

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

Re: City Delivery Staffing Adjustment – Hiring Part-Time Flexible City Letter Carriers

The United States Postal Service (USPS) and the National Association of Letter Carriers, AFL-CIO (NALC) are committed to achieving and maintaining appropriate staffing levels in the city letter carrier craft to provide quality service to our customers. As an initial means toward that end, the parties agree that all city carrier assistants (CCAs) in the installations identified in the attachment will first be converted to part-time flexible career status, and then part-time flexible employees will be hired in the identified installations, as follows.

1. The Postal Service will convert all CCAs in the installations identified in the attachment to Part-time Flexible (PTF) career status as soon as administratively practicable, but no later than 60 days from the date of this agreement.
2. CCAs converted to PTF career status under this agreement will not serve a probationary period provided the employee completed the 90 workday or 120 calendar day evaluation period as a CCA. For those converted prior to the completion of the 90/120-day period as a CCA, the length of the probationary period as a career employee will be the number of days needed for a cumulative total of 90 calendar days.
3. CCA conversions to career status that would otherwise be completed prior to the date indicated in the attachment will be completed in accordance with the appropriate provision(s) and timeline in the collective bargaining agreement.
4. Conversions made under this memorandum are in addition to conversions to full-time regular opportunities pursuant to the Memorandum of Understanding, *Re: Full-time Regular Opportunities – City Letter Carrier Craft*.
5. Employees converted to PTF career status under the terms of this memorandum will be placed in PTF Step AA, and future step increases will be in accordance with Article 9 of the collective bargaining agreement.
6. The Postal Service may employ a number of PTF city carriers in the 200 workyear installations covered by this agreement up to 22 percent of the total number of full-time career city carriers in those installations. This exception to the Employer's obligation to staff all postal installations which have 200 or more workyears of employment in the regular work force with 88 percent full-time employees in the letter carrier craft pursuant to Article 7.3.A only applies in the installations covered by this agreement.
7. Conversions pursuant to this memorandum will count toward the ratios referenced in the Memoranda of Understanding *Re: Full-time Regular Opportunities – City Letter Carrier Craft* and *Re: Reassignment Opportunities*.

8. CCAs will be converted based on their relative standing on the CCA rolls within the installation.
9. 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 terms of the collective bargaining agreement.
10. After the conversions referenced above are completed, the Postal Service will hire PTF city letter carriers in the installations indicated in the attachment. Such hiring will continue in order to reach and maintain the number of PTF city letter carriers on the rolls as indicated for each installation in the attachment.
11. No CCAs may be hired in installations while covered by this agreement.
12. In addition to full-time duty assignments filled through Article 41.1 of the collective bargaining agreement, management will create full-time incumbent only unassigned regular positions to cover vacancies created by full-time regular city carriers who are on rolls but are not available, unless the positions already exist to cover such vacancies. For the purposes of this agreement, management will use the following to identify a potential unassigned regular opportunity:
 - a full-time city carrier who has no paid workhours for a continuous period of thirteen pay periods, or
 - a full-time carrier who becomes absent for an extended period and it is likely that the employee will not return to duty for an extended period of time.

Before an unassigned position is created for a vacancy outlined in this section, consideration will be given to the likelihood the employee returns to duty and the city letter carrier complement in the installation.

The Postal Service will review the unassigned city letter carrier staffing in each covered installation every four weeks to determine whether staffing is being maintained consistent with the above. The results of this review will be provided to the national union every four weeks. Any disagreement between the parties over the creation of an Incumbent only unassigned regular position will be addressed through the alternative dispute resolution process currently in use to address issues regarding the MOU Re: *Full-time Regular Opportunities – City Letter Carrier Craft*.

