SETTLEMENT AGREEMENT

BETWEEN THE

UNITED STATES POSTAL SERVICE

AND THE

AMERICAN POSTAL WORKERS UNION, AFL-CIO

RE: Q10C-4Q-C 15194931 / HQTC20150814

Recently the parties met during pre-arbitration discussions regarding the above referenced dispute. The interpretive issue in this dispute is whether the MOU Re: *Clerk Craft Jobs*, Section 2, and the subsequent Lead Clerk Questions and Answers (Q&As) dated May 4, 2012 require that all employees occupying Lead Clerk duty assignments must be given access to the Lead Clerk Role in TACS, receive the required TACS training, and be assigned TACS duties.

After further review and discussion, it is mutually agreed to resolve this dispute in accordance with the following understanding of the parties:

1. All Clerk Craft employees occupying Lead Clerk duty assignments will be provided the required training for the Lead Clerk Clock Office role in TACS.

2. Access to the Lead Clerk role in TACS and assignment of TACS duties is based on local operational circumstances. Example: Where there is more than 1 Lead Clerk duty assignment within the facility, not all Lead Clerks must be assigned TACS duties. However, a minimum of one will be assigned the Lead Clerk Clock Office role in TACS to perform these duties.

3. The parties agree that the provisions above are only applicable in facilities that meet the criteria for Lead Clerk duty assignments in accordance with the MOU Re: *Clerk Craft Jobs* and the MOU Re: POStPlan: *Staffing of Offices, Filling of Assignments, PSE Usage and Conversions.*

4. In facilities that are authorized Lead Clerks and in POStPlan offices that are authorized Lead Clerks in the APO installation, TACS duties will be assigned to the Lead Clerk in accordance with the TACS Lead Clerk Clock Office role.

Accordingly, the parties agree that any case held pending this national dispute will be resolved in accordance with this agreement and local fact circumstances.

Rickey R. Dean
A/Manager Contract Administration
United States Postal Service

Date: 2/4/2016

Lamont Brooks
Assistant Director Clerk Division
American Postal Workers Union
(AFL-CIO)

Date: 2/4/2016

LEAD CLERK CLOCK OFFICE role

This role was designed for the LEAD CLERK position in field timeCLOCK offices. This role is designed to allow the LEAD CLERK the ability to support the supervisor by being able to run various reports and to make supervisor approved entries to correct time and attendance records based on properly completed supporting documents. This is a Read / Write role.

- ***Who may be granted the LEAD CLERK CLOCK OFFICE role:***

Employees in the following positions and those detailed to these positions:

-Occupation Code: 2320-0008, LEAD CUSTOMER SERVICE CLERK PS-O7

-Occupation Code: 2315-7153, LEAD MAIL PROCESSING CLERK PS-O7

-Occupation Code: 2320-0009, LEAD SALES & SERVICES ASSOCIATE PS-O7

- ***Who may NOT be granted the LEAD CLERK CLOCK OFFICE role:***

Everybody else.

NOTE 1:

It is required that the user attends the 8 hour **TACS Supervisor Training** (course # 31267-01). It is also highly recommended that user first complete **LMS TACS System Training** (course # 10022826) and the 4 ½ hour **Time Is Money** class (course # 21564-01).

NOTE 2:

This role requires Area level approval.

This role requires National level approval if the Area does not utilize the FSC role.

Employee Resource Management

UNITED STATES POSTAL SERVICE

May 14, 2013

Human Resources Managers (Area)

SUBJECT: Time and Attendance Collection System Training

Effective immediately the training requirements for newly promoted supervisors enrolled in the New Supervisor Program has been modified. The three previous Time and Attendance Collection System (TACS) related courses listed below will remain in the overall program. The TACS Supervisory course is the only ***mandatory*** course and the other two are now ***optional***.

- TACS Supervisory – LMS Course #3126701 (***Mandatory***)
- Time is Money – LMS Course #2156400 (***Optional)***
- Fundamentals of Timekeeping – LMS Course #3150105S (***Optional***)

In addition to the change for newly promoted supervisors, effective May 18th the Lead Clerk job descriptions were modified to incorporate the following language:

"Make supervisor approved entries to correct time and attendance records and retains required supporting documents".

This modification will enable the Lead Clerks access to TACS through a newly created Lead Clerk Clock Office role.

Similar to the training requirement above for newly promoted supervisors, the only ***mandatory*** training for the Lead Clerk position is the TACS Supervisory Course, LMS #3126701.

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