

# **MAINTENANCE ISSUES**

**VOLUME 1**

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**Washington, D.C. 20005**

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## American Postal Workers Union, AFL-CIO

1300 L Street, NW, Washington, DC 20005

Moe Biller, President  
(202) 842-4246

November 3, 1993

Dear Regional Coordinators, NBA's, Local Presidents, State Presidents, & PPA Editors:

I am extremely pleased to inform each of you that the APWU and USPS have reached a Landmark Agreement on Remote Barcoding. This agreement will protect postal workers' jobs, improve employee morale, and increase the efficiency of the Postal Service. Postmaster General Runyon showed great courage in undoing the contracting-out decision of his predecessor. He recognizes the value of bargaining-unit employees, whose skills and dedication mean more productivity and a better Postal Service.

#### National Executive Board

Moe Biller  
President

William Burnus  
Executive Vice President

Douglas C. Holbrook  
Secretary-Treasurer

Thomas A. Neill  
Industrial Relations Director

Robert L. Tunstall  
Director, Clerk Division

Les W. Lingberg  
Director, Maintenance Division

Donald A. Ross  
Director, MVS Division

George N. McKethen  
Director, SDM Division

Enclosed are the following memoranda:

- 1) The major RBCS memorandum;
- 2) A separate memorandum on labor-management cooperation, signed by the Postmaster General and the undersigned;
- 3) The Clerk Craft RBCS memorandum; and
- 4) The Maintenance Craft RBCS memorandum.

The current 27 sites are operated by private sector contractors under separate agreements, the latest of which expires in 1995. These existing sites will also be staffed by TEs and career postal employees after the present contracts expire.

This agreement means that the 22 new remote sites about to open, and all new sites that open later, will be staffed entirely by postal employees. The RBCS system will have a mix of 30-percent postal employee career work hours and 70-percent transitional employee (TEs) work hours nationally. The transitional employees will be non-career, APWU bargaining unit employees of the Postal Service.

Further details will be provided in the News Service Bulletin and in the December issue of The American Postal Worker.

Yours in union solidarity,

  
Moe Biller  
President

MB:hfa  
opeiu #2  
afl-cio

Enclosures

**MEMORANDUM OF UNDERSTANDING  
BETWEEN THE  
UNITED STATES POSTAL SERVICE  
AND THE  
AMERICAN POSTAL WORKERS UNION, AFL-CIO**

Re: RBCS

In full and complete settlement of all issues related to the implementation of RBCS, the APWU and the Postal Service agree to the following principles:

1. The Postal Service recognizes the value of postal employment in the fulfillment of its automation program and the APWU recognizes the value of cooperation with the Postal Service in the implementation of the automation program.
2. The parties agree that the RBCS keying position is a Data Conversion Operator, PS-4, clerk craft. In addition, the parties agree to utilize the concept of Group Leader - Data Conversion Operator, PS-5, clerk craft, in the RBCS keying sites.
3. The parties will develop the details of an orderly transition of RBCS to postal operations by means of a Joint Task Force on RBCS Implementation which is referenced in paragraph 10 of this Memorandum of Understanding. One of the purposes of the Task Force is to protect service during the transition. The Postal Service is committed to performing all RBCS work with postal employees (career and noncareer) as quickly as operationally possible. The current 25 RBCS contract sites and the 2 EAP sites will be converted to postal operations at the earliest possible date. However, the parties recognize that during the transition phase and in order to maintain service at an existing contract site, there may be unavoidable delays in converting a contract site to a postal operation. Only in such circumstances may the Postal Service extend particular contracts beyond the initial contract term. In no case may such contract extensions continue beyond December 31, 1996. Should the union believe that any contract extension violates the principles in this paragraph, the APWU may immediately proceed to arbitration with priority scheduling.
4. The clerical staffing of the RBCS sites will be accomplished by utilizing the ratio of 30 percent career work hours to 70 percent Transitional Employee work hours (work hours do not include leave hours). The ratio of career work hours to Transitional Employee work hours in RBCS sites is limited to those activities that are related to RBCS operations, which also includes other activities such as administrative support. This ratio of career work hours to Transitional Employee work hours in RBCS sites is a national percentage. The Postal Service is committed to ensuring that the conditions of this provision are met on an ongoing basis.

The parties recognize that volume and work hours will fluctuate during the course of a fiscal year. It is unlikely that work hour projections will precisely match actual experience. Therefore, there will be a need to monitor work hours and adjust the work hours and/or complement to assure that the national work hour percentages are achieved on average over each fiscal year. The following procedures will be utilized to monitor and adjust work hours/complement to comply with this agreement:

- a. The Postal Service will make the initial projections for volume and work hours in the RBCS operations. Also, the Postal Service will project the career complement at each keying site. The career complement system-wide must be sufficient to work thirty percent of the projected work hours.

- b. Commencing with the first accounting period after the start-up of Postal RBCS operations, the parties will meet at least once each accounting period to review actual experience and revised projections. The parties will agree upon any necessary adjustments to the planned career complement work hours.
- c. After the first year of Postal RBCS operations, the Postal Service will make work hour and career complement projections by fiscal year. The parties will meet at least quarterly to review actual experience and revised projections. The parties will agree upon any necessary adjustments to the planned career complement work hours.
- d. After completion of the first twenty-four months of Postal RBCS operations, the parties will meet to review the actual experience in relation to achieving the agreed upon percentages of thirty percent career work hours and seventy percent Transitional Employee work hours.

If the experience shows difficulty in keeping within a one percent career workhour variance, the parties will resolve the difference and consider appropriate adjustments, such as lump sum payments to identified affected employees and/or other complement adjustment options.


Adjustments in work hours and/or complement are intended to quickly recover any deviation from plan, in order that at the end of the fiscal year, the agreed upon work hour percentages are achieved.

- 5. The parties recognize that the Transitional Employee complement provides the Postal Service with additional flexibility. It is the intent of the parties that the career workforce, up to the agreed upon percentage, will occupy full-time duty assignments to the extent that there exists 8 hours of work within 9 or 10 consecutive hours, as appropriate.
- 6. The lock-in period for Data Conversion Operators will be 365 days. The parties agree that each RBCS site will complete the twelve (12) week production ramp-up period before the lock-in period will begin for the full-time Data Conversion Operators in RBCS sites.
- 7. The Postal Service retains the right to determine the location of the RBCS sites, as well as the right to determine which images are processed at each such RBCS site. A RBCS site processing images for an installation other than the installation in which the RBCS site is situated will be considered an independent installation for purposes of the application of the National Agreement.
- 8. Consistent with applicable law, the parties will establish procedures which will provide RBCS Transitional Employees with RBCS career opportunities.
- 9. Employees will be required to qualify for RBCS keying at a rate of 7,150 keystrokes per hour at an accuracy rate of 98 percent. Employees will be expected to maintain the performance and accuracy rates required for qualification, which the parties agree is a fair day's work. There shall be no production standards unless one is promulgated pursuant to Article 34. The parties will jointly work to develop methods of maintaining the throughput and accuracy rates for the system, the training program for qualifying employees as keyers and a system for monitoring performance. The parties will review the keying rate of 7,150 keystrokes per hour and accuracy rates and adjust as appropriate, prior to the implementation of Remote Computer Read.

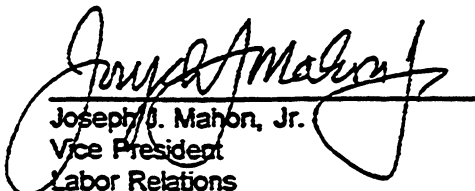
10. The parties agree to establish a Joint Task Force to address issues of mutual concern with respect to RBCS implementation. The Joint Task Force on RBCS Implementation will meet to discuss and agree on certain matters, including but not limited to the following topics:
- a. Ergonomics - Ergonomic concerns related to work stations and operational methods shall be jointly addressed through a consultative process. The Joint Task Force will make its initial recommendations to the parties concerning operational methods within 90 days of the date of this Memorandum of Understanding. Thereafter, the Joint Task Force will address either party's continuing concerns.
  - b. Group Leader—Data Conversion Operator, PS-5, clerk craft - Prior to the activation of the next 22 RBCS sites, the parties will negotiate the details of such staffing.
  - c. Application of Transitional Employee Memoranda of Understanding - Within 30 days of the date of this Memorandum of Understanding, the parties will meet and agree upon which portions of the existing Transitional Employee Memoranda of Understanding shall be applicable to the RBCS Transitional Employees.
  - d. Career Opportunities for Transitional Employees - The procedures necessary to provide career opportunities for RBCS Transitional Employees will be completed no later than 120 days of the date of this Memorandum of Understanding.
  - e. Information Tracking - The Postal Service will share performance tracking information on RBCS operations with the APWU.
  - f. Interaction of a Separate RBCS Site with Other Postal Installations - Prior to the first RBCS site completing its twelve (12) week production ramp-up, the parties shall agree to a procedure for RBCS site career employees to be able to move into an installation or installations in a geographical area contiguous to the RBCS site, after the 365 day lock-in period has been completed. Prior to activation of a Postal RBCS site, the parties shall resolve all issues related to Article 30 of the National Agreement with respect to such RBCS site.

The parties intend to form sub-committees to address these matters and, unless otherwise indicated, report to the Joint Task Force within ninety days of the date of this Memorandum of Understanding. Failure of the parties to reach agreement on any Joint Task Force matters shall not delay the activation of any RBCS site.

11. The parties agree that the terms of this Memorandum of Understanding and any other agreements which the parties enter as a result of the activities and recommendations of the Joint Task Force on RBCS Implementation shall not be raised during the 1994 National Negotiations or during any related interest arbitration proceedings.

  
Moe Biller  
President  
American Postal Workers  
Union, AFL-CIO

Dated: 11/2/93

  
Joseph J. Mahon, Jr.  
Vice President  
Labor Relations  
U.S. Postal Service

Dated: 11/3/93



**MEMORANDUM FOR APWU NATIONAL, STATE, AND LOCAL UNION OFFICIALS  
AREA MANAGERS, CUSTOMER SERVICES  
AREA MANAGERS, PROCESSING AND DISTRIBUTION  
DISTRICT MANAGERS, CUSTOMER SERVICES  
PLANT MANAGERS, PROCESSING AND DISTRIBUTION**

**SUBJECT: Labor-Management Cooperation**

The amicable resolution of our differences regarding the deployment of RBCS marks a milestone in the relationship between the Postal Service and the American Postal Workers Union, AFL-CIO.

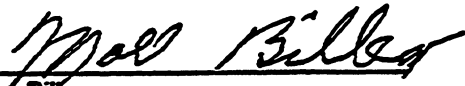
Although we have established a pattern of resolving more disputes through voluntary agreement than through litigation, none has had the significance of this agreement. Not only were the substantive issues of major concern to each of us, but the agreement recognizes that we cannot anticipate and provide for all future contingencies. We must establish a relationship built on mutual trust and a determination to explore and resolve issues jointly. This agreement embraces these principles.

