

PART TIME FLEXIBLE FACT SHEET

SENIORITY

Any employee voluntarily accepting reassignment as a PTF will begin a new period of seniority.

ANNUAL LEAVE

PTF employees earn annual leave based on the number of hours in which they are in a pay status.

Leave Category 4	earns 1 hour for each unit of 20 hours in a pay status
Leave Category 6	earns 1 hour for each unit of 13 hours in a pay status
Leave Category 8	earns 1 hour for each unit of 10 hours in a pay status

LEAVE

PTF employees earn one hour for each unit of 20 hours in a pay status up to 104 hours (13 days) per 26-period leave year.

HOLIDAYS

PTF employees are not eligible for holiday leave pay. Holiday pay is included in the hourly rate. PTF's are not eligible for holiday-worked pay, with the exception of Christmas for which a PTF receives up to 8 hours straight time hours if they work on December 25 only.

PREMIUM PAY

PTF employees are eligible for night differential pay and Sunday premium pay.

RETIREMENT

Years of service as a PTF may affect annuity.

BIDDING RIGHTS

PTF employees are not eligible for bargaining unit job bidding.

HOLIDAY LEAVE/PAY

1. What categories of employee observe the

4. Full-time and part-time regular non-volunteer employees whose scheduled non-work day falls on the holiday and possess the necessary skills, even though the payment of overtime is required, by juniority.
5. Full-time and part-time regular employees and

38. Do PTFs receive holiday pay?

RESPONSE:

No. A part-time flexible schedule employee shall not receive holiday pay as such. The employee shall be compensated for the recognized holidays by basing the employee's regular straight-time hourly rate on the employee's annual rate divided by 2000 hours.

SOURCE: Article 11.7 of the Collective Bargaining Agreement.

LEAVE

ADMINISTRATIVE LEAVE

3. What is a part-time flexible (PTF) employee entitled to in the form of administrative leave if he/she is released from work as a result of an "Act of God?"

RESPONSE:

PTF employees are credited for hours worked, plus enough administrative leave to complete their scheduled work hours, not to exceed a total of eight hours in a service day. If there is a question as to the scheduled work hours, they are entitled to the greater of

-The number of hours worked on the day in the previous week; or

-The number of hours scheduled to work; or

-The number of hours they are guaranteed under the terms of the National Agreement.

SOURCE: ELM 519.214 c.

ANNUAL LEAVE

1. Does a full-time regular employee take precedence over a part-time employee when requesting annual leave?

RESPONSE:

Application for annual leave, consistent with the provisions of the National Agreement and Local Memorandum of Understanding, is granted based on seniority without regard to full-time or part-time status.

SOURCE: Step 4 (H1N-2B-C 2563), September 30, 1985.

11. How do part-time flexible employees earn annual leave?

RESPONSE:

Part-time flexible (PTF) employees earn annual leave based on the number of hours in a pay status. That is, PTFs with less than three years service earn one hour annual leave for each unit of 20 hours of work or paid leave to a maximum of four hours per pay period. With three to 15 years of service, he/she will receive one hour of annual leave for each unit of 13 hours of work or paid leave to a maximum of 6 hours per day period. Over 15 years, a PTF receives one hour of annual leave for each unit of 10 hours of work or paid leave to a maximum of eight hours per pay period. Employees do not earn leave for partial hours of work in a pay period. Hours in a pay status in excess of those whole units are accumulated and carried forward as excess work hours. The excess (uncredited) work hours are added to hours in a pay status in the next period.

SOURCE: ELM 512.312.

17. **Can management change approved PTF annual leave to a non-scheduled day solely to make the PTF available at the straight-time rate?**

RESPONSE:

No. The parties agree that if a PTF makes a valid request for annual leave for a specific day, and such leave is approved, then the leave will be recorded for that specific service day. When a PTF has been previously granted annual leave, the annual leave will not be unilaterally changed to an off day.

