

## Non-Traditional Full-Time (NTFT) 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.

### NTFT's – Posting, Bidding and Assignments

1. May employees who were in a FT status at the signing of the agreement but have subsequently bid to a NTFT duty assignment of less than 40 hours or more than 44 hours per week, and thereafter become unassigned, be involuntarily reassigned to a NTFT assignment of less than a 40-hour work week?

ANSWER: No.

2. Will NTFT duty assignments have different hours in the first week of a pay period than in the second?

ANSWER: No. However, NTFT Flexible Clerk Craft duty assignments may be changed from week to week without out-of-schedule obligations, subject to a Wednesday of the prior week notification. These duty assignments may be created and utilized in retail (Function 4) operations to cover vacancies and absences, and are limited to 10% of the full-time assignments. Additionally, MVS NTFT Flexible duty assignments may be created to replace PTF and PTR duty assignments.

3. Can a FTR (who was FT at the signing of the 2010 CBA) steward's super-seniority rights be satisfied by offering the steward a NTFT assignment of less than 40 hours or more than 44 hours/week?

ANSWER: No.

4. Under Article 12.5.C.5.(a).5 an APWU represented employee who is excessed into a non-APWU represented craft within the installation shall be returned to the craft from which reassigned at the first opportunity. What happens if the "first opportunity" is to a NTFT duty assignment with less than 40 hours/week or more than 44 hours?

ANSWER: The employee will still be returned to their APWU represented craft. However, if the employee declines to accept the NTFT duty assignment, they will become unencumbered (unassigned) with a "traditional" schedule.

5. Disputes or concerns regarding initial NTFT staffing and assignments are to be pursued through ADRP and not through the normal grievance procedure. Is this alternative intended for the start-up of the NTFT assignment procedures or will any disputes regarding NTFT jobs be forever banned from the grievance procedure?

ANSWER: The intent of the ADRP process was to facilitate the start-up of the NTFT assignment procedures. Once the initial NTFT staffing process is completed the specified ADRP process will be phased out and these issues will be resolved in the Article 15 grievance procedure.

## NTFT's – Leave

6. How will employees in NTFT duty assignments earn or accrue annual leave?

ANSWER: Employees in NTFT assignments with a regular schedule of 40 or more hours per week will receive an advance of annual leave equal to the maximum for their leave category. The employee will not receive additional annual leave credit for work hours in excess of 40 hours per week and excess hours will not be tracked as potential leave credit hours.

Employees in NTFT assignments with a weekly schedule of less than 40 hours per week will receive a pro-rated advance of annual leave in the same manner as a PTR per ELM Exhibit 512.312. For paid hours (for hours worked and paid leave, not including donated leave) in excess of their scheduled amount, the employee will receive additional annual leave credit up to the maximum credit allowable for their leave category within the pay period. Excess hours that do not produce additional leave credit within the pay period will be tracked as potential leave credit hours and may produce additional leave credit in a future pay period as long as the total leave earned to date does not exceed the maximum allowed for a full-time employee.

7. How will employees in NTFT duty assignments accrue sick leave?

ANSWER: Employees in NTFT duty assignments, with regular schedules of forty (40) hours per week or more, accrue 4 hours sick leave for each full biweekly pay period – that is., 13 days (104 hours) per 26 period leave year. Employees in NTFT

duty assignments with regular schedules of less than forty (40) hours per week will accrue sick leave at a rate of one (1) hour for each unit of twenty (20) hours in a pay status up to 104 hours (13 days) per 26-period leave year. For example, an employee with a 30 hour a week work schedule will receive 3 hours sick leave each pay period. For paid hours (for hours worked and paid leave, not including donated leave) in excess of their scheduled amount, the employee with regular schedules of less than forty (40) hours per week will receive additional sick leave credit up to the maximum credit allowed for a full-time employee (up to (104 hours [13 days] per 26-period leave year). Excess hours that do not produce additional leave hours within the pay period will be tracked and may produce additional sick leave hours in a future pay period as long as the total leave earned to date does not exceed the maximum allowed (up to 104 hours [13 days] per 26-period leave year).