In order to build on this momentum and improve our relationships throughout the Postal Service, we set forth the following principles of mutual commitment:

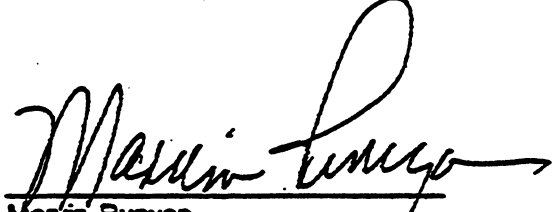
1. The APWU and the Postal Service hereby reaffirm their commitment to and support for labor-management cooperation at all levels of the organization to ensure a productive labor relations climate which should result in a better working environment for employees and to ensure the continued viability and success of the Postal Service.
2. The parties recognize that this commitment and support shall be manifested by cooperative dealings between management and the Union leadership which serves as the spokesperson for the employees whom they represent.
3. The parties recognize that the Postal Service operates in a competitive environment and understand that each Postal Service product is subject to volume diversion. Therefore, it is imperative that management and the Union jointly pursue strategies which emphasize improving employee working conditions and satisfying the customer in terms of service and costs. A more cooperative approach in dealings between management and APWU officials is encouraged on all issues in order to build a more efficient Postal Service.
4. The Postal Service recognizes the value of Union involvement in the decision making process and respects the right of the APWU to represent bargaining unit employees. In this regard, the Postal Service will work with and through the national, regional, and local Union leadership, rather than directly with employees on issues which affect working conditions and will seek ways of improving customer service, increasing revenue, and reducing postal costs. Management also recognizes the value of union input and a cooperative approach on issues that will affect working conditions and Postal Service policies. The parties affirm their intent to jointly discuss such issues prior to the development of such plans or policies.



5. The APWU and the Postal Service approve the concept of joint meetings among all organizations on issues of interest to all employees, but which are not directly related to wages, hours or working conditions, such as customer service, the financial performance of the organization and community-related activities. In this regard, the APWU will participate in joint efforts with management and other employee organizations to address these and other similar issues of mutual interest.
6. On matters directly affecting wages, hours or working conditions, the Postal Service and the APWU recognize that separate labor-management meetings involving only the affected Union or Unions are necessary. The parties are encouraged to discuss, explore, and resolve these issues, provided neither party shall attempt to change or vary the terms or provisions of the National Agreement.

  
Moe Biler  
President  
American Postal Workers  
Union, AFL-CIO

Dated: 11/2/93

  
Marvin Runyon  
Postmaster General/CEO  
U.S. Postal Service

Dated: 11/2/1993

MEMORANDUM OF UNDERSTANDING  
BETWEEN THE  
UNITED STATES POSTAL SERVICE  
AND THE  
AMERICAN POSTAL WORKERS UNION, AFL-CIO

Re: RBCS Implementation

As soon as possible, the USPS will offer an opportunity to all Joint Bargaining Committee represented employees, to express an interest in one of the RBCS Data Conversion Operator, PS-4, clerk craft jobs in an RBCS site. This solicitation will permit an expression of interest by state, metropolitan area or city.

After the USPS selects a site for an RBCS operation, a notice will be posted for clerk craft employees within the district encompassing the selected site offering full-time and part-time career opportunities in the selected site. A posting shall be made at post offices within the district to inform and invite them to express an interest. For purposes of this Memorandum of Understanding (MOU) only, the term district is defined as the geographical area covered by each of the USPS districts as of the date of this MOU.

Employees requesting reassignment to or bidding for keying positions in the RBCS sites shall be given an opportunity to demonstrate that they meet the minimum qualifications by taking the appropriate examinations. Such opportunities shall be offered to employees who are being considered for the keying positions.

SECTION 1. ASSIGNMENT OF OPPORTUNITIES AT RBCS SITES

A. INDEPENDENT INSTALLATION

The following areas of consideration, in the order listed, shall be utilized for the purposes of offering and awarding career opportunities to employees:

1. Full-time Opportunities

a. Clerk craft from the solicitation and district-wide posting:

- (1) Full-time
- (2) Part-time flexible
- (3) Part-time regular

b. Employees in other crafts represented by the Joint Bargaining Committee who have expressed an interest in

the solicitation will be selected based on their craft seniority or their standing on their part-time flexible roll:

- (1) Full-time
- (2) Part-time flexible
- (3) Part-time regular

2. Part-time Opportunities

Available career part-time opportunities shall be filled in accordance with 1.a. and b. above.

B. PART OF AN EXISTING INSTALLATION

The following procedures and areas of consideration shall be utilized, in the order listed, to initially fill the newly created assignments:

1. Full-time assignments

a. Clerk craft in the installation

- (1) Career full-time duty assignments shall be posted and awarded.
- (2) If a residual vacancy or vacancies remain, the remaining vacancy or vacancies shall be posted for application office-wide to employees represented by the Joint Bargaining Committee. The full-time duty assignments will be awarded to employees who meet the minimum qualifications as follows:

(a) Clerk Craft

- 1) Part-time flexible
- 2) Part-time regular

- (b) Employees in other crafts who expressed an interest in the solicitation will be selected based on their craft seniority or their standing on the part-time flexible roll.

- 1) Full-time
- 2) Part-time flexible
- 3) Part-time regular

- (c) Clerk craft employees within the district who had expressed an interest in the solicitation or district-wide posting as follows:

- 1) Full-time
- 2) Part-time flexible
- 3) Part-time regular

(d) All other Joint Bargaining Committee employees who had expressed an interest in the solicitation as follows:

1) Clerk craft

- a) Full-time
- b) Part-time flexible
- c) Part-time regular

2) Other crafts

2. Part-time career opportunities shall be offered to employees who meet the minimum qualifications as follows:

a. Clerk craft within the installation:

- (1) Full-time
- (2) Part-time flexible
- (3) Part-time regular

b. Employees in other crafts within the installation who expressed an interest in the solicitation will be selected based on their craft seniority or their standing on their part-time flexible roll as follows:

- (1) Full-time
- (2) Part-time flexible
- (3) Part-time regular

c. Clerk craft employees within the district who had expressed an interest in the solicitation or district-wide posting as follows:

- (1) Full-time
- (2) Part-time flexible
- (3) Part-time regular

d. All other Joint Bargaining Committee employees who had expressed an interest in the solicitation as follows:

(1) Clerk craft

- a) Full-time
- b) Part-time flexible
- c) Part-time regular

(2) Other crafts

C. SENIORITY

Career employees, who are reassigned to a RBCS site as a result of the implementation of Section 1 of this Memorandum of Understanding, will have their reassignment treated as a detail

during the 12 week production ramp-up period. At the end of the 12 week period, the reassigned career employees will have their seniority established as the date of the reassignment of the first career employee or the date of the first outside hire at the site whichever is earlier. The provisions of Article 37, Section 2.D.4. shall be used to break any ties in seniority.

#### D. RELOCATION

Career employees reassigned to a RBCS site as a result of implementation of Section 1 of this Memorandum of Understanding are responsible for payment of all expenses incurred as a result of such reassignments. Such employees are not entitled to per diem, temporary quarters, moving, mileage, or reimbursement for movement of household goods.

### SECTION 2. BIDDING RESTRICTIONS

#### A. INDEPENDENT INSTALLATION

1. After the completion of the 12 week production ramp-up period, an employee who becomes a full-time RBCS Data Conversion Operator for the first time will be restricted from further bidding or voluntary reassignment for a period of 365 days.
2. Former RBCS Data Conversion Operators who bid back to a RBCS Data Conversion Operator duty assignment and require the complete classroom training will be restricted from further bidding for a period of 180 days.
3. The bidding restrictions in (1) and (2) above apply unless such bid is to one of the following:
  - a. another RBCS Data Conversion Operator duty assignment;
  - b. a duty assignment in a higher level within the installation; or
  - c. caused by substantiated medical or health reasons whereby continuation in the RBCS Data Conversion Operator duty assignment would be harmful to the employee.
4. Full-time RBCS Data Conversion Operators may continue to apply for positions in the installation which are filled based on best qualified, including other craft jobs for which they are eligible to apply.

#### B. PART OF AN EXISTING INSTALLATION

1. After the completion of the 12 week ramp-up period, an employee who becomes a full-time RBCS Data Conversion

Operator for the first time shall be restricted from further bidding or voluntary reassignment for a period of 365 days.

2. A former RBCS Data Conversion Operator who bids back to a RBCS Data Conversion Operator duty assignment and requires the complete classroom training will be restricted from further bidding for a period of 180 days.
3. The bidding restrictions in (1) and (2) above apply unless such bid is to one of the following:
  - a. another RBCS Data Conversion Operator duty assignment;
  - b. a job in a higher level; during the 365 days immediately following the 12 week production ramp-up this exception will only apply to bids to Group Leader, RBCS Data Conversion Operator, PS-5, assignment; or
  - c. caused by substantiated medical or health reasons whereby continuation in the RBCS Data Conversion Operator duty assignment would be harmful to the employee.
4. Full-time RBCS Data Conversion Operators may continue to apply for positions which are filled based on best qualified, including other craft jobs for which they are eligible to apply.

Moe Biller  
Moe Biller  
President  
American Postal Workers  
Union, AFL-CIO

Dated: 11/2/93

Joseph J. Mahon, Jr.  
Joseph J. Mahon, Jr.  
Vice President  
Labor Relations  
U.S. Postal Service

Dated: 11/3/93

Mr. Moe Biller  
President  
American Postal Workers  
Union, AFL-CIO  
1300 I Street, N.W.  
Washington, DC 20005-4128

Re: HOC-NA-C 13

Dear Moe:

Recently, Thomas J. Valenti, Labor Relations Specialist, Contract Administration, and James Lingberg, Director, Maintenance Division, American Postal Workers Union, AFL-CIO, met in a prearbitration discussion of the above referenced case.

The issue in this grievance concerns the contracting out of maintenance for the Remote Bar Code System (RBCS) equipment.

In full and complete settlement of this grievance and all issues related to RBCS maintenance, the parties agree to the following principles:

1. The Postal Service will use maintenance employees to perform RBCS maintenance work at postal operated keying sites. The staffing of these sites with maintenance employees will be consistent with the phase-in of Postal Service keying positions at postal RBCS sites.
2. Maintenance work may continue to be performed by contract personnel for as long as those keying sites are operated by the contractor. During this period, the Postal Service is free to change the site maintenance contractor(s).
3. The parties will develop the details of an orderly transition of the maintenance functions at the postal RBCS sites to postal operations by a joint task force consistent with paragraphs 3 and 10 of the RBCS Implementation Memorandum of Understanding.