SOURCE: Step 4 H1C-3Q-C-21492, dated September 16, 2983; Step 4 H1C-5K-C-24208, dated March 5, 1988.

COURT LEAVE

7. **Are part-time flexible (PTF) employees eligible for court leave?**

RESPONSE:

Yes. Part-time flexible employees who have completed their probationary period shall be eligible for court leave as defined in ELM 516.1 and 516.31. A PTF will be eligible for court leave if the employee would otherwise have been in a work status or annual leave status. Once eligibility is established, the specific amount of court leave for a PTF employee is determined on a daily basis.

SOURCE: Memorandum of Understanding, 1990-1994 National Agreement

8. **How much court leave is the eligible PTF entitled, if not previously scheduled?**

RESPONSE:

When the PTF is not previously scheduled, he/she will be entitled to the number of hours that they worked on the same service day during the service week immediately preceding the period of court leave.

SOURCE: Memorandum of Understanding, 1990-1994 National Agreement.

9. **What if the eligible PTF was not in a work status the service week immediately preceding the period of court leave?**

RESPONSE:

If not previously scheduled and if no work was performed on the same day in the service week preceding the period of court leave, the guarantee is as provided in Article 8 of the National Agreement, provided the part-time flexible would otherwise have been requested or scheduled to work on the day for which court is requested.

SOURCE: Memorandum of Understanding, 1990-1994 National Agreement.

MILITARY LEAVE

6. **Are only full-time employees eligible for military leave?**

RESPONSE:

No. Full-time career employees are granted up to 15 days of military leave per fiscal year and part-time employees are granted one (1) hour of military leave for each 26 hours in a pay status in the preceding fiscal year.

Part-time employees must be in a pay status for a minimum of 1040 hours in the preceding fiscal year and the employee's pay for military leave cannot exceed 80 hours.

SOURCE: Employee & Labor Relations Manual 517.51.

SICK LEAVE

3. **How are part-time flexible employees charged sick leave or annual leave?**

RESPONSE:

Part-time flexible employees are charged sick or annual leave up to their scheduled number of hours.

SOURCE: ELM 513.411 b.

4. **Can a part-time flexible employee, scheduled for less than eight hours, request eight hours of sick or annual leave for an absence?**

RESPONSE:

Part-time flexible employees are not guaranteed a set number of hours sick leave any time requested nor may sick leave be used merely to obtain or round out a 40-hour week. However, it is agreed that generally a part-time flexible should be guaranteed sick leave commensurate with the number of hours that the employee was realistically scheduled to work or would reasonably have been expected to work on a given day.

If a dispute arises as to the number of hours the PTF would have been scheduled to work, the schedule will be considered to have been equal to the average hours worked by other PTF employees in the same work loca-

tion on the day in question.

SOURCE: Step 4 NC-S 5591, 5/27/77 and H4C-4N-C 40944, 8/21/87.

9. **If a PTF is scheduled to work and calls in sick, may their day off be changed and no sick leave be paid?**

RESPONSE:

No. If the PTF is scheduled and calls in sick, then sick leave is paid based on the number of hours the PTF would have worked. If the PTF has already been credited with 40 hours of more of paid service, then sick leave may not be granted for the rest of the service week.

SOURCE: Employee & Labor Relations Manual 513.421.

LIGHT AND LIMITED DUTY

8. **May management reassign a full-time employee from another craft to a full-time regular limited duty position in the clerk craft if the reassignment impairs the seniority of PTFs?**

RESPONSE:

No. Making full-time reassignments to partially recovered former employees is inconsistent with the conversion preference granted PTF employees under the National Agreement.

SOURCE: National arbitration award (HoC-3N-C 418), February 7, 1994.

