



NTFT/PSE/Postmaster Work Rule Strategies



Operational Strategies – Function 4

**Guidelines For Establishing Complement
And Scheduling Requirements In Function
4 Operations**



Goal

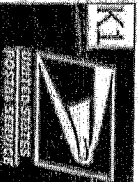
**Maximize Our Efficiencies Through
Effective Implementation and Use
Of Contractual Provisions**



Basic Principles

The Cheapest Hour Is the one you don't use

- ❖ Contract Compliance
- ❖ Determine operational needs
 - Cover Vacant Assignments
 - Withheld Assignments
 - On-Rolls Not-Available
 - Pending Termination
- ❖ Overtime Control
- ❖ Maximize Flexibility
- ❖ Skilled Workforce



Timeline Compliance

Prior To August 27, 2011

- ❖ Casuals eliminated
- ❖ PMR's (Level 15 and above) – Eliminated
 - Replaced by PSE
- ❖ Initial Establishment of NTFT Positions
 - To Support PTR/PTF Conversions

On August 27, 2011

- ❖ PTR's Converted To TFT/NTFT
- ❖ PTF's (Level 21 and above) – Converted to TFT/NTFT

Slide 5

K1

KC166D, 7/14/2011



Actions Needed Quickly

- Bid Management – clean up all residual vacancies
 - Identify and evaluate all residual vacancies
 - Are they needed? Look for best scheduling opportunities for NTFT (example: 6 days x 5 hours)
- Educate leadership (District and Field) on PS 1994 completion
- Require completion of “ideal” PS 1994 (by August 13)
 - Use District SME who is proficient in PS 1994
- Identify locations of all current PTF/PTR/PMR
- Provide guidance to postmasters in level 15/16/18 offices – work rules



Process

❖ **Process Flow**

- **Educate all Managers on the new contract.**
- **Develop a PS 1994 using the PTF, PSE, NTFT and Traditional Full Time positions.**
- **Determine staffing needs using the 1994 and earned CSV.**



Basic Approach

- ❖ **Determine Optimal Employee Mix Utilizing Workload Requirements Based On:**
 - **CSV**
 - **SOV**
 - **Mail Arrival Profile**
 - **Retail Hours**
 - **Distribution 'Up-Time'**
 - **PO Box 'Up-Time'**
 - **Carrier Start/Leave Times**
 - **WOS Scheduler**



NTFT – Function 4

- ❖ USPS may create as many clerk NTFT duty assignments of 30-48 hours in a facility as is operationally necessary
- ❖ Before implementing new NTFT assignments, APWU will have opportunity to review and make suggestions or propose alternatives
- ❖ If NTFT has 3 or more NS Days, at least 2 must be consecutive
- ❖ No more than a one hour lunch in Level 21 and above offices
 - Exception: Level 20 and below PO when converting existing PTF



Full Time Flexible NTFT – Function 4

- ❖ 10% of Full-Time Assignments, But At Least One In Every Installation May Be Created
 - To cover vacancies and absences
 - Start times and days off may be changed from week to week, without out-of-schedule obligations – subject to Wednesday of the prior week notification
 - Daily & Weekly work hour guarantees still apply



Conversion Process

Current Position:

PTR (Part Time Regular)

Options:

- NTFT (30 – 48 hours per week / 3 – 6 days)
 - ✓ Can become Full Time Flexible NTFT
- Traditional Full Time



Conversion Process

Current Position:

PTF (Part Time Flexible)

Options:

- ❖ NTFT (30 – 48 hours per week / 3 – 6 days)
 - Can become Full Time Flexible NTFT (per 10% guidelines)
- ❖ Traditional Full Time
- ❖ Will remain PTF in Level 20 and below offices



Conversion Process

Current Position:

PMR (Postmaster Relief)

Options:

❖ PSE



Overtime Rules In NTFT Environment

- ❖ NTFT Employees can sign OTDL
- ❖ Effective November 23, 2011, in installations where a NTFT position has been established, Full Time Career Craft Employees not on the OTDL in the same functional area will not be required to work overtime EXCEPT in an emergency