4. Maintenance staffing of the postal operated RBCS sites will be consistent with the applicable contractual provisions.

Moe Biller  
Moe Biller  
President  
American Postal Workers  
Union, AFL-CIO

Dated: 11/2/93

Anthony J. Vegliante  
Anthony J. Vegliante  
Manager  
Grievance and Arbitration  
Labor Relations

Dated: 11/2/93

Re: Maintenance Position/Job Description  
Consolidation/Elimination

1) The parties agree that the attached job descriptions are agreed upon for the following positions and will be incorporated into the P-1 Handbook:

- o Electronic Technician, Level 9 (\*)
- o Maintenance Mechanic, Level 5
- o Maintenance Mechanic, Level 4,

\* The parties agree that Electronics Technician, Level 9 (0856-01XX), position has been modified in accordance with Article 19 and is now Electronic Technician, Level 9 (2604-01XX).

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2) The following position descriptions are eliminated and reclassified under the stipulated action. Incumbents of these positions will be considered qualified for the job into which they are being placed. These employees will be assigned to their current schedule (tour & days off) and will be ranked keeping their current seniority date:

- o Incumbents in the Oiler, Mail Processing Equipment, Level 4 (5323-01XX), and Mechanics Helper, Level 4 (4701-01XX), positions will be reclassified as Maintenance Mechanic, Level 4 (4749-06XX).
  - o Incumbents in the General Mechanic, Level 5 (4749-02XX), and Assistant Engineman, Level 5 (5309-01XX), will be reclassified as Maintenance Mechanic, Level 5 (4749-03XX).
  - o Incumbents in the Custodian, Level 3 (3566-04XX), will be reclassified as Laborer Custodial, Level 3 (3502-03XX).
  - o Incumbents in the Laborer Custodial, Level 2 (3503-03XX), will be reclassified as Custodian, Level 2 (3566-04XX)
-

3) Incumbents in the following job descriptions will be eliminated through attrition and will be replaced by the subsequent job description:

- a. Office Appliance Repairman, Level 5 (4806-04XX), and Scale Mechanic, Level 5 (3341-02XX), will be replaced by Maintenance Mechanic, Level 5.
- b. Conveyor Mechanic, Level 6 (5343-02XX), will be replaced by Maintenance Mechanic, MPE, Level 7 (5342-01XX).
- c. Elevator Mechanic, Level 7 (5313-03XX), Industrial Equipment Mechanic, Level 6 (5828-01XX), and Stationary Engineer, Level 7, will be replaced by Building Equipment Mechanic, Level 7 (5306-07XX).
- d. Fireman Laborer, Level 4 (5402-02XX), will be replaced by the Building Maintenance Custodian, Level 4 (4749-10XX).
- e. Postal Machines Mechanic, Level 6 (4801-06XX), will be replaced by another position at Level 7.

Nothing in this agreement precludes the posting of a vacancy identified in section 3 for bid within the occupational group until a residual vacancy occurs. Once the residual vacancy occurs, it should be reclassified as the new job indicated and posted accordingly.

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4) Incumbents in the following positions will be upgraded to the indicated position, within the same step, and retain credit toward the next step increase.

These employees shall be assigned to their current schedule (tour and days off). They will be considered qualified for the job into which they are being placed. The preferred assignment seniority of the upgraded employees shall be determined in accordance with Article 38, Section 2.F.2:

- o Maintenance Mechanic, Mail Processing Equipment, Level 6 (5342-01XX), will be upgraded to Maintenance Mechanic, Mail Processing Equipment, Level 7 (5342-01XX).

- o Engineman, Level 6 (5309-02XX), will be upgraded to Building Equipment Mechanic, Level 7 (5306-07XX).
- o Electronics Technicians, Level 8 (0856-01XX), will be upgraded to Electronic Technician, Level 9 (2604-01XX).

All employees upgraded in accordance with section 4 of this agreement will be notified of the opportunity to submit a changed preferred assignment selection within thirty days of this notification.

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5) The parties agree that the duties and responsibilities of the following job descriptions being eliminated are incorporated into the replacement position description. Further, any employee being upgraded who has retreat rights to their former position will retain these rights in their new position.

- |  |           |
|--|-----------|
| o Blacksmith-Welder Helper, Level 4                        | 3704-01XX |
| o Carpenter Helper, Level 4                                | 4607-01XX |
| o Conveyor Mechanic Helper, Level 4                        | 5343-01XX |
| o Custodian, Level 5                                       | 3566-04XX |
| o Electrician, Level 6                                     | 2805-02XX |
| o Electrician Helper, Level 4                              | 2805-01XX |
| o Elevator Mechanic Helper, Level 4                        | 5313-01XX |
| o General Mechanic, Level 6                                | 4749-02XX |
| o Laborer Custodial, Level 1                               | 3502-03XX |
| o Letter Box Mechanic Helper, Level 4                      | 3843-01XX |
| o Mason Helper, Level 4                                    | 3603-01XX |
| o Mechanic Helper, Level 5                                 | 4701-01XX |
| o Office Appliance Repairman Helper, Level 4               | 4806-03XX |
| o Plumber Helper, Level 4                                  | 4206-01XX |
| o Postal Machine Mechanic Helper, Level 4                  | 4801-05XX |
| o Sign Painter Helper, Level 4                             | 4104-07XX |
| o Painter Helper, Level 4                                  | 4102-01XX |
| o Scale Mechanic Helper, Level 4                           | 3341-01XX |
| o Machinist Helper, Level 4                                | 3414-01XX |
| o Electronics Technicians, Level 8                         | 0856-01XX |
| o Engineman, Level 6                                       | 5309-02XX |
| o Maintenance Mechanic, Mail Processing Equipment, Level 6 | 5342-01XX |
-


6) The parties agree that the following registers are eliminated and that the Maintenance Selection System Field Position Listing by Group will be revised to reflect the discontinuance of these positions.

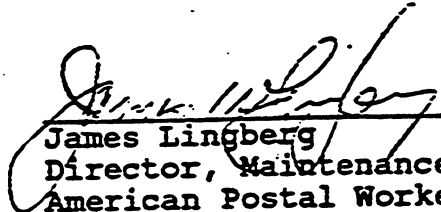
- o Assistant Engineman
- o Engineman
- o Fireman
- o Fireman-Laborer
- o Stationary Engineer
- o Electronics Technician/08
- o Maintenance Mechanic, MPE/06
- o Elevator Mechanic
- o Industrial Equipment Mechanic
- o Mechanic Helper
- o Oiler, MPE
- o Postal Machines Mechanic
- o Postal Maintenance Trainee, A & B
- o Scale Mechanic

7) The parties agree that this memorandum allows for maintenance employees to perform an expanded set of duties and responsibilities as provided in the revised standard position descriptions. As a result of this action, the February 1, 1988, correspondence et al., referencing position title, grade level and equipment is rescinded and void.

8) The parties agree that as a result of the above changes, the existing Maintenance Selection System will require changes.

9) The effective date of the upgrading and reclassification process shall be November 13, 1993.

  
Curtis W. Warren  
Acting Manager  
Contract Administration  
(APWU/NPMHU)  
Labor Relations

  
James Lingberg  
Director, Maintenance Division  
American Postal Workers  
Union, AFL-CIO

Attachments

Date: 18-Oct-1993

---

**MAINTENANCE MECHANIC, PS-04**

---

**FUNCTIONAL PURPOSE**

Independently performs a variety of low technical and semiskilled tasks in various trades and crafts; and assists higher level maintenance employees in the performance of preventive, corrective and predictive maintenance tasks, that require additional knowledge, skills and abilities.

**DUTIES AND RESPONSIBILITIES**

1. Independently inspects conveyors; cleans, lubricates, adjusts and makes minor repairs of a routine nature to mechanized mail processing, mail handling, delivery and/or building equipment; performs mail searches and clears jams and blockages.
2. Makes minor repairs to electrical systems, motors and case lights; assembles, disassembles, and repairs equipment or furniture; performs minor painting jobs and assists in major painting jobs.
3. Under the direction of skilled maintenance employees, locates and corrects sources of trouble and performs repair, relocation or modification of equipment or systems, disassembles equipment, and replaces parts or components.
4. Maintains an awareness of equipment operation, especially excessive heat, vibration, and noise; reports obvious equipment malfunctions, hazards or wear to supervisor.
5. May drive a vehicle to transport tools, equipment, employees, materials or in the normal performance of assigned duties.
6. Completes or initiates work record sheets, as required. Maintains required records and takes readings from meters, gauges, counters and other monitoring and measuring devices.
7. Follows established safety practices and requirements while performing all duties.
8. Uses necessary hand and power tools, gauging devices, and test equipment as required in the course of assigned duties.
9. Performs other duties as assigned.

**SUPERVISION**

Supervisor of unit to which assigned.

**SELECTION METHOD****BARGAINING UNIT**

BLDG/EQUIP MAINT

(End of Document)

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**MAINTENANCE MECHANIC, PS-05**

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**FUNCTIONAL PURPOSE**

Independently performs semiskilled preventive, corrective and predictive maintenance tasks associated with the upkeep and operation of various types of mail processing, buildings and building equipment, customer service and delivery equipment.

**DUTIES AND RESPONSIBILITIES**

1. Independently performs preventive maintenance and minor repairs on plumbing, heating, refrigeration, air-conditioning, low-voltage electrical systems, and other building systems and equipment.
2. Performs preventive maintenance and routine repairs on simple control circuitry, bearings, chains, sprockets, motors, belts and belting, and other moving parts or wearing surfaces of equipment.
3. Assembles, installs, replaces, repairs, modifies and adjusts all types of small operating equipment such as letter boxes, mechanical scales, stamp vending equipment, building service equipment, mailhandling equipment and related equipment.
4. Under the direction of skilled maintenance employees, or clearly written instructions from either hard copy or electronic format, performs specific tasks related to disassembling equipment, replacing parts, relocating and reassembling equipment; assists higher level workers in locating and repairing equipment malfunctions.
5. Maintains an awareness of equipment operation, especially excessive heat, vibration, and noise, reporting malfunctions, hazards or wear to supervisor.
6. Uses a variety of hand and power tools, gauging devices and test equipment required, or as directed, to perform the above tasks.
7. May drive a vehicle to transport tools, equipment, employees, materials or in the normal performance of assigned duties.
8. Completes or initiates work record sheets, as required. Takes readings from meters, gauges, counters and other monitoring and measuring devices. Maintains logs and other required records; reports on breakdowns and equipment being tested.
9. Follows established safety practices and requirements while performing all duties.
10. May serve as a working leader over a group of lower level employees assigned to a specific task.
11. Performs other duties as assigned.

**SUPERVISION**

Supervisor of unit to which assigned.

(Continued on Next Page)



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MAINTENANCE MECHANIC, PS-05

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(Continued from Previous Page)

SELECTION METHOD

BARGAINING UNIT

BLDG/EQUIP MAINT

(End of Document)

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**ELECTRONIC TECHNICIAN, PS-09**

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**FUNCTIONAL PURPOSE**

Independently performs the full range of diagnostic, preventive maintenance, alignment and calibration, and overhaul tasks, on both hardware and software on a variety of mail processing, customer service, and building equipment and systems, applying advanced technical knowledge to solve complex problems.

