification of Employment			
Application	12	1B	30
Promotion Eligibility Register	38	5B7.8	139
Promotions, Best Qualified	33	2	99
—Motor Vehicle	39	1B9	147
PTF Preference	37	2D5d	110
Reinstatement/Reemployment			
—Clerk	37	2D6a	110
—Letter Carrier	41	2D1	174
—Maintenance	38	3F1	132
—Motor Vehicle	39	1B5a	145
—Special Delivery	40	1F1	159

	ARTICLE	SEC.	PAGE(S)
Arbitration	15	4	65-69
Administration		5	69-70
General Provisions		4A	65-66
Expedited—Regional Level		4C	68-69
—Briefs		4C3b	68
—Referral to Regular Arbitration		4C2	68
—Scheduling		4C1	68
—Time Limit for Award		4C3i	69
—Transcripts		4C3b	68
—Without Precedent		4C4	69
Impasse—Local Negotiations	30	C	94
—Local Implementation Memo			200-201
Intervention by Other Parties	15	4A9	66
National Level		4D	69
Regular—Regional Level		4B,C	66-69
—Briefs		4B7	67
—Referral to Step 4		4B5	67
—Scheduling		4B1-6	66-67
—Separate Panels		4B1	66-67
—Time Limit for Award		4B8	68
—Transcripts		4B7	67
Scheduling			
General	15	4	65-69
Priority			
—Layoffs	6	F1	13
—Mechanization Changes	4	2	5
—Safety and Health	14	2	52
Time Limits, Effects of		3B,C	64
Withdrawal, General		4A(4)	65
Article 7, 12 and 13—Cross Craft and Office Size Memo			185-186
Article 8—Overtime Memo			187-189
Article 30—Local Implementation Memo			200-201
ASM —See Administrative Support Manual			
Assignment			
Bid—See Posting and Bidding Under Each Craft Heading			
Cross Craft Assignments	7	2	14-15
Cross Craft Memo			185-186
Higher Level Details	25	3,4	85-86
Ill or Injured—See Light Duty			
Involuntary Assignment to Vacant Positions:			
—Clerk Craft	37	3F10	125-126
—Letter Carrier Craft	41	1A7	170
New Positions to a Craft	1	5	2-3
PTF Preference	37	2D5	107-110
Reassignments—See Reassignments			
Supervisor 2B4B Details			
—Clerks	37	3A8	116
—Letter Carriers	38	7G	143

Assignment (cont)	ARTICLE	SEC.	PAGE(S)
—Maintenance	39	2A9	152
—Motor Vehicle	40	2A10	164-165
—Special Delivery	41	1A2	169-170
Voluntary Transfers— See Voluntary Transfers			
Attendance at Union Convention			
General	24	2A-C	84-85
Local Negotiations On Issue	30	B8,20	93
Use of Annual Leave	10	3F	26
Audit of Stamp Credit	28	1E	90
Automated Systems Development	14	1	52
Automobile Insurance	17	7D	79
Auxiliary Assistance			
Carrier Auxiliary Control			
Form 3996	41	3G	176
Driveout Reimbursement	41	4.3F	180
Seasonal Routes	41	3R	178

B

Bargaining Information	31		94-95
Bargaining Information Memo			202
Bargaining Unit Work			
Assignment to Craft	1	5	2-3
Subcontracting	32		95-98
Supervisors Prohibited from Performing	1	6A,B	3
Base Annual Salary			
Base Includes COLA	9	3C	23
Percentage Pay Increase Calculation	9	1	20
Base Hourly Straight Time Rate			
Base Includes COLA	9	3C	23
Holiday Leave Pay Calculation	11	3A	28-29
Holiday Worked Pay Calculation	11	4	28
Night Differential Calculation	8	7	19
Overtime Calculation	8	4A	16
Penalty Overtime Calculation	8	4C	16,17
Part-Time Flexible Scheduled Regular Rate Calculation	11	7	29
Sunday Premium Calculation	8	6	19
Basic Annual Salary			
Basic Excludes COLA	9	3E	23
COLA Roll-in	9	4	23-24
Pay Increases	9	1	20
Salary Schedules	9	2	20-22
Basic Work Week			
Changes and Reposting			
—Clerk	37	3A3.6	114-115
—Letter Carrier	41	1A3.6	170
—Maintenance	38	4A4	135
—Motor Vehicle	39	2A3	151
—Special Delivery	40	2A4.5	163-164

Basic Work Week (cont)	ARTICLE	SEC.	PA
Information on Notices			
—Clerk	37	3E	121
—Letter Carrier	41	1B4	171
—Maintenance	38	4C6	135
—Motor Vehicle	39	2D8	153
—Special Delivery	40	2D8	166
Local Negotiations	30	B2	92
MPLSM Bid Restrictions Lifted	37	3B5	120
Normal Work Week	8	1.2	15-16
—See Also Service Week and Work Week			
Bench Decision, Expedited Arbitration	15	4C3f	69
Benefit Plans			
Automobile Insurance	17	7D	79
Child Care Task Force Memo			217-218
Continuation During Layoff	6	E2	13
Continuation During Union LWOP	24	1	84
Disability Insurance, Benefits Struc- ture Committee Memo			197-198
Health Benefits	21	1	81-82
Health Benefits Brochures	21	5	83
Homeowners Insurance	17	7D	79
Injury Compensation	21	4	82-83
Legal Services, Benefits Structure Committee Memo			197-198
Life Insurance	21	2	82
Retirement	21	3	82
Tenant Liability Insurance	17	7D	79
Benefits Structure Committee Memo			197
Best Qualified Positions			
Application—See Application			
Bidding To Vacancies			
—Best Qualified	37	2F2	113
—Senior Qualified	37	3A10a(3)	117
Craft Promotions	33	2	99
Involuntary Downgrading			
—Clerk	37	2D1d	106
—Clerk	37	2D6d	111
—Special Delivery	40	1F4c	160
Maintenance Promotions	39	5B	137-141
MPLSM Lock-ins Not Applicable	37	3B5	120
Seniority, Clerk	37	2F1	113
Seniority Upon Return From Best Qualified			
—Clerk	37	2D6d	111
—Letter Carrier	41	2F	175
—Maintenance	38	3G	133
—Motor Vehicle	39	1B2	144
—Special Delivery	40	1F4	160
Bids			
Bidding Limitations	12	3A	31
Bids with Computer Skills			204-205

	ARTICLE	SEC.	PAGE(S)
Bids (cont)			
Special Rules on Excessing and Reassignment	12	4.5	31-45
Also See			
—Definitions Under Each Craft Heading			
—Inter Level Bidding			
—Posting and Bidding Under Each Craft Heading			
Billet Allocation System, Memo			210-211
Brush-up Training			
Bundle Sorting Machine, Brush-up Memo		IID	207
Deined	37	1L	105
Examination Not Required, Brush-up Memo		IIG	208
Flat Sorting Machine, Brush-up Memo		IID	207
LSM—Non Scheme, Brush-up Memo		IIB	206
LSM—Scheme Application, Brush-up Memo		IIC	206-207
Manual Scheme, Brush-up Memo		IIA	206
Memory Items, Brush-up Memo		IIE	207
MPLSM Bidding Restrictions	37	3B3	119
MPLSM Keyboard Training, Brush-up Memo		III	208
Multiple Schemes, Brush-up Memo		IV	208
On the Clock Training, Brush-up Memo		IIG	208
Other Non Scheme Training, Brush-up Memo		IIG	207-208
Parcel Sorting Machine, Brush-up Memo		IID	207
Scheme Changes, Brush-up Memo		IIF	207
Bulletin Boards	22		83
See Also Posting and Bidding Under Each Craft Heading			
Bumping			
Permitted in Limited Circumstances	41	3G	177
Prohibited	12	5B3	33
—Clerk Craft	37	2D6d	111
Right to Work Bid Assignment	37	3F11	126
C			
Call-In Pay	8	8	19
Full-Time Employee		8B	19
Non-Scheduled Day		8B	19
Career Guidance, Maintenance, Memo			210
Carrier—See Letter Carrier			
Carrier Auxiliary Control			
Form 3996	41	3G	176
Carrier Routes, Design, Evaluation, Compensation, Memo			214
Also See			
—Routes			
—Inspections, Routes			

	ARTICLE	SEC.	PAGE(S)
Carrier Technician T-6			
Information on Posting	41	1B4	171
Listed	41	1A1	168-169
Program	41	3D	176
Successful Bidder	41	1C4	172
Carryover, Annual Leave, Memo			191
Casuals			
Christmas Employment	7	1B4	14
Excessing—Casuals to be Separated	12	4D	32
Holiday Scheduling	11	6B	29
Layoffs—Casuals to be Separated	6	B4	9-10
Number of Casuals	7	1B3	14
PTFS Utilization before Working Casuals	7	1B2	14
Reassignments—Casuals to be Separated	12	4D	32
Supplemental Work Force Not To Be Used in Lieu of Career Employees	7	1B1	14
Terms of Appointment	7	1B4	14
Checkoff	17	7	77-79
Checks, Responsibility for Casting	28	1D	90
—Carrier Craft	41	3C	176
—See Also Employer Claims			
Child Care Task Force, Memo			217
Choice Vacation Period	10	3A-F	25-26
Local Negotiations Over Vacation Issues	30	B4-12.20	92-93
Christmas Work and Pay	11	4B	28-29
City Letter Carrier—See Letter Carrier			
Civil Rights	2		3-4
Claims—See Employee Claims and Employer Claims			
Cleaning Services, ASM, Maintenance			
Craft, Memorandum of Understanding			211
Clerk Craft	37		103-129
Anti-Fatigue Measures		5A,B	128-129
Computerized Forwarding System	7		129
Inspection of Lockers	10		129
Listing of Key and Standard Positions	8		129
PTF Preference	37	2D5	107-110
Part-Time Regulars	37	2E	112-113
Scheme Committee		6	129
See Also Schemes			
Telephone Policy		9	129
See Also—Local Implementation (Subjects for Negotiation—Clerk)			
Clerk Craft			
Definitions	37	1A-L	103-105
—Abolishment		1F	104
—Application		1E	104
—Bid		1D	103-104
—Brush-up Training		1L	105

	ARTICLE	SEC.	PAGE(S)
Clerk Definitions (cont)			
—Conversion		1I	104
—Craft Group		1A	103
—Currently Qualified		1J	104
—Duty Assignment		1B	103
—Live Record		1K	104
—Multi Craft Position	37	3A6	115
—Preferred Duty Assignment		1C	103
—Residual Vacancy		1H	104
—Reversion		1G	104
Clerk Craft			
Mail Sorting Machines	37	4A-C	126-128
EDIT		4A3	127
Letter Sorting Machines		4A	126-127
—Bidding Restrictions (Lock-in)		3B	119-120
—Designation		4A1	126
Individual Performance Record	37	4A3	127
—Rotation		4A2	127
New Mail Sorting Machines		4C	128
Parcel Post Sorting Machines		4B	127-128
Individual Performance Record	37	4B2	128
—Rotation		4A2a	127-128
—SIAT		4B2	128
Request for Training			209
Clerk Craft			
Posting and Bidding	37	3A-F	114-126
Best Qualified Vacancies		2F2	113
—See Also Best Qualified Positions			
Bidding Provisions—Letter Sorting Machines		3B	119-120
Bumping	37	3F11	126
Deferments—See Deferrals			
Information on Notices		3E	121
Installation—Wide Posting	37	3C2	121
Inter Level Bidding		3A10	117-119
Length of Posting		3D	121
Live Bidder, Subsequent Bids		3F8	125
New and Vacant Full-Time Positions		3A	114-119
—Change in Basic Work Week		3A3	114
—Change in Duties		3A4	114
—Change in Starting Time		3A5	114-115
New and Vacant Part-time Regular Positions		2E2-7	112-113
Non Bargaining Unit (204B) Details	37	3A8	116
	37	3F101	126
Place of Posting		3C	120-121
Principal Assignment	37	3A4	114
Principal Assignment	37	3E	121
PTF Preference	37	2D5	107-110
Relief and Pool	37	3F9	125

	ARTICLE	SEC.	PAGE(S)
Clerk Posting (cont)			
Reversion	37	3A1.2	114
Results of Posting		3F	121-126
Senior Qualified Positions	37	3A106	118-119
Schedule	37	3E	121
Schemes	37	3E	121
Skill Demonstration	37	3F5	123
Training			
—Brush-up			205-208
—Computer Skills			204-205
—Productive Distribution			206
Typing	37	3A10a	118
Typing	37	3F5.6	123-124
Unassigned Regular—See Unassigned Regulars			
Upgraded Positions	37	3A9	116-117
Clerk Craft			
Seniority			
Application		2A-E5	105-113
—Best Qualified		2D	105-112
—Change Between Part-Time Flexible Craft Rosters		2F1	113
—Conversion—PTF Preference		2D2	106
—Corrections	37	2D5a-d	107-110
—Entry Level		2A2	105
—Excess Career Employees		2D1b	106
—Lists	37	2D9	112
—Lists (PTR)	37	2C	105
—Military Service	37	2E8	113
—Mutual Exchanges		2D6b	111
—New Period of Seniority		2D8	112
—Part-Time Regular		2D7	112
—Pay Level		2E	112-113
—PTF Preference—Conversion		2D1	105-106
—Reemployment		2D5a-d	107-110
—Relative Standing of Full-Time Employees		2D6.7	110-112
—Relative Standing of Part-Time Flexible Employees		2D1a	105-106
—Resignation	37	2D3a-c	106
—Retained, Regained or Restored		2D6a	110
—Retirement	37	2D7a-c	112
—Return in 90 Days		2D6a	110
—Return From Best Qualified		2D6c	111
—Senior Qualified		2D6d	111
—Seniority Lost		2D1c	106
—Seniority Modified		2D7a-c	112
—Tie Breaker		2D8	112
—Transfers		2D4	107
—Unjust Removal/Transfer		2D7.8	112
—Veteran Employees		2D6b	111
Coverage		2D6a,b	110-111
Introduction		2B	105
		2A	105

