

## Updated Questions and Answers

Bulk Mail Clerk PS-5  
To  
Bulk Mail Clerk PS-6

Position Description Upgrade

Mixed Duty Assignments

1) Will the existing Bulk Mail Clerk, PS-5, position description be upgraded to the position of Bulk Mail Clerk, PS-6, or to the position of Bulk Mail Technician, PS-6, as a result of the 2005 extension to the 2000-2003 National Agreement between the USPS and APWU dated September 12, 2005.

*The Bulk Mail Clerk, PS-5, position description will be upgraded to Bulk Mail Clerk, PS-6, effective March 18, 2006.*

2) Will the duty assignment of employees encumbered in the Bulk Mail Clerk, PS-5, position description, be posted for bid as a result of the upgrade?

*No. Employees encumbered in Bulk Mail Clerk, PS-5, duty assignments will be upgraded to Bulk Mail Clerk, PS-6.*

3) Do Sales & Services Associates, PS-5; Sales, Services & Distribution Associates, PS-5; and Lead Sales & Services Associates, PS-6, perform bulk mail duties?

*Although bulk mail duties are contained in each of these position descriptions, not all incumbents in duty assignments with these position descriptions perform bulk mail duties. Dependent upon the specific duty assignment, some of the incumbents may be performing bulk mail duties. These position descriptions currently state, "May verify presort and bulk mailing of all classifications, computing and maintaining on a current basis mailers' credit balances."*

4) Will the duty assignment of clerks encumbered under Sales & Services Associate, PS-5; and Sales, Services, & Distribution Associate, PS-5 positions; be automatically upgraded to PS-6?

*No. Employee and Labor Relations Manual (ELM), Section 233.3, contains criteria regarding mixed duty assignments. Those criteria must be applied to determine if a particular duty assignment should be abolished and the newly created duty assignment posted at Level 6.*

5) Will the position of PS-5 clerks encumbered in duty assignments containing relief duties for Bulk Mail Clerk, PS-6, be automatically upgraded to PS-6?

*No. Employee and Labor Relations Manual (ELM), Section 233.3, contains criteria regarding mixed duty assignments. Those criteria must be applied to determine if a particular duty assignment should be abolished and the newly created duty assignment posted at Level 6.*

6) What are the criteria for upgrade and pay regarding mixed duty assignments?

Employee and Labor Relations Manual (ELM), Section 233.3, contains criteria regarding mixed duty assignments. Those criteria must be applied to determine if a particular duty assignment should be abolished and the newly created duty assignment posted at Level 6.

7) When an upgrade to PS-6 is appropriate in accordance with Section 233.3 of the ELM, to what PS-6 position will the former PS-5 position be upgraded?

*Duty assignments which meet the criteria in the ELM will be upgraded to the position of Lead Sales & Services Associate, PS-6.*

8) Will a position which is upgraded as a mixed duty assignment be reposted?

*Yes, it will be reposted as a newly established duty assignment. It is newly established because the duty assignment is posted under a different position description. Article 37.3.A.9 does not apply in this instance. The PS-5 duty assignment which was upgraded would be abolished.*

9) What type of Bulk Mail Training is required for Bulk Mail Clerk, PS-6, or those employees who relieve this position?

*Management Instruction **EL-720-2000-6**, "Business Mail Academy Training Program requires senior bidders for Bulk Mail Clerk duty assignments "attend training and ultimately qualify for the position."*

*Language in the step 4 decision dated January, 9, 1997, Case # F90C-4F-C 96018356 would apply. That language states, "Employees who relieve any of the above positions are also required to take this core training program in its entirety."*

*The current core training program is found in Management Instruction (MI) **EL-720-2000-6**, "Business Mail Academy Training Program." This MI also states "For the purposes of this training program a relief assignment is an assignment in which handling business mail in a relief capacity is indicated in the bid posting."*

10) What type of Bulk Mail Training is required for those employees not working or relieving in a Bulk Mail Acceptance Unit, but who are working in a Lead Sales & Services Associate, PS-6 duty assignment, and who normally performs bulk mail acceptance duties on an ad hoc basis less than 20 hours per week?