Overtime Rules In NTFT Environment

- ❖ NTFTs are entitled to premium pay for hours worked outside their normal schedule
- ❖ NTFTs are entitled to premium pay for hours worked over 40 in a week
- ❖ Awaiting additional Q&A from Eagan to clarify pay issues



❖ **Process Flow**

- **Postmaster/Manager - request positions through their MPOO.**
- **MPOO determines if the position is earned.**
- **MPOO presents proposal to the Manager, Operations Programs Support or designee for validation.**
 - ✓ **evaluates need.**
 - ✓ **submits to the District Complement Coordinator for final approval.**
- **Complement Committee gives final Approval/Disapproval.**



Focus!

- ❖ Focus On Greatest Opportunities First
 - Reducing Overtime By Effective Scheduling
 - Work Load/Work Hour Balance
 - Identifying the Optimal Mix Of Employees
 - ✓ NTFT/PSE/TFT/PTF

PSE Strategies



Roles & Responsibilities, PSE Hiring

- ❖ **Postmaster/Manager**
- ❖ **Operations Manager**
- ❖ **MOPS**
- ❖ **Labor Relations**
- ❖ **Complement Coordinator**



Roles & Responsibilities, PSE Hiring

- ❖ **Postmaster/Manager**
 - ✓ Review Achievement/Earned
 - ✓ Review Overtime
 - ✓ Update 1994 by Day
 - ✓ Validate On-Rolls-Not-Available
 - ✓ Request for PSE Hiring
- ❖ **Operations Manager**
 - ✓ Review Achievement/Earned
 - ✓ Review Overtime
 - ✓ Review and Recommend PSE
 - ✓ Recommend for Hiring Approval



Roles & Responsibilities, PSE Hiring

❖ MOPS – F4 Coordinator

- ✓ Review CSV Achievement/Earned by Office
- ✓ Review F4 Overtime by office
- ✓ Review 1994 by Day
- ✓ Review On-Rolls-Not-Available by office
- ✓ Flexible workforce by office
- ✓ Review and Recommend PSE need for Office
- ✓ Request HR for Hiring



Roles & Responsibilities, PSE Hiring

❖ Labor Relations

- ✓ **Contract Compliance**
- ✓ **Enforce Caps by Level of office**
- ✓ **Notify MOPS**
- ✓ **Maintain Timelines**

❖ Complement Coordinator

- ✓ **Attrition**
- ✓ **Review Caps**
- ✓ **Notify MOPS**



PSE HIRING CRITERIA

F4 – PSE District Cap

20% of career clerks

❖ Retail PSE Caps by Level of office

- ✓ Level 22 & above: PSE's who work the window NTE 10% of retail clerks
- ✓ Level 21 & below: PSE's who work the window NTE 20% of retail clerks



Level 15-21 Post Offices

- ❖ **PSE's can perform ALL F-4 duties including:**
 - **Scheme Qualified**
 - **Distribute Mail**
 - **Box Mail**
 - **Deliver Express**
 - **Accept Passports**

- ❖ **Retail PSE's Can**
 - **Work the Window (20% Rule Applies)**
 - **Must have at least three career retail clerks to qualify**



Level 22 & Above Post Offices

- ❖ **PSE's can perform ALL F-4 duties including:**
 - **Scheme Qualified**
 - **Distribute Mail**
 - **Box Mail**
 - **Deliver Express**
 - **Accept Passports**
 - **Work the Window**
 - ✓ **EAS 22 and above (10% Rule)**
 - ✓ **Need 5 retail associates to qualify**



PSE HIRING PLAN

PSE Request (Example)