	ARTICLE	SEC.	PAGE(S)
Clerk Seniority (cont)			
Part-Time Regular Employees		2E	112-113
Responsibility		2C	105
COLA —See Cost-of-Living Adjustments			
Collection Procedures, Employer Claims	28	4A,B	91
Combining Work of Different Crafts	7	2A	14-15
Combining Work of Same Craft	7	2A1	14-15
Committees			
Benefits Structure Memo			197
City Delivery	41	5	180
Human Rights	2	2	4
Joint Labor-Management (Local)	17	5A	76-77
Joint Labor-Management (Local Park- ing)	20	3	81
Joint Labor-Management, Safety	14	3A	53-54
Joint Labor-Management, Safety and Health (Local)	14	4	54-55
Joint Labor-Management, Techno- logical or Mechanization Change	4	2	5-6
Joint Task Force on Discipline			196
Labor-Management	17	5	76-77
Maintenance, Career Guidance Memo			210
National Joint Labor-Management			
Uniform Control	26	1	86-87
National Study on Parking	20	1	80-81
Scheme	37	6	129
Subcontracting, Joint	32	4	98
Training, Memo			218-219
Comparative Work Hour Report	12	4C	32
Compensation Injury (OWCP)	21	4	82-83
Competitive Register	37	2D3	106
Computer Aptitude Tests			205
Computer Skills, Clerk Bids			204
Computer Tapes, Union Information	31	2	94-95
Computerized Forwarding			
System	37	7	129
See Also Inter Level Bidding			
Consecutive Overtime Days—Full-Time			
Regular Employees	8	5F	18
Consolidated Installations			
Local Negotiations	30	E	94
Reassignments	12	5C2,3,6	36-43
Consumer Price Index			
Change in Form by BLS	9	3H	23
Defined	9	3A1	22
Used to Calculate Cost-of-Living Ad- justment	9	3C	23
Contracting —See Subcontracting			
Conventions, Union	24	2A-C	84,85
Conversion			
Maximization Memo			186
Part-Time Flexible to Full-Time	7	3C	15
See Also Seniority Under Each Craft Heading			

	ARTICLE	SEC.	PAGE(S)
Corrective Training, MPLSM	37	4A3	127
Cost Ascertainment Study			
Subcontracting Cleaning Services Memo			211-212
Cost-of-Living Adjustments	9	3A-H	22-23
Effective Dates		3B	22-23
Formula		3C	23
Not Part of Basic Annual Salary		3E	23
Roll-into Basic Annual Salary		4	23-24
When Used		3D	23
Councils, Field Federal Safety & Health	14	9	58
Court Leave, PTFS Memo			190
Coveralls Option	26	4	88
Covered Employees, Agreement	1	4	2
Craft Articles —See Individual Crafts in this Index for More Detail			
Clerk	37		103-129
Letter Carrier	41		168-180
Maintenance	38		130-143
Motor Vehicle	39		144-155
Special Delivery Messenger	40		155-168
Craft Assignment, New Positions	1	5	2-3
Craft Group, Defined			
—Clerk	37	1A	103
—Motor Vehicle	39	1C2	147
—Special Delivery	40	1D1	156
Craft Lines, Crossing	7	2A-C	14-15
Gross Craft Memo			185-186
See Also Seniority Under Each Craft Heading			
Craft Promotions	33		98-99
See Also—Posting and Bidding Under Each Craft Heading			
Credit Union or Bank Deductions	17	7D	79
Credit Unions and Travel	36		102-103
Annual Leave for Duties		1	102-103
Mileage Allowance		2	103
Travel Authority		2	103
Cross Craft Assignment of Employees	7	2A-C	14-15
Gross Craft Memo			185-186
See Also Seniority Under Each Craft Heading			
Crossing Craft Lines Rules	7	2A-C	14-15
See Also Seniority Under Each Craft Heading			
Crossing Lawns	41	3N	177
Currently Qualified			
—Defined	37	1J	104
—Part-Time Regular	37	2E	112-113
—PTF Preference	37	2D5	107-110
—PTF Preference Memo			203-204

D	ARTICLE	SEC.	PAGE(S)
Damage to USPS Property & Vehicles	28	3	90
Deferment Period for Training			
Length of Deferment			
—Machine		3F4	122-123
—Multiple Skills		3F7	124-125
—Other Training		3F7	124-125
—Scheme	37	3F3	122
List of Positions with Deferments		3F7	124
Productive Distribution, Memo			209-210
Sequence of Training, Brush-up Memo		IV	208
Subsequent Bid, Effect of	37	3A7	115
Withdrawal, Effect of	37	3A7	115
Withdrawal, Effect of	37	3F7	124
Demotion			
Excessing and Reassignments	12	C	34-45
Involuntary Downgrading			
—Clerk	37	2D1d	106
—Clerk	37	2D6d	111
—Special Delivery	40	1F4c	180
Mechanization and Technology	4	3	6
Rate Protection, General	9	7	25
Seniority, Retained—Letter Carrier	41	205	175
See Also			
—Best Qualified (Return From)			
—Seniority Under Each Craft Heading			
Design, Evaluation, Compensation of Carrier Routes, Memo			214
Detail To			
Central Installation (Excessing and Reassignment)	12	587	33-34
Cover Training Deferment	37	3F3.4	122-123
Higher Level	25		85-86
Lower Level—Pay	25	2	85
Motor Vehicle Details	39	3F	155
—Temporary Holddowns	39	1J	150
Supervisor 204B Positions			
—Clerk	37	3A8	116
—Letter Carrier	41	1A2	169-170
—Maintenance	38	7G	143
—Motor Vehicle	39	2A9	152
—Special Delivery	40	2A10	164-165
Directional Fans	39	3H	155
Disability			
Handicapped Discrimination Prohibited	2	1	3-4
Hearing Impaired Memorandum			183-185
Injury Compensation	21	4	82-83
Insurance, Benefits Structure Committee Memorandum			197-198
Layoffs, special provisions	6	A3	8

ARTICLE	SEC.	PAGE(S)
Disability (cont)		
Light Duty Requests and Reassignments	13	45-51
Rehabilitation Act	2	1
Retirement	21	3
Seniority Provisions, Special		
—Clerk	37	2D6
—Letter Carrier	41	2D1
—Maintenance	38	3F1
—Motor Vehicle	39	1B5
—Special Delivery	40	1F1
Disagreement, Medical Condition		
Initial Light Duty Request	13	2B2
Periodic Light Duty Review		46
Discharge	16	5
Restoration of Seniority After Unjust Removal—See Seniority Under Each Craft Heading		
Discipline Procedure	16	
Basic Principle		1
Discharge		5
Discussion, Private (Not Discipline)		2
Emergency Procedure		7
Indefinite Suspension		6
Letter of Warning		3
One-Time Purge of Letters of Warning, Memo		
Records	16	10
Review of Discipline		8
Suspension of 14 Days or Less	16	4
Suspension of More Than 14 Days or Discharge		5
Task Force on Discipline, Memo		
Veterans' Preference		9
Discipline Records		10
Discipline, Task Force on, Memorandum of Understanding		
Discrimination	2	
Hearing Impaired, Memorandum of Understanding		
Discussion of Minor Offenses	16	2
Discussion Records	16	2
Distribution—See Schemes		
Dog Bite Prevention	14	8
Driveout Agreements	41	4
Continuation of More Favorable Rates	41	4.4
Reimbursement Rates	41	4.3
See Also—Privately Owned Vehicles		
Driving License	29	
Initial Issuance		
Off-Duty Driving Record		

	ARTICLE	SEC.	PAGE(S)
Driving License (cont)			
Reinstatement of, Memorandum			198-200
State Driver's License	29		91-92
Drug Recovery Programs	35		101-102
Dues Checkoff	17	7A-C	77-79
Duration Clause	43	2	182
Duty Assignment			
Changes To—See Posting and Bidding Under Each Craft Heading			
Definition—See Definition Under Each Craft Heading			
Information on Posting—See Posting and Bidding Under Each Craft Heading			
E			
EDIT Operator Test	37	4A3	127
Effective Dates of Agreement	43	2	182
Eight Hours—Normal Work Day	8	1	15-16
ELM—See Employee and Labor Relations Manual			
Emergency			
Annual Leave Commitments	10	4D	27
Defined	3	F	5
Discipline Procedures	16	7	72-73
Supervisor Performance of Bargaining Unit Work	1	6A	3
Employee and Labor Relations Manual			
Health Insurance	6	E2	13
Life Insurance	6	E2	13
Mutual Exchanges	39	1B11	147
Part 420 Transfers—Placement in Pay Grade and Step			193
Part 435 Layoffs, Severance Pay	6	B4,E1	10-12
Part 510 Leave	10	2	25
Part 512.73d Annual Leave Carryover			191
Part 516 PTF Court Leave			190
Employee Claims	27		88-89
Denial Letter	27		89
Motor Vehicle and Contents	27		88-89
Tort Claims	27		89
Employee Classifications	7		13-15
See Also:			
—Casuals			
—Full-Time Employees			
—Part-Time Fixed Schedule Employees			
—Part-Time Flexible Employees			
Employee Complements			
See—Work Years or Number of Employees			
Employee Discipline Records	16	10	73
Employees—Included in Agreement	1	4	1-2

	ARTICLE	SEC.	PAGE(S)
Employees—Not Included in Agreement	1	2	1-2
Employees—On Leave With Regard to Union Business	24	1,2	84-85
Employees Request for Reassignment			
See: —Ill or Injured			
—Reassignments			
—Voluntary Transfer			
Employer Claims	28		90-91
Bad Checks			
—General	28	1D	90
—Letter Carrier Craft	41	3C	176
Collection Procedures		4A,B	91
Damage to U.S.P.S. Property and Vehicles		3	90-91
Incorrect Fees Collected			
—Letter Carrier Craft	41	3B	176
—Special Delivery Craft	40	4C	168
Loss or Damage of the Mails		2	90
Shortages in Fixed Credits		1	90
Employment—Work Assignments			
See Assignment			
Energy Shortages	42		181
Enter Postal Installations, Rights of Union Officials	23		83-84
Equipment			
Employer Provides			
—Letter Carrier Supplies	41	3E	176
—Maintenance Tools and Equipment	38	7A	142
—Motor Vehicle Tools and Equipment	39	3A	154
—Special Delivery Supplies	40	4D	168
Protective Equipment, Hazardous Materials	14	8D	58
Safety and Health, general	14	2	52
Ergonomics	14	1	52
Error, Causes			
MPLSM EDITS	37	4A3	127
SIAT	37	4B2	128
Examination Specialist, SP2-188			
Clerk	37	3A10b	119
Letter Carrier	41	1D	172
Maintenance	38	7F	143
Motor Vehicle	39	1H	149-150
Special Delivery	40	1D3c	157
Examinations—See Tests			
Excess Employees			
Identification of Excess Employees			
Maintenance	38	3k	134
Motor Vehicle	39	1D	149
Special Delivery	40	1D12	158
Inter Level Bidding	37	3A10a(2)	117

	ARTICLE	SEC.	PAGE(S)
Excess Employees (cont)			
Non Mail Processing Surplus Employees			
—Clerk	37	2D9	112
—Letter Carrier	41	265	175
See Also			
—Reassignments			
—Seniority Under Each Craft Heading			
Excessing Employees—See Reassignments			
Excluded Employees	1	2	1-2
Existing Local Memoranda of Understanding	30	A	200-201
Expedited Arbitration—See Arbitration			
F			
Facility Exclusions	1	3	2
Falsification of Employment Application	12	1B	30
Federal Creditable Service, Seniority Tie Breaker—See Seniority Under Each Craft Heading			
Fees Collected, Incorrect			
—Letter Carrier	41	3B	176
—Special Delivery	40	4c	168
Fingering Mail	41	3I	176
Footwear/Uniform Allowance Memo ..			198
Forms			
—50 Personnel Action	41	2B7	173
—SF 95 Tort Claim	27		89
—OF 346 Government Driver's License	29		91-92
—OF 346 Memo			198-200
—1187 Dues Withholding	17	7	77-79
—1311	41	4.1	178-179
—1571, Report of Undelivered Mail ..	41	3G	176
—1717 Bid Form	37	1D	103-104
—1717A Multi Bid Form	37	1D	103-104
—1723, Notice of Assignment			
—Clerk	37	3A8	116
—Letter Carrier	41	1A2	169
—Maintenance	38	7G	143
—Motor Vehicle	39	2A9	152
—Special Delivery	40	2A10	165
—1769 Accident Report	14	2	52
—3996 Carrier Auxiliary Control	41	3G	176
Full-Time Employees			
Call-In Guarantee	8	8	19
—Outside Regular Schedule	8	8A	19
—Non-Scheduled Day	8	8B	19
Complements	7	3	15
Definition and Use	7	1A1	13-14
Flexible Assignments, Memo			186-187