OVERTIME & HOURS OF WORK

18. When does the penalty rate of pay become applicable?

RESPONSE:

1. If a FT employee is required to work overtime on more than (4) four of the employee's (5) scheduled work days in a service week (e.g., If employee was required to work overtime on his 5th day of work after working overtime on the preceding scheduled work days, he/she would be entitled to penalty overtime pay for the overtime hours worked on the 5th day).

2. If an employee works over 10 hours on a regularly scheduled day (e.g., If employee worked 11 hours, said employee would be entitled to (2) two hours at the time and one-half rate and 1 hour overtime at the penalty rate).

3. If a FT employee works over 8 hours on his/her non-scheduled day (e.g., employee works 10 hours on non-scheduled day. Employee is entitled to 8 hours at time and one-half and 2 hours at the penalty rate).

4. If a FT employee works over 6 days in a service week (e.g., employee works the 2nd non-scheduled day of service week. Employee is entitled to be compensated at the penalty rate for all hours worked on the 2nd non-scheduled day).

5. If a part-time flexible or part-time regular works over 10 hours in a service day or over 56 hours in a service week. (NOTE: It should be only on rare occasion that a PT Regular works overtime).

SOURCE: Article 8, Section 5F.

21. Does the overtime-desired list apply to part-time regular or part-time flexible employees?

RESPONSE:

No, the overtime desired list applies only to full-time employees. Only in emergency or unanticipated circumstances should the part-time regular's work hours be expanded beyond their fixed schedule.

SOURCE: Article 8, Section 5A.

44. Can PTF employees be scheduled or volunteer to work for more than 12 hours in a service day?

RESPONSE:

No. Except in an emergency situation as determined by the PMG or designee, PTFs may not be required to work more than 12 hours in one service day. In addition, total hours of daily service, including scheduled work hours, overtime, and meal time, may not be extended over a period of longer than 12 consecutive hours.

SOURCE: Step 4 settlement in case H4C-1U-C 807/1396 dated April 17, 1986.

46. What is the minimum number of hours a part-time flexible employee can be scheduled or requested to work in a service day?

RESPONSE:

In facilities with 200 or more man-years of employment, the guarantee is 4 hours. Employees in all other facilities are guaranteed 2 hours.

SOURCE: Article 8, Section 8.C.

48. When do a part-time flexible's guarantees take effect?

RESPONSE:

When the employee reports to work as scheduled. No guarantees apply when the PTF is notified prior to reporting to work that the previously scheduled work day is canceled.

SOURCE: National Arbitration Award, H1N-3U-C 28621, Arbitrator Britton, December 13, 1988.

49. Can a part-time flexible employee be returned to work on the same day without incurring another guarantee period?

RESPONSE:

Yes. When a PTF employee is notified prior to clocking out that he/she should return within two hours, this will be considered a split shift and no new guarantee applies. When a part-time flexible employee, prior to clocking out, is told to return after two hours, that employee must be given another minimum guarantee of two hours work or pay. All part-time flexible employees who complete their assignment, clock out and leave the premises regardless of interval between shifts, are guaranteed four hours of work or pay if called back to work. This guarantee is applicable to any size office.

SOURCE: Step 4 agreements H4N-2F-C 3892 dated 2/10/86 and H4C-1J-C 11264 dated 4/29/86.

50. Are PTR or PTF employees covered by the 8 within 9 or 10 provisions of Article 8.1 and 2?

RESPONSE: No.

SOURCE: Step 4 H4T-3U-C-43451, dated December 6, 1988; H4C-1J-C-17391, dated March 11, 1987.

65. Can casuals be required to work overtime prior to using PTFs or PTRs on overtime?

RESPONSE: Yes.

SOURCE: National arbitration award MS-W-0027 & MS-E-0032, dated November 26, 1980, Arbitrator Richard Mittenthal.

66. Can PTFs be required to work overtime prior to using the ODL?

RESPONSE: Yes.

SOURCE: National arbitration M8-W-0027 & M8-W-0032, dated November 26, 1980, Arbitrator Richard Mittenthal.

