

f. 541 days to 2 years - up to eight (8) hours keyboard training.

D. Flat, Bundle, and Parcel Sorting Machines

1. Less than 60 days - none.
2. 60 to 180 days - up to one (1) hour keypad training.
3. 181 to 365 days - up to two (2) hours keypad training.
4. 366 to 540 days - up to three (3) hours keypad training.
5. 541 days to 2 years - up to four (4) hours keypad training.

E. Machine - Memory Items

1. One (1) to 120 days - none.
2. 121 to 365 days - up to one (1) hour study time.
3. 366 days to 2 years - up to two (2) hours study time.

F. In addition to the above, training will be provided when:

1. Scheme changes exceed 10 percent - at the rate of one (1) hour for each 16 items changed.
2. Memory item changes exceed 25 percent - at the rate of one (1) hour for each 16 items changed.

G. Section 3.F.7 Assignments

1. One (1) to 540 days - none except when there has been a significant change in services offered, rates, or duties. If a significant change has occurred, the appropriate portion of the training will be repeated; however, the employee will not be tested.
2. 541 days to 3 years - up to 16 hours training. If significant change has occurred, appropriate training is mandatory; however, the employee will not be tested.
3. 3 years to 5 years - repeat formal training, not OJT; however, employee will not be tested. All brush-up training is to be given on-the-clock and employees will not be required to pass an examination following the training.

III. To provide employees with training time for MPLSM keyboard training on a graduated hour scale based on the number of scheme items, up to the hours listed by scheme size as follows:

- 100 to 299 scheme items up to 29 hours
- 300 to 399 scheme items up to 30 hours
- 400 to 499 scheme items up to 31 hours
- 500 to 699 scheme items up to 32 hours
- 700 to 799 scheme items up to 33 hours
- 800 to 899 scheme items up to 34 hours
- 900 to 1000 scheme items up to 35 hours

If a machine scheme is the first assignment, an employee will be provided up to 47 hours of training. The above range is for subsequent assignments. If nonscheme application is the subsequent assignment, an employee will be provided up to 32 hours of training.

IV. Provide for sequence of training for machine assignments requiring more than one (1) scheme as follows:

1. 1st manual scheme deferment; then

2. scheme to machine deferment; then
3. 2nd manual scheme deferment; then
4. scheme to machine deferment.

In addition, the Memoranda of Understanding on pages 193, 198-200, 200 and 201 of the 1984-1987 National Agreement are rescinded.

Date: July 21, 1987

**MEMORANDUM OF UNDERSTANDING
BETWEEN THE
UNITED STATES POSTAL SERVICE
AND THE**

AMERICAN POSTAL WORKERS UNION, AFL-CIO

Re: Residual Vacancies - Clerk Craft

The parties agree to the following procedures during the term of the 2015 Collective Bargaining Agreement to fill Clerk Craft residual vacancies that are not subject to a proper withholding order pursuant to Article 12 of the CBA.

In order to revert a residual Clerk Craft duty assignment, the procedures listed in the terms of the Memorandum of Understanding (MOU) concerning Reversion of Withheld/Residual Vacancies dated November 7, 2011 shall be followed.

A. Residual duty assignments will be filled in the following order:

1. Assign existing unencumbered clerks in the same installation pursuant to Article 37.4;
2. Employees with Clerk Craft retreat rights pursuant to Article 12.5.C.5.a(5) or Article 12.5C.b(6);
3. Reassignment of full-time regular Clerk Craft employees in an installation impacted by excessing, pursuant to Article 12.5.C(5), who request a transfer from an installation within the District or a 100 mile geographic radius through the eReassign Clerk Craft 21-Day Posting;
4. Conversion of part-time flexible (PTF) Clerk Craft employees in the same installation pursuant to Article 37.5;
5. Reassignment of full-time regular Clerk Craft employees in an installation impacted by excessing, pursuant to Article 12.5.C5, who request a voluntary transfer from an installation beyond the District or 100 mile geographic radius through regular eReassign;
6. Residual vacancies that remain after Item 5 above will be filled by the:
 - a) conversion of Postal Support Employees (PSEs) within the same installation; or,
 - b) acceptance and placement of voluntary reassignment (transfer) requests pending in eReassign from bargaining unit employees who meet the minimum qualifications (including full and part-time Clerk Craft employees) or reassignment of bargaining unit employees within the installation. Employees from other APWU

crafts in an impacted installation will receive priority consideration.