**DUTIES AND RESPONSIBILITIES**

1. Performs complex testing, diagnosis, maintenance, alignments and calibration, overhaul, and revision, of electronically operated or controlled equipment or systems; may be required to perform maintenance of associated electromechanical equipment and systems.
2. Observes the operation of systems and equipment, and applies various testing and diagnostic methods and procedures to locate and correct malfunctions and/or failures and ensures maximum system performance.
3. Performs equipment inspections to assess the quality of service or maintenance received, and to discover incipient malfunctions; initiates work orders requesting corrective actions for equipment not meeting maintenance or operating standards; estimates time and materials necessary to make corrections and conducts investigations of frequent or serious equipment failures to determine the cause of the breakdown and to recommend remedial maintenance action.
4. Recommends changes to servicing and preventive maintenance activities; assists in the revision of preventive maintenance and operator checklists, and their frequency to sustain the proper degree of maintenance.
5. Performs analyses of equipment failures; reviews operational reports, audits, and other information, to determine where operational enhancement can be made to prevent equipment or systems deterioration.
6. Participates in the installation, removal, modification, assembly, and/or disassembly of systems and equipment.
7. Participates in classroom, on-the-job, and correspondence training programs; attends courses at postal facilities, trade schools, and manufacturers sites; assists in developing and implementing training programs; provides on-the-job training to other lower level maintenance employees.
8. Provides technical support to other employees in the facility or in installations within the area served; performs in-process and final operational checks and tests work completed by other employees; may work without direct supervision.
9. May drive a vehicle or use other appropriate modes of transportation in the course of assigned duties.
10. Follows established safety practices and requirements while performing all duties; reads and adheres to instructions listed in applicable maintenance directives; maintains a library of maintenance directives.

(Continued on Next Page)

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ELECTRONIC TECHNICIAN, PS-09

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(Continued from Previous Page)

11. Performs other duties as assigned.

**SUPERVISION**

Supervisor of unit to which assigned.

**SELECTION METHOD**

**BARGAINING UNIT**

BLDG/EQUIP MAINT

(End of Document)

Re: Maintenance Position/Job Description  
Consolidation/Elimination

1) The parties agree that the attached job descriptions are agreed upon for the following positions and will be incorporated into the P-1 Handbook:

- o Maintenance Support Clerk, Level 5 (0303-01XX)
- o Maintenance Support Clerk, Level 6 (0303-02XX)\*


\* The parties agree that Maintenance Control Technician, Level 6 (0301-07XX), position has been modified in accordance with Article 19 and is now Maintenance Support Clerk, Level 6 (0303-02XX).

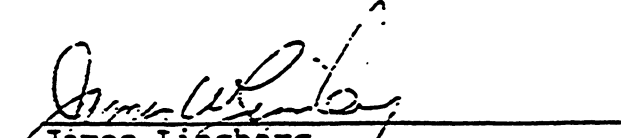
2) The following position descriptions will be eliminated and reclassified under the stipulated action:

- o Maintenance Control and Stock Clerk, Level 5 (0301-19XX), Maintenance Control Clerk, Level 5 (0301-16XX), Office Clerk, Custodial (0301-05XX), and Tool and Parts Clerk, Level 5 (6904-01XX), will be reclassified as Maintenance Support Clerk, Level 5 (0303-01XX).
- o Maintenance Control Technician, Level 6 (0301-07XX), will be reclassified as Maintenance Support Clerk, Level 6 (0303-02XX).

3) The parties agree to the following stipulations:

The parties will meet effective November 1, 1993, (for a period of 30 days) and discuss the implementation procedures of this memorandum as it pertains to the following 4 items: Preferred Assignment Register (PAR), Promotion Eligibility Register (PER), typing standards and the determination of seniority. In the event that an agreement cannot be reached, the Postal Service may implement the reclassification. However, the union may appeal to arbitration any of the remaining 4 items not resolved.

  
Curtis W. Warren  
Acting Manager  
Contract Administration  
(APWU/NPMHU)  
Labor Relations

  
James Lingberg  
Director, Maintenance Division  
American Postal Workers  
Union, AFL-CIO

Attachments

Date: 18-Oct-1993

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**MAINTENANCE SUPPORT CLERK, PS-05**

---

**FUNCTIONAL PURPOSE**

Performs a variety of data collection and processing tasks in support of scheduling, planning, control, and reporting for maintenance operations; completes requisitions, stores and issues supplies, parts and tools.

**DUTIES AND RESPONSIBILITIES**

1. Reviews completed work orders for workhour and material use; compares this information with estimated requirements and reviews for accuracy and completeness; obtains information required to reconcile discrepancies, and makes corrections.
2. Assists in identifying materials, skills, tools, and equipment to satisfy work requirements; schedules and adjusts workload to match available resources; reviews and enters work request data and completed documentation into data system.
3. Receives requests for maintenance work and prepares work orders; assesses urgency of request, and assigns a priority code. Notifies appropriate maintenance employee when urgent requests are received.
4. Enters and updates maintenance records on data systems; maintains files and records of mechanical, electrical and electronic drawings, publications required to support maintenance operations, correspondence, tool and parts documentation, computer software and system printouts.
5. Performs general computer support, including file backup; uses software programs to produce reports; prepares correspondence, operates other office equipment; performs a variety of other tasks to support maintenance administration.
6. Receives, unloads, stores and issues items against corresponding documents; reconciles differences in shipments with suppliers; performs periodic reviews of inventory levels and corrects records; keeps inventory stock, storage and work areas clean and orderly; may drive a vehicle to pick-up, deliver, or ship materials to or from supply houses or other postal facilities.
7. Prepares and submits requisitions to maintain required inventory levels; communicates with vendors to identify item cost, specifications, and availability.
8. Performs other duties as assigned.

**SUPERVISION**

Supervisor of unit to which assigned.

**SELECTION METHOD****BARGAINING UNIT**

BLDG/EQUIP MAINT

(End of Document)

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MAINTENANCE SUPPORT CLERK, PS-06

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**FUNCTIONAL PURPOSE:**

Performs a variety of data collection and processing tasks in scheduling, planning, controlling, and reporting for maintenance operations; completes requisitions, stores and issues supplies, parts and tools; and analyzes maintenance operations and recommends and implements changes or improvements.

**DUTIES AND RESPONSIBILITIES:**

1. Analyzes, develops and produces reports on maintenance operations, including equipment performance, failures, comparisons with national averages, trends, and needs of the maintenance operation.
2. Develops and reviews checklists; plans, reviews, schedules and coordinates new or revised instructions; establishes maintenance schedules with operations supervisors.
3. Reviews inventory levels to ensure that stock levels accurately reflect needs and recommends changes.
4. Reviews completed work orders for workhour and material use; compares this information with estimated requirements and reviews for accuracy and completeness; obtains information required to reconcile discrepancies, and makes corrections.
5. Assists in identifying materials, skills, tools, and equipment to satisfy work requirements; schedules and adjusts workload to match available resources; reviews and enters work request data and completed documentation into a data system.
6. Receives requests for maintenance work and prepares work order requirements; assesses urgency of request, and assigns a priority code. Notifies appropriate maintenance employee when urgent requests are received.
7. Enters and updates maintenance records on data systems; maintains files and records of mechanical, electrical and electronic drawings, publications required to support maintenance operations, correspondence, tool and parts documentation, computer software and system printouts.
8. Performs general computer support, including file maintenance, back-up and system security; uses software programs to produce reports; prepares correspondence, operates other office equipment; performs a variety of other tasks to support maintenance administration.
9. Receives, unloads, inspects, stores and issues items against corresponding documents; reconciles differences in shipments with suppliers; performs periodic reviews of inventory levels and corrects records; keeps inventory stock, storage and work areas clean and orderly; investigates inventory shortages and reconciles discrepancies; may drive a vehicle to pick-up, deliver, or ship materials to or from supply houses or other postal facilities.
10. Prepares and submits requisitions to maintain required inventory levels; communicates with vendors to identify item cost, specifications, and availability; procures items in accordance with applicable policy and procedure.
11. Trains other lower level maintenance employees and participates in the formulation of annual budget estimates.
12. Performs other duties as required.

**SUPERVISION:**

Supervisor of unit to which assigned.

**SELECTION METHOD****BARGAINING UNIT**

BLDG/EQUIP MAIN

(End of Document)

**Re: Maintenance Position/Job Description  
Consolidation/Elimination**

This memorandum finalizes our meeting of March 10 regarding job description consolidation/elimination. Pursuant to this discussion, the following actions will take place regarding the listed position descriptions:

**E = Freezes the position description. No new positions may be created since this eliminates the position as valid for posting purposes. Employees currently in this position will continue until such time as they vacate the position.**

Nothing in this agreement precludes the posting of a vacancy for bid within the occupational group until a residual vacancy occurs. Once vacated, reclassify the vacancy with another duty assignment of an equal level (unless specified differently in action column).

<b>POSITION</b>	<b>ACTION</b>
o Oiler, MPE, PS4	E
o Conveyer Mechanic Helper, PS4	E
o Conveyer Mechanic, PS6	E
o Electronic Technician, PS8	E, vacancies will be filled with the PS9 position.
o Electrician Helper, PS4	E
o Fireman, PS4	E
o Office Appliance Repairman, PS5	E
o Scale Mechanic, PS5	E
o Vending Machine Mechanic, PS6	E
o Stationary Engineer, PS7	E, vacancies will be filled with Building Equipment Mechanic, PS7
o Cleaner, PS1	E, vacancies will be filled with PS2
o Cleaner in Charge, PS3	E
o Laborer Material Handler, PS3	E, reclassify as Laborer Custodian, PS3



Re: Maintenance Position/Job Description  
Consolidation/Elimination

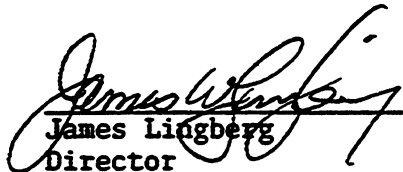
In accordance with our discussions, the preceding actions will be enacted upon the signing of this agreement.

Further, the following positions will be withheld for posting purposes in the maintenance craft.

- o Supply Clerk, PS5
- o Time and Attendance, PS5



Thomas J. Valenti  
Labor Relations Specialist  
Contract Administration  
(APWU/NPHMU)  
Labor Relations



James Lingberg  
Director  
American Postal Workers  
Union, AFL-CIO

Date: 3/23/93

MEMORANDUM OF UNDERSTANDING  
BETWEEN THE  
UNITED STATES POSTAL SERVICE  
AND THE  
AMERICAN POSTAL WORKERS UNION, AFL-CIO

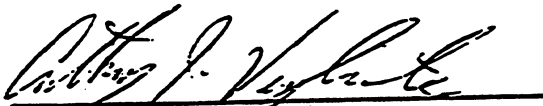
Re: Application of Arbitrator Mittenthal's  
Award in Case Nos. H7T-3W-C 12454 et al.