67. May management require casuals and PTFs to work overtime prior to using non-ODL full-time regulars?

RESPONSE: Yes.

SOURCE: National arbitration M8-W-0027/M8-0032, dated November 26, 1980, Arbitrator Richard Mittenthal.

77. Is it a requirement that PTF employees remain by their telephone and available to receive a call from the post office on a daily basis to see whether their services are needed?

RESPONSE:

No. There is no contractual provision to require PTFs to remain at home to receive a phone call on a daily basis.

SOURCE: Step 4 NC-W-9013, dated November 8, 1977.

78. Can a part-time flexible be scheduled for more than a thirty (30) minute lunch?

RESPONSE: Yes.

SOURCE: Area level agreement of the parties.

81. Is there any requirement for equitable distribution of PTF work hours within an installation or office?

RESPONSE:

No. However, where qualifications among PTFs are the same, the hours of work should be equitable.

SOURCE: Area level agreement of the parties.

STAFFING REQUIREMENTS

1. May management utilize a casual when a part-time flexible employee has been non-scheduled?

RESPONSE:

Article 7.1.B.2. requires, "During the course of the service week, the employer will make every effort to ensure that qualified and available part-time flexible employees are utilized at the straight-time rate prior to assigning such work to casuals." The "every effort" provision requires that PTFs be given work at the straight rate prior to such work being given to casuals. Exceptions to this priority are:

- 1. The PTF is scheduled for 40 hours in the service week.*
- 2. The work involved is at the OT rate.*
- 3. The work involves less time than the PTF's Article 8.8 work hour guarantee and no other craft work is available to provide the guaranteed time.*
- 4. The work is of an immediate, unforeseen nature and the PTF is not available.*

SOURCE: Article 7 and 8 of the National Agreement, AC-C 13148 and 14767; H1C-4K-C 27344 and 27345.

2. What is the obligation to part-time flexible employees with respect to the utilization of casual employees?

RESPONSE:

In Article 7, Section 1.B.2, the employer is required to make every effort to ensure that qualified and available part-time employees with flexible schedules are given priority in work assignments over casual employees. Exceptions are possible if:

- (a) both the PTF and casual are needed at the same time,
- (b) where utilization of the PTF would require overtime on any given day or where it is projected that the PTF will otherwise be scheduled for 40 hours during the service week,
- (c) if the PTF is not qualified or immediately available when the work is needed to be performed.

SOURCE: Memorandum from James V.P. Conway, June 22, 1976 Arbitration H85-SF-C 8027, Bloch, April 7, 1982 Pre-Arbitration, July 11, 1988; H1N-3A-C 32186 and H4N-SK-C 4026

15. May career employees be loaned from their home installation to another installation?

RESPONSE:

Yes. However, they must be compensated for travel in accordance with the travel handbook and may not be worked to the detriment of PTFs nor utilized for OT unless the ODL has been maximized.

SOURCE: Area level agreement of the parties.

COMPENSATION

4. Is a PTF eligible for travel time?

RESPONSE: Yes.

SOURCE: ELM, Section 438.132; Step 4 (H4N-3W-C 17913), January 5, 1989.

ARTICLE 6 NO LAYOFFS OR REDUCTION IN FORCE

ARTICLE 6(2)

NON-PROTECTED EMPLOYEES

Non-protected employees who entered the regular workforce whether by hire, transfer, demotion, reassignment, or re-employment on or after September 16, 1978, are subject to layoff or reduction in force until they achieve "protected" status.

Employees who did not have lifetime protection as of September 15, 1978 achieve protected status upon completion of six years of continuous service in the regular workforce. Article 6(2) applies to all part-time flexible, full-time regular and part-time regular bargaining unit employees.