	ARTICLE	SEC.	PAGE(S)
Full-Time Employees (cont)			
Normal Work Week	8	2C	16
Overtime Penalty Pay	8	4C,D	16-17
Overtime Work Restrictions	8	F,G	18
Schedule	8	2	16
Service Day	8	2B	16
Work Week	8	2C	16
G			
Government Driving License (OF-346) ..	29		91
Initial Issuance			92
Off-Duty Driving Record			91
Reinstatement of, Memorandum			198-200
State Driver's License	29		91-92
Grievance Procedure	15		59-70
Definition		1	59
Discussions—Not Grievable	16	2	70-71
General Procedures	15	3	63-64
—Step 1		2	58-59
—Step 2		2	59-61
—Step 3		2	61-63
—Step 4		2	63
Restriction—Discussions Not Grievable ..	16	2	70-71
Special Procedures:			
—Discrimination (Article 2) File at			
Step 2	2	3	4
—Employee Claims	27		88-89
—Handbook and Manual Changes Filed at National Level	19		80
—Layoff Provisions File at Step 3 ..	6	F1	13
—Layoff Provisions—Priority Arbitration	6	F1	13
—Local Negotiation Impasses	30	C	94
—Local Negotiation Impasse Procedure Memo			200-201
—Safety and Health Complaint File at Step 2	14	2(c)	52
—Safety and Health—Priority Arbitration	14	2	52
—Technological or Mechanization Changes	4	2	5
Time Limits, Effects of	15	3B,C	64
See Also Arbitration			
Group Automobile Payroll Deductions ..	17	7D	79
Guarantees	8	8	19
Full-Time Employee		8	19
Part-Time Employee		8	19
Guards (Security) Excluded	1	2	4
H			
Handbooks and Manuals	19		80
Arbitration of Dispute			80
Consistency With Agreement			80

	ARTICLE	SEC.	PAGE(S)
Handbooks (cont)			
Fair, Reasonable, Equitable			80
Notice to Union			80
Handbooks and Manuals, Cited			
Administrative Support Manual			
—Part 250 Tort Claims Act	27		89
—Part 535.261 Subcontracting			
Cleaning Services			211–212
DM-201, Express Mail Service			214
Domestic Mail Manual			214
EL-827, Driver, Selection, Training,			
Testing and Licensing			199–200
Employee and Labor Relations Manual			
—Health Insurance	6	E2	13
—Mutual Exchanges	39	1B11	147
—Postal Service Manual (now ELM)	19		80
—Part 420—Transfers, Pay Grade			
and Step			193
—Part 435—Layoffs, Severance			
Pay	6	B4,E1	10–12
—Part 510—Leave	10	2	25
—Part 512.73d—Terminal Leave			
Payment			191
—Part 516—PTF Court Leave ..			190
F-10, Travel			
—Reassignments and Moving Ex-			
penses	12	5B5	33
—Mileage Allowance	36	2B	103
F-21, Timekeeper's Instructions ..	19		80
Methods Handbook, DM-201			214
Methods Handbook, F-10, Travel			
—Mileage Allowance	36	2B	103
—Reassignments and Moving Ex-			
penses	12	5B5	33
Methods Handbook, M-39, Manage-			
ment of Delivery Services			
—Part 211.3, Implementing Ad-			
justments			215
—Part 271g, Special Counts			215
—Route Inspections and Adjust-			
ments	41	3S	178
P-1 Handbook, Craft Positions	38	1	130
P-11 Handbook, Personnel Opera-			
tions—Reasonable Accommoda-			
tion of Hearing Impaired			183–185
PO-405 Handbook, Letter Sorting Ma-			
chine Operations—Rotation	37	4A2a	127
Postal Operations Manual			214
Postal Service Manual (now ELM) ..	19		80
Publication 52, Hazardous Materials	14	8D	58
Handicapped Discrimination	2	1	3
Reasonable Accommodation of Hearing			
Impaired, Memo			183–185
Rehabilitation Act	2	1	4

	ARTICLE	SEC.	PAGE(S)
Hazardous Materials	14	8D	58
Health			
Benefit Brochures	21	5	83
Benefit Contributions	21	1	81
Benefits	21	1	81
Environmental Conditions	14	2	52
Insurance	21	1	81
Services, Availability	14	3C	54
Unit	14	7	55
See Also			
—Accidents			
—Ill or Injured			
—Injury on Duty			
—Safety and Health			
—Vehicles			
Hearing Impaired Memo			183–185
Higher Level Assignments	25		85–86
Authority For		3	85
Bumped From	41	3D	177–178
Definition	25	1	85
Details		4	85–86
Leave Pay		5	86
Long Term Assignment		5	86
MPLSM Lock-In	37	3B5	120
Pay	25	2	85
Seniority Retention, Carriers	41	2D5	175
Short Term Assignment	25	5	86
Terminal Leave		5	86
Unassigned Regular	37	3F10	125–126
See Also—Best Qualified			
Highway Movement of Mail	32	3	96
Average MVS Employee Costs	32	3E1	97
Contract Costs		3G	98
Cost Factors		3A-H	96–98
Criteria		3H	98
Factors to be Considered		3A	96
Information to be Furnished		3C-D	96–97
Subcontracting — Memorandum of			
Understanding			213
Holidays	11		28–29
Christmas		4B	28–29
Eligibility		2	28
Local Negotiation of Schedule	30	B13	93
Non-Work Day		5	29
Observed		1	28
Part-Time Flexible Employees		7	29
Pay for Holiday Leave		3	28
Pay for Holiday Work		4	28
Schedule		6	29
Work		4	28
Home Owners/Tenant Liability Insur-			
ance	17	7D	79

	ARTICLE	SEC.	PAGE(S)
Hourly Rate of Pay—See			
Base Hourly Straight-time Rate			
Hours of Duty—See Posting and Bidding			
Under Each Craft Heading			
Hours of Work	8		15-19
Exceptions		3	16
Guarantees		8	19
Night Shift Differential		7	19
Overtime Assignments (Lists)		5	17-18
Overtime Penalty Pay		4C-E	16-17
Overtime Work		4	16-17
Overtime Work Restrictions		5F-G	18
Part-Time Employees		3	16
Posting of Job Bids—See Individual			
Craft Provisions on Posting and			
Bidding			
Sunday Premium Payment		6	19
Work Schedules		2	16
Work Week		1	15-16
Full-Time Regulars		1	15-16
Part-Time Regulars		1	16
Human Factors	14	1	52
Human Rights Committee	2	2	4
I			
Ill or Injured	13		45-51
Authority of Installation Head to De-			
termine Reassignments		2C	47
Eligibility for Reassignment		2B1	46
Filling Vacancies due to Reassign-			
ment to Another Craft		5	50
General Policy on Reassignments ..		4	48
Local Implementation		3A-C	47
Permanent Reassignments		2B	46
Seniority of Employee Assigned to			
Another Craft		6	51
Temporary Reassignments		2A	46
Impaired Hearing, Memo			183-185
Impasse Arbitration	30	C	94
Impasse Procedures, Memo			200-201
Incumbent			
Change to Reporting Time—See			
Posting and Bidding Under Each			
Craft Heading			
Upgraded Positions—See Posting and			
Bidding Under Each Craft Heading			
Indefinite Suspension	16	6	72
Individual Performance Record			
MPLSM EDIT	37	4A3	127
SIAT	37	4B2	128
Information			
Bargaining Memo			202

	ARTICLE	SEC.	PAGE(S)
Information (cont)			
Computer Tapes	31	2	94-95
Reimbursement of USPS	31	3	94-95
Right to	31	3	95
Safety Committee Investigation	14	8	56
Steward Investigation	17	3	75
Injury on Duty			
Accident Report Form 1769	14	2	52
Compensation, Injury	21	4	82-83
Health Services	14	3C	54
Investigation—Safety and Health			
Committee	14	8A	55-56
Investigation Board—Serious or Fatal			
Accidents	14	8C	57-58
Reassignment to Light Duty: See Light			
Duty			
See Also Accident			
Inspection Service			
—Excluded From Agreement	1	2	1-2
—Interviews	17	3	75-76
See Also Locker Inspection			
Inspections, Lockers			
See—Locker Inspection			
Inspections, Route			
Information on Posting	41	1B4	171
Instruction and Rule Changes	41	5	180
Not Required	41	3i	176
Inspections, Special, City Delivery			
Memo			215
Installation			
Consolidated			
—Local Negotiations	30	E	94
—Reassignments	12	5C2.3.6	36-43
Discontinued	12	5C1	34-36
Installation-wide Posting—See Post-			
ing and Bidding Provisions of Each			
Craft Article			
New or Future	1	4	2
Size—See Work Years or Number of			
Employees			
Union Right to Enter	23		83-84
Insurance			
Automobile	17	7D	79
Disability, Benefits Structure Com-			
mittee Memorandum			197-198
Health	21	1	81-82
Homeowners	17	7D	79
Legal Services, Benefits Structure			
Committee Memorandum			197-198
Life	21	2	82
Tenant Liability	17	7D	79
Inter Level Bidding			
—Clerk	37	3A10	117-119

	ARTICLE	SEC.	PAGE(S)
Inter Level Bidding (cont)			
—Maintenance	38	5B2	138
—Motor Vehicle	39	1C3	148
Interpreters, Hearing Impaired Memo			183-185
Interrogation by Inspection Service ..	17	3	75-76
Inverse Seniority (Overtime Desired List)	8	5D	18
Investigations			
Accidents and Injuries	14	8A	55-56
Information Requests			
—Steward	17	3	75-76
—Safety and Health	14	8A	56
—General	31	2.3	94-95
Injuries, Serious and Fatal	14	8C	57-58
Inspection Service	17	3	75-76
Polygraphs, Voluntary	17	3	75-76
Safety and Health	14	8	55-58
Steward Investigations			
—Grievances	17	3	75-76
—Safety and Health	14	2	52
—Pay	17	4	76
Involuntary Layoff—See Layoffs			
Involuntary Reassignments	12	4.5	31-45
See Also			
—Reassignments			
—Seniority Provisions Under Each Craft Heading			
J			
Joint Committees—See Also			
—Committees			
—Local Joint Labor-Management Committees			
Joint Task Force—See Committees			
Juniority (Overtime Desired List)	8	5D	18
Jury Duty			
During Choice Vacation	10	3F	26
PTFS Court Leave Memo			190-191
Just Cause Defined	16	1	70
K			
Key or Standard Positions			
Information on Postings—See Posting and Bidding Under Each Craft Heading			
Listings			
—Clerk—To Union	37	8	129
—Clerk—Senior Qualified	37	3A10b	118-119
—Maintenance—Senior Qualified	38	5B2	138
—Motor Vehicle—Senior Qualified	39	1C3	148
L			
Labor-Management Committees—See Committees			

	ARTICLE	SEC.	PAGE(S)
L-M Committees (cont)			
See Local Joint Labor-Management Committees			
Law Citations			
Federal Tort Claims Act			
Claims for Damage to Privately Owned Vehicles	27		89
National Labor Relations Act §8(d)			
Unilateral Action	5		6
Information Requests	31	3	95
Public Laws			
121 Seniority and Military Service	40	1E2	159
492 Seniority and Military Service	40	1E1	158
577 Seniority and Military Service	40	1E1	158
739 Seniority and Disability Incurred in Military Service	40	1K	162
836 Seniority Tie Breakers	40	1J2	162
83-102 Excessive Leave Carryover			191
91-375 1201(2) Security Guards Excluded from Agreement	1	2	1
U.S. Code			
5 USC Chapter 35—Layoffs	6		7
5 USC Chapter 81—Injury Compensation	21	4	82-83
5 USC Chapter 83—Retirement Benefits	21	2	82
5 USC 8336 (d)(2)—Layoffs, Early Retirement	6	B4	10
5 USC 8901—Health Benefits	21	1A	81
5 USC 8906(b)—Health Benefits, Limit of Employer Contributions	21	1F	82
5 USC 8909(b)—Health Benefits, Administrative Costs	21	1D	82
39 USC 1205—Dues Checkoff	17	7A	77
38 USC Chapter 43—Absences Counted as Work—Layoffs	6	A3(a)	8
Veteran's Preference Act—Election of Appeal Forums	16	9	73
Williams-Steiger Occupational Safety and Health Act §19	14	3D	54
Laws, Crossing	41	3N	177
Layoffs			
Arbitration, Priority Scheduling	6	F1	13
Casuals, Separate Before Layoffs	6	B4	9-10
Disputes	6	F	13
Grievance Procedure, Special Rules	6	F	13
Health Insurance Coverage During Layoff	6	E2	13
Intent of Layoff Protections	6	G	13
Lifetime Protection, Achieving			
—Six Year Rule	6		7
—Twenty Pay Period Rule	6	3(a)	8
—Work Credits Toward Six Years	6	3	8-9

