



APWU

Clerk Division

American Postal Workers Union, AFL-CIO

William Burrus, President

ALL-CRAFT CONFERENCE

Las Vegas, NV

November 5-8, 2007

PTR QUESTIONS & ANSWERS HANDOUT

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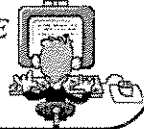
AMERICAN POSTAL WORKERS UNION

Part-time Regulars

ALL CRAFT CONFERENCE

November 5 – 8, 2007

Las Vegas, Nevada



AMERICAN POSTAL WORKERS UNION

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QUESTION #1

What is meant by the term "status" when it is used in the Clerk Craft?

ANSWER #1

• "Status" is a reference to the employee's category:

- a) full-time;
- b) part-time regular; or
- c) part-time flexible

• Source: Article 37, Section 1
JCIM Article 37, page 2 #1

QUESTION #2

Does the term duty assignment apply to part-time regular assignments?

ANSWER #2

- Yes
- Source: Article 37, Section 1.B
JCIM Article 37, page 2 #5

QUESTION #3

What is the difference between bid and application?

ANSWER #3

- Full-time and part-time regular clerks bid for duty assignments which are posted as senior qualified. Full-time regular, part-time regular, and part-time flexible clerks apply for duty assignments which are posted as best qualified. Senior qualified duty assignments are posted for bid and residual bid best qualified duty assignments are posted for application.

Source: Article 37, Section 1.C and 1.D
JCIM Article 37, page2 #7

QUESTION #4

When does an employee have a live record on a scheme or machine skill?

ANSWER #4

An employee has a live record beginning when the employee qualifies on a scheme or machine skill. The employee continues to have a live record as long as the employee continues to use that scheme or skill, and for two years thereafter. Note that a full-time regular or part-time regular employee is considered to cease performing the duties which require a skill when the employee no longer holds a duty assignment requiring the skill.

For example, a full-time clerk occupying an assignment requiring zones 3 and 6 is designated the successful bidder on an assignment requiring zones 4 and 7 and is placed in the new assignment effective November 1, 2007. This employee would have a live record on zones 3 and 6 through October 31, 2009.

Source: Article 37, Section 1.K
JCIM Article 37, page4, #14

QUESTION #5

When does a window clerk, or an employee working another job listed in Article 37.3.f.7, have a live record?

ANSWER #5

• The employee has a live record upon qualification and continues to have a live record for five years after the employee discontinues performing the duties requiring the skills. Note that a full-time regular or part-time regular employee is considered to cease performing the duties which require a skill when the employee no longer holds a duty assignment requiring the skill.

• Source: Article 37, Section 1.K
JCIM Article 37, page5, #18

QUESTION #6

Are part-time regular employees covered by the live record provisions?

ANSWER #6

• Yes, the live record of a part-time regular employee is administered the same as for a full-time regular

• Source: Article 37, Section 1.K
JCIM Article 37, page 6, #24

QUESTION #7

How many seniority lists are required for the clerk craft?

ANSWER #7

• Only one seniority list is authorized under Article 37. This list includes all full-time and all part-time regular clerks. Previously, separate lists were maintained for each level, with separate lists for part-time regulars and best qualified positions. These lists have been merged.

• Source: Article 37, Section 2.D.1
JCIM Article 37, page 7, #28

QUESTION #8

If a full-time or part-time regular clerk is voluntarily reassigned to another installation, and the employee voluntarily returns to the same craft and installation within one year, does the employee begin a new period of seniority?

craft or promoted
to ~~non-covered~~ higher level position
@
Art 37 Art 12
Art 37 JCIM #33 correct

ANSWER #8

No. When an employee returns to the clerk craft in the same installation within one year, the employee retains seniority previously acquired in the craft and installation, without credit for time spent outside the clerk craft. The status of the employee (full-time or part-time) is determined by the seniority of the employee pursuant to the national arbitration award in case H7N-2A-C 4340 (Snow), unless it is a 200 work year installation in which case they would be full-time.

Source: Article 37, Section 2.D.1 and Article 12.2

JCIM Article 37, page 8, #33

QUESTION #9

If a clerk craft employee voluntarily transfers to another installation in the clerk craft, then returns to the same craft and installation within one year, what is the employee's seniority?

ANSWER #9

The employee retains the seniority he/she had on the day the employee left the former installation, without credit for time spent at the other installation. The status of the employee (full-time or part-time) is determined by the seniority of the employee pursuant to the national arbitration award in case H7N-2A-C4340 (e.g., in an office with less than 200 work years, if the returning employee is senior to the senior part-time flexible clerk, the employee is returned to the installation as a full time regular)

Source: Article 37, Section 2.D.1 and Article 12.2

JCIM Article 37, page 8, #34

QUESTION #10

Can an employee who lost seniority when assigned to a part-time regular duty assignment outside the bid process prior to the 1998 National Agreement, have his/her seniority restored?