Installation Name	Level	Function	PSE Craft	Number to Hire					TOTAL
				AUG	SEPT	OCT	NOV		
SANTA ANA PDC	PCES - 1	F1	PSE CLERK	10			35	45	
ANAHEIM PDF	24	F1	PSE CLERK	20			35	55	
INDUSTRY PDC	PCES - 2	F1	PSE CLERK	16			36	51	
LONG BEACH PDC	PCES - 2	F1	PSE CLERK	10			36	45	
SANTA ANA PDC	PCES - 1	F3A	PSE TIO	2	2		2	6	
ANAHEIM PDF	24	F3A	PSE TIO	2	1		1	4	
INDUSTRY PDC	PCES - 2	F3A	PSE TIO	2	1		1	4	
INDUSTRY PDC	PCES - 2	F3A	PSE MVO	1	0		1	2	
LONG BEACH PDC	PCES - 2	F3A	PSE TIO	2	1			3	
ANAHEIM	24	F4	PSE CLERK	2				2	
CHINO	22	F4	PSE CLERK	1				1	
CHINO HILLS PO	22	F4	PSE CLERK	1				1	
CORONA PO	24	F4	PSE CLERK	2				2	
COSTA MESA	22	F4	PSE CLERK	1				1	
COVINA	22	F4	PSE CLERK	1				1	
EL TORO	22	F4	PSE CLERK	1				1	
FULLERTON	22	F4	PSE CLERK	1				1	
GARDEN GROVE	22	F4	PSE CLERK	1				1	
GLENDORA	21	F4	PSE CLERK	1				1	
HUNTINGTON BEACH	24	F4	PSE CLERK	3				3	



PSE HIRING PLAN

PSE Skill Training (Example)

SOM Validate	Clerks with Window Duties (COINS)	PSE Total by Aug	AUTH FOR WINDOW TRNG	SOM INPUT				# That Do Not Need Training
				# Requiring Window Training (Can NOT be > than Auth)	# Requiring Scheme Training	# Requiring Drivers Training	# Requiring Other Training (U.S. Passport)	
ANAHEIM	4	1	1	0	1	0	0	0
CHINO	15	1	1	0	1	0	1	0
CHINO HILLS PO	7	1	1	0	1	0	1	0
CORONA PO	9	2	2	0	2	0	1	0
COSTA MESA	7	1	1	1	1	1	Passport	0
COVINA	11	1	1	1	1	1	Passport	0
EL TORO	12	1	1	1	1	1	Passport	0
FULLERTON	16	2	2	2	2	2	Passport	0
GARDEN GROVE	16	1	1	1	1	1	Passport	0
GARDEN GROVE	9	1	1	1	1	1	0	0



NTFT Strategies



Staffing Activity

- ❖ **Postmasters/Station Managers are required to create an “Optimal 1994” in web1994 - by using CSV.**
- ❖ **All 1994’s will be submitted to OPS for review and planning.**
- ❖ **Offices will consider all staffing options, including incorporating NTFT’s/PSE’s into the workforce.**
 - **Efficiency optimization should be focus**
 - **Current staffing may be optimum - NO scheduling changes required**



1994 - With Bid Re-Alignment

Assignments

Reference#	FTR/PTR	Hours	Days of the Week												Date									
			2to3	3to4	4to5	5to6	6to7	7to8	8to9	9to10	10to11	11to12	12to1	1to2		2to3	3to4	4to5	5to6					
1	NIT	1000																						
2	NIT	1000																						
3	FT Reg	800																						
4	FT Reg	800																						
5	FT Reg	800																						
6	FT Reg	800																						
7	FT Reg	800																						
8	FT Reg	800																						
9	PSE	250																						

One can be a Flex-NIT

CSV Historical Data

Weekly Total	OPN	EARNED	AOTUAL	VARIANCE
13.33	Letters	2.22	2.00	0.22
10.00	FLATS	1.67	1.50	-0.17
23.44	PARCELS	3.91	3.75	-0.16
40.56	Total	6.76	6.75	-0.01
87.33	LDC 43	14.56	14.00	-0.56
24.22	LDC 44	4.04	4.00	-0.04
176.22	LDC 45	29.37	29.25	-0.12
17.22	LDC 48	2.87	2.75	-0.12
124.33	Total	20.72	20.50	-0.22
429.33	Total	71.56	70.50	-1.06

