

Questions and Answers on Position Consolidations

1. What initial actions must be taken locally?

Human Resources at Headquarters has advised all field units to change titles as listed in the Position Consolidation agreement. All reclassifications and upgrades, except maintenance support positions, will have the same date, November 13, 1993. The date for the maintenance support position title changes will be announced later.

2. Can I restructure scheduled days and hours as a result of the Memorandum Of Understanding (MOU)?

No, the work days and tour for each employee should not be altered because of this MOU. No rebidding is needed.

3. I want to do a general rebid of all ET jobs. How long do I have to wait to restructure the bids?

There is no embargo on restructuring bid assignments. When necessary, you can restructure bids to meet operational needs. Please ensure this is discussed with the local union prior to implementation. Solely as a result of this MOU, the restructuring of bid assignments to accommodate employees is prohibited.

4. The Laborer Materials Handling job was listed several months ago as a "Freeze, Eliminate, Attrit", should I eliminate the position?

No, the incumbent stays in the same job title until the employee leaves it.

5. Do I post the positions identified as "eliminated through attrition"?

No action is taken until a vacancy occurs.

Once a vacancy occurs, it can be posted for bid within the occupational group until a residual vacancy occurs. Once the residual vacancy occurs, it should be reclassified as the new job indicated and posted accordingly.

6. What if one of my upgraded employees is an unassigned regular?

All upgraded employees remain in the same days and tour. An unassigned regular does the same.

7. How will seniority be determined for employees who are RECLASSIFIED to the same level?

Reclassified employees will maintain the same Preferred Assignment seniority date they had in their former position; relative standings are merged.

8. How will seniority be determined for employees who are UPGRADED?

Employees upgraded follow the National Agreement Article 38.2.F.2. Incumbents who were in the higher level position prior to June 25, 1992, will retain seniority for preferred assignments and will remain senior to those who entered a position on or after June 25, 1992.

Employees upgraded will be merged with employees who entered a position on or after June 25, 1992, based on their uninterrupted total maintenance craft service in the installation.

9. Could you give an example of a facility that has both ET-8's and ET-9's?

Employees incumbent in ET-9 jobs prior to November 13, 1993, change occupation numbers, their relative seniority remains unchanged, and they have no resultant change to their days and hours.

The ET-8's are upgraded. They entered a new occupation group and level on November 13, 1993. For seniority, they follow the rules of 38.2.F.2. They also have no resultant change to their days and hours.

10. At our BMC we have an "interim 8" ET, who is finishing On Site Maintenance Certification (OSMC). Does this employee also get promoted to ET-9 like the ET-8's at the GMF?

Yes, all ET-8's are changed.

11. How do we fill the level 4, 5 and 9 positions since the position description/title are new?

The Electronic Technician PS-9 register is completely converted from the old ET-9 register.

For Maintenance Mechanic-4, the Mechanic Helper-4 register will be used. For Maintenance Mechanic-5, the General Mechanic-5 register will be used. Offices will continue to use the current MSS procedures to fill these positions.

Whenever a new MSS process is established for the new positions, new guidelines will be issued.

12. Do the Promotion Eligibility Registers convert the same as the position consolidation list?

No. The exceptions are shown in question 11.

13. Part 6 of the MOU eliminated the Mechanic Helper, PS-4 from the Maintenance Selection System. How will that job be filled until the MSS produces a Maintenance Mechanic-4 register?

In part 6 of the MOU, Mechanic Helper was listed in error.

14. Prior to November 13, 1993, our office had no ET-9 positions, all our ET's and our Promotion Eligibility Register (PER) were level 8s. Since no one would be bypassed, could we convert the ET-8 PER to a ET-9 PER?

No, in accordance with Article 38.5.B.1, if the office never had an ET-9 PER they must now establish one.

15. Does a "relief assignment" change?

Only to the extent that the titles of the specific duty assignment(s) covered by a relief assignment are converted to the new job titles.

16. What if someone does not want their new title or new position description?

Employees in jobs affected by reclassification or upgrading may not remain in their former position title.

17. What if someone is currently on LWOP? Must I upgrade them to the higher level position?

Actions are automatic for specified positions. If their title gets upgraded, they get upgraded.

18. During the last open season some ET-8's refused to apply for ET-9. None are on the PER for ET-9. Should I promote the lower level employees who are on the ET-9 PER before moving up the ET-8's?

No. All incumbent ET-8's are considered qualified and upgraded to ET-9 on November 13, 1993.

19. What if an MPE-6 was rated by the MSS as "Not qualified" for MPE-7. Do I still upgrade the employee?

Yes. However these employees should only perform work on equipment they have been properly trained on.

20. My Industrial Equipment Mechanic PS-6 (IEM-6) wants a BEM-7 job. Can I abolish the job and place the employee in a BEM-7 as I did for the Engineman-6? The employee is on the PER for Engineman-6.

No, the IEM-6 position remains until the incumbent vacates the position. When the position is vacated, a BEM-7 job, which incorporates the duties, is then created.

21. In part 5 of the agreement I see the position "Electrician PS-6 (2805-02XX)" is eliminated. Do I abolish my electrician immediately?

No. Your electrician is a Maintenance Electrician PS-6 (2805-03XX), a different title and occupation code. The Electrician (2805-02XX) job title is vacant nationwide.