ANSWER #10

- Yes, the employee's seniority is restored upon being declared the successful bidder on a full-time assignment.
- Source: Article 37, Section 2.D.3.c
JCIM Article 37, page 9, #40

QUESTION #11

How is seniority established for an employee who is voluntarily reassigned to another installation in lieu of the involuntary assignment of a junior employee?

ANSWER #11

· Full time and part-time regular employees take their seniority with them. Part-time flexible employees are placed at the bottom of the part-time flexible roll and, upon conversion to full-time, their seniority includes all part-time flexible service at both the losing and gaining installations.

· Source: Article 37, Section 2.D.5.c
JCIM Article 37, page 10, #44

QUESTION #12

Can a senior employee elect to be reassigned in lieu of a junior employee in a different status? For example, can a full-time employee elect to be reassigned in lieu of a part-time flexible?

ANSWER #12

· No. A senior full-time employee can replace only a full-time employee; a part-time flexible can replace only a part-time flexible; and a part-time regular can replace only a part-time regular.

· Source: Article 37, Section 2.D.5.c
JCIM Article 37, page 11, #48

QUESTION #13

When full-time or part-time regular clerks agree to a mutual exchange in accordance with Article 37.2.D.7, do they exchange duty assignments?

ANSWER #13

· No. When full-time or part-time regular clerk craft employees make mutual exchanges, they take the seniority of the junior of the two employees involved and are reassigned as unencumbered full-time or part-time regular employees. They do not exchange duty assignments.

· Source: Article 37, Section 2.D.7

JCIM Article 37, page 11, #52

QUESTION #14

Can Part-time Flexible clerks agree to a mutual exchange?

ANSWER #14

· Yes; however, mutual exchanges are limited to clerks in the same status, (i.e., FTR to FTR, PTR to PTR, PTF to PTF)

· Source: Article 37, Section 2.D.7

JCIM Article 37, page 11, #53

QUESTION #15

What is a newly established duty assignment that would be posted to full-time employees and to currently qualified part-time regular employees who were previously full-time employees?

ANSWER #15

· A duty assignment that did not previously exist or a vacant duty assignment where the work schedule and/or skill requirement has changed. (Full time and part-time regular bidding to such assignments may be impacted by Article 12).

· Source: Article 37, Section 3.A.1.a.(1)

JCIM Article 37, page 13, #61

QUESTION #16

Can part-time regular clerks, including impacted full-time Clerk Craft employees who exercise their Article 12 right to revert to part-time regular status in lieu of being excessed from the installation, bid on newly established duty assignments for which they are currently qualified pursuant to Article 37.3.A.1.a.(1)?

ANSWER #16

· No. Part-time regular clerks, including impacted full-time Clerk Craft employees who decide to revert to part-time regular status in lieu of being excessed from the installation, will be restricted from bidding on full time duty assignments as a part-time regular employee until all excessed full-time Clerk Craft employees have had the opportunity to exercise retreat rights.

· Source: Article 37, Section 3.A.1.a.(1) & 3.B
JCIM Article 37, page 13, #62

QUESTION #17

When there are multiple vacant full-time duty assignments to be filled through the part-time flexible preference/part-time regular bid procedure, could the order of filling the vacancies alternate between part-time regulars and part-time flexibles based upon seniority?

ANSWER #17

- Yes
- Source: Article 37, Section 3.A.1.a.(3)
JCIM Article 37, page 14, #63

QUESTION #18

When does the 28 day period begin for posting residual full-time vacancies to eligible part-time regular employees?

ANSWER #18

- a) If there are no unencumbered employees to assign, the 28 day period begins on the date the vacant duty assignment became a residual vacancy.
- b) If unencumbered employees are assigned to residual vacancies pursuant to Section 4.C, any remaining residual vacancies must be posted within 28 days of the date the unencumbered employees are notified of their assignment to the residual vacancies.
- c) If the residual vacancy was withheld pursuant to Article 12 of the CBA and subsequently released, the residual vacancy must be posted within 28 days of the date the residual vacancy was released from withholding.
- Source: Article 37, Section 3.A.1.a.(3)
JCIM Article 37, page 14, #64

QUESTION #19

Can a part-time regular be hired to fill a newly established duty assignment that has not been posted for bid?

ANSWER #19

· No. Newly established and vacant part-time regular assignments must first be posted for bid in accordance with Article 37.3.

· Source: Article 37, Section 3.A.1.b.(1)
JCIM Article 37, page 14, #65

QUESTION #20

Is there a requirement to repost part-time regular duty assignments when the hours, off-days, or duties are changed?

ANSWER #20

- Yes, the reposting provisions in 3.A.4 also apply to part-time regular duty assignments.
- Source: Article 37, Section 3.A.4
JCIM Article 37, page 16, #76

QUESTION #21

Can the Postal Service establish best qualified part-time regular duty assignments?