In order to resolve outstanding grievances that were held pending possible application of Case Nos. H7T-3W-C 12454 et al. the parties have agreed to the following:

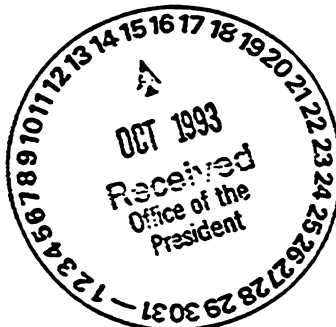
Any timely-filed grievance which can be resolved by application of Mittenthal's decision in Case No. H7T-3W-C 12454 et al. which has not been settled as of the signing of this Memorandum shall be settled by paying the grievant(s) who travelled outside of their schedule a lump sum payment of \$150.00 for each round trip.

Class action grievances shall be settled by paying each member of the class who travelled outside of their schedule, a lump sum payment of \$150.00 for each round trip.

This settlement does not prejudice either parties position concerning the application of the Mittenthal award.

  
Anthony J. Vegliante  
Manager  
Grievance and Arbitration  
Labor Relations

  
William Burrus  
Executive Vice President  
American Postal Workers  
Union, AFL-CIO





UNITED STATES POSTAL SERVICE  
475 L'ENFANT PLAZA SW  
WASHINGTON DC 20260


Re: Maintenance Selection System  
Open Season Period

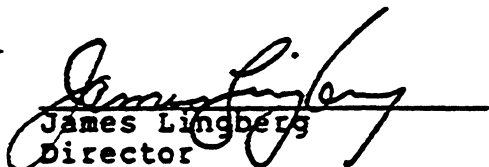
This memorandum brings to closure those issues addressed in Case Number H7C-NA-C 134 between the U.S. Postal Service and the American Postal Workers Union, AFL-CIO.

In accordance with Article 38.5.B.7 of the 1990 National Agreement, effective within 90 days of the signing of the agreement, maintenance craft employees who are not on Promotion Eligibility Registers (PERs) may apply for inclusion on the appropriate PERs.

Effective with the signing of this Pre-arbitration agreement, the following items will apply to Article 38.5.B.7 future open season opportunities:

- o Maintenance Craft employees who are not on a Promotion Eligibility Register(s) may apply for inclusion on the appropriate PERs during the open season opportunity.
- o There will be an open season every three years beginning with March 1, 1994.
- o The open season will be for the month of March.
- o Notification will be posted on the Bulletin Board on or before March 1 of the open season year.

  
Anthony P. Vegliante  
Manager  
Grievance and Arbitration  
Labor Relations  
U.S. Postal Service

  
James Lindberg  
Director  
American Postal Workers  
Union, AFL-CIO

Date: 2-12-93



UNITED STATES POSTAL SERVICE  
475 L ENFANT PLAZA SW  
WASHINGTON DC 20260

March 8, 1993

Mr. Edgar Williams  
Assistant Director, Maintenance Division  
American Postal Workers  
Union, AFL-CIO  
1300 L Street, N.W.  
Washington, DC 20005-4128

Dear Mr. Williams:

This letter is in further regard to our February 25 discussion and your correspondence of December 14 to Lois Morris of the National Test Administration Center. Specifically, you have inquired about the implementation of the "one year rule". The following information explains this scenario:

Employee entering the Maintenance craft--Upon entry employees fill out a PDJS with a register date being the date of their entry into the craft. NTAC's system searches for examinations (entrance and in-service) and review panels (in-service) that are dated within one year of the date on the PDJS. If they exist they are "picked up" and used by the system. The MSS on-line system then shows the remaining components needed to complete the employee. If the employee is scheduled for and takes an examination or is given a review panel in spite of having one less than a year old on file, the subsequent component is ignored. (It ends up on the rejected transaction list).

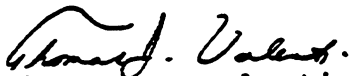
Employees updating from the old system (pre-89) to the new system--The employee fills out a PDJS with the original register date (pre-89). NTAC's system searches for entrance and in-service examinations and in-service review panels that are dated within one year of the date the PDJS is received at NTAC. If they exist they are "picked up" and used by the system. NTAC's system also searches for examinations taken in-craft, if any exist, the most recent one is "picked up" and used if it was taken anytime after January 1989. The system finally searches for any in-craft review panels and, if any exist the original one is used. More recent in-craft review panels would be updates and would not have all the KSA's evaluated so they cannot be used. If the employee is scheduled for and takes

an examination or is given a review panel in spite of having one of the above described components, the subsequent component is ignored (it ends up on the rejected transaction list).

However, as agreed, upon the conclusion of our job consolidation endeavor and recognizing your concerns we will review the Maintenance Selection System for possible revisions.

If there are any questions regarding the foregoing, you may contact me at 268-3831.

Sincerely,



Thomas J. Valenti  
Labor Relations Specialist  
Contract Administration (APWU/NPMHU)  
Labor Relations




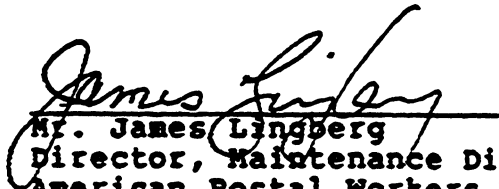
UNITED STATES POSTAL SERVICE  
475 L'ENFANT PLAZA SW  
WASHINGTON DC 20260

Re: Maintenance Overhaul Technical  
Service Centers (MOTSC)

This memorandum brings to a closure those issues addressed in the December 10 correspondence from Moe Biller, President, American Postal Workers Union, AFL-CIO, and subsequent discussions regarding the closure of the MOTSCs:

- o As previously stated in the October 21 correspondence from Anthony J. Vegliante, overhaul of equipment previously done by the MOTSCs will become the responsibility of each individual office. Further, this work should be reflected in the appropriate staffing documents.
- o Employees whose jobs have been eliminated and who cannot be placed in jobs of equal grade shall receive rate protection until such time as the employees fail to bid or apply for positions in their former wage level.

  
William J. Downes  
Manager  
Contract Administration  
(APWU/NPMHU)  
Labor Relations  
U.S. Postal Service

  
Mr. James Lingberg  
Director, Maintenance Division  
American Postal Workers Union,  
AFL-CIO

Date: 1-15-93

MEMORANDUM OF UNDERSTANDING  
BETWEEN  
THE UNITED STATES POSTAL SERVICE  
AND  
THE AMERICAN POSTAL WORKERS UNION, AFL-CIO

RE: Promotion Contingent Upon Training

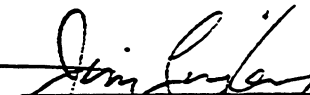
The parties agree that any training required of successful applicants pursuant to Article 38.5.C.3 shall be scheduled and satisfactorily completed within a reasonable period of time which, absent unusual circumstances, shall not exceed one (1) year from the date of the announcement of successful applicant.



Anthony J. Vegliante  
Manager  
Grievance and Arbitration  
Labor Relations

Date:

1/15/93



Jim Lingberg  
Director  
Maintenance Craft Division  
American Postal Workers  
Union, AFL-CIO

Date:

1/21/93





PETER A. JACOBSON  
VICE PRESIDENT PROCESSING & DISTRIBUTION

UNITED STATES POSTAL SERVICE  
475 L ENFANT PLAZA SW  
WASHINGTON DC 20283-1300

Post-It<sup>®</sup> brand fax transmittal memo 7571 1 of pages 1

To: <i>Bill Burrus</i>	From: <i>Tony Vegliante</i>
Cc: <i>APWU</i>	Cc: <i>USPS</i>
Dept.	Phone #
Fax #	Fax #

August 12, 1993

LABOR RELATIONS  
- 16 AM 10-08  
ARBITRATION

**MEMORANDUM FOR AREA MANAGERS, PROCESSING AND DISTRIBUTION**

**SUBJECT: Delivery Bar Code Sorter Positions**

In April, you received instructions pertaining to the posting of positions for the Delivery Bar Code Sorter (DBCS). These instructions are hereby modified. At this time, the Senior Mail Processor (SMP) position will not be authorized in maintenance capable sites. For these purposes, a maintenance capable site is defined as an office that has (at a minimum) an Electronic Technician PS-05 and a National Maintenance Information and Control System (NMICS) supported stockroom.

Upon receipt of this memo, you are authorized to staff the DBCSs in maintenance capable sites with Mail Processors, PS-04s. Your staffing analysis should consider the need for both full-time and part-time mail processor positions as well as include the work currently being performed by volunteers on the DBCS.

We will provide posting guidelines and authorization for the SMP position in non-maintenance capable offices within the next 60 days.

If you have any questions, please contact Don Mallonee at (202) 268-5781.

  
Peter A. Jacobson

cc: Area Managers, Customer Services  
Jerry Bohan, Room 6631  
Bill Downes, Room 9318  
Currie Boswell, Room 6830  
Tony Vegliante, Room 9146  
Richard Tonowski, Room 9671  
Richard Peterson, Room 9670  
Sam Green



## **American Postal Workers Union, AFL-CIO**

1300 L Street, NW, Washington, DC 20005

July 8, 1993

Moe Biler, President  
(202) 842-4246

**Dear Local President/Maintenance Craft Director:**

Attached is a copy of the lawn care case which was recently resolved. The original case, from Montgomery, Alabama, was scheduled for arbitration in May. There are three issues which are resolved by this settlement:

1. Can the Postal Service let a subcontract for lawn care and not include the work on the Form 4852?

2. Can the Postal Service continue to subcontract all cleaning services if the building is expanded beyond the 39 hour limitation?

3. Does the subcontracting cleaning services memo in the National Agreement (P. 293) apply to new facilities?

After the initial case was filed in Montgomery in 1989 the Postal Service changed the ASM (P.B. 21822 8/20/92) to allow for the subcontracting of lawn/ground maintenance. There were also grievances filed at this level on issues 2 and 3. Because it would now be possible to win the initial Montgomery case and have the victory taken away by a later handbook change and because the other issues were outstanding, we decided to postpone the initial case and attempt to resolve all the issues at one time. This settlement resolves all three issues.

**Basically the settlement means this:**

1. The first 300,000 square feet of lawn/ground maintenance must be included on the 4852 in each facility.

2. In those few facilities with more than 300,000 square feet of lawns, the excess of lawn over 300,000 square feet may be contracted out.

3. The deciding point on whether any facility (whether its new, a replacement, an expanded, or a reduced size facility) can be contracted out is 39 hours.

**National Executive Board**

Moe Biler  
President

William Burrus  
Executive Vice President

Douglas C. Holbrook  
Secretary-Treasurer

Thomas A. Neill  
Industrial Relations Director

T. L. Tunstall  
Sr. Clerk Division

James W. Lingberg  
Director, Maintenance Division

Donald A. Ross  
Director, MVS Division

George N. McKethen  
Director, SDM Division

**Regional Coordinators**

James P. Williams  
Central Region

Philip C. Fleming, Jr.  
Eastern Region

Elizabeth "Liz" Powell  
Northeast Region

Archie Salisbury  
Southern Region

Raydell R. Moore  
Western Region

Page #2

4. If the Postal Service purchases riding type lawn mowing equipment for our custodians, the unit performance on the form 4852 will be .006 min/sq. ft.