LDC 42	Business Sec'y
LDC 43	Letter Dist.
LDC 43	Flat Dist.
LDC 43	Parcel Dist.
LDC 44	Assoc. Dist.
LDC 44	Box Section Dist.
LDC 45	Window Clerk
LDC 48	MISC. TIME
LDC 48	MISC. TIME



NTFT 1994 Options

Assignments: Days Off/Week: DPE: 662011

Days	NFT/RE	Hrs	4to5	5to6	6to7	7to8	8to9	9to10	10to11	11to12	12to1	1to2	2to3	3to4	4to5	5to6
1	NFT	TMt														
2	NFT	9Tus														
3	NFT	9W6														
4	NFT	6Tus														
5	NFT	6Fri														
1	NFT	TMt														
2	NFT	7Tus														
3	NFT	10W6														
4	NFT	10Fri														
1	NFT	TMt														
2	NFT	9Tus														
3	NFT	9W6														
4	NFT	6Tus														
5	NFT	6Fri														

NTFT
Position #1
AM Duties

NTFT
Position #2
with 4 -
10hour days

NTFT
Position #3
PM Duties

- LDC43
Letter Dist.
- LDC43
Rad Dist
- LDC43
Patrol Dist
- LDC43
Alert Dist
- LDC44
Box Section Dist.
- LDC45
Window Clerk
- LDC48
MSC Time



Postmaster Work Rules

Postmaster Work Rules



Level 15-16 Post Offices

- ❖ **Office no clerk now, no change**
- ❖ **PM Limited to 25 Hours of Actual F-4 Work**
- ❖ **No PMR**
 - ❖ **Replaced by PSE**
- ❖ **TFT's, PSE's, PTF's & NTFT Authorized**