ANSWER #21

- Yes. Newly established and vacant part-time regular duty assignments must be posted for bid to full-time and part-time regular employees encumbered in duty assignments in the same salary level and the same best qualified position description. Unless a resulting residual vacancy is being considered for reversion or withheld pursuant to Article 12, it would be posted for application under existing rules (e.g. Article 37.3.A.7 and 37.5.A.8).
- Source: Article 37, Section 3.A.7
JCIM Article 37, page 19, #92

QUESTION #22

When best qualified residual vacancies are posted for application, who is eligible to apply?

ANSWER #22

- Normally, residual best qualified clerk craft duty assignments are advertised to the clerk craft for application. Full-time, part-time flexible, and part-time regular clerks are eligible to apply.

- Source: Article 37, Section 3.A.7.b
JCIM Article 37, page 20, #97

QUESTION #23

Are part-time regular clerks eligible to apply for full-time best qualified duty assignments?

ANSWER #23

- Part-time regular clerks may apply for best-qualified duty assignments. However, applications from part-time regular employees will not be considered if sufficient (equal or greater in number than available duty assignments) full-time and part-time flexible employees meeting the minimum qualifications apply.

Source: Article 37, Section 3.A.7.c

JCIM Article 37, page 20, #99

QUESTION #24

What happens to the retreat rights of an employee who by application of 37.3.A.8 did not exercise retreat rights to a vacant duty assignment?

ANSWER #24

- The employee's retreat rights are not implemented at that time. The next junior employee is afforded the opportunity to retreat. If there is no junior clerk, the residual duty assignment is filled by PTR bidding and/or PTF preferencing.

Source: Article 37, Section 3.A.8

JCIM Article 37, page 22, #110

QUESTION #25

Will a part-time flexible Clerk who was excessed from a 200 work year installation to a different craft and/or installation prior to December 1, 2007 have an opportunity to retreat to the Clerk Craft in their original installation after all PTFs have been converted to full-time?

ANSWER #25

- Yes. In the Clerk Craft, PTF employees with retreat rights to 200 work year installations will have the opportunity to retreat to full time duty residual vacancies concurrently with PTR bidding (Article 37.3.A.1.a.(3)), exercising the seniority they held in the Clerk Craft before excessing augmented by the time spent in the different craft/installation.
- Source: Article 37, Section 3.B
JCIM Article 37, page 26, #130

QUESTION #26

May full-time and part-time regular Senior Mail Processor duty assignments be established as mixed duty assignments and contain duties included in the following position descriptions: Mail Processing Clerk; Window Clerk; Distribution and Window Clerk; Sales, Service and Distribution Associate; and/or Sales and Service Associate?

ANSWER #26

- Yes, in non-maintenance capable sites.

- Source: Article 37, Section 3.F.3 and 3.F.7

JCIM Article 37, page 35, #179

QUESTION #27

When a PTR bids on a duty assignment with a specific skill such as a typing requirement, does the PTR get an opportunity to demonstrate the skill in accordance with 37.3.F.5?

ANSWER #27

- Yes

- Source: Article 37, Section 3.F.5

JCIM Article 37, page 38-9, #201

QUESTION #28

If a part-time regular becomes unencumbered due to the abolishment or reposting of the employee's duty assignment, can the number of hours guaranteed on his/her Form 50 be changed?

ANSWER #28

- The number of hours remains the same until the employee successfully bids on a duty assignment or is assigned to a residual vacancy. A new Form 50 will then reflect any change.
- Source: Article 37, Section 4
JCIM Article 37, page 42, #218

QUESTION #29

Must unencumbered employees be assigned to residual duty assignments pursuant to Article 37.4 before the vacancies can be withheld pursuant to Article 12?

ANSWER #29

- Yes. The proper 'pecking order' for filling a residual vacancy in the clerk craft is as follows:
 1. Unencumbered Full Time Regulars (FTR) and Full Time Flexibles (FTF), pursuant to Article 37.4
 2. Article 12 withholding
 3. By seniority, concurrent reassignment of rehabilitation employees from other crafts, pursuant to ELM Section 546.222; Part Time Regular (PTR) bidding, pursuant to Article 37.3.A.1.a.3; and Part Time Flexible (PTF) preferencing, pursuant to Article 37.5
- Source: Article 37, Section 4.C
JCIM Article 37, page 42, #219

QUESTION #30

When filling full-time duty assignments, is bidding by part-time regular employees and preferencing by part-time flexible employees done concurrently?

ANSWER #30

- Yes.
- Source: Article 37, Section 5.A
JCIM Article 37, page 50, #264

QUESTION #31

Is there a standard procedure for simultaneous part-time regular bidding and part-time flexible preferencing?

ANSWER #31

- No. The system for completing part-time regular bidding and part-time flexible preferencing is determined locally.
- Source: Article 37, Section 5.A
JCIM Article 37, page 51, #265

QUESTION #32

Do all part-time flexible preference provisions apply to part-time regular duty assignments?

ANSWER #32

- No. Part-time flexible employees can exercise a preference for part-time regular duty assignments but cannot be involuntarily reassigned to that status.

- Source: Article 37, Section 5.C.8
JCIM Article 37, page 55, #281