*By nature, the duties are normally on an ad hoc basis and not near the frequency of that of a Bulk Mail Clerk, PS-6. Language in the step 4 decision dated January 9, 1997, Case # F90C-4F-C 96018356 would apply. That language states, "Employees who are assigned bulk mail acceptance duties on an ad hoc basis should be trained according to their assignments and need not take the entire core." The current training program is "Business Mail Acceptance Training for Associate Offices", Course Number 23201-09, which is intended to be 8 full hours in length. The course may be either self-taught or instructor led. There is no pass/fail examination.*

11) What type of Bulk Mail Training is required for those employees not working or relieving in a Bulk Mail Acceptance Unit, but who are working in a Lead Sales & Services Associate, PS-6 duty assignment, and who normally performs bulk mail acceptance duties 20 or more hours per week on an ongoing basis?

*Language in the step 4 decision dated January, 9, 1997, Case # F90C-4F-C 96018356 would apply. See question and answer #9 above.*

*The current core training program is found in Management Instruction (MI) **EL-720-2000-6**, "Business Mail Academy Training Program."*

12) What type of Bulk Mail Training is required for those employees in a Sales & Services Associate, PS-5; or Sales, Services, & Distribution Associate, PS-5 duty assignment, when the employee performs bulk mail duties?

*By nature, the duties are on an ad hoc basis and not near the frequency of that of a Bulk Mail Clerk, PS-6. Language in the step 4 decision dated January 9, 1997, Case # F90C-4F-C 96018356 would apply. That language states, "Employees who are assigned bulk mail acceptance duties on an ad hoc basis should be trained according to their assignments and need not take the entire core." The current training program is "Business Mail Acceptance Training for Associate Offices", Course Number 23201-09, which is intended to be 8 full hours in length. The course may be either self-taught or instructor led. There is no pass/fail examination.*

13) Will the upgrade to PS-6 apply when an office currently has a Lead, Sales & Services Associate, PS-6?

*Not if the LSSA is performing the bulk mail duties. However, any other upgrade will depend on whether a duty assignment held by another employee meets the mixed duty assignment criteria found in the ELM.*

14) Could more than one employee in an office qualify for the upgrade to PS-6?

*Normally the bulk mail duties would be assigned to one employee. However, any other upgrade would depend on whether the duty assignment held by other employees meet the mixed duty assignment criteria found in the ELM.*

15) At what pay level will an employee be compensated, when performing the duties of bulk mail acceptance, but who does not meet the criteria for a mixed duty assignment or position upgrade?

*Lead Sales & Services Associate, PS-6.*

16) If an Installation has a Bulk Mail Unit, will employees in stations and branches of that Installation be upgraded?

*Not normally, as bulk mail in those offices should normally only be accepted at the Bulk Mail Unit. However, it would depend on whether the duty assignment held by other employees meet the mixed duty assignment criteria found in the ELM.*

17) Do the duty assignments of employees accepting bulk mail at Convenience Deposit Points qualify for upgrade under the ELM mixed duty assignment language?

*No. These offices are only an intake point and Bulk Mail Duties are not being performed.*

18) QUESTION: Can management assign bulk mail acceptance duties to a mail processing clerk?

***Yes. If a mail processing clerk performs bulk mail acceptance duties, the criteria in ELM 233.3 should be applied to determine whether the clerk should receive higher level pay only when performing the duties or whether a mixed-level duty assignment should be posted as Level 6 Bulk Mail Clerk. If the duty assignment is posted as Level 6 Bulk Mail Clerk the procedures described in Question and Answers Number 8 above shall apply. The mail processing clerk duties would be allied duties and the senior bidder should be given the appropriate bulk mail training.***

This Question and Answer does not set a precedent for any purpose and may not be used or cited in any forum or for any purpose other than enforcement of its terms.



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