

**Temporary Exception Period
Clerk Craft Staffing Function 1 & Function 4
COVID-19
Questions and Answers
Between the
United States Postal Service
and the
American Postal Workers Union, AFL-CIO**

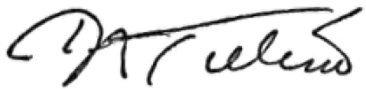
The below questions and answers are clarifications regarding the intent of the parties in the MOU RE: Clerk Craft Staffing Function 1 and Function 4 - COVID 19 dated March 27, 2020.

- 1. Can Clerk Assistants (CAs) and Mail Processing Assistants (MPAs) be hired in Function-4/Function-1 for any purpose?**

Answer: No. Clerk Assistants/Mail Processing assistants can only be hired and utilized to cover absences directly related to the COVID-19 pandemic. For example; to cover absences due to quarantines, parents using leave to provide day-care or stay home with children doing schooling from home, or employees utilizing the liberal leave policy due to COVID-19. The assistants cannot be used for volume increases in packages, even where the increase can be attributed to the COVID-19 pandemic.

- 2. Before hiring and using Function-4 Clerk Assistants or Function-1 Mail Processing Assistants must the District have hired up to the PSE cap?**

Answer: Effective with the signing of the extension dated September 16, 2020, and while maintaining Clerk Assistants or Mail Processing Assistants, every effort will be made to hire PSEs up to the District cap.



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September 16, 2020