Level 18 Post Offices

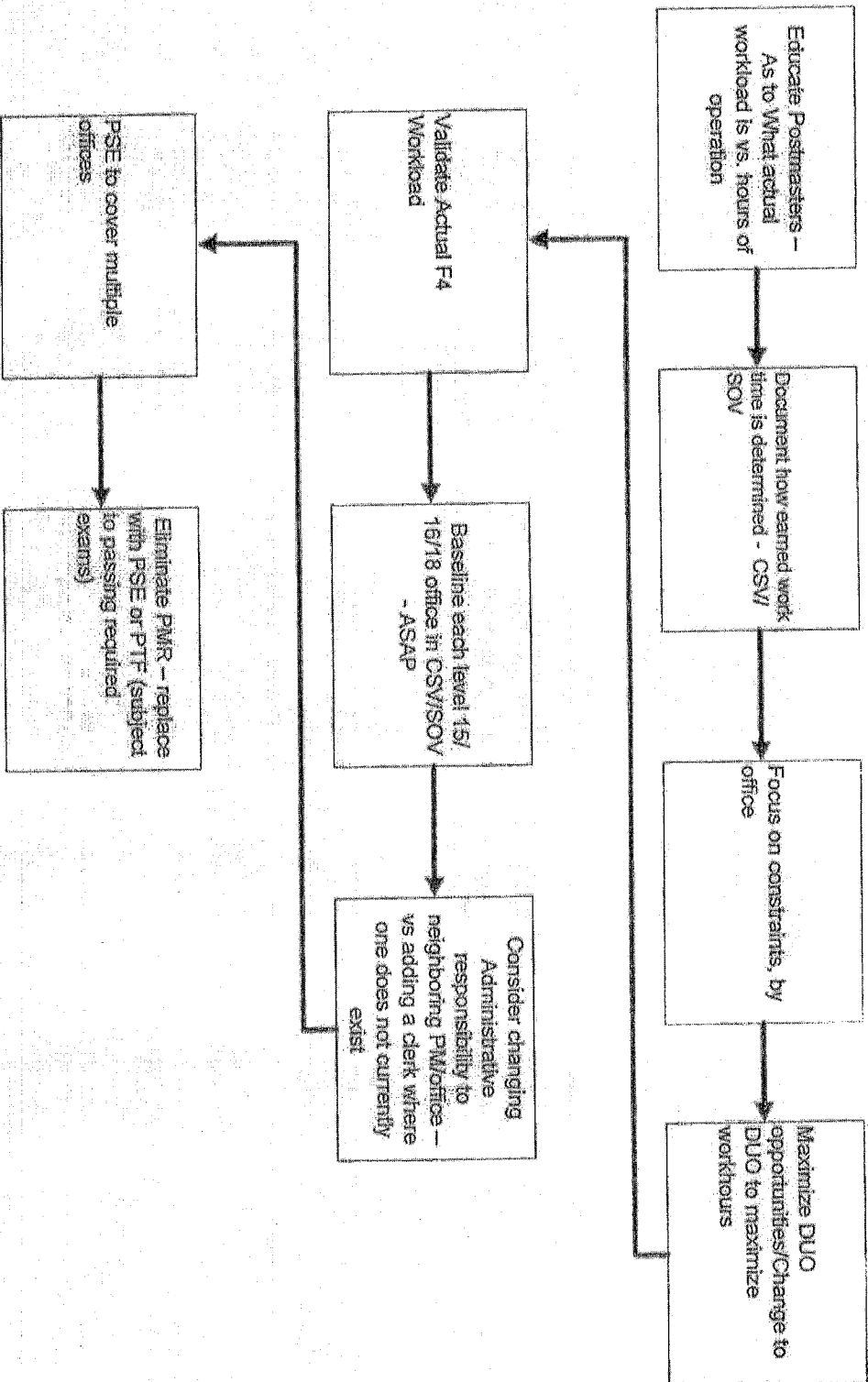
- ❖ **PM Limited to 15 Hours of Actual F-4 Work**
- ❖ **No PMR**
 - ❖ **Replaced by PSE**
- ❖ **TFT's, NTFT, PTF, Flex-NTFT and PSE's Authorized**
- ❖ **PTR's Not Authorized**
- ❖ **SOV or CSV = Earned**



Sample Model

POSTMASTER/PMR – FUTURE STATE

Activities Necessary To Drive Success In Contract Changes





Official Q & A

QUESTIONS & ANSWERS

These questions and the responses thereto are not intended to alter, amend, or change in any way the terms of the 2010-2015 agreement.

Postal Support Employee (PSE)

1. Do all terms of the Memorandum of Understanding (MOU) Re: Noncareer Assistant (NCA) Employees apply to PSEs?
ANSWER: Yes. The word PSE replaces Noncareer Assistant (NCA) wherever Noncareer Assistant or "NCA" appears in the agreement and MOU's.
2. Will PSE Leave Accrual rules be identical to those currently in place for APWU TEs?
ANSWER: Yes.
3. During the first three months of the agreement, as casuals and TEs are being eliminated, may an office have either casuals or TEs at the same time as PSEs?
ANSWER: Yes, but only during the 90-day period from the effective date of the agreement (May 23 – August 21, 2011). During this interim period if casuals remain they continue to be subject to the same restrictions that were in effect under the 2006-10 CBA.
4. Can current PMR's be converted to PSEs?
ANSWER: PMR's will be eligible to take the appropriate examinations like any other member of the general public and, if reached during the competitive hiring process, are eligible to be hired as PSEs.
5. Can casuals be converted to PSEs?
ANSWER: Casuals will be eligible to take the appropriate examinations like any other member of the general public and, if reached during the competitive hiring process, are eligible to be hired as PSEs.
6. When can PSE's begin to be hired?
ANSWER: Effective May 23, 2011.
7. How is a PSE grade determined for each PSE?
ANSWER: The PSE will be hired at the grade for the position in question. An example would be a PSE hired to work as a mail processing clerk would be hired as a Grade 6 PSE, as career mail processing clerks would be hired at level 6.



