

informs him/her in writing that he/she is to work a new schedule for a week or longer, or (ii) if the relief or pool employee in fact works the new schedule for less than a week after he is so informed by management; or

- b. When management tells him to perform functions which predictably occur at the end of an accounting period; e.g., those of Timekeeper or Examination Specialist.

**MEMORANDUM OF UNDERSTANDING
BETWEEN THE
UNITED STATES POSTAL SERVICE
AND THE**

AMERICAN POSTAL WORKERS UNION, AFL-CIO

Re: Position Description: Delivery/Sales Services and Distribution Associate, PS-06

1. The Employer agrees to establish the position of Delivery/Sales Services and Distribution Associate, Standard Position SP-2643, PS-6, to be filled by the senior-qualified bidder in the clerk craft. The Delivery/Sales Services and Distribution Associate position will contain the existing duties and responsibilities of Sales Services and Distribution Associate, PS-6 and Clerk/Special Delivery Messenger, PS-6.

2. The Postal Service agrees to implement this combined position description by July 2, 2011.

**MEMORANDUM OF UNDERSTANDING
BETWEEN THE
UNITED STATES POSTAL SERVICE
AND THE**

AMERICAN POSTAL WORKERS UNION, AFL-CIO

Re: Assignment of PTF Hub Clerks

This provision covers part-time flexible (PTF) clerk craft employees who may be required to work in installations other than their home office (installation).

PTFs shall be scheduled for work outside their home office (installation) in accordance with the following:

1. Within thirty days of the effective date of the 2015 National Agreement, PTFs shall notify their postmaster in writing their preference not to work in offices in other installations. PTFs unavailable for the entire thirty day period due to leave shall provide their written preference within thirty days of returning to work.
2. Newly converted or assigned PTFs shall, within two weeks of the effective date of the conversion or assignment, notify their postmaster in writing their preference not to work in offices in other installations.
3. If a PTF wants to change his or her preference to not work in offices in other installations the employee must provide a two week notice to his or her postmaster in writing.
4. If a PTF wants to rescind his or her preference to not work in offices in other installations, he or she must provide written notification of his or her rescission. The change will be effective no later than seven days from the date of notice.
5. Preference changes will be allowed no more than three

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times in a calendar year. Upon request, a copy of each written preference change will be provided to the appropriate union official.

6. The pecking order for assignment will be:

- a. PTFs who have not indicated a preference to only work within their installation,
- b. Available and qualified Postal Support Employees,
- c. PTFs that have preferenced not to work in offices in other installations.

(See Questions and Answers regarding Part-Time Flexible Clerks Working in Other Installations)

**MEMORANDUM OF UNDERSTANDING
BETWEEN THE
UNITED STATES POSTAL SERVICE
AND THE**

AMERICAN POSTAL WORKERS UNION, AFL-CIO

Re: PTF Preference

The parties agree that the rewritten provisions of Article 37, Section 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. 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 5.A.5 for placing the senior part-time flexible stating a preference into training.
3. A time frame has been provided in Section 5.A.6 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 THE
AMERICAN POSTAL WORKERS UNION,
AFL-CIO**

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

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