

NTFT RULES AND DESIRABLE ASSIGNMENTS

ALL CRAFT CONFERENCE

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NTFT MOU

At the National Level, the APWU and Postal Service will oversee implementation of non-traditional staffing and assignments through regular bi-monthly meetings.

Meetings may occur more frequently if needed.

NTFT MOU

Before implementing any new non-traditional duty assignments the local union will have the opportunity to review, comment, make suggestions and propose alternatives.

APWU's Alternative Desirable Duty Assignments (Article 37.3.A.1)

MAIL PROCESSING PLANT

CUSTOMER SERVICE

APWU alternate
schedules for
Function 1
matrix

APWU alternate
schedules for
Function 4
matrix (PS
Form 1994)

NTFT MOU

Article 37.3.A.1 states,

“Every effort will be made to create desirable duty assignments from all available work hours for career employees to bid.”

EXAMPLES OF “ALL AVAILABLE WORK HOURS” UNDER ARTICLE 37.3.A.1

- ▶ **CLERICAL STRAIGHT TIME HOURS**
- ▶ **CLERICAL OVERTIME HOURS**
- ▶ **PTF HOURS**
- ▶ **PSE HOURS**
- ▶ **SPBUW HOURS**
- ▶ **IMPROPER CROSSING CRAFT HOURS**
- ▶ **LIMITED DUTY/REHAB WORK HOURS BY NON-CLERICAL EMPLOYEES**
- ▶ **ALL HOURS PERFORMED CLERK LDC OPERATIONS**
- ▶ **ALL NON-MANAGERIAL/NON-SUPER VISORY WORK RETURNED AS A RESULT OF THE CBA**
- ▶ **ALL WORK RETURNED TO CRAFT**
- ▶ **IMPROPER/ILLEGAL CPU_s WORK HOURS**
- ▶ **LOANER HOURS**
- ▶ **LIGHT DUTY HOURS IN CLERK CRAFT OUTSIDE OF LMOU**
- ▶ **WORK RETURNED AS A RESULT OF ARTICLE 32**
- ▶ **DETAILED HOURS IN THE CLERK CRAFT, ETC.**

SYNONYMS FOR THE WORD “EVERY” (ARTICLE 37.3.A.1)

- **BAR NONE**
- **ENTIRE**
- **WITHOUT EXCEPTION**
- **BE ALL AND END ALL**
- **LOCK STOCK AND BARREL**
- **COMPLETE**
- **ENTIRETY**

SYNONYMS FOR THE WORD “EFFORT” (ARTICLE 37.3.A.1)

- **ACTION**
- **ATTENTION**
- **COMMITMENT**
- **CONCENTRATION**
- **CONSIDERATION**
- **DELIBERATION**
- **DILLIGENCE**
- **STUDY**
- **WHAT IT TAKES**

NON-TRADITIONAL WORK SCHEDULES TASK FORCE MOU

The parties agree that the creation of full-time duty assignments that have nontraditional scheduling may have the potential to provide management additional flexibility to match employee work schedules with operational needs. These nontraditional work schedules may include those with less than 40 hours or less than 5 days a week, or more than 8 hours a day, split shifts, etc. During the term of the 2010 Agreement, the parties will explore how these duty assignments with nontraditional schedules may be created.

NTFT MOU

Should concerns or disputes about non-traditional assignments arise, the local union will refer them to the appropriate APWU National Business Agent who may meet with local, District, or Area management as appropriate. Any unresolved issues will be forwarded to the National Level.

CLERK CRAFT DEFINITIONS

- ▶ **Duty Assignment:** A set of duties and responsibilities within recognized positions regularly scheduled during specific hours of duty.
- ▶ **Abolishment:** A management decision to reduce the number of occupied duty assignment(s) in an established section and/or installation.
- ▶ **Reversion:** A management decision to reduce the number of duty assignments in an installation when such duty assignment(s) is/are vacant.