Official Q & A

8. What happens if a PSE works at a lower level than his current grade, e.g., a level 6 PSE performs the work of a level 4 career employee?

ANSWER: The PSE continues to be paid at the level 6.

9. In the clerk craft, the number of PSE's derived from the retail/customer services (Function 4) may be used in Function one (1) and when doing so will not count against the 20% mail processing (Function one) cap. Does that refer to the number or percentage of PSEs that will not count against the Function 1 cap?

ANSWER: It refers to the allowable number of PSE's. For example if the permissible number of PSE's in Function 4 is ten (10), they may be used in Function 1 and when so used will not count against the mail processing (Function One) District PSE cap.

10. How is "new work" defined for purposes of PSE's not counting toward the PSE cap?

ANSWER: "New work" is defined in Section 7.B.6., of the Postal Support Employee (PSE) MOU and includes work being contracted out that is brought back in-house, such as:

- a. in the Clerk Craft, work in any former Contract Postal Unit (CPU), unless it is a full-service unit or it primarily provides postal services;
- b. in the Maintenance Craft, formerly contracted out custodial work (subject to the provisions of the Maintenance Craft Jobs MOU);
- c. in the Motor Vehicle Craft, highway contract routes (HCRs) that are brought back into the Postal Service and assigned to postal employees (subject to the provisions of the Motor Vehicle Craft Jobs MOU);
- d. in other circumstances when new or contracted work is brought in house or new retail initiatives that are not full-service post offices are established as the parties may agree.

11. How will "new work" PSE's be identified?

ANSWER: They will be given a unique Designation Activity Code (D/A) or other identifier to separate them from other PSE's.

12. How will PSE's working in customer service/retail or mail processing be distinguished?

ANSWER: To permit monitoring of the District PSE caps, customer service/retail (Function 4) PSE's and mail processing (Function 1) PSE's will each be given a unique D/A or other identifier.



Official Q & A

13. The MOU provides that PSE's are eligible for health benefits after the first 360-day appointment and upon reappointment to another 360-day term. If a PSE is appointed for less than 360 days, when does the PSE become eligible for health benefits?
- ANSWER:** Upon serving for a year without a break in service of more than 5 days, in accordance with OPM regulations.
14. Does PSE standing on a roll carry over into career appointment?
- ANSWER:** The time worked as a PSE does not carry over if a PSE attains career status. They begin their initial period of seniority when they attain career status.
15. If a casual is hired as a PSE, will time spent as a casual count toward eligibility for health insurance?
- ANSWER:** No.
16. May PSE's be scheduled to perform work if a part-time flexible in that office is available and qualified to perform that work at the straight time rate?
- ANSWER:** During the course of a service week, the Employer will make every effort to insure that available and qualified part-time flexible clerks are utilized at the straight-time rate prior to assigning such work to PSE's.
17. Is there a difference between the "register" from which PSE's "shall be hired" as referenced in the PSE MOU and the "hiring list"?
- ANSWER:** There is no real difference. "Hiring lists" have essentially replaced the "register" as terminology in the MOU.
18. Do PSE clerks hold down their opted residual duty assignment during their mandatory 5 day break in service?
- ANSWER:** No. Any such duty assignment must either be posted for bid or reverted pursuant to Article 37.3 on the occasion of the employee's break in service.
19. Article 7.B.3 of the PSE MOU reads, "In the Clerk Craft, the total number of PSEs used in mail processing (Function one) within a District, will not exceed 20% of the total number of career mail processing (Function one) clerk craft employees within that District, except in accounting periods 3 and 4, beginning two (2) years from the effective date of the contract." Does the "beginning two (2) years from the effective date of the contract" provision apply to the entire sentence or only to the accounting periods 3 and 4 exception?