8. When using annual leave, how much leave per day will the employee in a NTFT duty assignment be charged?

ANSWER: The employee in a NTFT duty assignment will be charged leave for the amount equal to the work hours of their regular daily scheduled hours (e.g. 6 hours for a 6-hour scheduled work day) or for the balance of their scheduled hours for part-tour leave. Employees in NTFT duty assignments will be subject to the same leave regulations as all other career employees with regard to the substitution of LWOP in lieu of annual leave. However, employees in NTFT duty assignments may elect at their option to utilize LWOP in lieu of annual leave for any hours in excess of forty (40) hours in a service week.

9. When using sick leave, how much sick leave per day will the employee in a NTFT duty assignment be charged?

ANSWER: The employee in a NTFT duty assignment will be charged sick leave for the amount equal to work hours of their regular daily scheduled hours (e.g. 6 hours for a 6-hour scheduled work day) or the number of scheduled hours remaining if the need for leave occurs after the start of their tour. Employees in NTFT duty assignments will be subject to the same leave regulations as all other career employees with regard to the substitution of LWOP or annual leave in lieu of sick leave. However, employees in NTFT duty assignments may elect at their option to utilize LWOP in lieu of sick leave for any hours in excess of forty (40) hours in a service week.

10. What happens to the annual leave which has been advanced to an employee in a NTFT duty assignment when they bid or are reassigned to/from traditional full-time assignments or to NTFT assignment with a different scheduled work hour total per week?

ANSWER: They will have their advanced annual leave amount adjusted to reflect the advanced leave policy for their position of record.

11. What impact will being in LWOP status have on a NTFT duty assignment employee's annual leave credit?

ANSWER: When during the leave year, an employee's absence, including that on an employee in a NTFT duty assignment, in a non-pay status totals the equivalent of

one pay period of regular service, credit for leave is reduced by the amount of leave earned by the employee in a pay period.

12. How does a NTFT duty assignment employee's schedule affect court leave?

ANSWER: An employee in a NTFT assignment will receive court leave up to his or her scheduled hours for the day. An employee in a NTFT assignment scheduled for more than 8 hours in a service day may have paid court leave and postal duty in excess of 8 hours up to the employee's regular schedule.

13. Is an employee in a NTFT duty assignment eligible to receive Administrative Leave?

ANSWER: Yes.

14. Are employees in NTFT duty assignments eligible for Military Leave?

ANSWER: Yes. An employee in a NTFT assignment with a weekly schedule of 40 or more hours/week receives 120 hours of military leave each fiscal year. An employee in a NTFT duty assignment with a weekly schedule of less than 40 hours/week will receive a pro-rated amount of military leave each fiscal year. That pro-rated amount may be increased if there is an increased weekly schedule. However, if the employee moves to an assignment scheduled for fewer hours in the pay period, there is no change in the military leave for the current fiscal year.

15. How much FMLA protected leave are eligible employees in NTFT duty assignments authorized?

ANSWER: Eligible employees in NTFT duty assignments are entitled to 12 workweeks of protected FMLA leave each year.

16. How will LWOP usage by employees in NTFT duty assignments impact the waiting period for contractual step increases?

ANSWER: For the purpose of LWOP accrual towards step deferral:

As per current policy, only whole days of LWOP are counted. Fractional days on which the employee has work hours or paid leave and takes LWOP are not counted in calculating the total LWOP. (ELM 422.133)

1 day equals the number of hours in normal daily schedule on the day in which LWOP is taken. 1 week equals the number of hours in employee's normal weekly schedule (30 – 48). For periods of LWOP that encompass an entire pay period, the total number of hours in the employee's regular schedule for that pay period will be charged.

As per current policy, step deferral calculation is made each pay period based on the prior pay period Step Increase LWOP balance and total hours for employee's normal weekly schedule in the current pay period.

All other provisions of ELM 422.133 will apply.