CLERK CRAFT DEFINITIONS

- ▶ **Reposting:** The posting of a duty assignment as required by Article 37, Section 3.A.4.a.b. or c.
- ▶ **Residual Vacancy:** A duty assignment that remains vacant after the completion of the voluntary bidding process.
- ▶ **Conversion:** The act of changing the status of a part-time flexible employee to full-time regular by appropriate personnel action (Form 50)
- ▶ **Withholding:** Vacancies withheld under the provisions of Article 12 after Union notification.

Full-Time Regular

- Unencumbered FTRs are entitled to 40 hours a week (37.4 exceptions).
- They are by definition FTRs and so are scheduled 5 days a week 8 hours a day.
- They can only be placed into NTFT duty assignments after those assignments are posted for bid under Article 37.3.

Full-Time Regular

- If the unencumbered FTR was in a traditional duty assignment of 5 days a week 8 hours a day prior to 5/23/11 they cannot be forced into a NTFT duty assignment of less than 40 hours or more than 44 hours or with less than 2 days off.
- If the unencumbered FTR was **not** in a traditional duty assignment, or an unencumbered FTR prior to 5/23/11 they can be placed into a NTFT duty assignment.

Unencumbered FTR employees

- ▶ Unassigned regular employees are considered unencumbered.
- ▶ An employee who becomes an unassigned regular will continue to work the same hours and scheduled days the employee worked immediately prior to becoming unassigned unless notified of a change in work schedule before expiration of the first 28 days after the date on which the employee became unassigned. Assignment of unencumbered employee(s) will be made within 21 days of the duty assignment becoming residual in accordance with Article 37.4.C.

ARTICLE 37.4.D.

IDENTIFICATION OF NEWLY ESTABLISHED DUTY ASSIGNMENTS

When the number of full-time regular Clerk Craft duty assignments in an installation is less than the number of full-time clerks, a full-time employee remaining unencumbered for a period of 120 calendar days shall demonstrate the need to post the newly established full-time regular duty assignment in accordance with Article 37.3.A.1.a.

NTFT MOU

No Clerk or MVS employee who at the signing of this Agreement, who has a full-time regular work schedule of 40 hours a week will be involuntarily reassigned to occupy a NTFT duty assignment of less than 40 hours a week.

However, such employees may be reassigned to occupy a NTFT duty assignments of 40-44 hours a week, so long as those assignments have at least two (2) scheduled off days, with no scheduled work days of less than six (6) hours or more than ten (10) hours.

NTFT MOU

All other employees, including current PTR's, PTF's, and any career employees hired after the signing of this Agreement, may be assigned to any residual NTFT duty assignment in accordance with Articles 37 or 39, respectively.

NTFT MOU OT

Effective 6 months from the signing date of the 2010 National Agreement, full-time career clerk craft and motor vehicle craft employees who are not on the Overtime Desired List and are in an installation with employees working in NTFT duty assignments in the same Functional area, will not be required to work overtime except in an emergency.

NTFT MOU

There will no longer be Part-Time Flexible (PTF) employees working in Function 1 or in post offices Level 21 and above.

Part-Time Flexible (PTF) employees may work in Function 4 offices level 20 and below.

Offices, level 20 and below, remain subject to the Article 7.3.B. obligations to maximize the number of full-time employees and minimize the number of part-time flexible employees who have no fixed work schedules.

NTFT MOU

There will no longer be Part-Time Regular (PTR) employees in the Clerk Craft.

There will no longer be Part-Time Regular (PTR) and Part-Time Flexible (PTF) employees in the Motor Vehicle Craft. Management may create Flexible Non-Traditional Duty Assignments to replace PTR and PTF duty assignments.

EMPLOYEE CLASSIFICATION- CAREER (REGULAR WORK FORCE), Article 7.1.A.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.

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.

NTFT MOU

Employees occupying FTR duty assignments (traditional and NTFT) in postal installations which have 200 or more man years of employment in the regular work force, career employees in mail processing operations, transportation and vehicle maintenance facility operations will have consecutive days off, unless otherwise agreed to by the parties at the local level.