5. Only lawn care over 300,000 square feet may be contracted out, all paved area must be included on the 4852.

6. The Postal Service will notify the local presidents of the terms of any existing contracts and upon expiration of those contracts return the work to the bargaining unit and adjust the staffing package accordingly.

The following is a brief explanation of each of the provisions of the agreement by paragraph.

1. This resolution resolves the case filed at this level over whether a succeeding contract is an existing contract under the terms of the memo on p. 293. The case from Montgomery (22868) and the case concerning an expanded facility are remanded to the local level for application of this settlement.

2. This paragraph defines that part of lawn or ground maintenance which may be subcontracted due to the change in the postal bulletin. Because there were a large number of changes made in the postal bulletin, this settlement reduces the areas of dispute when the rest of the changes are arbitrated.

3. This paragraph provides that if the Postal Service provides riding mowers for our custodians the increased efficiency can be reflected on the 4852. There is no requirement to purchase riding equipment, however, it is hoped that the postal service will take advantage of the opportunity for reduced workhours and our members will get the advantage of better equipment. Only riding lawn mowing equipment can be counted at the lower unit performance. Push mowers and self-propelled mowers, regardless of the width of the cut, must be counted at the higher unit performance number (.012).

4. This paragraph provides that only that portion of lawn maintenance in excess of 300,000 sq. ft. may be contracted out. This paragraph, read along with paragraph 5, makes it clear that only that footage above 300,000 sq. ft. may be subcontracted. This means that the paved area may not be subcontracted and must be included on the form 4852.

5. This paragraph provides that all lawn care up to 300,000 sq. ft. must be included on the 4852. This will enable us to recapture lawn care in our large facilities and return to us those facilities where the postal service contracted out lawn care and then, because the facility now fell below the 39 hour cut-off, contracted out the rest of the custodial work.

6. This paragraph provides that lawn care may be contracted out if there are less than 39 hours of cleaning services in the facility.

7. This paragraph is similar to paragraph 4 except the parties agree that the ASM will be changed in the future to reflect this agreement.

8. This paragraph provides that new facilities may be contracted out if they are below the 39 hour limitation and lawn care up to 300,000 sq. ft. is included on the 4852.

9. This paragraph reinforces the agreement that the determining factor for whether a facility may be contracted out is 39 hours regardless whether it is a replacement facility, expanded facility, or a renewal contract for a facility with less than 39 hours. We also agreed that a renewal contract need not be with the same contractor.

10. This paragraph requires local management to notify the local APWU president of the terms of any lawn care contract for any facility so we can ensure the work is returned to the bargaining unit at the completion of the contract. It has been normal for contracts to run for one year.

Page #4

11. This paragraph ties this settlement to the contract memo so there should be no debate over whether they conflict.

We believe this settlement resolves all the major lawn care disputes and will return a great deal of work to us and will allow us to recapture those facilities which fell below the 39 hour limitation because the lawn care was contracted out. It also will allow us to regain facilities which were expanded above the 39 hour limitation and all new facilities which have more than 39 hours.

Yours in union solidarity,



Moe Biller  
President



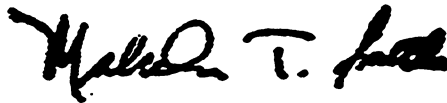
James Lingberg  
Director Maintenance Division



Edgar Williams  
Assistant Director



Randy Sutton  
Assistant Director



Malcolm Smith  
Representative At Large

rl  
opeiu #2  
afl-cio



UNITED STATES POSTAL SERVICE  
475 L'ENFANT PLAZA SW  
WASHINGTON DC 20260-4000

Mr. James Lingberg  
Director, Maintenance Division  
American Postal Workers  
Union, AFL-CIO  
1300 L Street, N.W.  
Washington, DC 20005-4128

Re: H7T-3D-C 22868  
Montgomery, AL

Dear Mr. Lingberg:

On June 28, you met with Thomas J. Valenti in a prearbitration discussion of the above-referenced case.

The issue in this grievance is whether management violated the National Agreement when it subcontracted lawn care services for the Montgomery, Alabama, General Mail Facility.

The parties agree that the resolution set forth below does not preclude the Postal Service from exercising its rights pursuant to Article 19 to revise the MS-47 and Administrative Support Manual.

It was mutually agreed in full and complete settlement of these cases as follows:

1) This resolution resolves case number HOC-NA-C 42. Case H7T-3D-C 22868, H7C-NA-C 94 et al., will be remanded for application of this agreement.

2) This resolution defines lawn/ground maintenance which may be subcontracted in accordance with Section 535.23 of the Administrative Support Manual, which was published in Postal Bulletin 21822, August 20, 1992.

3) With regard to lawn maintenance, Unit Performance (Min.) for Lawns (Mow and Edge) will be 0.012 for push lawn mowers and 0.006 for rider mowers. The MS-47 will be revised accordingly.

4) That portion of lawn maintenance in excess of 300,000 square feet may be contracted out and if so, will not be considered part of the MS-47 for purposes of calculating custodial hours.

5) Lawn maintenance of up to and including 300,000 square feet is considered to be part of the MS-47 for purposes of calculating custodial hours, and this portion must be included on PS Form 4852.

6) A facility with less than 39 hours of custodial cleaning services may contract out all lawn care as calculated in accordance with the MS-47.

7) A facility with over 39 hours of custodial cleaning services may contract out that portion of lawn maintenance in excess of 300,000 square feet. The Administrative Support Manual, Section 535.23, will be revised accordingly.


8) New facilities with 39 hours or less of custodial cleaning services, calculated in accordance with paragraph 4 and 5 above, may contract out cleaning services.

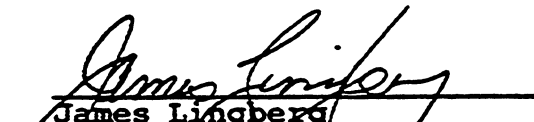
9) Replacement facilities, extensions to existing facilities and renewal contracts at existing facilities with 39 hours or less of custodial cleaning services may be contracted out. Renewal contracts need not be with the same contractor or the same site location.

10) Where facilities have contracted out lawn-care maintenance, local management will notify the local union of the contract terms and, upon expiration of these contracts, will adjust the staffing package accordingly.

11) This settlement agreement supplements the Memorandum of Understanding (MOU) on page 293 of the 1990-1994 Collective Bargaining Agreement, Subcontracting Cleaning Services which covers all subcontracting cleaning services.

Please sign and return the enclosed copy of this letter as your acknowledgment of agreement to settle the aforementioned cases and remove them from the pending national arbitration listing and step four process.

  
Anthony J. Vegliante  
Manager  
Grievance and Arbitration  
Labor Relations  
U.S. Postal Service

  
James Lingberg  
Director  
Maintenance Division  
American Postal Workers  
Union, AFL-CIO

Date: 28-Jun-1993



LABOR RELATIONS

UNITED STATES POSTAL SERVICE  
475 L'ENFANT PLAZA SW  
WASHINGTON DC 20260-4000

Mr. Thomas A. Neill  
Director, Industrial Relations  
American Postal Workers  
Union, AFL-CIO  
1300 L Street, N.W.  
Washington, DC 20005-4128

Mr. Lawrence G. Hutchins  
Vice President  
National Association of Letter  
Carriers, AFL-CIO  
100 Indiana Avenue, N.W.  
Washington, DC 20001-2196

RE: H7C-NA-C 19019  
F-10 Revisions

Gentlemen:

Recently, we met in prearbitration discussion of the above captioned case.

The issue in this grievance involves revisions to the F-10, Travel Handbook, regarding per diem rates; specifically, the changes to the per diem rates to coincide with the maximum allowable amounts authorized by the IRS before withholding taxes are applicable.

After discussing this matter, we agreed to the following as full and final settlement of this dispute:

The following changes (CHANGES ARE UNDERSCORED) will be made to Appendix B (p. 64) of the F-10, Travel Handbook:

**B. Special Situations**

When meals and/or lodging are furnished at no charge or nominal fee by a Federal Government agency, private company, etc., at a temporary duty station, meeting, conference, or training session, the per diem will be appropriately reduced as follows:





LABOR RELATIONS

UNITED STATES POSTAL SERVICE  
475 L EIGHTH PLACE SW  
WASHINGTON, DC 20260-4000

RECEIVED

JUN 25 1993

JAMES W. LINGBERG  
MAINTENANCE DIVISION

June 24, 1993

Mr. James Lingberg  
Director  
Maintenance Craft Division  
American Postal Workers  
Union, AFL-CIO  
1300 L Street, N.W.  
Washington, DC 20005-4128


Dear Mr. Lingberg:

In response to your verbal request to Peter Sgro of my staff, please find enclosed a memorandum to the field indicating that the recent per diem settlement is to be effective June 1, 1993.

In addition, this information was communicated to the Norman, OK, Technical Training Center and San Mateo, CA, processing site by telephone concurrent with distribution of the memo.

I hope this satisfies your request for verification of the implementation of the pre-arbitration settlement. If it does not, or if there are any problems or questions, please contact Mr. Sgro at 202-268-3824.

Sincerely,

  
William J. Downes  
Manager  
Contract Administration APWU/NPMHU  
Labor Relations

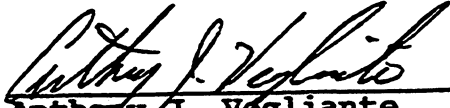
Enclosure

	Breakfast	Lunch	Dinner
High Cost Localities	\$5.00	\$6.00	\$14.00
Other Localities	<u>\$3.00</u>	<u>\$5.00</u>	<u>\$11.00</u>


This settlement is made without prejudice to the Postal Service's ability to make subsequent changes in accordance with Article 19.

Please sign and return the enclosed copy of this letter as your acknowledgment and agreement to settle case number H7C-NA-C 19019 and remove it from the pending national arbitration listing.

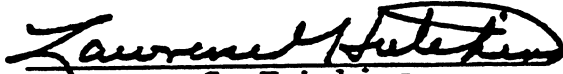
Sincerely,

  
Anthony J. Vegliante  
Manager  
Grievance and Arbitration  
Labor Relations

Date: 4/23/93

  
Thomas A. Neill  
Industrial Relations Director  
American Postal Workers  
Union, AFL-CIO

Date: 4-26-93

  
Lawrence G. Hutchins  
Vice President  
National Association of  
Letter Carriers, AFL-CIO

Date: 4/26/93



LABOR RELATIONS

UNITED STATES POSTAL SERVICE  
475 L'ENFANT PLAZA SW  
WASHINGTON DC 20260-4000

July 27, 1993

Mr. Moe Biller  
President  
American Postal Workers Union,  
AFL-CIO  
1300 L Street, N.W.  
Washington, DC 20005-4128

Mr. Vincent R. Sombrotto  
President  
National Association of Letter  
Carriers, AFL-CIO  
100 Indiana Avenue, N.W.  
Washington, DC 20001-2196

Gentlemen:

This is to inform you that the Postal Service is changing the long-standing policy that frequent flyer benefits, accumulated as a result of official business travel, could be used only to upgrade accommodations or obtain free tickets for official travel. We are now changing that policy to allow employees to use accumulated frequent flyer benefits for personal travel.