ARTICLE 6.A.3

PTF SCHEDULING

Part-time flexible employees in offices with 200 or more man years of employment are to be scheduled to work a minimum of four hours each pay period and in those offices with less than 200 man years of employment, they are to be scheduled to work a minimum of two hours each pay period. In those instances where the employees in question were not scheduled for duty during a pay period, they would be entitled to receive two or four hours pay whichever is applicable.

ARTICLE 7 EMPLOYEE CLASSIFICATIONS

ARTICLE 7.1.B.2

PTF SCHEDULING

Part-time flexible employees working at the straight-time rate shall be given priority in scheduling over casual employees. However that scheduling obligation must be met during the course of a "service week," and the part-time flexible employees must be "qualified and available." (A "service week" begins at 12:01 a.m. Saturday and ends at 12:00 midnight the following Friday).

A Violation of Article 7.1.B.2 occurs when: 1) management schedules a casual for work which a part-time flexible employee could have performed instead and, 2) the part-time flexible employee had less than 40 straight-time hours (either work or a combination of work and paid leave) during the service week. If, when scheduling part-time flexible employees, management consistently and regularly underestimates the work which will remain at the end of the week for part-time flexible employees, and this results in casuals working at the beginning or the middle of the service week while the part-time flexible employees do not obtain a forty hour week, this practice would constitute a violation of Article 7.1.B.2.

ARTICLE 8 HOURS OF WORK

ARTICLE 8.2.B

FIVE-MINUTE LEEWAY RULE

The rule applies to full-time and part-time regular employees. Notably, the five-minute rule also applies to part-time flexible, casual and temporary employees but they are paid on the basis of their actual clock rings.

FULL AND PART-TIME REGULAR BIDDING

	New FTR	Vacant FTR	Reposted FTR	Residual FTR	Residual FTR Resulting from Reposting	New PTR	Vacant PTR	Reposted PTR	Residual PTR Resulting from Reposting
Full time Regular	Yes	Yes	Yes***	No	Yes	Yes	Yes	No	Yes
Part-time Regular	No	No	No	Yes**	Yes**	Yes	Yes	Yes***	Yes
PTF-Former FTR	Yes*	No	No	Yes**	Yes**	Yes	Yes	Yes***	Yes

* If currently qualified

** If senior to the senior part-time flexible who states a preference.

*** If at the same or higher level for Level 5, 6, or 7. The same level for Level 4.

The above represents the type of duty assignments which are available for bid to: 1) full time regulars, 2) part-time regular, and 3) part-time regulars who were previously full-time regulars.

QUESTIONS AND ANSWERS PART-TIME FLEXIBLE CLERKS WORKING IN OTHER INSTALLATIONS

The following questions and answers represent the mutual understanding and agreement of the APWU/USPS concerning part-time flexible clerk craft employees who are required to work outside their home office. This agreement covers, but is not limited to, part-time flexible clerk craft employees who are required, as a condition of employment, to work in installations other than their home office (national case Q90C-4Q-C 93034651). This agreement is not applicable and is without prejudice to the position of either party regarding the assignment of other crafts and/or categories of employee outside their home office.

1. Does requiring a part-time flexible clerk to work in more than one installation violate the National Agreement?

Response: No, part-time flexible clerks may be assigned to work in offices outside their home office (the "Employ Office" identified on PS Form 50) provided such assignment is otherwise consistent with the National Agreement.

2. How are part-time flexible clerks scheduled when they are required to work outside their home office?

Response: The home office postmaster or designee is responsible for scheduling the work location and starting time. The postmaster or designee in the actual work location is responsible for determining the number of hours worked.

3. How are part-time flexible clerks selected to work in other installations?

Response: Several factors are considered such as the required skills, availability of the parttime flexible clerks, other scheduling and leave commitments, when the request was made, etc. Such scheduling may not be made in an arbitrary manner.

4. Is management required to post an advance schedule for part-time flexible clerks assigned to work outside their home office?