Official Q & A

ANSWER: The exception, eliminating the 20% PSE cap during accounting periods 3 and 4 begins 2 years from the effective date of the Agreement, May 23, 2013.

20. How does management determine which PSE to terminate during their term when there is a lack of work?

ANSWER: Clerk and Maintenance craft PSEs will be terminated for lack of work based upon inverse craft standing on the roll in the installation. MVS Craft PSEs will be terminated for lack of work based on inverse occupational group standing on the roll in the installation.

21. When needed, how does management determine which PSE to bring back to work?

ANSWER: PSEs will be returned based upon their craft standing on the roll in the installation, or in the MVS Craft by their occupational group standing on the roll, for up to a one year period from their break in service.

22. Will a PSE who serves as an APWU steward have rights over other PSE's when it is necessary to let PSE's go because of lack of work or when there is an opportunity to bring PSE's back to work?

ANSWER: Yes.

23. Does a PSE steward's rights impact who is selected for an available career opportunity?

ANSWER: No.

24. May PSEs be removed for reasons other than lack of work?

ANSWER: PSEs may be disciplined or removed within the term of their appointment for just cause and any such discipline or removal will be subject to the grievance-arbitration procedure, provided that within the immediately preceding six months, the PSE has completed ninety (90) work days, or has been employed for 120 calendar days, whichever comes first.

NITFI'S

25. What is a reasonable timeframe for PTF's in Function 1 and in offices level 21 and above be converted to full-time?

ANSWER: It is expected that all PTF's in Function 1 and in offices level 21 and above will be converted to full-time by August 23, 2011. Any exceptions will need to be discussed and mutually approved at the national level.



Official Q & A

26. What is a reasonable timeframe for clerk and MVS PTF's to be converted to full-time?

ANSWER: It is expected that all PTF's in the Clerk and MVS crafts will be converted to full-time by August 23, 2011. Any exceptions will need to be discussed and mutually approved at the national level.

27. May employees who at the time of the signing of the agreement (May 23, 2011) are current unassigned regulars and Full-time Flexibles be assigned to NTF-FT duty assignments of less than 40 or more than 44 hours?

ANSWER: No. Any clerk craft or MVS employee who is in a full-time status at the signing of the agreement is protected against involuntary assignment to NTF-FT duty assignments of less than 40 or more than 44 hours.

28. Is a saved-grade level 7 clerk or MVS craft employee (who was full-time at the signing of the CBA) required to bid on a level 7 NTF-FT duty assignment of less than 40 hours or more than 44 hours/week in order to maintain their saved grade?

ANSWER: No.

29. In 2009 a clerk elected to revert to either a PTF or PTF assignment (in which they currently remain) in lieu of involuntary excessing from the craft and/or installation. Is that clerk protected from involuntary assignment to a NTF-FT assignment of less than 40 hours or more than 44 hours/week?

ANSWER: No. All current PTF's and PTF's may be assigned to any residual NTF-FT duty assignment.

30. What change to the hours of a NTF-FT duty assignment may be made without creating the need to repost the assignment?

ANSWER: NTF-FT duty assignments are full-time duty assignments. All of the reposting rules for full-time assignments in Article 37.3.A.4 and in Article 39.2.A, including Article 39.2.A.6, 7 and 8 apply to NTF-FT duty assignments. The assignment must also be reposted when the total hours in the workweek of a NTF-FT duty assignment are changed.

31. Are employees in NTF-FTs and traditional duty assignments considered all one category for excessing and retreat rights purposes?

ANSWER: Yes.

32. The NTF-FT MOU requires that if the traditional duty assignment occupied by a senior clerk is reposted as a NTF-FT duty assignment all duty assignments within the section occupied by junior clerks must be reposted for in-section bidding. If one or more of those reposted duty assignments occupied by a junior clerk is changed sufficiently to meet the reposting requirements in Article 37.3.A.4, will it still be posted in-section?