A Postal Bulletin notice will be issued shortly announcing the change in policy and updating Handbook F-10, Travel Policy. If there are any objections to this policy change, please contact John Dockins of my staff immediately at (202) 268-3833.

Sincerely,

Sherry A. Cognoli  
Manager  
Contract Administration (NALC/NRLCA)





LABOR RELATIONS

UNITED STATES POSTAL SERVICE  
475 L'ENFANT PLAZA SW  
WASHINGTON DC 20260-4100

October 19, 1993

Mr. Randy Sutton  
Assistant Director, Maintenance  
American Postal Workers  
Union, AFL-CIO  
1300 L Street, N.W.  
Washington, DC 20005-4128

Dear Mr. Sutton:

This letter is a follow up to our recent conversations regarding the number of Transitional Employees in the Maintenance (Custodial) Craft and exactly when the Postal Service went below the allowed 500 nationwide. Enclosed please find reports tracking the number of maintenance craft TEs from Pay Period 9 through Pay Period 20.

I hope this satisfies your request. If there are any questions, please do not hesitate to contact me at 202-268-3824.

Sincerely,

Peter A. Sgro  
Labor Relations Specialist  
Contract Administration, APWU/NPMHU  
Labor Relations

Enclosure

RECEIVED  
OCT 20 1993

Randy Sutton  
Maintenance Division



## **American Postal Workers Union, AFL-CIO**

1300 L Street, NW, Washington, DC 20005

Moe Biller, President  
(202) 842-4246

November 17, 1993

**Mr. Joseph Mahon  
Labor Relations  
United States Postal Service  
475 L'Enfant Plaza, SW  
Washington, DC 20260**

**Dear Mr. Mahon:**

As a result of the recent arbitration award from Mr. Mittenthal (H7T-3W-C-12454 et al) the Postal Service is required to treat travel away from home overnight as actual work under Part 440 of the Employee and Labor Relations Manual for purposes of determining an employee's Fair Labor Standards Act (FLSA) workweek.

The initial grievance (H7T-3W-C-14652) in this case was filed on May 15, 1988. It is the position of the APWU that the National Agreement requires the Postal Service to compensate travel which has occurred since the filing of the initial grievance at step one.

Our position is based on the language of Article 15.2 Step 3.E. This provision provides that if either party believes that an interpretive issue is involved, the Union may appeal such grievance to Step 4. The Postal Service maintained that these grievances involved interpretive issues. As such the interpretation became effective on the filing date and retroactive pay is appropriate. Please advise as to the method to be used in calculating the amount and the manner of determining the eligible employees.

**National Executive Board**

Moe Biller  
President

William Burrus  
Executive Vice President

Douglas C. Holbrook  
Secretary-Treasurer

Thomas A. Neill  
Industrial Relations Director

Art L. Tunstall  
Director, Clerk Division

James W. Lingberg  
Director, Maintenance Division

Donald A. Ross  
Director, MVS Division

George N. McKeithen  
Director, SDM Division

**Regional Coordinators**

James P. Williams  
Central Region

Philip C. Flemming, Jr.  
Eastern Region

Elizabeth "Liz" Powell  
Northeast Region

Archie Salisbury  
Southern Region

Raydell R. Moore  
Western Region

**Page #2**

**Mr. Joseph Mahon**

**November 17, 1993**

In the event the Postal Service disagrees with our interpretation, we also believe that the Postal Service is required to compensate employees in accordance with the award and Section 436 of the Employee and Labor Relations Manual (ELM). This section provides that an employee is entitled to receive back pay for an unjustified or unwarranted personnel action for 6 full years after the claim first accrued.

In this case the personnel action was the Postal Service's improper reading and application of the ELM in regards to travel pay. The trigger point for the Postal Service's obligation is the date of the award (April 12, 1993) and the Postal Service is required to correct improper pay for travel for 6 years prior to that date.

Please advise as to the manner to be used by the Postal Service to determine the amount to be paid affected employees and their identity.

Please direct your response to Randy Sutton of my staff, he may be reached at (202) 842-4213.

Sincerely,

  
Moe Biller  
President

MB:JL:rl  
opelu #2  
afil-cio

# Questions and Answers on Position Consolidations

## **1. What initial actions must be taken locally?**

Human Resources at Headquarters has advised all field units to change titles as listed in the Position Consolidation agreement. All reclassifications and upgrades, except maintenance support positions, will have the same date, November 13, 1993. The date for the maintenance support position title changes will be announced later.

## **2. Can I restructure scheduled days and hours as a result of the Memorandum Of Understanding (MOU)?**

No, the work days and tour for each employee should not be altered because of this MOU. No rebidding is needed.

## **3. I want to do a general rebid of all ET jobs. How long do I have to wait to restructure the bids?**

There is no embargo on restructuring bid assignments. When necessary, you can restructure bids to meet operational needs. Please ensure this is discussed with the local union prior to implementation. Solely as a result of this MOU, the restructuring of bid assignments to accommodate employees is prohibited.

## **4. The Laborer Materials Handling job was listed several months ago as a "Freeze, Eliminate, Attri", should I eliminate the position?**

No, the incumbent stays in the same job title until the employee leaves it.

## **5. Do I post the positions identified as "eliminated through attrition"?**

No action is taken until a vacancy occurs.

Once a vacancy occurs, it can be posted for bid within the occupational group until a residual vacancy occurs. Once the residual vacancy occurs, it should be reclassified as the new job indicated and posted accordingly.

## **6. What if one of my upgraded employees is an unassigned regular?**

All upgraded employees remain in the same days and tour. An unassigned regular does the same.

## **7. How will seniority be determined for employees who are RECLASSIFIED to the same level?**

Reclassified employees will maintain the same Preferred Assignment seniority date they had in their former position; relative standings are merged.

## **8. How will seniority be determined for employees who are UPGRADED?**

Employees upgraded follow the National Agreement Article 38.2.F.2. Incumbents who were in the higher level position prior to June 25, 1992, will retain seniority for preferred assignments and will remain senior to those who entered a position on or after June 25, 1992.

Employees upgraded will be merged with employees who entered a position on or after June 25, 1992, based on their uninterrupted total maintenance craft service in the installation.

## **9. Could you give an example of a facility that has both ET-8's and ET-9's?**

Employees incumbent in ET-9 jobs prior to November 13, 1993, change occupation numbers, their relative seniority remains unchanged, and they have no resultant change to their days and hours.

The ET-8's are upgraded. They entered a new occupation group and level on November 13, 1993. For seniority, they follow the rules of 38.2.F.2. They also have no resultant change to their days and hours.

## **10. At our BMC we have an "interim 8" ET, who is finishing On Site Maintenance Certification (OSMC). Does this employee also get promoted to ET-9 like the ET-8's at the GMF?**

Yes, all ET-8's are changed.

## **11. How do we fill the level 4, 5 and 9 positions since the position description/title are new?**

The Electronic Technician PS-9 register is completely converted from the old ET-9 register.

For Maintenance Mechanic-4, the Mechanic Helper-4 register will be used. For Maintenance Mechanic-5, the General Mechanic-5 register will be used. Offices will continue to use the current MSS procedures to fill these positions.

Whenever a new MSS process is established for the new positions, new guidelines will be issued.

**12. Do the Promotion Eligibility Registers convert the same as the position consolidation list?**

No. The exceptions are shown in question 11.

**13. Part 6 of the MOU eliminated the Mechanic Helper, PS-4 from the Maintenance Selection System. How will that job be filled until the MSS produces a Maintenance Mechanic-4 register?**

In part 6 of the MOU, Mechanic Helper was listed in error.

**14. Prior to November 13, 1993, our office had no ET-9 positions, all our ET's and our Promotion Eligibility Register (PER) were level 8s. Since no one would be bypassed, could we convert the ET-8 PER to a ET-9 PER?**

No, in accordance with Article 38.5.B.1, if the office never had an ET-9 PER they must now establish one.

**15. Does a "relief assignment" change?**

Only to the extent that the titles of the specific duty assignment(s) covered by a relief assignment are converted to the new job titles.

**16. What if someone does not want their new title or new position description?**

Employees in jobs affected by reclassification or upgrading may not remain in their former position title.

**17. What if someone is currently on LWOP? Must I upgrade them to the higher level position?**

Actions are automatic for specified positions. If their title gets upgraded, they get upgraded.

**18. During the last open season some ET-8's refused to apply for ET-9. None are on the PER for ET-9. Should I promote the lower level employees who are on the ET-9 PER before moving up the ET-8's?**

No. All incumbent ET-8's are considered qualified and upgraded to ET-9 on November 13, 1993.

**19. What if an MPE-6 was rated by the MSS as "Not qualified" for MPE-7. Do I still upgrade the employee?**

Yes. However these employees should only perform work on equipment they have been properly trained on.

**20. My Industrial Equipment Mechanic PS-6 (IEM-6) wants a BEM-7 job. Can I abolish the job and place the employee in a BEM-7 as I did for the Engineman-6? The employee is on the PER for Engineman-6.**

No, the IEM-6 position remains until the incumbent vacates the position. When the position is vacated, a BEM-7 job, which incorporates the duties, is then created.

**21. In part 5 of the agreement I see the position "Electrician PS-6 (2805-02XX)" is eliminated. Do I abolish my electrician immediately?**

No. Your electrician is a Maintenance Electrician PS-6 (2805-03XX), a different title and occupation code. The Electrician (2805-02XX) job title is vacant nationwide.

**22. Several years ago a headquarters list indicated the maintenance employee title and level for each piece of equipment, how will we know what level is needed for equipment now?**

Because many jobs have changed, equipment by grade level lists are now obsolete. Employees perform an expanded set of duties and responsibilities as provided in the revised position descriptions for their level.

**23. What criteria do we use to determine the number of employees required from each occupational group?**

In accordance with MMO-21-91, offices will need to estimate the skill level needed and staff to assure adequate coverage for performing the workload.

**24. What impact will this have on training?**

Some increases in training requirements are possible at offices having employees moving into different positions and duties.

On all equipment, safety training must always be a foremost consideration. Employees must not be assigned to equipment until familiar with the safety aspects of the equipment.



**25. Who wrote the new position descriptions? And why didn't the field get to decide what jobs would be kept and which ones would get new titles or promoted?**

Both management and Union used a task force in the process. Each task force included knowledgeable employees from the field. The parties used the task force information to provide guidance in the discussions. Eventually the parties reached an agreement that significantly benefits both sides.