Response: No. The posting of an advance schedule for part-time flexible clerk craft employees is not required, unless by mutual agreement at the local level. Conversely, there is no contractual requirement or intention that obligates part-time flexible employees to remain at home or to call the post office to determine whether their services are needed. Accordingly, posting an advance schedule for part-time flexible clerks may be mutually beneficial. It is noted that posting an advance schedule for part-time flexible clerks does not create a contractual work hour guarantee, as all part-time flexible employees are assigned to a flexible schedule which is subject to change according to business needs.

5. May part-time flexible clerks working in more than one installation be required to work more than twelve hours in a service day?

Response: Such scheduling must be consistent with Section 432.32 of the Employee and Labor Relations Manual which states in relevant part:

Except as designated in labor agreements for bargaining unit employees or in emergency situations as determined by the postmaster general (or designee), employees may not be required to work more than 12 hours in 1 service day. In addition, the total hours of daily service, including scheduled workhours, overtime, and mealtime, may not be extended over a period longer than 12 consecutive hours.

6. Which office should an employee contact when reporting an unscheduled absence?

Response: Employees must contact the office where they are scheduled to work on the day of the absence. The postmaster or designee of that office is responsible for completing PS Form 3971, notifying the employee's home office of the absence, and forwarding the PS Form 3971 to the home office.

7. Who is authorized to act on a request for incidental leave which is submitted on a day the employee is working outside his/her home office?

Response: The postmaster or designee in the office where the employee is working is responsible for acting on incidental leave requests; however, such leave should be coordinated with the home office postmaster or designee.

8. What is the minimum number of hours in a service day that part-time flexible clerks can be scheduled or requested to work?

Response: When working in installations with more than 200 man-years of employment, the Article 8.8.C guarantee is four hours. When working in installations with 200 or less man-years of employment, the Article 8.8.C guarantee is two hours.

9. How is the work hour guarantee determined when a part-time flexible clerk is assigned to work in a different office?

Response: The Article 8.8.C guarantee is determined by the size of the office where the work is performed, not by the employee's home office.

10. When does the guarantee take effect?

Response: When the employee reports to work as scheduled. No guarantee applies when the employee is notified prior to reporting to work that the previously scheduled workday is canceled.

11. Does a part-time flexible clerk who returns to work on the same day receive another guarantee period?

Response: It depends on the circumstances. The following guarantees apply regardless of whether an employee works in more than one installation during the guarantee period:

When an employee completes a scheduled tour and clocks out, then is notified to clock in and resume working, that is considered a callback. All career bargaining unit employees are guaranteed 4 hours work, or pay, if called back to work on a day when they have completed their assignments and clocked out. This guarantee is applicable to any size office. (See ELM Exhibit 432.62).

When a part-time flexible employee is notified prior to clocking out that he or she should return *within* 2 hours, it is considered a split shift and no new guarantee applies. However, if prior to clocking out, the part-time flexible employee is told to return *after* 2 hours, that employee (in any size office) must be given a minimum of 2 hours work.

When an employee works in two installations with different work hour guarantees during a single guarantee period, the employee receives the higher guarantee (four hours rather than two hours).

12. May part-time flexible clerks be assigned to work overtime outside their home office?

Response: Yes, however, overtime work in a specific work location must first be assigned to qualified and available clerk craft employees on the overtime **desired** list in that work location, as defined under Article 8, Section 5 of the National Agreement and, when applicable, the Local Memorandum of Understanding.

13. Does a home office part-time flexible clerk receive a preference for work hours over a part-time flexible clerk from another installation?

Response: Yes, during the course of a service week management is required to make efforts to assign qualified and available home office part-time flexible clerks to straight time hours before assigning such work to employees from other installations.

14. Does scheduling a part-time flexible clerk to another office impact leave percentages contained in the Local Memorandum of Understanding (LMOU) in the scheduled employee's home office?