NTFT MOU

- 1. For employees occupying NTFT duty assignments, if the NTFT schedule has 3 or more scheduled days off, at least 2 must be consecutive.**
- 2. In Function 1, no more than 50% of all duty assignments in the facility may be NTFT duty assignments of 30-48 hours, unless otherwise agreed to by the parties at the local level.**
- 3. Article 8.2.d for mail processing still applies**

NTFT MOU

**In Function 4,
Management may create as
many clerk NTFT duty
assignments of 30-48
hours in a facility as is
operationally necessary.**

SYNONYMS FOR THE WORD “NECESSARY” (NTFT MOU)

- ▶ **HAVE NO CHOICE**
- ▶ **CANNOT BE HELPED**
- ▶ **CRITICAL SITUATION**
- ▶ **CERTAIN**
- ▶ **ESSENTIAL**
- ▶ **HAVE NO ALTERNATIVE**
- ▶ **NEEDED**
- ▶ **COMPEL**
- ▶ **UNAVOIDABLE**
- ▶ **REQUISITE**

NTFT MOU

In Function 4, in offices with no employees working in NTFT duty assignments, at least 25% of employees will have consecutive days off.

However, if there are employees working in NTFT duty assignments, and a NTFT schedule has 3 or more scheduled days off, at least 2 must be consecutive.

Don't forget Article 8.2.c still applies.

NTFT MOU

Non-traditional full-time assignments will have no more than 1 hour lunch. Exception: In Post Offices (level 20 and below) where necessary to accommodate the conversion of PTF's to full-time status, split shifts will be permissible.

NTFT assignments of more than nine (9) hours in a service day shall include a 3rd break excluding lunch.

NTFT MOU

FTR employees holding NTFT duty assignments will normally work the number of hours (daily and/or weekly) identified in their bid assignment, except in an emergency.

These employees are entitled to out of schedule premium for hours worked outside their normal schedule.

Emergency

- Article 3 item F defines the contractual definition of the word emergency as follows: “ an unforeseen circumstance or combination of circumstances which calls for immediate action in a situation which is not expected to be of a recurring nature.”
- Leave is planned for and occurs more than once.
- Staffing , scheduling or understaffing is also planned.
- Holidays happen every year (I know they kind of sneak up on Management).
- See also Q & A # 34 in 6/28/11 sign off

NTFT MOU

Full-Time Flexible Clerk Craft non-traditional assignments [10% of full-time assignments, but at least one (1) in any installation] may be created and utilized in retail operations (Function 4) and to cover vacancies and absences subject to negotiated rules. The start times and off-days of flexible non-traditional full-time assignments may be changed from week-to-week without out-of-schedule obligations, subject to a Wednesday of the prior week notification. Weekly and daily guarantees will remain unchanged.

See Q & A # 43 in 6/28/11 sign off.

NTFT MOU

When an occupied traditional clerk FTR duty assignment is reposted as a non-traditional full-time assignment, all duty assignments in that section or station/branch currently occupied by employees junior to the incumbent in that assignment will also be reposted for in-section bidding.

NTFT MOU

Vacant traditional FTR duty assignments can be posted as non-traditional full-time assignments, after notice to Local Union President and opportunity for input, where operationally necessary. For MVS duty assignments this notice will also be provided to the local MVS Craft Director.

NTFT MOU

Article 37.3.A.4.(c) will be amended to add (5) and (6) to read as follows:

(5) Any occupied traditional full-time regular duty assignment which is converted to a non-traditional full-time assignment shall be reposted. Any occupied non-traditional full-time regular duty assignment which is converted to a traditional full-time assignment shall be reposted.

(6) When the total hours in the workweek of a nontraditional full-time assignment are changed the assignment shall be reposted.

ARTICLE 8.2.C. AND D.

- ▶ The employee's normal work week is five (5) service days , each consisting of eight (8) hour days, 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.
- ▶ In postal installations which have 200 or more man years of employment in the regular work force, career employees in mail processing operations, transportation and vehicle maintenance facility operations, will have consecutive days off, unless agreed to by the parties at the local level.

NTFT DUTY ASSIGNMENTS IN RETAIL OPERATIONS, LEVEL 20 AND BELOW OFFICES

The parties agree that for Retail Operations in Level 20 and below offices, Non-Traditional Full-Time duty assignments may be created when the union can demonstrate the need for such duty assignments and it is economically and operationally advantageous to do so.