	ARTICLE	SEC.	PAGE(S)
Layoffs (cont)			
Order of Layoffs	6	C2	11
Overtime, Reduction Before Layoffs	6	B4	9-10
Preconditions for Layoffs	6	B	9-10
Protection Against Layoffs			
—Lifetime for Employees Hired Before September 15, 1978	6		6
—Lifetime After Six Years of Continuous Service	6		7
—Forty Months for Duration of 1987-1990 Agreement, Memo			185
Reassignments, Before Layoffs	6	B	9-10
Recall Rights	6	D	12
Reports to Union	6	F2	13
Retirement, early	6	B4	9-10
Seniority			
—Units	6	C3	11
—Layoff by Inverse Seniority	6	C5	11
—Recall by Seniority	6	D3	12
—Stewards, Super Seniority	6	C4	11
Severance Pay	6	E	12
Stewards, Super Seniority	6	C4	11
Leave—Annual and Sick	10		26-27
Annual Leave Carryover Memo			191
Attendance at Union Conventions	10	3F	26
	24	2A,B,C	84-85
	10	3	25-26
Choice Vacation Period	10		
During Choice Vacation Period, Union Officials	10	3F	26
	24	2B,C	84-85
Funding	10	1	25
Minimum Charge	10	6	27
Sick	10	5	27
Vacation Planning	10	4	26-27
With LWOP	10	6	27
Leave, PTF Court Leave Memo			190
Leave Regulations	10	2	25
Leave Without Pay—See LWOP			
Letter Carrier Craft	41		168-180
Definitions			
Reserve Letter Carrier Duty Assignments	41	1A1	168
Seasonal Route		3R	178
Successful Bidder		1C1	171
Unassigned Regular		1A1	168
Letter Carrier Craft			
Miscellaneous Provisions			
Changes in Existing Regulations		3	175-178
Driveout Agreements		3M	177
Familiarity with New Route		4	178-180
Faulty Checks		3F	176
Fingering Mail		3C	176
Incorrect Fees Collected on Mail		3I	176
Lawn Crossing		3B	176
		3N	177

	ARTICLE	SEC.	PAGE(S)
Letter Carrier (cont)			
Locker Inspection		3J	177
Mail Counts & Route Inspections		3S	178
Posting after Abolishment of Route		30	177-178
St-3996, Prompt Review of		3G	176
Seasonal Route		3R	178
Special Count and Inspection		3I	171
Stools		3A	175-176
Strapping Out		3I	176
Supply Items Provided by Employer		3E	176
T-6 Program		3D	176
Union Representatives' Use of Telephones		3H	176
Vehicle Accidents, Union Notification of		3P	178
Vehicle Comfort and Temperature Level of		3Q	178
Vehicle Specifications		3L	177
Work and Time Standards		3M	177
Work off the Clock		3K	177
Letter Carrier Craft			
Posting and Bidding			
Change in Fixed Schedule Non-Work Day		1A6	170
Change in Starting Time		1A5	170
Duty Assignments	41	1A	168
Form 1723 Notice of Assignment		1A2	169
Installation-wide/Sectional Bidding		1A3,B2	170-171
Method of Posting		1B	170
—Information on Notices		1B4	171
—Length of Posting		1B3	171
—Local Procedures		1A3,B2	170-171
—Notice of Posting		1B1	170
—Place of Posting		1B1	170
Multi Craft Positions		1D	172
Notice of Posting,—to Union—to Absent Employee		1B1	170
Physical Requirements		1B4	171
Reversion		1A1	169
Successful Bidder		1C	171
—Notice of Successful Bidder		1C2	171
—Placement of Successful Bidder		1C3	171
204b Detail		1A2	169
Unassigned Full-Time Carriers		1A7	170
Letter Carrier Craft			
Seniority			
Administration of		2C	173
—Rosters		2C	173
Best Qualified—Return From		2F	175
Computation of		2A2	172
Coverage	41	2A	172
Craft Duty Assignment		2B3-5	172

Letter Carrier (cont)	ARTICLE	SEC.	PAGE(S)
Definitions		2B	172
Excess/Supplus Employees		2G	175
Involuntary Reassignment		2G	175
Level Change		2D5	175
Military Service		2D2	174
Modification of Seniority	41	2E	175
Mutual Exchanges		2E	175
New Period of Seniority		2G	175
OWCP Reinstatement		2D	174
Preferred Duty Assignments			
—Seniority For Bidding		2B1	172
Relative Seniority Standing		2B6	173
Resignation, Illness		2D	174
Restoration of Seniority		2D	173
—Change From Higher to Lower			
Level Position		2D5	175
—Military Service		2D2	174
—Reinstatement or Reemploy-			
ment After Separation		2D1	174
—Service as Union Official		2D3	174
—Unjustified Separation		2D4	174
Refirement		2D	174
Seniority Tie Breaker		2B7	173
Seniority Lists		2C	174
Separation, Unjust		2D4	174
Transfers		2G	175
Union LWOP		2D3	174
Vacation Scheduling		2B4	173
Letter of Intent			
Maintenance Career Guidance			210
Stewards/Maintenance Overhaul Cen-			
ters			211
Letter of Warning	16	3	71
Purging of Personnel Folders, Mem-			
orandum of Understanding			197
Life Insurance Program	21	2	82
Lifetime Job Security	6	(1)	6
Lifetime Job Security, Employees Hired			
After Sept. 15, 1978	6	(2)	7
Light Duty Assignments	13		45-51
Establishment of		3A-C	47-48
Filling Vacancies Due to Reassign-			
ment of an Employee to Another			
Craft		5	50-51
General Policy		4	48
Local Negotiations	30	B15-17	93
Number		3C	48
Seniority of an Employee Assigned to			
Another Craft	13	6A.8	51
Limitation, Use of Discussion Records	16	2	70-71
Limitations on Revocation of OF-346	29		91-92
Memorandum of Understanding			198-200
Literature Racks	22		83

	ARTICLE	SEC.	PAGE(S)
Live Bidder, Effect of Subsequent Bid	37	3F8	125
Live Record			
Brush-up Training Memo			205-208
Defined	37	1K	104-105
MPLSM Lock-in	37	3B3	119
Part-Time Regular	37	2E	112-113
Local Implementation	30		92-94
Alleged Violations of Local Agree-			
ments		D	94
Arbitration of Impasses		C	94
Existing Local Memoranda of Under-			
standing		A	92
Impasse Procedures, Memorandum			
New or Consolidated Installations ..	30	E	200-201
Subjects for Local Negotiation		B	94
Subjects for Negotiations—Carrier			
—Application of Seniority	41	2	172-175
—Posting	41	1A3	170
—Installation-Wide or Section			
Bidding	41	1A3	170
—Length of Posting	41	1B3	171
—Report Time Change	41	1A5	170
—Reposting Jobs	41	30	177
—Scheduling Fixed or Rotating Non-			
Work Days	41	1A3	171
—Seniority Listings	41	2C	174
Subjects for Negotiations—Clerk			
—Assignment of Successful Bid-			
der	37	3F2	121
—Length of Posting	37	3D	121
—Reposting Because of Changes	37	3A4	114
—Seniority Listings	37	3A5	114-115
—Seniority Listings	37	2C	105
—Seniority Listings	37	2E8	113
Subjects for Negotiations—Maine-			
nance			
—Reposting Because of Changes	38	4A4.5	135
—Seniority Listings	38	3D	132
Subjects for Negotiations—MVS			
—Assignment of Successful Bid-			
der	39	2E2	154
—Calendar-Year Repostings	39	2A8	152
—Length of Posting	39	2C	153
—Reposting Because of Changes	39	2A4	151
—Seniority Listings	39	2A5	151
—Seniority Listings	39	1F	149
Subjects for Negotiation—SDM			
—Assignment of Successful Bid-			
der	40	2E2	166
—Installation-Wide or Section Bid-			
ding	40	2B	165
—Length of Posting	40	2C	165
—Posting of Vacancies	40	2A4	163

	ARTICLE	SEC.	PAGE(S)
Local Implementation (cont)			
—Reposting Because of Changes	40	2A5	163
	40	2A6	164
	40	2A7	164
—Seniority Listing	40	1C	156
Local Joint Labor-Management Committees			
Anti-Fatigue Measures	37	5	128
General	17	5	76-77
Employee Assistance Programs	35	2	102
Parking	20	3	81
Rotation on Parcel Sorter	37	4B1	127-128
Rotation on MPLSM	37	4A2	127
Safety and Health	14	4.8	54-56
Scheme	37	6	129
Local Negotiations, See Local Implementation	30		92
Locker Inspections			
—Clerk	37	10	129
—Letter Carrier	41	3J	177
—Maintenance	38	7B	142
—Motor Vehicle	39	3D	154
—Special Delivery	40	4B	167
Lock-in			
MPLSM Bid Restrictions	37	3B	119-120
Unassigned Regular	37	3F10	125-126
Loss or Damage of the Mails	28	2	90
Lower Grade, Right to Retreat Memo...			195
See Also Demotion			
LWOP—Leave Without Pay			
for Union Conventions	10	3F	26
for Union Business	24	2	84-85
for Union Business—Seniority	41	2D5	175
in Conjunction with AL or SL	10	6	27
M			
Mail/Bundle Sorting Machine Training Memo			209
Mail Handlers, Excluded	1	2	2
Mail Handlers, Included, Memorandum of Understanding			185-186
Maintenance Career Guidance Memo			210
Maintenance Craft	38		130-143
Definitions		2	130-131
Arbitrary		2H	131
Craft		2A	130
Duty Assignment		2C	130
Installation		2B	130
Occupational Group		2G	131
Preferred Duty Assignment		2D	130
Seniority for Preferred Assignment		2F	131
Service Seniority		2E	130-131
Introduction		1	130
Craft Positions, Jurisdiction		1	124

	ARTICLE	SEC.	PAGE(S)
Maintenance Craft			
Posting and Bidding	38	4A,B	134-135
Change in Basic Work Week		4A4	135
Change in Duties		4A5	135
Change in Starting Time		4A4	135
Duty Assignment Not Posted		4A2	134
Filling Vacant or Newly Established			
Duty Assignments		4A1	134
Information on Notice		4C	135
Length of Posting		4A1	134
Newly Established Positions		4A1	134
Place of Posting		4B	135
Position Reverted		4A3	135
Successful Bidder		5C1	140
Supervisor Details		7G	143
Upgraded Positions		5B4	139
Maintenance Craft			
Selection Methods	38	5A-D	136-141
Entry into Craft		5A9	137
Filling Vacant Assignments		5B5	139
Incumbency		5B4a,b	139
Lateral Transfers		5B3	138
New or Amended Preferred Assignment Selection Form		5A6a-e	136-137
Newly Established Positions		5A3,4	136
Part-Time Regular		5A7	137
Positions Filled by Senior Qualified		5B2a-j	138
Preferred Assignment		5A1-11	136-137
Preferred Assignment Selection			
Registers, Establishment of		5A1	136
Promotion		5B-D	137-143
Promotion Eligibility Registers Establishment of		5B-D	137-143
Promotion Eligibility Registers, Updating of		5D	140-141
Residual Vacancy		5B6-8	139
Successful Applicants		5A10	137
Unassigned Full-Time and Part-Time		5C	140
Fixed Schedule Employees		5A8	137
Upgraded Positions		5B4	139
Maintenance Craft			
Seniority	38	3	131-134
Coverage		3B	131
Excess Employees		3K	134
Granted by Law		3H	133
Introduction		3A	131
Lists		3D	132
Posted		3D	132
Updated		3D	132
Loss of		3E1,2	132
Military Service		3H	133
Modified		3I	133

	ARTICLE	SEC.	PAGE(S)
Maintenance (cont)			
New Period of		3E	132
Preferred Duty Assignments		2F	131
Reduction in Seniority for Preferred Assignments		3G1.2	133
Responsibility for Administration		3C	131-132
Restoration of, for Preferred Assignments		3F1-6	132-133
Restoration Service Seniority		3F1-6	132-133
Service Seniority		2E	130-131
Tie Breakers		3J	133-134
Maintenance Craft			
Special Provisions	38	7	142-143
Biddable Positions		7F	143
Career Guidance Memo			210
Cleaning Services Subcontracting			211-212
Locker Inspections	38	7B	142
Overtime Desired List		7D	143
Relief Assignments		7E	143
Supervisory Details		7G	143
Telephones, Policy on		7C	142
Tools		7A	142
Maintenance Craft Training			
Advance Notice, Off-Site	38	6A5	141
Assignment Requirements		6A6	141
Billet Allocations, Furnished to Union		6A7	142
Billet Allocation Memo			210-211
Involuntary Selections	38	6A4	141
Job Related, Level 8-10, Volunteers		6A1	141
Opportunities, Levels 1-7		6A1	141
Placement Duration		6A6	141
Placement in Duty Assignment upon Completion of		6A6	141
Posting of Volunteers		6A3	141
Maintenance Overhaul Center, Stewards Memo			211
Major Metropolitan Areas—Reassignments	12	4B	31
Man Years			
See—Work Years or Number of Employees			
Management Rights	3		4-5
Managerial Personnel Excluded	1	2	1
Manuals and Handbooks	19		80
See Handbooks and Manual			
Maximization—Full-Time Employees	7	3B.C	15
Maximization—Part-time Fixed Schedule	7	3B.C	15
Maximization, Memo			186-187
Mechanization	4	1	5

	ARTICLE	SEC.	PAGE(S)
Medical Condition			
Ill or Injured Employees	13	2B2	47
		4G	49
MPLSM Lock-in, Release From	37	3B5	120
See Also			
---Accidents			
---Health			
---Ill or Injured			
---Injury on Duty			
---Safety and Health			
Memorandums of Understanding			183-219
Annual Leave Carryover			191
Annuity Protection			189
Article 7, 12 and 13—Cross Craft and Office Size			185
Article 8 Memo			187
Article 30 (Local Implementation) ..			200-201
Bargaining Information			202
Benefits Structure Committee			197
Bids with Required Computer Skills ..			204
Brush-up Training			205
Career Guidance, Maintenance			210
Carryover, Annual Leave			191
Child Care Task Force			217
Cleaning Services, Subcontracting ..			211
Committee on Benefits Structure ...			197
Committee on Maintenance Career Guidance			210
Committee on Training			218-219
Computer Skills, Clerk Bids			204
Conversion, Part-Time Flexibles			186-187
Court Leave, PTFS			190
Cross Craft Assignment of Employees ..			185-186
Design, Evaluation, Compensation of Letter Carrier Routes			214
Discipline Task Force			196
Distribution, Productive			209
Driving License, Government			198
Footwear/Uniform Allowance			198
Government Driving License			198
Hearing Impaired			183-185
Highway Contracts			213
Impaired Hearing			183-185
Information, Bargaining			202
Inspections, Special, City Delivery ..			215
Interpreters			183-185
Layoff Protection			185
Leave, Annual Carryover			191
Leave, PTF Court			190
Letters of Warning, Purge			197
Local Implementation			200
Lower Grade, Retreat Rights			195