Response: No. Part-time flexible clerks are considered in the home office when calculating any leave percentages required under the LMOU regardless of whether they are detailed to another office. Part-time flexible clerks are not considered for the purpose of calculating leave percentages outside their home office. Also, requests for choice vacation periods and advance requests for incidental leave are controlled by the part-time flexible employee's home office LMOU and the applicable provisions of the National Agreement.

15. In which office are part-time flexible clerks considered for holiday scheduling under Article 11.6 of the National Agreement?

Response: In the home office. While not required, part-time flexible clerks who are not scheduled in their home office may be scheduled to perform holiday work in another office after qualified and available part-time flexible clerks from that office.

16. May part-time flexible clerks be assigned to work in offices where full-time regular employees have been excessed?

Response: Yes, however such employees cannot be used to wholly replace full-time employees who were excessed.

17. How is a part-time flexible clerk's relative standing on the part-time flexible roll determined when assigned to another office?

Response: The employee remains on the part-time flexible roll of the home or "Employ Office" as determined by the employee's PS Form 50.

18. Is there a requirement that a part-time flexible clerk receive a sixty-day notice pursuant to Article 12.5.B.5 prior to being temporarily assigned to work in another office?

Response: No, the sixty-day notice is relevant only when an employee is excessed from his/her home office pursuant to the provisions of Article 12 of the National Agreement. It is not applicable to temporary assignments.

19. Do the work hours of a part-time flexible clerk from another installation count for the purpose of maximization under Article 7.32 of the National Agreement?

Response: Yes, the part-time flexible clerk's hours are counted in the office where the work is performed. For the purposes of conversion under the Full-Time Flexible Memorandum, only the hours worked in the home office by the individual part-time flexible clerk count.

20. Do part-time flexible clerks receive payment for travel time and/or mileage when required to travel to other offices?

Response: It depends on the circumstances. Whether a part-time flexible clerk who is required to work outside his/her home office is entitled to compensable travel time or mileage is determined by applying the applicable provisions of Section 438 of the Employee and Labor Relations Manual (ELM) and Chapter 7 of Handbook F-15.

21. How should compensable travel time be documented?

Response: In accordance with Section 260 of Handbook F-21.

22. How do part-time flexible clerks who are required to work in other installations submit requests for mileage reimbursement?

Response: By properly completing PS Form 1164 or PS Form 1164e and submitting it to the home office postmaster or designee on a weekly basis.

23. Is there a limit on the number of miles part-time flexible clerks may be required to travel when assigned to another installation?

Response: Normally, such employees will not be required to travel more than 50 miles from their duty station.

24. Is there a limit on the number of flexible credits that may be assigned to a part-time flexible clerk?

Response: No, however, Part 426.63 of the F-1 Handbook states that postmasters or supervisors should *cancel stamp credits* not used at least once *in an AP* (accounting period).

25. May a part-time flexible clerk working in more than one installation have financial accountabilities which require POS, IRT and/or manual PS Form 1412?

Response: Yes.

26. May a part-time flexible clerk who is working in more than one installation be assigned more than one scheme?

Response: Yes, however, Part 310 of Handbook M-5 states that scheme assignments may be made *when management has a reasonable expectation that employees will work a scheme for at least 30 hours within an accounting period.*

27. What determines the location of an employee's "immediate supervisor" and "certified steward" for the purposes of Article 15.2, Step 1?

Response: Normally, a Step 1 grievance will be investigated and/or discussed at the location the grievance is alleged. However, there may be circumstances where this is not feasible. In these situations a grievance may be initiated in the employee's home office.

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NOTES



This information is brought to you by the American Postal Workers Union

Your Union is the reason for all of the benefits and pay you receive and provides an opportunity for you to become Full Time if you prefer. This is not necessarily a simple task and will require you to study these pages and track your hours.

If you have any questions please call

Bob Bloomer
Pat Davis-Weeks
Mike "Sully" Sullivan
Tampa NBA Office
813-855-7023