Official Q & A

ANSWER: No. In this situation if the duty assignment is changed sufficiently that Article 37.3.A.4 (and the LMOU) require reposting the duty assignment would be posted installation wide.

33. May an excessed FTR clerk or MVS employee (who was FT at the signing of the 2010 CBA) decline to retreat to a NIFT duty assignment of less than 40 hours or more than 44 hours/week without losing her retreat rights?

ANSWER: Yes. Excessed employees with retreat rights, whether to the section (Article 12.5.C.4) or to the installation and/or craft (Article 12.5.C.5) may decline their right to retreat to any NIFT duty assignment without relinquishing their right to retreat to any posted traditional FTR duty assignment.

34. Normally, the NIFT employees should not work more than the number of hours (daily and/or weekly) identified in their bid assignment, except in an emergency. What is considered to be an emergency?

ANSWER: Article 3.F provides the parties' mutual understanding of what constitutes an emergency situation: 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.

NIFT's-Overtime Rules

35. If, on a particular day, two hours of additional work is necessary, who should be scheduled when the 2 clerks available within the section are: a) qualified non-OTDL NIFT employee (five - 8 hour days ending tour at 3:00 PM) for 2 hours of out-of-schedule premium; or b) qualified OTDL traditional schedule FTR ending tour at 3:00 PM for 2 hours of overtime?

ANSWER: b) qualified OTDL traditional schedule FTR ending tour at 3:00 PM for 2 hours of overtime. Absent an emergency, a non-OTDL NIFT employee should not be worked beyond their normal daily schedule.

36. Are NIFT Clerks guaranteed the number of hours in their bid duty assignment?

ANSWER: Yes. The NIFT clerk's bid duty assignment establishes their minimum daily and weekly guarantee.

37. When a NIFT employee is routinely scheduled to work additional hours (compensated at the out-of-schedule rate) each week, must the assignment be reposted?

ANSWER: NIFT employees will normally work the number of hours (daily and/or weekly) identified in their bid assignment, except in an emergency.



Official Q & A

38. Can a NIFT clerk craft employee, who is not on the OTDL, be required to work one or more of their scheduled off days?

ANSWER: Effective six months from the signing date of the 2010 CBA (November 23, 2011), full-time career clerk craft and motor vehicle employees who are not on the Overtime Desired List and are in an installation with employees working in NIFT duty assignments in the same Functional area, will not be required to work overtime except in an emergency. Article 3.F provides the parties' mutual understanding of what constitutes an emergency situation: 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. In the Motor Vehicle craft, employees may also be required to work overtime in the event of unforeseeable circumstances (e.g., PVS drivers stuck in traffic, weather conditions).

39. May NIFT OTDL employees be required to work more than 8 hours on any non-scheduled day?

ANSWER: Yes. They are subject to the normal overtime rules in Article 8 and the LMOU (including penalty overtime).

40. May management by-pass a senior holiday volunteer because that employee would be scheduled for their normally scheduled 8 hours on the designated holiday and require a junior non-volunteer to work their designated holiday because they are available for only their regularly scheduled 8 hours on that day?

ANSWER: The LMOU pecking order must be followed. If the LMOU, for example, requires full-time holiday volunteers to be scheduled by seniority, all qualified and available full-time employees (both traditional and NIFT) would be scheduled in seniority order.

41. Will full-time employees occupying NIFT duty assignments have their annual leave advanced at the beginning of the leave year?

ANSWER: Yes.

42. NIFT employees will normally work the number of hours (daily and/or weekly) identified in their bid assignment, except in an emergency and are entitled to out-of-schedule premium for hours worked outside of their bid schedule. Would a NIFT employee receive out-of-schedule premium if required to assume a traditional full-time schedule for one or more days in order to participate in required recognized training?

ANSWER: No. Training is one of the recognized exceptions to the out-of-schedule premium requirement. A NIFT employee, for example, who must attend window training after bidding a SSA duty assignment, would not be eligible for out-