Memorandums (cont)	ARTICLE	SEC.	PAGE(S)
Mail/Bundle Sorting Machine Training			209
Maintenance Career Guidance			210
Maintenance Overhaul Centers, Stewards			211
Maximization/Full-time Flexible-APWU			186
Maximization/Full-time Flexible-NALC			187
Number of Employees or Man Years			185-186
Official Disciplinary Letters of Warning, One-Time Purge			197
Opportunities for the Hearing Impaired			183-185
Overhaul Centers, Stewards			211
Overtime			187-189
Privately Owned Vehicles, Use of			203
Productive Distribution			209
Protection, Annuity			189
Protection, Layoff			185
PTF Court Leave			190
PTF Preference			203
Purge of Warning Letters			197
Reasonable Accommodation, Hearing Impaired			183-185
Reassignments/Transfers, Voluntary			192-194
Reinstatement of OF-346			198
Relief and Pool Memo. Reference To	37	3F9	125
Retreat Right to Lower Grade			195
Review, SDM Unit			214
Router, Carrier Craft			216
Schemes, Build-up Time			205-208
Schemes, Deferment Period-Clerk Craft			205-208
Schemes, Machine Training Time			205-208
Schemes, Multiple Training Sequence			205-208
Schemes, Productive Distribution			209-210
Schemes, Qualification Tests			205-210
Special Delivery Work Load			214
Special Mail Counts and Inspections, Curtailing Mail For, M-39 Handbook-Letter Carrier Craft			215
Stewards/Maintenance Overhaul Centers			211
Subcontracting, Cleaning Services			211-212
Subcontracting, Highway Movement of Mail			213-214
Task Force on Child Care			217
Task Force on Discipline			196
Task Force on Letter Carrier Route Evaluation			214-215
Telephone Devices for the Deaf			183-185
Training			218-219
Training, Allocation of Billets			210
Training, Hearing Impaired			183-185
Training, Letter Sorting Machines—Clerk Craft			205-210

Memorandums (cont)	ARTICLE	SEC.	PAGE(S)
Training, New Letter Carriers			216
Transfers			192
Uniform Allowance			198
Use of Privately Owned Vehicle			203
Vehicle, Use of Privately Owned			203
Videos, Captioned for Hearing Impaired			183-185
Merit Systems Protection Board	16	5	71-72
Mileage Rate	36	28	103
Military Service, Seniority Credit—See Seniority Provisions Under Each Craft Heading			
Minimum Charge for Leave	10	6	27
Minor Offenses	16	2	70-71
Motor Vehicle Craft	39		144-155
Definitions			
Abolishment	39	1C9	149
Application		1C4	148
Bid		1C5	148
Craft Group		1C2	147
Duty Assignment		1C6	149
Eligible Bidder		1C8	149
Preferred Duty Assignment		1C7	149
Senior Qualified Positions		1C3	148
Service Seniority		1C1	147
Motor Vehicle Craft			
Posting and Bidding	39	2	151
Information on Notices		2D	153
Length of Posting		2C	153
Multi-Craft Positions		1H	149
Place of Posting		2B	152
Vacant Assignments		2A	151
—Change in Basic Work Week		2A3	151
—Change in Starting Time		2A5	151
—Change in Duties		2A4	151
—Optional Posting (Vehicle Maintenance)		2A8	152
—Optional Posting (Vehicle Operations)		2A7	151
—Reversion of Assignment		2A2	151
—Vacant or New Positions		2A1	151
Successful Bidder		2E	153-154
Temporary Holddowns		1J	150
Tractor-Trailer Operators		1B6	146
Motor Vehicle Craft			
Seniority	39	1	144
Definitions		1C	147
Excess Employees		1D	149
Introduction		1A1	144
List to be Posted		1F	149
Modified		1B11	147
Multi-Craft Positions		1H	149-150
Mutual Exchanges		1B11	147

	ARTICLE	SEC.	PAGE(S)
Motor Vehicle (cont)			
Past Practices		1A2	144
Preferred Assignments		1B	144
Vehicle & Tractor Trailer Oper- ators		1B6	146
Reemployment After Disability		1B5	145
Responsibility		1E	149
Return in 90 Days		1B5C	146
Temporary Holddowns		1J	150
Tie Breaker Procedures		1B4	145
Transfer from Other Installations		1G	149
Vacation Scheduling		1I	150
Motor Vehicle Craft			
Special Provisions	39	3	154
Craft Position Jurisdiction		3E	154
Details, How Filled		3F	155
Directional Fans in Vehicles		3H	155
Locker Inspections		3D	154
Night Shift Differential—On-The- Clock Training		3G	155
New Facilities		1G	149
New Vehicles		3B	154
Supervisor (204B) Details		2A9	152
Telephone Policy		3C	154
Temperature		3H	155
Temporary Holddowns		1J	150
Tools		3A	154
Tractor-Trailer Operations		3J	155
Training		3I	155
Transfers		1G	149
MPLSM —See Clerk Craft Mail Sorting Machines			
Multi Craft Positions			
—Clerk	37	3A6	115
—Letter Carrier	41	1D	172
—Maintenance	38	7F	143
—Motor Vehicle	39	1H	149
—Special Delivery	40	1D3c	157
Mutual Exchanges—Transfers			
—Clerk	37	2D8	112
—Letter Carrier	41	2E	175
—Maintenance	38	3I	133
—Motor Vehicles	39	1B11	147
—Special Delivery	40	1F5	160
N			
National Joint Labor-Management Uni- form Control Committee	26	1	86
National Level Arbitration	15	40	69
National Postal Mail Network—Reas- signments	12	4B	31
National Study on Parking	20	1	80
New Employee Orientation	17	6	77
New Jobs—Adjustment Period, Letter Carrier	41	3F	176

	ARTICLE	SEC.	PAGE(S)
New Jobs—Created by Technological or Mechanization Changes	4	3	6
New Period of Seniority	12	2B	30
Also See Seniority Provisions Under Each Craft Heading			
New Positions, Assignment to Craft ..	1	5	2-3
Night Shift Differential	8	7	19
—Motor Vehicle Training	39	3G	155
No Forfeiture—Annual Leave	10	3B	25
No Layoff Provisions	6		6-13
See Layoffs			
Non-Bargaining Details			
Clerk Craft	37	3A8	116
.....	37	3F10f	126
See Detail To			
Non-Discrimination	2	1	3-4
Non-Scheduled Day, Call-In	8	8B	19
Normal Work Week	8	2C	16
Also See Basic Work Week and Serv- ice Week			
No Strike Clause	18	1-4	79-80
Number of Employees			
See—Work Years or Number of Employees			
O			
Occupational Group			
Deliver, Maintenance	38	2G	131
OF-346	29		91-92
Initial Issuance			92
Off-Duty Driving Record			91
Reinstatement of, Memorandum ...			198-200
State Driver's License			91-92
Office Size			
See—Work Years or Number of Employees			
Official Letters of Warning, One-Time Purge Memo			197
OJT—On the Job Training			
Brush-up Training Memo		11G	208
Computer Skills Memo			204-205
Safety and Health, Hazard Training	14	8D	58
O/N 400 Examination—See Tests			
O/N 440 Examination—See Tests			
OPM, Office of Personnel Management, Bureau of Retirement—See Seniority (Reinstatement) Under Each Craft Heading			
Opportunities for Hearing Impaired, Memo			183-185
Orientation of New Employees	17	6	77
Outside of Schedule Premium	8	4B	16

	ARTICLE	SEC.	PAGE(S)
Outside of Schedule (cont)			
—204B Exclusion	37	3A8	116
—Training, Computer Skills Memo			204–205
Overhaul Centers, Stewards Memo			211
Overtime	8		16–18
Assignments		5	17–18
Desired List		5	17–18
Desired List (Excused Absence)		5E	18
Desired Lists (Maintenance)	38	7D	143
Memorandum			181
Outside of Schedule Premium	8	4B	16
—204B Exclusion	37	3A8	116
Penalty Pay	8	4C–E	16–17
Rate		4A	16
Restrictions		5F, G	18
Schedule Change (Letter Carrier)	41	1A4	170
When Paid	8	4B–E	16–17
Work		4	16–17
OWCP Compensation	21	4	82–83
Also See Seniority (Reinstatement)			
Under Each Craft Heading			
P			
Parking	20		80–81
Labor-Management Committee		3	81
National Study Committee		1	80–81
Security		2	81
PAR Program (now EAP)	35		101–102
Part-Time Fixed Schedule Employees	7		14
Assignment	7	1A2	14
Clerk Craft	37	2E	112–113
Excepted	8	3	16
Maintenance Craft	38	5A7	137
Separate Category	12	5D	45
	13	1A	45–46
Subcontracting, Cleaning Services			
Memo			211–212
Work Week	8	1	15–16
Part-Time Flexible Employees			
Conversion to Full-Time	7	3	15
Court Leave Memo			190
Definition and Use	7	1A2	14
Driveout Reimbursements (Carrier)	41	4, 3f	180
Excepted	8	3	16
Guarantees	8	6	19
Holiday Pay	11	7	29
Hours of Work	8	3	16
Overtime Penalty Pay	8	4E	17
Preference System (Clerk)	37	2D5	106–110
Preference System Training			203–204
Standing On PTF Roll			
—Clerk	37	2D3	106
—Letter Carrier	41	286	173
—Motor Vehicle	39	1B	144–145

	ARTICLE	SEC.	PAGE(S)
Part-Time Flexible (cont)			
—Special Delivery	40	109	158
Temporary Holddown Jobs			
—Letter Carrier	41	284	173
—Motor Vehicle	39	1J	150
Work Preference Over Casuals	7	1B1.2	14
Part-Time Regular Employees—			
See Part-Time Fixed Schedule Employees			
Pay Increases—Basic Annual Salary	9	1	20
Pay Increases—COLA			
See Cost-of-Living Adjustments			
Payroll Deductions	17	7D	79
Penalty Overtime Pay	8	4C–E	16–17
Performance of Bargaining Unit Work by Supervisors	1	6	3
Offices with Less than 100 Bargaining Unit Employees		6B	3
Offices with 100 or More Bargaining Unit Employees		6A	3
Personnel Employees (Confidential) Excluded	1	2	1–2
Physical Requirements—See Posting and Bidding (Information on Notice) Under Each Craft Heading			
Pilots—See Studies			
Polygraph Test	17	3	76
Postal Inspection Service—See Inspection Service			
Postal Installations—See Installation			
Posting, Principles	12	3	31
Posting Procedures, See Posting and Bidding Under Each Craft Heading			
Preference Eligibles, Discipline Cases	16	9	73
Preferred Assignment Register	38	5A	136–137
Preferred Duty Assignment—See Definitions and Seniority Under Each Craft Heading			
Premium Rates	8	4F	17
Principal Assignment—See Posting and Bidding (Information on Notice) Under Each Craft Heading			
Principles of Promotions	33	1	98–99
Privately Owned Vehicles			
Letter Carrier Driveout Agreements	41	4	178–180
Special Delivery Messenger Craft	40	3A, B	167
Tort Claims	27		89
Voluntary Use Memo			203
Probationary Period	12	1A–D	30
Productive Distribution			
LGM, Brush-up Memo		IIA	206
Manual Scheme, Brush-up Memo		HC	206
Productive Distribution Memo			209
Professional Employees, Excluded	1	2	1–2

	ARTICLE	SEC.	PAGE(S)
Prohibition of Unilateral Action	5		6
Promotion Eligibility Register	38	5B	137-141
Promotions	33		98-99
Examinations		3	99
Maintenance Selection System	38	5B1	137
Principles	33	1	98-99
Qualifications		1,2	98-99
Training and Self-Help Programs		1	99
Within Craft		2	98
See Also Best Qualified			
Property Damage	28	3	90-91
See Also Employer Claims			
Protected Salary Rates	9	7	25
Bumped Letter Carrier	41	30	177-178
Technological Change	4	3	6
Protection—Annuity Memo			189
Protection—Layoff Memo			185
Protection—Part-Time Flexible Employees	7	1B1	14
Protective Equipment, Hazardous Materials	14	8D	58
PTFS—See Part-Time Flexible Employees			
PTR—See Part-Time Fixed Schedule Employees			
Purge of Warning Letters, Memo			197
Pyramiding Pay Rates, Prohibited	8	4F	17

Q

Qualifications for Promotion	33	1,2	98-99
Also See Posting and Bidding Under Each Craft Heading			

R

Random Numbers, Selection, Tables			
EDIT	37	4A3	127
STAT	37	4B2	128
Rate Protection, See Protected Salary Rates			
Reasonable Accommodation, Hearing Impaired Memo			183-185
Reassignments	12	4,5	31-45
Advance Notice		4B	31
Principles		4A-D	31-32
		5A,B	32-34
Special Provisions and Rules		5C	34-45
—Centralized Mail Processing and/or Delivery Installation		5C6	42-43
—Consolidation of an Independent Installation		5C2	36
—Discontinuance of an Independent Installation		5C1	34-35