**26. Item 3e shows Postal Machines Mechanic level 6 being replaced by another duty assignment at level 7. Is this going to be an MPE-7?**

Not necessarily, when the residual vacancy occurs from the Postal Machines Mechanic position, the offices may decide to replace this vacancy with a different position. On this replacement, the local manager should discuss which position title is the most appropriate with the local APWU representative. During the headquarters discussions on the position consolidation memorandum we agreed a local determination would be needed on this position.

**27. Should I delay any bidding?**

There is no "hold" on the bidding process.

**28. Why weren't the MPE-7 and BEM-7 position descriptions included in the job consolidation package that was sent out?**

Neither position description changed with the signing of the job consolidation MOU.

**29. Can the MPE-7 work on building equipment?**

The MPE-7 Position Description includes performing preventive maintenance inspections on MPE, building and building equipment.

It is not anticipated the MPE-7 will perform building work where BEM-7's are assigned to a facility.

**30. Was the Letter Box Mechanic position frozen or eliminated?**

No. There is no change to that position.

**31. We have a Laborer-Custodian-3 who was selected from the MPE-6 PER four weeks ago. The promotion was to be back dated when he completed the required training. Is the promotion canceled?**

No, since the selection occurred prior to November 13, 1993, when all MPE-6's were upgraded, the employee is promoted to MPE-7 upon successful completion of training.

**32. We have an MPE-6 who was selected two months ago from the PER to be a Maintenance Electrician-6, the form 50 will be back dated when the required training is completed. Will this be a problem?**

Yes, on November 13, 1993, all MPE-6's were upgraded to MPE-7. This employee should be provided an opportunity to select which job the employee wants. If the employee wants the pending Maintenance Electrician position, then prior to completing the required training, the employee needs to place that request in writing. If the employee declines the electrician position, he is an unassigned regular MPE-7 and available for assignment in accordance with the collective bargaining agreement.

**33. An ET-8 was selected and reassigned on 8/16/93 for promotion to ET-9, pending satisfactory completion of training. The employee failed the training on 11/19/93 and had been upgraded on 11/13/93 in accordance with the MOU. Since the upgrade occurred prior to the failure, does the employee get compensated retroactively to the date of reassignment?**

No. The November 13, 1993, action was an upgrade for all ET-8's. To have the retroactive compensation, the employee must fulfill the satisfactory completion of training obligation of the promotion selection.

**34. In the above question, the employee was reassigned as an unassigned regular ET-8 and placed on the tour and non-scheduled days of the ET-9 duty assignment for which the training was intended. Now what is the employee's bid?**

The employee is an ET-9 assigned to the same tour and non-scheduled days as prior to failing the course.

**35. At our BMC we have normally had an ET-8 trained and awaiting an ET-9 vacancy. While pending the vacancy, the ET-8 would perform the duties of the former position. Does that change now?**

Yes, the ET pending a vacancy is now a level 9. BMC's have normally had one or two ET-8's in a pending status after they finished their residential training. While an ET-8, they performed the work of their former position.

Now all ET's are of the same title and level. The workforce will be assigned tasks covered by their position descriptions. The total MPE/ET complement will remain unchanged.

**36. We have two Clerk-Steno positions I am now thinking about swapping at least one of those positions for a Maintenance Support Clerk. Can this be done?**

No, the MOU on the Maintenance Support Clerk positions was not intended to cause movement, in either direction, between these jobs. In addition, the Maintenance Support Clerk positions may not be used until headquarters announces an implementation date for the Maintenance Support Clerk MOU.

**37. With the job consolidation we are having more seniority ties that cannot be broken with Article 38.3.J, what do we use next?**

If the ties continue to exist after application of the tie breakers listed in 38.3.J, the parties agree the following will be used to break ties.

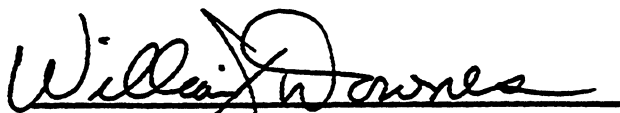
Numerical by the last three or more numbers (using enough numbers to break the tie, but not fewer than three numbers) of the employee's social security number, from the lowest to highest.

**38. What about the Maintenance Support Clerk positions?**

Until an implementation date is set and announced, there will be no changes in these positions. Until the change date occurs, vacancies in the following positions should be filled using the existing titles and registers.

- ⊙ Maintenance Control Technician-6
- ⊙ Maintenance Control Clerk-5
- ⊙ Maintenance Control and Stock Clerk-5
- ⊙ Tool and Parts Clerk-5
- ⊙ Office Clerk Custodial-5

When the change date occurs, each will be converted to the new title as listed in the MOU.



William J. Downes  
Manager  
Contracts Administration  
(APWU/NPMHU)  
Labor Relations



James Lingberg  
Director, Maintenance Division  
American Postal Workers Union,  
AFL-CIO

Date: 12 - 2 - 93



PETER A. JACOBSON  
Senior Vice President  
Processing and Distribution

United States Postal Service  
475 L Enfant Plaza SW  
Washington, DC 20260-1300

November 30, 1993

MEMORANDUM FOR MR. RUNYON

THROUGH MR. CARAVEO

SUBJECT: Reduction of Custodial Employees

As we have discussed in the past, it is our intention to effect a reduction of custodial employees by 3,200 in both Processing and Distribution and Customer Service and Sales facilities. This is based on a 20 percent target of an AP 10, FY '92 staffing level of 15,997. We intend to achieve this reduction without any losses in the cleanliness and safety of our facilities.

Since these are craft positions, the reductions must be achieved while following certain staffing criteria established with the maintenance division of the American Postal Workers Union (APWU). The existing staffing methodology for custodial positions requires the application of specific time standards and variable cleaning frequencies contained in Maintenance Handbook MS-47, Housekeeping Postal Facilities. Once a staffing level is determined, it must be maintained until a new staffing survey is performed. Other agreements with the APWU prohibit the use of casual or transitional employees instead of permanent employees and prohibit subcontracting cleaning at offices requiring more than 39 workhours per week.

We are currently developing revisions to MS-47 in the areas of task identification, frequency determination and time standards, and intend to deliver them to the APWU by December in compliance with Article 19 of the National Agreement. While revisions must be made to our existing standards in order to achieve our targeted reductions, we feel that we can achieve at least half of them with more stringent application of our existing standards.

Last year's retirements along with a decrease in maintenance supervisors resulted in a reduction in the number of staff skilled in custodial staffing surveys. To address this loss in expertise, we developed a training course in staffing techniques and trained 20 supervisors at the Technical Training Center in late August. These will be supplemented by additional staff early next calendar year and will serve as our area staffing survey teams. We are using data on custodial workhour per 1,000 square feet to prioritize our efforts and have a computerized version of the MS-47 document to allow staffing specialists to see the effects of their decisions regarding task and cleaning frequencies. It will also expedite the application of any changes in frequencies or standards. We intend to have completed a survey of 20 offices before the end of the year and will be providing you with the results of these initial surveys in January.

All Processing and Distribution Centers and Facilities (350) will be surveyed by May 15, 1994. All large Customer Service and Sales Facilities (150) will be surveyed by July 31, 1994. Additional reductions will be attained through staffing surveys of smaller offices that employ one custodian and part time custodians. The workload at these offices will be reviewed for possible application of the 39 hour rule cited previously. This effort will be performed concurrently with the above efforts and will be completed by July 31, 1994. Each Area Manager will be held accountable to personally review and approve any increase to custodial staff. Once the new survey is completed for each office, a complement cap will be placed in the office to help us take advantage of a current 10 percent attrition level among custodians. We will also give priority to facilities that are about to lose custodians during this effort.

I will keep you informed of our progress in this effort. Please let me know if you would like a more thorough briefing of our plans.



Peter A. Jacobson

cc: Samuel Green, Jr.  
Suzanne J. Henry  
Joseph J. Mahon, Jr.  
Area Managers, P&D and CS&S

**CUSTODIAL TE'S BY PAY PERIOD (PP)**

<b>PP</b>	<b># OF TE'S</b>
<b>10/93</b>	<b>535</b>
<b>11/93</b>	<b>519</b>
<b>12/93</b>	<b>485</b>
<b>13/93</b>	<b>436</b>
<b>14/93</b>	<b>401</b>
<b>15/93</b>	<b>375</b>
<b>16/93</b>	<b>358</b>
<b>17/93</b>	<b>325</b>
<b>18/93</b>	<b>284</b>
<b>19/93</b>	<b>274</b>
<b>20/93</b>	<b>238</b>

USPS - Technical Training Center  
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21-Sep-93 SUBJECT: TTC HOUSING POLICY CHANGE;

September 21, 19  
BINGHAMTON  
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Please ensure that all future students receive the following message:

Effective October 01, 1993, students will be afforded the opportunity to have their spouse stay at the Technical Training Center Housing Facility.

Students MUST register their spouse with the Housing Front Desk, either in person or by calling (405) 447-9000. Reservations should be made at least one week in advance, and the spouse's arrival and departure dates given. Spouses must present a valid I.D. card at check-in, and fill out a registration card.

Spouses will be charged a room fee of \$7 plus tax per day. This fee must be paid at check-in either by cash or credit card. Spouse room fees are the responsibility of the student. Spouses will pay ala carte for meals. Personal checks CANNOT be accepted.

The Postal Service is not responsible for the personal travel, lodging, or  
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food expenses of spouses.

A student's home office must approve a spouse's travel to Norman in lieu of the student's official week-end trip home. These relevant expenses may be filed on the student's travel voucher in accordance with the F-10 Travel Handbook.

CHILDREN CANNOT BE ACCOMMODATED IN THE HOUSING FACILITY.

If you have any questions regarding the above, please call the Registrar's office at (405) 366-4420.

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**UNITED STATES POSTAL SERVICE**  
**TECHNICAL TRAINING CENTER - EMPLOYEE RELATIONS DEPARTMENT**

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**P.O. BOX 1400/NORMAN, OK 73070-7810**

**DATE:** September 13, 1993  
**OUR REF:** TD141:JDikes:7810  
**SUBJECT:** October Conference

**TO:** Jeanette M. Cooper  
Southwest Area Manager  
Processing and Distribution

Paul Crawford requested that I provide you with information relative to spouses staying with students or conferees at the Technical Training Center's (TTC) housing facility.

Effective October 1, the housing facility will be open to spouses of students or conferees during the time the employee is attending training or official functions. In order to facilitate check-in, employees should pre-register spouses at least seven days in advance by notifying the Marriott Corporation at (405) 447-9000. Upon arrival, spouses will be required to provide identification and register at the front desk. They will have all the privileges accorded a student and expected to comply with Postal regulations.

To offset the incurred costs, spouses will be assessed a per-night charge of \$7.00 plus tax, and will be required to provide method of payment (cash, credit card) when checking in. Meals eaten by the spouse will be paid a-la-carte at the cash register.

If you require additional information, I can be reached at (405) 366-4401.

  
Jim Dikes  
Support Services Specialist

**cc:** Paul Crawford