13. When a full-time regular opportunity becomes available in an installation which has a PTF city letter carrier(s) on the rolls on the date the opportunity is filled, the opportunity will be filled in accordance with Item 1 of the Memorandum of Understanding Re: *Full-time Regular Opportunities – City Letter Carrier Craft*. If the opportunity could have been filled in compliance with the appropriate ratio through the acceptance of a voluntary reassignment (transfer) of a career employee had no PTF letter carriers been on the rolls, the opportunity to transfer may be offered to a career bargaining unit employee who had a request pending in eReassign at the time the opportunity became available. In this instance, employees who accept the opportunity to transfer shall report to the installation as a PTF city letter carrier and shall begin a new period of seniority in the


gaining installation. Transfers accepted in accordance with this agreement shall be counted when determining the ratio.

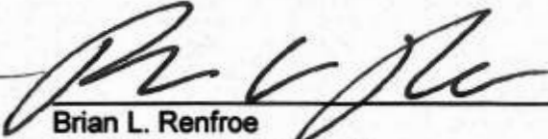
14. Full-time opportunities which become available in the installations identified in the attachment will continue to be filled in accordance with the Memoranda of Understanding *Re: Full-time Regular Opportunities – City Letter Carrier Craft* and *Re: Reassignment Opportunities*.

Conversions and hiring under this memorandum are on a one-time basis and create no further obligation beyond those specified in the collective bargaining agreement. However, the parties will monitor staffing levels to determine the need to add installations to the attached list and/or other further actions to improve staffing.

This agreement is without prejudice to the position of either party in this or any other matter and may not be cited in any forum except to enforce its terms. This agreement is effective from the date of signature. Once an installation's PTF staffing level in the attached list is reached and maintained for four consecutive pay periods, either party may remove the installation from this agreement by providing 30 days written notice to the other party. Either party may terminate this agreement in its entirety by providing 30 days written notice to the other party.

Upon termination of this agreement pursuant to the above paragraph, in any 200 workyear office that is outside the 88/12 full-time/PTF ratio outlined in Article 7.3, the Postal Service will increase the percentage of full-time employees in the letter carrier craft in those installations by at least 2 percent every other pay period after termination until the full-time staffing obligation in Article 7.3.A referenced above is met. Until the 7.3.A ratio is met, the combination of PTFs and CCAs may not exceed 22 percent of the total number of full-time career city carriers in the installation.


Thomas J. Blum
Acting Vice President
Labor Relations
United States Postal Service


Brian L. Renfro
Executive Vice President
National Association of Letter Carriers,
AFL-CIO

Date: 5/24/2022

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Area	District	Installation	Lead Finance #	NALC PTFs to Achieve
ATLANTIC	DE-PA 2	NORRISTOWN PO	416088	34
ATLANTIC	DE-PA 2	READING PO	416928	14
ATLANTIC	MA-RI	BOSTON PO	240799	190
ATLANTIC	New York 3	ALBANY PO	350060	18
ATLANTIC	New York 3	ITHACA PO	354160	7
ATLANTIC	New York 3	SCHENECTADY PO	357535	15
ATLANTIC	Pennsylvania 1	CAMP HILL PO	411136	4
ATLANTIC	Pennsylvania 1	HARRISBURG PO	413484	21
ATLANTIC	Pennsylvania 1	PITTSBURGH PO	416608	104
CENTRAL	IA-NE-SD	CEDAR RAPIDS PO	181503	14
CENTRAL	Indiana	INDIANAPOLIS PO	174037	93
CENTRAL	KS-MO	KANSAS CITY PO	284218	74
CENTRAL	KY-WV	LOUISVILLE PO	204788	62
CENTRAL	MN-ND	MINNEAPOLIS PO	266360	107
CENTRAL	MN-ND	ROCHESTER PO	267960	14
CENTRAL	MN-ND	SAINT PAUL PO	268360	66
CENTRAL	Ohio 2	CINCINNATI PO	381603	92
CENTRAL	Ohio 2	COLUMBUS PO	381792	72
CENTRAL	Wisconsin	STEVENS POINT PO	567900	4
WESTPAC	California 1	SANTA ROSA PO	056996	24
WESTPAC	CO-WY	DENVER PO	072358	112
WESTPAC	Washington	SEATTLE PO	547616	111