Reassignments (cont)

	ARTICLE	SEC.	PAGE(S)
—Excessing—Outside an Installation		5C5	38-42
—Excessing—Within an Installation			
Employees Excess to the Needs of a Section		5C4	37-38
Motor Vehicle Craft Only		5C5	38-42
National Postal Mail Network		4B	31
—Part-Time Flexibles in Excess of Quota		5C8	44-45
—Reduction of the Number of Employees in an Installation Other Than by Attrition		5C5	38-42
—Transfer of a Classified Station or Branch to the Jurisdiction of Another Installation or Made an Independent Installation		5C3	37
Transfers—Voluntary, Memo			192-194
Vehicle Accident, Suspension or Revocation of Government Driver's License	29		91-92
Also See			
—Demotion			
—Ill and Injured			
—Seniority Under Each Craft Heading			
Recognition of Unions	1	1	1
Records, Discipline	16	10	73
Reduction in Force, Regular Work Force	6		6-13
Reemployment			
After Disability Separation			
—Clerk	37	2D6	110
—Letter Carrier	41	2D1	174
—Maintenance	38	3F1	132
—Motor Vehicle	39	1B5	145
—Special Delivery	40	1F1	159
Also See Seniority Provisions Under Each Craft Heading			
Regional Level Arbitration—			
See Arbitration			
Registers, Entrance/Hiring			
O-N 400	37	3F10	125-126
O-N 440	37	3F10	125-126
O-N 440 Machine Training Memo			209
Registers, Preferred Assignment	38	5A	136-137
Registers, Promotion Eligibility	38	5B	137-141
Regular Work Force, Defined	7	1A1,2	13-14
Regular Work Force, Layoffs	6		6-13
Rehabilitation Act	2	1	4
Reinstatement of OF-346, Government Driver's License Memo			198
Relief Assignments			
—Clerk Craft	37	3F9	125
—Maintenance Craft	38	7E	143
Temporary Holddown Jobs			

	ARTICLE	SEC.	PAGE(S)
Relief Assignments (cont)			
—Letter Carrier	41	2B4	173
—Motor Vehicle	39	1J	150
Reopening Provision	43	2	182
Reporting Time not to be Changed on Weekend	8	6	19
See Also			
—Posting and Bidding (Information on Notice, Change in Starting Time) Under Each Craft Heading			
Report of Undelivered Mail, Form 1571	41	3G	176
Reposting , Because of Change to Job—See Posting and Bidding Under Each Craft Heading			
Representation	17		74-79
Appointment of Stewards		2	74-75
Checkoff		7	77
Labor-Management Committee Meetings		5	76-77
Payment of Stewards		4	76
Rights of Stewards		3	75-76
Stewards' Duties		1	74
Union Participation in New Employee Orientation		6	77
Reranked Positions			
—Clerk	37	3A9	116-117
—Maintenance	38	5B4	139
Reserve Letter Carrier , defined	41	1A1	168-169
Resignation , Due to Illness			
—Clerk	37	2D6	116
—Letter Carrier	41	2D1	174
—Maintenance	38	3F1	132
—Motor Vehicle	39	1B5	145
—Special Delivery	40	1F1	159
Restoration of Seniority —See Seniority Under Each Craft Heading			
Retirement Program	21	3	82
Also See Reemployment (After Disability Separation)			
Retreat Rights			
Back to a Section	12	5C4c	38
Back to an Installation	12	5C5b	41
Back to Lower Grade Memo			195
Reversion —See Definitions as Well as Posting and Bidding, Under Each Craft Heading			
Review of Discipline	16	8	73
Review, SDM Units , Memo			214
Revocation—OF-346	29		91-92
Memorandum of Understanding			198-200
Right to Information	31	3	95
Also See Information			

	ARTICLE	SEC.	PAGE(S)
Rights of Union Officials to Enter Postal Installations	23		83-84
Route Inspections —See Inspections			
Router , Carrier Craft Memo			216
Routes			
Numbers	41	1B4	171
Seasonal	41	3R	178
Unfamiliar	41	3F	176
Rural Letter Carriers , Excluded	1	2	2
S			
Safety and Health	14		51-58
Automated Systems Development		1	52
Cooperation		2	52
Councils, Field Federal		9	58
Dog Bites		8	56
Employee Assistance Programs, Roll of Safety and Health Committee	35	2	102
Employee Participation	14	6	55
Ergonomics		1	52
Finger Mail	41	3I	176
Health Services, Availability	14	3C	54
Health Unit, Roll on Committee		7	55
Human Factors		1	52
Investigation Board, Serious or Fatal Accidents		8C	57
Investigations		8A	55
Joint Labor-Management Committee, National		3A	53
Lawn Crossing	41	3N	177
Local Committee	14	4	54-55
Local Committee Meetings		7	55
Local Committee Responsibilities		8	55-58
Management Responsibility		1	51
National Committee's Role in EAP	35	2	102
Orientation and Training of New Committee Members	14	8B	57
Regional Joint Labor-Management Committee		3B	53-54
Steward's Role		2(b)	52
Williams-Steiger Occupational Safety and Health Act		3D	54
See Also			
—Accidents			
—Ill or Injured			
—Injury on Duty			
—Vehicles			
Salaries and Wages	9		20-25
Application of Rates		5	24
Basic Annual Salary		1	20
Continuation of Cost-of-Living Adjustment		4A1	23-24

	ARTICLE	SEC.	PAGE(S)
Salaries and Wages (cont)			
Cost-of-Living Adjustment	3		22-23
Granting Step Increases	6		25
Protected Salary Rates	7		25
Salary Rates			
Application	9	5	24
Protections, General	9	7	25
Protections, Involuntary Reassign- ments	12	5C5b(6)	41-42
Protections, Technological Change	4	3	6
Schedules, Step Progression	9	2	20-22
Step Increases	9	6	25
See Also			
—Base Annual Salary			
—Base Hourly Straight-time Rate			
—Basic Annual Salary			
Schedule			
Full-Time Employees	8	2	16
Holiday	11	6	29
Part-Time Employees	8	3	16
See Also Posting and Bidding Under Each Craft Heading			
Schemes			
Annual and Periodic Tests Eliminated	37	6C	129
Brush-up Training Defined	37	1L	105
Brush-up Training Memo			205-208
Change in Scheme, Brush-up Training			205-208
Change in Scheme, Effect on Posting	37	3A4	114
Committee, Scheme		6	129
Currently Qualified		1J	104
Deferment Period			
—Machine		3F4	122
—Manual		3F3	122
—Multiple		3F7	124
—Subsequent Bid, effect		3A7	115
—Termination		3A7	115
—Withdrawal from Bid		3A7	115
Edit		4A3	127
Information on Job Posting		3E	121
Live Record		1K	104
MPLSM		4A-C	126-128
MPLSM Lock-in		3B5	120
Parcel Sorter		4B	127-128
Probationary Scheme Tests	12	1a	30
Productive Distribution Memo			209-210
PTF Preference	37	2D5	107-110
SIAT		4B2	128
Training, Scheme Applied to Machine (Memo)			208
Training, See Deferments above			
Training, Sequence With Multiple Schemes (Memo)			208
Seasonal Route	41	3R	178
Security Guards, Excluded	1	2	2

	ARTICLE	SEC.	PAGE(S)
Senior Markup Clerk—Automated	37	3A6	115
Seniority, Crafts. See Seniority Under Each Craft Heading			
Seniority, Principles	12	2A,B	31-32
Seniority for Rehired Employees	12	1D	31
Separability and Duration	43		182
Separation, Unjust —See Seniority (Re- stored) Under Each Craft Heading			
Service Computation Date	37	2D4	107
Service Day	8	2B	16
Service Week			
Defined	8	2A	15-16
Full-Time Employees	8	2A	15-16
Part-Time Employees	8	2A	15
SF-46 (now OF-346)	29		91-92
Initial Issuance			92
Off-Duty Driving Record			91
Reinstatement of, Memorandum of Understanding			198-200
State Driver's License			91-92
SF-1187 (Dues Deduction)	17	7B.C	77-79
SF-95 (Tort Claim Form)	27		89
Shortages in Fixed Credits	28	1	90
Sick Leave	10	5A-D	27
Maximum Charge	10	6	27
Used with LWOP	10	6	27
Skill Demonstration	37	3F5	123
Bids With Computer Skills			204-205
Special Counts and Inspection, Not Necessary	41	3I	176
Special Count and Inspection Memo			215
Special Delivery Messenger Craft	40		155-168
Definitions			
Application		1D7	157
Bid		1D6	157
Change Between Part-Time Flexible Rosters		1D10	158
Craft Group		1D1	156
Craft Seniority		1D2	156
Duty Assignment		1D4	157
Excess/Surplus Employees		1D12	158
Installation		1D8	157
Inter Level Bidding		1D3	157
Preferred Duty Assignment		1D5	157
Relative Standing—PTF Roll		1D11	158
Reversion		1D9	158
Special Delivery Messenger Craft			
Miscellaneous Provisions	40		167-168
Incorrect Fns Collected		4C	168
Locker Inspections		4B	162
Supply Items & Equipment		4D	168
Telephone Policy		4A	167

	ARTICLE	SEC.	PAGE(S)
Special Delivery Messenger Craft			
Posting and Bidding	40	2	162-167
Information on Notices		2D	165-166
Length of Posting		2C	165
Newly Established and Vacant Positions		2A1	163
—Change in Starting Time		2A7	164
—Change of Duties		2A6	163-164
—Non-Scheduled Days Retained		2A4	163
—Non-Scheduled Work Days		2A3.4	163
—Place of Posting		2B	165
—Position Designation		2A9	164
—Position Reverted		2A3	163
—Residual Vacancy		2A4	163
—Reversion		2A3	163
—Successful Bidder		2E	166
—Transfers		2F	166-167
—Unassigned Full-Time Employees		2A8	164
—Vacant or New Assignment		2A1	163
Special Delivery Messenger Craft			
Seniority	40	t	155-162
Best Qualified		1F4	160
Conversion		1J	162
Coverage		1B	156
Definitions		1D	156-158
Excess/Surplus Employees		1D12	158
Introduction		1A	155-156
Past Practices		1A2	156
Lost		1G	161
Military Disability		1K	162
Modified		1F5	160
Mutual Exchanges		1F5	160
Reassignment		1I	161
Reserved Positions		1H	161
Responsibility		1C	156
Seniority Lost		1G	161
Seniority Modified		1F5	160
Seniority Retained, Regained, or Restored		1F	159-160
Transfers		1G	161
Veteran Benefits		1E	158-159
Special Delivery Messenger Craft			
Special Provisions	40	3A-C	167
New Vehicles		3C	167
Private Vehicle		3A.B	167
Transfer Requests		2F	166
Workload, Memorandum of Understanding			214
Special Mail Counts and Inspection			
Memo			215
Special Count Not Necessary	41	3I	176

	ARTICLE	SEC.	PAGE(S)
Starting Time—See Reporting Time			
Step 1, Grievance Procedure	15	2	59-60
Step 2, Grievance Procedure	15	2	60-61
Step 3, Grievance Procedure	15	2	61-63
Step 4, Grievance Procedure	15	2	63-64
Step Increases			
General	9	6	25
Progression	9	2	20-22
While on LWOP for Union Business	24	1	83-84
Stewards	17		74-79
Alternate		2A	74
Appointment		2A	74
Certification		2A.B	74
Chief Steward		2A	74
Craft Other Than Own		2E	75
Determination if a Grievance Exists		3	75
Investigating Grievance		1	74
Involuntary Transfers		3	75-76
Layoffs	6	C4	11
Locker Inspections—See Locker Inspections			
Not on Payroll	17	2D	75
Number		2A	74
Overhaul Centers (Memo)			211
Payment	17	4	76
Rights		3	75-76
Safety and Health	14	2B	52
Specific Work Location	17	2A	74
Super Seniority			
—Excessing	17	3	75-76
—Layoffs	6	C4	11
Union Officer as Steward	17	2B	74
Stools			
—Clerk	37	5	128-129
—Letter Carrier	41	3A	175
Strapping Out, Carriers	41	3I	176
Strike, No Strike Provision	18		79-80
Studies			
Benefits Structure Committee, Memo			197
Child Care Task Force, Memo			217-218
Disability Insurance, Benefits Structure Committee Memo			197
Discipline Task Force, Memo			196
Grievance Arbitration Procedure, Discipline Task Force Memo			196
Group Legal, Benefits Structure Committee Memo			197
Letter Carrier Route, Task Force Memo			214-215
Parking	20	1	80-81
Safety and Health	14	3	53
Safety and Health	14	8	55-58
Seating Devices, Adjustable Platform Stools	37	5	128-129

