

TEMPLATE #16



(Date)

(EMPLOYEE NAME AND EID#)

(JOB TITLE)

(INSTALLATION)

SUBJECT: Employee Notification, Involuntary Reassignment, Within the Craft, Outside the Installation

This is to advise you that due to (briefly state reasons for the reassignment), you will become excessed to the needs of this installation and you will be involuntarily reassigned with your seniority to the (name of gaining installation) as a (title of position within the same craft).

You have the option of changing to part-time flexible (title of position within the same craft) in lieu of the above involuntary reassignment. Should you not elect to change to the part-time flexible position, your involuntary reassignment will be effective (*date), or earlier if you so request.

CLERK CRAFT EMPLOYEES: In a 200 man year installation there are no Clerk Craft part-time flexible positions. An impacted Clerk in a 200 man year installation has the option to convert to a part-time regular assignment. Please consider the hours available to part-time regulars in your present installation before you make a decision. If you do exercise your option to remain in the installation as a part-time regular, you will retreat back to a full-time regular duty assignment after those impacted employees who were excessed from the installation, without regard to your seniority.

You will receive moving expenses, mileage, per diem, and reimbursement for movement of household goods, as appropriate, in accordance with Handbook, F-15, "Travel."

CLERK CRAFT EMPLOYEES: If you are involuntarily reassigned, you are entitled, at the time of reassignment, to file a written request to be returned to the first vacancy in the same or lower level, in the clerk craft, in this installation. Your request for retreat rights must indicate whether you desire to retreat to a lower level or higher level assignment and, if so, what salary level(s). You may retreat only to those lower level assignments or higher level for which you would have been otherwise eligible to bid. If vacancies are available in a specified lower salary level or higher salary level and in the salary level from which you were assigned, you will be given the option. Failure to exercise your retreat rights to the first available vacancy terminates your retreat rights. If you elect to retreat to a lower level assignment, you would not be entitled to salary protection.

NON-CLERK CRAFT EMPLOYEES: If you are involuntarily reassigned you are entitled at the time of reassignment to file a written request to be returned to the first vacancy in the same level, craft, or occupational group in this installation. Such request shall be honored so long as you do not withdraw it or decline to accept an opportunity to return.

For your convenience, the enclosed form is provided for you to indicate which of the available options you prefer.

I regret any inconvenience this reassignment may cause you. If you have any questions, please contact (name and title).

PCES Executive or Designee

Enclosure Attachment A

*Effective Date - 12.5.B.5, not less than 60 days from anticipated receipt of this letter if exceeded under the September 20, 1989, USPS/APWU Memorandum of Understanding, Re: Technological and Mechanization changes, not less than 90 days from date of first local labor-management meeting and not less than 60 days from anticipated receipt of this letter.

EMPLOYEE OPTIONS

Please read the following information and indicate your choice, (CHECK ONE BOX ONLY), complete the lower portion of this form and return the completed form in the enclosed self-addressed envelope no later than (date).

As an excess full-time (title of position), you have the option of changing to part-time flexible (title of position), or in the Clerk Craft in a 200 man year installation you have the option to change to part-time regular (title of position), in lieu of involuntary reassignment to the (name of gaining installation) as a full-time (title of position).

CLERK CRAFT EMPLOYEES: When involuntarily reassigned to the (name of gaining installation), you are entitled to file a written request to be returned to the first vacancy in the same level, lower level(s) or higher level(s) craft, or occupational group, in the (name of losing installation).

NON-CLERK CRAFT EMPLOYEES: When involuntarily reassigned to the (name of gaining installation), you are entitled to file a written request to be returned to be returned to the first vacancy in the same level, craft, or occupational group, in the (name of losing installation).

CLERK CRAFT EMPLOYEES ONLY

I wish to remain in this installation as a part-time flexible, or as a part-time regular in a 200 man year installation. I understand thjat I may work less hours than I did as a full-time regular employee.

I do not desire to be changed to (part-time flexible or part-time regular) at this office and understand that I will be reassigned to the (name of gaining installation) as a full-time employee. I wish to exercise my retreat rights to be returned to the (name of losing installation) to the first available vacancy, in the clerk craft.

If you check this box you also need to check one of the following:

I wish to retreat to the only same level position from which I was exccessed.

I wish to retreat to the same, lower or higher level position(s). (Indicate level (s) below)

I am interested in positions in levels (s) _____

Employee Name (Please Print)

Employee Seniority Date

Employee Signature

Date

NON-CLERK CRAFT EMPLOYEES

PLEASE CHECK THE APPROPRIATE BOX TO INDICATE YOUR CHOICE OF ONE OF THE THREE OPTIONS BELOW

I do not desire to be changed to part-time flexible at this office and understand that I will be reassigned to the (name of gaining installation) as a full-time employee. I wish to exercise my retreat rights to return to the first vacancy in the same level, craft, or occupational group in the (name of losing installation).

I do not desire to be involuntarily reassigned to another installation and I choose to remain at this office as a part-time flexible within my craft.

I do not desire to be changed to part-time flexible at this office and understand that I will be reassigned to the (name of gaining installation) as a full-time employee. I do not wish to exercise my retreat rights to be returned to the (name of losing installation).

PLEASE COMPLETE ALL OF THE FOLLOWING INFORMATION

Employee Name (Please Print)

Employee Seniority Date

Employee Signature

Date