If there are insufficient requests from bargaining unit employees who meet the minimum requirements, non-bargaining unit employees may be reassigned to a full-time regular opportunity.

Reassignment 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 opportunities filled in offices of 100 or more work-years and one in every six full-time opportunities filled in offices of less than 100 work-years. At least three or five, as applicable, of full-time opportunities will be filled by conversion of PSEs to full-time-regular career status based on their relative standing in the same installation as the full-time opportunities.** Such conversions will take place no later than the first day of the third full pay period after either the close of the posting cycle or, when an employee is being considered for transfer, the date the employee or employer rejects the offer/request.

7. Conversion of Clerk Craft PSEs to career status who express a preference from an installation within a 50 mile geographic radius. The PSE with the highest installation standing within the 50 miles will be selected. Conversion of PSEs to career will take place no later than the first day of the third full pay period after either the close of the posting cycle or, when an employee is being considered for transfer, the date the employee/employer rejects the offer/request.

B. When there is a demonstrated need to create and/or fill PTF assignments, such assignments will be filled in the following order:

1. Conversion of Clerk Craft PSEs within the installation by relative standing no later than the first day of the third full pay period after either the close of the posting cycle or, when an employee is being considered for transfer, the date the employee/employer rejects the offer/request;

2. Transfer through regular eReassign of PTF Clerk Craft employees by seniority within a 50 mile radius of the installation with the vacancy;

3. Offer to PSEs working in an installation within a 50 mile radius of the installation with the vacancy. The PSE with the highest installation standing within the 50 miles will be selected. Conversion of PSEs to career will take place no later than the first day of the third full pay period after either the close of the posting cycle or, when an employee is being considered for transfer, the date the employee/employer rejects the offer/request.

C. All residual vacancies will be made available through eReassign for a period of twenty-one (21) days. The results of this posting will be determined by the application of items 3 - 6 above.

D. When converting PSEs to residual Function 4 duty assignments with window duty requirements, the conversion to career will be deferred, if necessary, until

after the PSE(s) with the highest relative standing is provided an opportunity to train and qualify on window requirements. Any PSE who fails to qualify under this training opportunity, will remain in a PSE status, with the same relative standing, for future conversion opportunities. PSEs who fail to qualify on the window requirements will serve the 180 day restriction provided in Article 37.3.F.7(b).

E. During the term of this Agreement no reassignments in the Clerk Craft will be made within or between installations or from other crafts, unless the reassignment is made based on mutual exchange in accordance with Article 37.2.D.7, or through the Article 12 involuntary reassignment process or pursuant to this Agreement.

F. The seniority of employees moving between installations pursuant to the terms of this Agreement will be determined by application of the relevant provisions of the Collective Bargaining Agreement.

G. Employee moving between installations pursuant to the terms of this Agreement are solely responsible for any and all costs related to relocation.

H. The National APWU Director of the Clerk Division will be provided a list of all residual vacancies posted for each 21-day and eReassign cycle and the results.

I. The parties agree to establish a task force, within six (6) months of the signing of this Agreement, to explore ways to expedite the eReassign posting and placement process.

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

Re: Article 37 eReassign Task Force

The parties have agreed in the Memorandum of Understanding (MOU) on Residual Vacancies - Clerk Craft to establish a task force, within six (6) months of the signing of the 2015 Collective Bargaining Agreement, to explore ways to expedite the eReassign posting and placement process.

Among the issues to be addressed will be the feasibility of combining the 21 day Clerk Craft posting and the regular eReassign posting processes.

The Task Force will consist of three members appointed by the APWU and three members appointed by the Postal Service.

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

Re: Excessing by Seniority Task Force

Concerns have been raised with regard to the application of seniority when excessing out of the craft or installation. The parties have further agreed to explore how the excessing of Clerk Craft employees solely by seniority may resolve these