ARTICLE 12 RETREAT RIGHTS

Excessed employee with retreat rights (under 12.5.C.4 or 12.5.C.5) may decline the opportunity to retreat to non-traditional full-time assignment without relinquishing the right to retreat to posted traditional full-time regular duty assignments.

Article 12

- Q & A # 31 has been agreed to by the parties.
- Q-Are employees in NTFTs and traditional duty assignments considered all one category for excessing and retreat rights purposes?
- A-Yes
- Yet here we are fighting about who is awarded a duty assignment, an excessed FTR or a newly converted Part time clerk.

OVERTIME RULES FOR NON-TRADITIONAL FULL-TIME (NTFT) DUTY ASSIGNMENTS

Effective 6 months from the date of the 2010 National Agreement, full-time career clerk craft and motor vehicle craft employees who are not on the Overtime Desired List and are in an installation with employees working in NTFT duty assignments in the same Functional area, will not be required to work overtime except in an emergency.

OVERTIME RULES FOR NON-TRADITIONAL FULL-TIME (NTFT) DUTY ASSIGNMENTS

Overtime built into a non-traditional full-time assignment (exceeding 40 hours in a week) will be FLSA overtime and not subject to Article 8.5, OTDL, or LMOU scheduling rules.

HOLIDAY

The exception to requiring employees in NTFT duty assignments to work overtime will be that Holiday scheduling is accomplished under Article 11 and the LMOU pecking order.

See Q & A # 40 in 6/28/11 sign off.

See also Q & A # 65 in APWU positions.

OVERTIME RULES FOR NON-TRADITIONAL FULL-TIME (NTFT) DUTY ASSIGNMENTS

Employees in NTFT duty assignments will be eligible to sign the Overtime Desired List(s).

These NTFT employees will receive postal overtime for work performed beyond eight (8) hours on any day where their normal schedule is eight (8) hours or less.

OVERTIME RULES FOR NON-TRADITIONAL FULL-TIME (NTFT) DUTY ASSIGNMENTS

If these employee's normal schedule is longer than eight (8) hours on any day, they will receive postal overtime only when they exceed their normal schedule for that day.

(For example, an employee's normal schedule is ten (10) hours on a given day but the employee works eleven (11) hours on that day. Only the last hour would be subject to postal overtime.)

OVERTIME RULES FOR NON-TRADITIONAL FULL-TIME (NTFT) DUTY ASSIGNMENTS

For employees in NTFT duty assignments with normal schedules of forty (40) hours or less they will receive postal overtime when in a pay status for more than forty (40) hours in a service week.

For employees with normal schedules in excess of forty (40) hours per week they will receive postal overtime when in a pay status for more than the normal weekly scheduled hours.

These employees will be guaranteed 8 hours on any non-scheduled day.

PENALTY OVERTIME PAY FOR NTFT DUTY ASSIGNMENTS

For daily schedules of ten (10) or less hours, penalty overtime is paid for hours over ten (10) in a pay status;

For daily schedules exceeding ten (10) hours, penalty pay overtime is not paid until hours in a pay status exceed the scheduled hours;

For the first non-scheduled day an employee works in a service week, penalty overtime is paid for time in a pay status exceeding eight (8) hours;

PENALTY OVERTIME PAY FOR NTFT DUTY ASSIGNMENTS

Should an employee work a second, third, or fourth non-scheduled day in a service week, penalty overtime is paid for those hours in a pay status;

After an employee has worked overtime on four (4) scheduled days in a service week, penalty overtime will be paid for any subsequent hours exceeding the daily or weekly scheduled hours.

PENALTY OVERTIME PAY FOR NTFT DUTY ASSIGNMENTS

These FTR employees holding NTFT duty assignments will be subject to the 10, 12, 56 and 60 hour limitations.

[Exception: employees whose normal daily schedule exceeded ten (10) hours would be exempt from the 10 hour limitation for that day.]

Let's talk!

"Do you think I talk too much? I mean people say I talk too much, but I don't think I do. I may talk alot, but tons of people talk a lot more than I do."