	ARTICLE	SEC.	PAGE(S)
Studies (cont)			
Subcontracting	32	4	98
Training Committee Memo			218-219
Work Measurement and Time Standards			
—Employer Studies	34	B-D	99-100
—Union Studies	34	F	101
Subcontracting	32		95-98
Advance Notification		1B	95-96
Average MVS employee costs	32	3E1	97
City Letter Carrier Craft		2	96
Cleaning Services, Memorandum of Understanding, Maintenance Craft			211-212
Evaluation for Need	32	1A	95
General Principles		1	95
Highway Contracts Memo			213
Highway Movement of Mail	32	3	96-98
Joritt Committee		4	98
Motor Vehicle Craft		3	96-98
Successful Bidder—Limited to Five Times	12	3A	31
Also See Posting and Bidding Under Each Craft Heading			
Sunday Premium Payment	8	6	19
Super Seniority, Stewards			
—Lay offs	6	C4	11
—Reassignments	17	3	75-76
Supervisors, Excluded	1	2	1-2
Supervisors Performing Bargaining Unit Work	1	6A,B	3
At Post Offices with 100 or More Bargaining Unit Employees	1	6A	3
At Post Offices with Less than 100 Bargaining Unit Employees	1	6B	3
Supplemental Work Force—See Casuals			
Supply Items—See Equipment			
Surplus Employees—See Excess Employees			
Suspension	16	4,5,6	71-72
Emergency Suspension		7	72
Indefinite Suspension		6	72
14 Days or Less		4	71
More Than 14 Days or Discharge		5	71-72
Review		8	73
Task Force			
—Child Care, Memo			217
—Discipline, Memo			196
—Route Evaluation, Memo			214-215
Technological and Mechanization Changes	4		5
Advance Notice		1	5

	ARTICLE	SEC.	PAGE(S)
Technological (cont)			
Labor-Management Committee (National Level)		2	5
New Jobs		3	6
New Mechanization or Equipment		1	5
Telephone Devices for the Deaf (Memo)			183-185
Telephones, Use of			
—Clerk Craft	37	9	129
—Letter Carrier Craft	41	3H	176
—Maintenance Craft	38	7C	142
—Motor Vehicle Craft	39	3C	154
—Special Delivery Craft	40	4A	167
Temporary Details—See Detail To			
Temporary Holddowns	39	1J	150
Temporary Schedule Change			
—Productive Distribution During Training			209
—Training for Computer Skills			204-205
Temporary Vacancy			
Available To PTF and Unassigned			
Regular			
—Carrier	41	2B3-5	172-173
—Motor Vehicle	39	1J	150
Higher Level Vacancy—See Higher Level			
Relief and Pool			
—Clerk	37	3F9	125
—Maintenance	38	7E	143
Ten Hours Work in Day, Over	8	5F	18
Tests			
Brush-up Training—Test Not Needed			205-208
Computer Aptitude Test			207
Computer Skills Demonstration			207
EBIT, Operator Tests	37	4A3	127
Examinations—Entrance			
—General Reference	37	2D5	107-110
—General Reference	37	3A10a	117-118
—O-N 400	37	2D5b(5)	109
—O-N 400	37	3F10	125-126
—O-N 440	37	3F10	125-126
—O-N 440 Machine Training Memo			209
Inter Level Bidding	37	3A10a	117-118
Medical Examinations			
—Light Duty Requests	13	2	46
—Light Duty Review	13	4F,G	49
Post Tests—See Strides			
Polygraph Tests	17	3	76
Promotion Examinations	33	3	99
Scheme Tests—See Schemes			
SIAT, Operator Tests	37	4B2	128
Work Measurement and Time Standards Tests	34	C,D	100
Time Standards	34		99-101

	ARTICLE	SEC.	PAGE(S)
Tools —See Equipment			
Tort Claim , Privately Owned Vehicles	27		89
Tractor Trailer Operators			
Bidding, Assignment, Seniority	39	1B6	146
Hiring Announcements	39	3J	155
Training			
Bids—See Posting and Bidding Under Each Craft Heading; Also See Deferrals			
Billets, Allocation of			210–211
Brush-up—See Brush-up Training			
Committee			218–219
Computers			204–205
Hazardous Materials	14	8D	58
Hearing Impaired			183–185
Junior Employee, Preference to Work Assignment	37	3F11	126
Letter Carrier Training			216
Mail Sorting Machine Training			209
—Also See Clerk Craft Posting and Bidding			
Maintenance Craft	38	5C3, 6A	140–141
Motor Vehicle Craft	39	3G, I	155
New Jobs, Automation	4	3	6
Night Differential During Training	39	3G	155
Productive Distribution			209–210
PTF Preference	37	2D5	107–110
Safety & Health, Committee Member Orientation	14	8B	57
Safety & Health, Hazardous Materials Scheme—See Schemes	14	8D	58
Self Development	33	1	98–99
Self Development Memo			218–219
Transfers			
Involuntary Reassignments—See Involuntary Reassignments			
Lateral, Maintenance Craft	38	5B3	138
Mutual Exchanges—See Mutual Exchanges			
Requests for Voluntary Transfers	12	6	45
—Motor Vehicle	39	1G	149
—Special Delivery	40	2F	166
—Transfer Memo			192–194
Seniority Upon Transfer			
—Clerk	37	2D7	112
—Clerk, PTF	37	2D2	106
—Letter Carrier	41	2G	175
—Maintenance	38	3E	132
—Motor Vehicle	39	1B3	145

	ARTICLE	SEC.	PAGE(S)
Transfers (cont)			
—Special Delivery	40	1G	161
See Also			
—Demotion			
—Ill and Injured			
—Reassignments			
Travel Authority	36	2	103
Travel Status , MOTSC			
Stewards Memo			211
Traveling Team , Maintenance			
Stewards			211
TTO —See Tractor-Trailer Operators			
Twelve Hour Day	8	5G	18
Typing Skills			
Demonstration of	37	3F5, 6	123–124
Incidental Typing	37	3F6	124
Inter Level Bidding	37	3A10a	118
U			
Unassigned Regulars			
Defined, Letter Carriers	41	1A1	168–169
How Assigned			
—Clerk	37	3F10	125–126
—Letter Carrier	41	1A7	170
—Maintenance	38	5A8	137
—Motor Vehicle	39	2A6	151
—Special Delivery	40	2A8	164
MPLSM Lock-in	37	3B5	120
Mutual Exchange, Consequence	37	2D8	112
Temporary Holdowns, MVS	39	1J	150
Temporary Vacancies, Carriers	41	2B3-5	172–173
See Also Detail To (204B)			
Uniforms and Work Clothes	26		86–88
Administration		1	86–87
Annual Allowance		2A	87
Annual Allowance, Newly Eligible Employees		2B	87–88
Eligibility		5	88
Footwear Memo			198
National Joint Labor-Management Uniform Control Committee	26	1	86–87
Optional Coveralls		4	88
Toxic or Dirty Work		4	88
Wear-Out Period		1	87
Work Clothes Program		5	88
Unilateral Action —Prohibition	5		6
Union Business—Annual Leave	24	1, 2	84–85
Union Conventions	24	1, 2	84–85
Union LWOP	24		84–85
Seniority Upon Return	41	2D3	174

	ARTICLE	SEC.	PAGE(S)
Union Management Cooperation	31		94-95
Data to be Supplied		2	94-95
Inspection of Relevant Information		3	95
Reimbursement of USPS for Information		3	95
Requests for Information		3	95
Right to Information		3	95
Solicitation of Employees for Membership		1	94
Union Officials			
Annual Leave During Choice Vacation Period	10	3F	26
Continuation of Benefits	24	1	84
Conventions	24	2	84-85
Right to Enter Postal Installations	23		83-84
Seniority Upon Return From LWOP	41	2D3	174
Union Recognition	1	1	1
Union's Right to Initiate Grievance (Step 1)	15	2	59
Unjust Removal/Transfer —See Seniority (Restoration) Under Each Craft Heading			
Unsafe or Unhealthful Conditions —Forms to be Available	14	2	52
Also See Safety and Health			
Upgrading Positions —See Posting and Bidding Under Each Craft Heading			
Use of Discipline Records	16	10	73
Purge of Warning Letters			197
V			
Vacant Duty Assignment			
Best Qualified Vacancy	37	2F	113
PTF Preference	37	2D5	106-110
Part-Time Regular Vacancy	37	2E2,7	112-113
Reserving/Withholding for Excessed Employees	12	5B2	33
Subcontracting Cleaning Services .. See Also			211-212
—Definitions (Duty Assignment, Preferred Assignment, Residual Vacancy, Reversion) Under Each Craft Heading			
—Detail to (204B)			
—Posting and Bidding Under Each Craft Heading			
—Temporary Vacancy			
—Unassigned Regulars			
Vacation (See Leave)	10		
Vacation, Choice Period	10	3A-F	25-26
Local Negotiations Over Vacation Issues	30	B4-12.20	92-93

	ARTICLE	SEC.	PAGE(S)
Vacation Planning	10	4	26-27
Vacation Scheduling—PTF			
—Clerk	37	2D3c	106
—Letter Carrier	41	2B4	173
—Motor Vehicle	39	1I	150
Vehicle			
Accident, Effect on Government Driver's License	29		91-92
Accident, Suspension and Reinstatement of Government Driver's License, Memo			198-200
Accident, Notification to NALC	41	3P	178
Comfort/Temperature Level	41	3Q	178
Damage to USPS Vehicle	28	3	90-91
Directional Fans	39	3H	155
Letter Carrier Driveout Agreements New Vehicles, Union Involvement	41	4	178-180
—Letter Carrier Craft	41	3L	177
—Motor Vehicle Craft	39	3B	154
—Special Delivery Craft	40	3C	167
Safety of Vehicles	14	2	52
Special Delivery Messenger Craft	40	3A,B	167
Tort Claims	27		89
Voluntary Use Memo			203
Vehicle Operations—Maintenance Assistant			
—Clerk	37	3A10b	119
—Letter Carrier	41	1D	172
—Maintenance	38	7F	143
—Motor Vehicle	39	1H	149-150
—Special Delivery	40	1D3c	157
Veterans' Preference	16	9	73
Voluntary Transfer —See Transfers			
W			
Wash-Up Time	8	9	19
Local Implementation	30	B1	92-94
Williams-Steiger Occupational Safety and Health Act	14	3D	54
Work Assignments (Cross Crafts) See Assignments	7	2A-C	14-15
Work, Bargaining Unit (Not to be Performed by Supervisors)	1	6A,B	3
Work Clothes, See Uniforms and Work Clothing	26		86-88
Work Clothes Program	26	5	88
Work Day for Overtime Purposes	8	1	15-16
Work Hours	8		15-19
See Reporting Time			
Work Off the Clock, Prohibited	41	3K	177
Work Schedules	7		13
Full-Time Employees		1A1	13-14
Part-Time Employees		1A2	14

ARTICLE	SEC.	PAGE(S)
Work and/or Time Standards	34	99-101
Advance Notice to Union	C	100
Arbitration	E-H	100-101
Arbitration Award	F	100
Arbitration Decision	H	101
Arbitration Issue	G	101
Notice to NALC	41	177
Tests to be Conducted	C	100
Union Grievance Limitation	E	100
Work Week, Defined	8	1
"Work Week, Normal" Defined	8	2C
Work Years or Number of Employees		
Discipline Review Process	16	8
Full-time Employment	7	3A
Grievance Processing (Step 2)	15	2
Length of Work Day	8	1
Local Safety Committees	14	4
Maximization Memos		
Office Size Memo		185-186
Safety Inspections	14	8
Transfer Memo		192-194
Work Hour Guarantees	8	8C
Working Supervisors Prohibited	1	16A
Workload, Special Delivery Messenger, Memorandum of Understanding		214

1987

	S	S	M	T	W	T	F	Pay Period	S	S	M	T	W	T	F
JAN	20	21	22	23	24	25	26	1							
	27	28	29	30	31	1	2	15							
	3	4	5	6	7	8	9	2							
	10	11	12	13	14	15	16	3							
	17	18	19	20	21	22	23	4							
	24	25	26	27	28	29	30	5							
FEB	31	1	2	3	4	5	6	6							
	7	8	9	10	11	12	13	7							
	14	15	16	17	18	19	20	8							
	21	22	23	24	25	26	27	9							
	28	1	2	3	4	5	6	10							
MAR	7	8	9	10	11	12	13	11							
	14	15	16	17	18	19	20	12							
	21	22	23	24	25	26	27	13							
	28	29	30	31	1	2	3	14							
	4	5	6	7	8	9	10	15							
APR	11	12	13	14	15	16	17	16							
	18	19	20	21	22	23	24	17							
	25	26	27	28	29	30	1	18							
	2	3	4	5	6	7	8	19							
MAY	9	10	11	12	13	14	15	20							
	16	17	18	19	20	21	22	21							
	23	24	25	26	27	28	29	22							
	30	31	1	2	3	4	5	23							
	6	7	8	9	10	11	12	24							
JUN	13	14	15	16	17	18	19	25							
	20	21	22	23	24	25	26	26							
JULY	27	28	29	30	31	1	2	1							
								2							
								3							
								4							
								5							
								6							
								7							
								8							
								9							
								10							
								11							
								12							
								13							
								14							

- ☐ Holiday
☐ Pay Day
 Contract Begins
 \$ 2% increase effective July 18

Key to calendar

COLA	Cost-of-Living Raise
COLA Roll In	\$1643 from 1981 Contract
Early Roll In	\$874 for Steps A-C
	\$1269 for Steps D-O