## NTFT's – Holidays

17. How are employees in NTFT duty assignments who are required to work on a holiday or designated holiday compensated?

ANSWER: Employees in NTFT duty assignments scheduled for eight or more hours who work on their holiday or designated holiday will receive straight time pay for any hours worked up to their normal schedule for that day. They will be paid postal overtime for any hours in excess of their normal schedule. Employees in NTFT duty assignments normally scheduled for less than eight hours on the holiday or designated holiday will only be required to work beyond their normal schedule in an emergency and will be compensated with out of schedule premium for such hours up to eight hours in the day. They will be paid postal overtime for any hours in excess of eight hours in the day.

18. May employees in NTFT duty assignments who work their holiday or designated holiday elect to have their annual leave balance credited with up to eight (8) hours of annual leave credit (equal to the number of hours of holiday leave pay received) in lieu of holiday leave pay?

ANSWER: Yes.



19. How many hours of holiday pay will employees in NTFT duty assignments receive?

ANSWER: Employees in NTFT duty assignments receive eight (8) hours of holiday pay at the employee's base hour straight time rate on the holiday or day designated as their holiday. To be eligible for holiday pay, an employee must be in a pay status the last hour of the employee's last scheduled workday prior to or the first hour of the employee's first scheduled workday after the holiday.

20. In what category are employees in NTFT duty assignments on the holiday work schedule?

ANSWER: As full-time employees, they will be subject to the LMOU pecking order. Employees in NTFT duty assignments working their holiday or designated holiday will be scheduled for the number of hours they normally work. Employees in NTFT duty assignments working on their off day will be scheduled for 8 hours.

## **MVS Questions & Answers**

21. Can MVS Career employees have split days off?

ANSWER: Employees occupying FTR duty assignments 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.

22. Do holddowns still exist?

ANSWER: Yes, but only unassigned full-time and Full-Time Flexible employees (not employees occupying NTFT Flexible duty assignments) that are not on holddowns currently may bid on duty assignments that are vacant for 10 or more days; in accordance with the provisions outlined in Article 39.1.J. The holddown process occurs before PSEs may opt on a vacant duty assignment.

23. Can employees in NTFT duty assignments have more than a one hour lunch or "split shift?"

ANSWER: No, except in level 20 and below Post Offices.

24. How is a NTFT Flexible duty assignment created?

ANSWER: NTFT Flexible duty assignments may be created when a PTF or PTR is converted to Full-Time. It is created in the same Occupational group as the PTF or PTR was converted from. The number of NTFT Flexible duty assignments cannot exceed the number of PTFs and PTRs that were converted in that occupational group and installation.

25. Can Flexible duty assignments (both Traditional Full-Time Flexible and NTFT) schedules be changed?

ANSWER: Yes, if the schedule is to be changed it must be done on the proceeding Wednesday and the total hours and daily hours must remain the same, but start times and days off can be changed.

26. Can traditional FTR duty assignments be reposted as NTFT duty assignments?

ANSWER: Yes, but only if operationally necessary and after notification and input from the Local President and MVS Director. Before the NTFT duty assignment is posted the Local Union will have the opportunity to review, make comments, make suggestions and propose alternatives.

27. Can MVS employees who were converted from either PTFs or PTRs at the signing of the 2010 agreement bid on Traditional duty assignments?

ANSWER: Yes. Employees who were not full-time at the signing of the 2010 agreement may bid on any duty assignment that they are qualified for that is posted for bid in the Motor Vehicle Craft.

28. Can the wages for PSEs be adjusted at the Local level?

ANSWER: No adjustment of wages can only be done at the national level.

29. During the once a year bid can management abolish traditional duty assignments?

ANSWER: The once a year bidding process was not intended nor should it be used as a procedure to abolish occupied duty assignments. (Pat McGee letter reissued by Peter Sgro on 10-1-1993).

30. Are MVS PSE's subject to DOT physicals and Drug tests?

ANSWER: All MVS employees that perform a safety sensitive position are required to have the same DOT physicals and are subject to the same DOT drug testing rules.



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