

- CCAs may decline the opportunity to be converted to career status under this memorandum. A CCA who does not accept the career opportunity will no longer be eligible for conversion to career status under this memorandum, but will retain his or her relative standing and will remain eligible for conversion to career status under the Memorandum of Understanding, Re: *Full-time Regular Opportunities – City Letter Carrier Craft*.

In light of the continuing changes in the competitive environment in which the Postal Service operates, the parties will meet no less than annually to discuss any necessary adjustments to this MOU as it relates to City Carrier Assistant (CCA) and Part-Time Flexible (PTF) staffing, complements, and conversions.

While it is the parties' intent to continue this MOU beyond the 2019-2023 Agreement provided operational circumstances remain conducive to doing so, should the parties fail to reach agreement for modification or extension of this MOU in the next collective bargaining agreement, and the continuation of this MOU is an issue to be resolved in interest arbitration, there shall be no presumption that this MOU is to be carried forward based upon the fact that the provisions of the MOU have been in effect.

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**MEMORANDUM OF UNDERSTANDING
BETWEEN THE
UNITED STATES POSTAL SERVICE
AND THE
NATIONAL ASSOCIATION OF LETTER CARRIERS,
AFL-CIO**

Re: Full-time Regular Opportunities – City Letter Carrier Craft

The parties agree to use the following process to facilitate placement of employees into full-time regular opportunities which include: 1) residual full-time regular city letter carri-

er duty assignments referenced in Article 7.3.A of the **2019** collective bargaining agreement, and 2) newly created **unassigned** full-time regular (incumbent only) positions which increase full-time complement and are in addition to the duty assignments referenced in Article 7.3.A.

Full-time regular opportunities in the city letter carrier craft covered by this memorandum (which are not subject to a proper withholding order pursuant to Article 12 of the collective bargaining agreement) that become available on and after the ratification date of the **2019** collective bargaining agreement will be filled as follows:

1. Full-time regular opportunities defined above will be filled within 28 days of becoming available in the following order:
 - a. if the opportunity is a residual vacancy(s), assignment of an unassigned full-time regular or full-time flexible city letter carrier in the same installation
 - b. conversion to full-time regular status of a part-time flexible city letter carrier in the same installation pursuant to Article 41.2.B.6(b) of the collective bargaining agreement
2. Full-time regular opportunities that cannot be filled through Item 1 above will be filled by part-time flexible city letter carriers, who were on the rolls as part-time flexible letter carriers, on the ratification date of the 2016 collective bargaining agreement (**August 7, 2017**), and have an active transfer request (eReassign) pending to the installation where the full-time regular opportunity exists on the date the full-time regular opportunity becomes available. Approval of such requests will be made based on the order the applications from qualified part-time flexible city letter carriers are received. Requests from part-time flexible city letter carriers pursuant to this paragraph will be acted upon without regard to normal transfer considerations. Reassignments and subsequent conversions to full-time **regular** status under this section will occur as soon as practicable, with consideration given to operational needs in the losing installation. Requests

from all other qualified employees may only be considered under Item 3 below.

3. Full-time regular opportunities that remain after Item 2 will be filled by 1) conversion of city carrier assistants to full-time regular career status in the same installation as the full-time regular opportunities or 2) acceptance and placement of voluntary reassignment (transfer) requests pending in eReassign at the time the **full-time regular** opportunity becomes available from qualified bargaining unit employees (including full and part-time regular city letter carriers) or reassignment of bargaining unit employees within the installation. If there are insufficient transfer/reassignment requests from qualified bargaining unit employees, non-bargaining unit employees may be reassigned to a full-time regular opportunity. Reassignment (transfer) requests will be made with normal considerations contained in the Memorandum of Understanding, *Re: Transfers*, based on the order the applications are received. The number of career reassignments allowed under this paragraph is limited to one in every four full-time **regular** opportunities filled in offices of 100 or more workyears and one in every six full-time **regular** opportunities filled in offices of less than 100 workyears. At least three or five, as applicable, full-time **regular** opportunities will be filled by conversion of city carrier assistants to full-time regular career status based on their relative standing in the same installation as the full-time **regular** opportunities. Conversion of city carrier assistants to full-time **regular career** status under this section will take place no later than the first day of the third full pay period after either the date the full-time regular opportunity becomes available or, when an employee's request for transfer is declined, or the date the employee rejects the offer.

General Terms

The national union will be provided a list of unassigned full-time regular opportunities to be filled on a weekly basis.

Residual full-time regular city letter carrier duty assignments referenced in Article 7.3.A of the **2019** collective bargaining



United States Postal Service
475 L'Enfant Plaza SW
Washington DC 20260

August 27, 1993

**MEMORANDUM FOR AREA MANAGERS
PROCESSING AND DISTRIBUTION
CUSTOMER SERVICE AND SALES**

SUBJECT: EMPLOYEE REQUESTS FOR TRANSFER

From time to time, we receive letters from employees (primarily craft) stating that their requests to transfer from one facility to another have been turned down for what they believe are inappropriate reasons. Specifically, many assert that because of a low sick leave balance and for no other apparent reason that their request for transfer was denied.


While we understand that attendance is extremely important to all of our operations, the use of sick leave balance per se as a sole determining factor is inappropriate. This is especially true in those situations where sick leave was used for a one time "serious illness" and other than that attendance was more than satisfactory. Where an employee requests a transfer, the responsible official at the gaining installation needs to look at the qualifications of the "whole" individual. By this we mean that we need to determine whether the individual possesses the necessary job experiences and other qualifications to fill the needs of the vacancy. We would also strongly suggest that where there are one or two questions with regard to the viability of the employee for the position, i.e., such as a low sick leave balance, that it is incumbent upon responsible management to obtain additional information into that situation. For example, if a low sick leave balance is indeed a concern then inquiry should be made as to the pattern of use and determine at that point whether there is a possible attendance problem.

We believe that if we do a better job of trying to accommodate employees' needs to relocate to other facilities we, along with our customers, will benefit from enhanced employee commitment. Regardless of the eventual outcome, i.e., whether we accept or deny the transfer or put it in the pending file subject to the availability of a suitable vacancy, we need to advise the employee applying for a transfer as to the status of their request. Further, we need to coordinate the effective transfer date of an employee with the installations involved to ensure that there is a smooth transition and that our ability to effectively serve our customer is maintained during this period.


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Please share this memorandum with all of our Plant Managers and District Managers.

Thank you very much for your cooperation in this matter.



Peter A. Jacobson
Senior Vice President
Processing and Distribution



Samuel Green, Jr.
Senior Vice President
Customer Service and Sales

cc: Joe Caraveo
Joe Mahon
Bill Henderson