1988

	S	S	M	T	W	T	F	Pay Period	S	S	M	T	W	T	F	
DEC '87	19	20	21	22	23	24	(25)									
	26	27	28	29	30	31	(1)	1							1	
	2	3	4	5	6	7	(8)								(8)	
JAN	9	10	11	12	13	14	15	2	15							
	16	17	(18)	19	20	21	(22)	\$	16	17	18	19	20	21	(22)	
	23	24	25	26	27	28	29	3	16	23	24	25	26	27	28	29
	30	31	1	2	3	4	(5)			30	31	1	2	3	4	(5)
FE8	6	7	8	9	10	11	12	4	17	6	7	8	9	10	11	12
	13	14	(15)	16	17	18	(19)			13	14	15	16	17	18	(19)
	20	21	22	23	24	25	26	5	18	20	21	22	23	24	25	26
	27	28	29	1	2	3	(4)			27	28	29	30	31	1	(2)
MAR	5	6	7	8	9	10	11	6	19	3	4	(5)	6	7	8	9
	12	13	14	15	16	17	(18)			10	11	12	13	14	15	(16)
	19	20	21	22	23	24	25	7	20	17	18	19	20	21	22	23
	26	27	28	29	30	31	(1)			24	25	26	27	28	29	(30)
	2	3	4	5	6	7	8	8	21	1	2	3	4	5	6	7
APR	9	10	11	12	13	14	(15)			8	9	(10)	11	12	13	(14)
	16	17	18	19	20	21	22	9	22	15	16	17	18	19	20	21
	23	24	25	26	27	28	(29)			22	23	24	25	26	27	(28)
	30	1	2	3	4	5	6	10	23	29	30	31	1	2	3	4
MAY	7	8	9	10	11	12	(13)			5	6	7	8	9	10	(11)
	14	15	16	17	18	19	20	11	24	12	13	14	15	16	17	18
	21	22	23	24	25	26	(27)			19	20	21	22	23	(24)	(25)
	28	29	(30)	31	1	2	3	12	25	26	27	28	29	30	1	2
	4	5	6	7	8	9	(10)			3	4	5	6	7	8	(9)
JUN	11	12	13	14	15	16	17	13	26	10	11	12	13	14	15	16
	18	19	20	21	22	23	(24)			17	18	19	20	21	22	(23)
JULY	25	26	27	28	29	30	1	14	1	24	25	(26)	27	28	29	30

31

Key to calendar

- Holiday
- Pay Day
- \$ \$250.00 Basic Pay Increase

Cost-of-Living Adjustment. The adjustments could move to PP 12 and PP 24 depending on when the BLS releases the CPI

C
O
L
A

1989

	S	S	M	T	W	T	F	Pay Period	S	S	M	T	W	T	F		
DEC '88	17	18	19	20	21	22	(23)		1	15	1	2	3	(4)	5	6	(7)
	24	(25)	26	27	28	29	30	1	15	8	9	10	11	12	13	14	
	31	(1)	2	3	4	5	(6)	2	\$	15	16	17	18	19	20	(21)	JUL
JAN	7	8	9	10	11	12	13	2	16	22	23	24	25	26	27	28	
	14	15	(16)	17	18	19	(20)	\$	17	29	30	31	1	2	3	(4)	
	21	22	23	24	25	26	27	3	17	5	6	7	8	9	10	11	
	28	29	30	31	1	2	(3)		18	12	13	14	15	16	17	(18)	AUG
FEB	4	5	6	7	8	9	10	4	18	19	20	21	22	23	24	25	
	11	12	13	14	15	16	(17)		19	26	27	28	29	30	31	(1)	
	18	19	(20)	21	22	23	24	5	19	2	3	(4)	5	6	7	8	
	25	26	27	28	1	2	(3)		20	9	10	11	12	13	14	(15)	SEP
MAR	4	5	6	7	8	9	10	6	20	16	17	18	19	20	21	22	
	11	12	13	14	15	16	(17)		21	23	24	25	26	27	28	(29)	
	18	19	20	21	22	23	24	7	21	30	1	2	3	4	5	6	
	25	26	27	28	29	30	(31)		22	7	8	(9)	10	11	12	(13)	OCT
	1	2	3	4	5	6	7	8	22	14	15	16	17	18	19	20	
APR	8	9	10	11	12	13	(14)		23	21	22	23	24	25	26	(27)	
	15	16	17	18	19	20	21	9	23	28	29	30	31	1	2	3	
	22	23	24	25	26	27	(28)		24	4	5	6	7	8	9	(10)	NOV
	29	30	1	2	3	4	5	10	24	(11)	12	13	14	15	16	17	
MAY	6	7	8	9	10	11	(12)		25	18	19	20	21	22	(23)	(24)	
	13	14	15	16	17	18	19	11	25	25	26	27	28	29	30	1	
	20	21	22	23	24	25	(26)		26	2	3	4	5	6	7	(8)	
	27	28	(29)	30	31	1	2	12	26	9	10	11	12	13	14	15	OEC
JUN	3	4	5	6	7	8	(9)		1	16	17	18	19	20	21	(22)	
	10	11	12	13	14	15	16	13	1	23	24	(25)	26	27	28	29	
	17	18	19	20	21	22	(23)		2	30	31	(1)	2	3	4	(5)	
	24	25	26	27	28	29	30	14	2	6	7	8	9	10	11	12	JAN '90

Key to calendar

- Holiday
- Pay Day
- \$ PP3 \$250 Basic Pay Increase
- \$ PP 16 \$300 Basic Pay Increase

C
O
L
A

Cost-of-Living Adjustment. The adjustments could move to PP 11 and PP 24 depending on when the BLS releases the CPI

1990

	S	S	M	T	W	T	F	Pay Period	S	S	M	T	W	T	F	
DEC '89	16	17	18	19	20	21	(22)	1 15	30	1	2	3	(4)	5	(6)	JUNE
	23	24	(25)	26	27	28	29	2 16	7	8	9	10	11	12	13	JUL
	30	31	(1)	2	3	4	(5)	3 17	14	15	16	17	18	19	(20)	
JAN	6	7	8	9	10	11	12	4 18	21	22	23	24	25	26	27	
	13	14	(15)	16	17	18	(19)	5 19	28	29	30	31	1	2	(3)	
	20	21	22	23	24	25	26	6 20	4	5	6	7	8	9	10	
	27	28	29	30	31	1	(2)	7 21	11	12	13	14	15	16	(17)	AUG
FEB	3	4	5	6	7	8	9	8 22	16	19	20	21	22	23	24	
	10	11	12	13	14	15	(16)	9 23	25	26	27	28	29	30	(31)	
	17	18	(19)	20	21	22	23	10 24	1	2	(3)	4	5	6	7	
	24	25	26	27	28	1	(2)	11 25	8	9	10	11	12	13	(14)	SEP
	3	4	5	6	7	8	9	12 26	15	16	17	18	19	20	21	
MAR	10	11	12	13	14	15	(16)	13 27	22	23	24	25	26	27	(28)	
	17	18	19	20	21	22	23	14 28	29	30	1	2	3	4	5	
	24	25	26	27	28	29	(30)	15 29	6	7	(8)	9	10	11	(12)	OCT
	31	1	2	3	4	5	6	16 30	13	14	15	16	17	18	19	
	7	8	9	10	11	12	(13)	17 31	20	21	22	23	24	25	(26)	
APR	14	15	16	17	18	19	20	18 1	27	29	29	30	31	1	2	
	21	22	23	24	25	26	(27)	19 2	3	4	5	6	7	8	(9)	
	28	29	30	1	2	3	4	20 3	10	(11)	12	13	14	15	16	NOV
	5	6	7	8	9	10	(11)	21 4	17	18	19	(20)	21	(22)	(23)	
MAY	12	13	14	15	16	17	18	22 5	24	25	26	27	28	29	30	
	19	20	21	22	23	24	(25)	23 6	1	2	3	4	5	6	(7)	
	26	27	(28)	29	30	31	1	24 7	8	9	10	11	12	13	14	DEC
	2	3	4	5	6	7	(8)	25 8	15	16	17	18	19	20	(21)	
JUN	9	10	11	12	13	14	15	26 9	22	23	24	(25)	26	27	28	
	16	17	18	19	20	21	(22)	27 10	29	30	31	(1)	2	3	(4)	JAN '91
	23	24	25	26	27	28	29	28 11	5	6	7	8	9	10	11	

Key to calendar

COLA

Cost-of-Living Adjustment. The adjustments could move to PP 11 and PP 21 depending on when the BLS releases the CPI

□ Holiday

○ Pay Day

◇ Contract Expiration

\$ PP 4 \$300 Basic Pay Increase

\$ PP 17 \$200 Basic Pay Increase

1991

	S	S	M	T	W	T	F	Pay Period	S	S	M	T	W	T	F	
	15	16	17	18	19	20	(21)	1 15	29	30	1	2	3	(4)	(5)	JUNE
	22	23	24	(25)	26	27	28	2 16	6	7	8	9	10	11	12	
	29	30	31	(1)	2	3	(4)	3 17	13	14	15	16	17	18	(19)	JUL
	6	7	8	9	10	11	12	4 18	20	21	22	23	24	25	26	
JAN	12	13	14	15	16	17	(18)	5 19	27	28	29	30	31	1	(2)	
	19	20	(21)	22	23	24	25	6 20	3	4	5	6	7	8	9	
	26	27	28	29	30	31	(1)	7 21	10	11	12	13	14	15	(16)	AUG
	3	4	5	6	7	8	9	8 22	17	18	19	20	21	22	23	
	10	11	12	13	14	15	(16)	9 23	24	25	26	27	28	29	(30)	
	16	17	(18)	19	20	21	22	10 24	31	1	(2)	3	4	5	6	SEP
	23	24	25	26	27	28	(1)	11 25	7	8	9	10	11	12	(13)	
	30	31	1	2	3	4	5	12 26	14	15	16	17	18	19	20	
FEB	9	10	11	12	13	14	(15)	13 27	21	22	23	24	25	26	(27)	
	16	17	18	19	20	21	22	14 28	28	29	30	1	2	3	4	
	23	24	25	26	27	28	(29)	15 29	5	6	7	8	9	10	(11)	OCT
	30	31	1	2	3	4	5	16 30	12	13	(14)	15	16	17	18	
	6	7	8	9	10	11	(12)	17 31	19	20	21	22	23	24	(25)	
	13	14	15	16	17	18	19	18 1	26	27	28	29	30	31	1	NOV
	20	21	22	23	24	25	(26)	19 2	2	3	4	5	6	7	(8)	
	27	28	29	30	1	2	3	20 3	9	10	(11)	12	13	14	15	
	4	5	6	7	8	9	(10)	21 4	16	17	18	19	20	21	(22)	
	11	12	13	14	15	16	17	22 5	23	24	25	26	27	(28)	29	
	18	19	20	21	22	23	(24)	23 6	30	1	2	3	4	5	(6)	DEC
	25	26	(27)	28	29	30	31	24 7	7	8	9	10	11	12	13	
	1	2	3	4	5	6	(7)	25 8	14	15	16	17	18	19	(20)	
	8	9	10	11	12	13	14	26 9	21	22	23	24	(25)	26	27	
	15	16	17	18	19	20	(21)	27 10	28	29	30	31	(1)	2	(3)	JAN '92
	22	23	24	25	26	27	28	28 11	4	5	6	7	8	9	10	

Key to calendar

COLA
Roll In

\$874 for Steps A-C and \$1269 for Steps D-O from the 1984 Contract

□ Holiday

○ Pay Day

1992

NOTES

	S	S	M	T	W	T	F	Pay Period	S	S	M	T	W	T	F	
DEC '91	14	15	16	17	18	19	(20)		27	28	29	30	1	2	(3)	JUNE
	21	22	23	24	(25)	26	27	1	15	(4)	5	6	7	8	9	10
	28	29	30	31	(1)	2	(3)	2	16	11	12	13	14	15	16	(17)
JAN	4	5	6	7	8	9	10	3	17	18	19	20	21	22	23	24
	11	12	13	14	15	16	(17)	4	18	25	26	27	28	29	30	(31)
	18	19	(20)	21	22	23	24	5	19	1	2	3	4	5	6	7
	25	26	27	28	29	30	(31)	6	20	8	9	10	11	12	13	(14)
	1	2	3	4	5	6	7	7	21	15	16	17	18	19	20	21
FEB	8	9	10	11	12	13	(14)	8	22	22	23	24	25	26	27	(28)
	15	16	(17)	18	19	20	21	9	23	29	30	31	1	2	3	4
	22	23	24	25	26	27	(28)	10	24	5	6	(7)	8	9	10	(11)
	29	1	2	3	4	5	6	11	25	12	13	14	15	16	17	18
MAR	7	8	9	10	11	12	(13)	12	26	19	20	21	22	23	24	(25)
	14	15	16	17	18	19	20	13	27	26	27	28	29	30	1	2
	21	22	23	24	25	26	(27)	14	28	3	4	5	6	7	8	(9)
	28	29	30	31	1	2	3	15	29	10	11	(12)	13	14	15	16
	4	5	6	7	8	9	(10)	16	30	17	18	19	20	21	22	(23)
APR	11	12	13	14	15	16	17	17	31	24	25	26	27	28	29	30
	18	19	20	21	22	23	(24)	18	1	31	1	2	3	4	5	(6)
	25	26	27	28	29	30	1	19	2	7	8	9	10	(11)	12	13
	2	3	4	5	6	7	(8)	20	3	14	15	16	17	18	19	(20)
MAY	9	10	11	12	13	14	15	21	4	21	22	23	24	25	26	27
	16	17	18	19	20	21	(22)	22	5	28	29	30	1	2	3	(4)
	23	24	(25)	26	27	28	29	23	6	5	6	7	8	9	10	11
	30	31	1	2	3	4	(5)	24	7	12	13	14	15	16	17	(18)
	6	7	8	9	10	11	12	25	8	19	20	21	22	23	24	(25)
JUN	13	14	15	16	17	18	(19)	26	9	26	27	28	29	30	31	(1)
	20	21	22	23	24	25	26	27	10	1	2	3	4	5	6	7
									11	8	JAN '93					

Key to calendar

- ☐ Holiday
- ☐ Pay Day

NOTES

NOTES

NOTES