22. Several years ago a headquarters list indicated the maintenance employee title and level for each piece of equipment, how will I know what level is needed for equipment now?

Because many jobs have changed, equipment by grade level lists are now obsolete. Employees perform an expanded set of duties and responsibilities as provided in the revised position descriptions for their level.

23. What criteria do we use to determine the number of employees required from each occupational group?

In accordance with MMO-21-91, offices will need to estimate the skill level needed and staff to assure adequate coverage for performing the workload.

24. What impact will this have on training?

Some increases in training requirements are possible at offices having employees moving into different positions and duties.

On all equipment, safety training must always be a foremost consideration. Employees must not be assigned to equipment until familiar with the safety aspects of the equipment.

25. Who wrote the new position descriptions? And why didn't the field get to decide what jobs would be kept, and which ones would get new titles or promoted?

Both management and Union used a task force in the process. Each task force included knowledgeable employees from the field. The parties used the task force information to provide guidance in the discussions. Eventually the parties reached an agreement that significantly benefits both sides.

26. Item 3e shows Postal Machines Mechanic-level 6 being replaced by another duty assignment at level 7. Is this going to be an MPE-7?

Not necessarily, when the residual vacancy occurs from the Postal Machines Mechanic position, the offices may decide to replace this vacancy with a different position. On this replacement, the local manager should discuss which position title is the most appropriate with the local APWU representative. During the headquarters discussions on the position consolidation memorandum we agreed a local determination would be needed on this position.

27. Should I delay any bidding?

There is no "hold" on the bidding process.

28. Why weren't the MPE-7 and BEM-7 position descriptions included in the job consolidation package that was sent out?

Neither position description changed with the signing of the job consolidation MOU.

29. Can the MPE-7 work on building equipment?

The MPE-7 Position Description includes performing preventive maintenance inspections on MPE, building and building equipment.

It is not anticipated the MPE-7 will perform building work where BEM-7's are assigned to a facility.

30. Was the Letter Box Mechanic position frozen or eliminated?

No. There is no change to that position.

31. We have a Laborer-Custodian-3 who was selected from the MPE-6 PER four weeks ago. The promotion was to be back dated when he completed the required training. Is the promotion canceled?

No, since the selection occurred prior to November 13, 1993, when all MPE-6's were upgraded, the employee is promoted to MPE-7 upon successful completion of training.

32. We have an MPE-6 who was selected two months ago from the PER to be a Maintenance Electrician-6, the form 50 will be back dated when the required training is completed. Will this be a problem?

Yes, on November 13, 1993, all MPE-6's were upgraded to MPE-7. This employee should be provided an opportunity to select which job the employee wants. If the employee wants the pending Maintenance Electrician position, then prior to completing the required training, the employee needs to place that request in writing. If the employee declines the electrician position, he is an unassigned regular MPE-7 and available for assignment in accordance with the collective bargaining agreement.

33. An ET-8 was selected and reassigned on 8/16/93 for promotion to ET-9, pending satisfactory completion of training. The employee failed the training on 11/19/93 and had been upgraded on 11/13/93 in accordance with the MOU. Since the upgrade occurred prior to the failure, does the employee get compensated retroactively to the date of reassignment?

No. The November 13, 1993, action was an upgrade for all ET-8's. To have the retroactive compensation, the employee must fulfill the satisfactory completion of training obligation of the promotion selection.

34. In the above question, the employee was reassigned as an unassigned regular ET-8 and placed on the tour and non-scheduled days of the ET-9 duty assignment for which the training was intended. Now what is the employee's bid?

The employee is an ET-9 assigned to the same tour and non-scheduled days as prior to failing the course.

35. At our BMC we have normally had an ET-8 trained and awaiting an ET-9 vacancy. While pending the vacancy, the ET-8 would perform the duties of the former position. Does that change now?

Yes, the ET pending a vacancy is now a level 9. BMC's have normally had one or two ET-8's in a pending status after they finished their residential training. While an ET-8, they performed the work of their former position.

Now all ET's are of the same title and level. The workforce will be assigned tasks covered by their position descriptions. The total MPE/ET complement will remain unchanged.

36. We have two Clerk-Steno positions I am now thinking about swapping at least one of those positions for a Maintenance Support Clerk. Can this be done?

No, the MOU on the Maintenance Support Clerk positions was not intended to cause movement, in either direction, between these jobs. In addition, the Maintenance Support Clerk positions may not be used until headquarters announces an implementation date for the Maintenance Support Clerk MOU.

37. With the job consolidation we are having more seniority ties that cannot be broken with Article 38.3.J, what do we use next?

If the ties continue to exist after application of tie breakers listed in 38.3.J, the parties agree the following will be used to break ties.

Numerical by the last three or more numbers (using enough numbers to break the tie, but not fewer than three numbers) of the employee's social security number, from the lowest to highest.

38. What about the Maintenance Support Clerk positions?

Until an implementation date is set and announced, there will be no changes in these positions. Until the change date occurs, vacancies in the following positions should be filled using the existing titles and registers.

- ⊙ Maintenance Control Technician-6
- ⊙ Maintenance Control Clerk-5
- ⊙ Maintenance Control and Stock Clerk-5
- ⊙ Tool and Parts Clerk-5
- ⊙ Office Clerk Custodial-5

When the change date occurs, each will be converted to the new title as listed in the MOU.



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