

LEAD CLERKS

MOU Re: Clerk Craft Jobs

2010 – 2015
USPS / APWU
National Agreement



LABOR RELATIONS

LEAD CLERKS

Intent

- **To provide oversight, direction and support, in the absence of Supervisory presence to bargaining unit employees in both Mail Processing and Retail operations.**

(Clerk Craft Jobs MOU, Section 2)



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LEAD CLERKS

Where

- **In any facilities where clerks work without direct supervision**
- **In facilities that have a minimum complement of five (5) clerks.**
- **In facilities with only a Retail Operation**

(Clerk Craft Jobs MOU, Section 2)



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LEAD CLERKS

How Many

- **Ratio based on facility clerk craft complement**
 - ◆ **5 to 49 clerks – 1**
 - ◆ **50 to 99 clerks – 2**
 - ◆ **100 to 199 clerks – 3**
 - ◆ **200 to 499 clerks – 5**
 - ◆ **500 or more clerks – 5 plus 1 for each additional 100 clerks**

(Clerk Craft Jobs MOU, Section 2.C)



LABOR RELATIONS

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5/4/12 Q&A#7. Is the ratio of Lead Clerk assignments in the clerk craft complement in a facility based on the entire facility or by tour?

ANSWER: Facility clerk complement



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Are PSE clerks counted in the facility complement for purposes of the MOU ratio?

ANSWER: No



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5/4/12 Q&A#8. If there are five clerks in any facility, must a Lead Clerk duty assignment be created?

ANSWER: Yes, in accordance with item #2 of the Clerk Craft Jobs MOU which states, *“The Employer will fill duty assignments of a Lead Clerk in any facilities where clerks work without direct supervision and in facilities that have a minimum complement of five (5) clerks.”*



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5/4/12 Q&A#9. Will Lead Clerk duty assignments be created in facilities where clerks work without direct supervision, even if there are less than five clerks?

ANSWER: Yes, in accordance with item #2 of the Clerk Craft Jobs MOU which states, *“The Employer will fill duty assignments of a Lead Clerk in any facilities where clerks work without direct supervision...”*



LABOR RELATIONS

LEAD CLERKS

10/20/11 Q&A#19. The Employer will fill Lead Clerk duty assignments in any facilities where clerks work without ‘direct supervision.’ What is meant by ‘direct supervision’?

ANSWER: “Direct supervision” means the actual physical presence of a supervisor.



LABOR RELATIONS

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5/4/12 Q&A#13. What happens if as a result of an excessing event a clerk facility's complement changes?

ANSWER: If there is an increase in facility clerk complement resulting in an increase of Lead Clerk duty assignments, due to the ratio, then the Lead Clerk duty assignments will be created accordingly. If there is a reduction, then the USPS may reduce the number of Lead Clerk duty assignments based on the ratio, however, the impacted clerk(s) would receive saved grade pursuant to Article 37.4.C.6.



LABOR RELATIONS

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5/4/12 Q&A#14. May the USPS create more Lead Clerk assignments than the ratio listed in the MOU?

ANSWER: Yes. The MOU lists the minimum number of Lead Clerk duty assignments required.



LABOR RELATIONS

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5/4/12 Q&A#1. How will the Lead Clerk duty assignments be created?

ANSWER: They will be newly created duty assignments posted for bid installation wide to the senior qualified bidder, in accordance with Article 37.



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LEAD CLERKS

5/4/12 Q&A#2. At what level will the Lead Clerk duty assignments be created?

ANSWER: They will be created at one level above other employees in the group.



LABOR RELATIONS

LEAD CLERKS

6/28/11 Q&A#60. How will Lead Clerks be selected?

ANSWER: Lead Clerk positions will be posted as senior-qualified duty assignments. Clerk Craft employees are eligible to bid on these assignments.



LABOR RELATIONS

LEAD CLERKS

5/4/12 Q&A#18. Can Lead Clerk positions be posted as Non-Traditional Full-Time (NTFT) duty assignments?

ANSWER: Yes, provided they are posted in accordance with the NTFT Duty Assignments MOU.



LABOR RELATIONS

LEAD CLERKS

6/28/11 Q&A#61. Will LSSA's be grandfathered into Lead clerk duty assignments?

ANSWER: Employees currently occupying LSSA duty assignments will be administratively converted into Lead Clerk duty assignments without reposting unless there are more LSSA's than the number of Lead Clerks provided for in the MOU.



LABOR RELATIONS

LEAD CLERKS

6/28/11 Q&A#62. What if there are currently more LSSA's than the number of Lead Clerk positions provided for in the MOU?

ANSWER: The minimum number of Lead Clerks, to be assigned by seniority, is determined in Section 2.C of the Clerk Craft Jobs MOU. The Employer may create additional Lead Clerk duty assignments based on operational need.



LABOR RELATIONS

LEAD CLERKS

6/28/11 Q&A#63. Will LSSA's who do not receive a Lead Clerk position be entitled to saved grade?

ANSWER: Yes. LSSA's who do not receive a Lead Clerk duty assignment will become unencumbered and receive saved grade pursuant to 37.4.C.6.



LABOR RELATIONS

LEAD CLERKS

5/4/12 Q&A#17. Are there any other current Level 7 clerk positions that can be grandfathered into Lead Clerk positions?

ANSWER: In accordance with Section 2.C of the Clerk Craft Jobs MOU, other existing clerk craft positions of a similar nature identified by the parties shall be grandfathered into the new position of Lead Clerk. This determination is made at the national level.



LABOR RELATIONS

LEAD CLERKS

5/4/12 Q&A#19. What training & testing requirements will there be for the Lead Clerk positions?

ANSWER: Training will be provided, where necessary, to assist the Lead Clerk in providing oversight, direction and support to other employees and to perform administrative duties. It is anticipated that Lead Clerks will have, based on their experience, the ability to provide technical guidance to other employees.



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The establishment of Lead Clerk positions is directly linked to the new restrictions on the use of 204-B work hours in the clerk craft, in accordance with Section 2.D of the Clerk Craft Jobs MOU.

- **Review procedure developed in year 2 of the Agreement**
- **At the end of year 2 review procedure is applied with the expectation that the number of work hours utilized for 204-B activities will be reduced or eliminated in those units with a Lead Clerk position**



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- **Not later than June 1, 2012, the Employer will eliminate the usage of 204-B's except in the absence or vacancy of a supervisor for 14 days or more.**
- **Beginning June 1, 2012, clerk craft employees will not be utilized in 204-B details to supervisor positions except as described above.**
- **The usage of a 204-B in this exception is normally limited to no more than 90 days.**



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LEAD CLERKS

10/20/11 Q&A#20. Is the exception intended to be 14 calendar days or 14 work days and must they be consecutive days?

ANSWER: It is intended to be a period of 14 or more consecutive calendar days (two weeks or more).



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10/20/11 Q&A#21. Must the same 204-B be utilized for the entire two week period?

ANSWER: No. The 14 day period refers to the absence or vacancy of the supervisor.



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10/20/11 Q&A#22. Beginning June 1, 2012, 204-B's may only be utilized during the absence or vacancy of a supervisor for 14 days or more and this use is limited to no more than 90 days. Could a different 204-B be utilized for a second 90 day period once the first 204-B (or several 204-B's) completed the initial 90 day assignment?



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ANSWER: No. The vacancy or absence is normally limited to one 90 day period. Exceptions would only be appropriate in very limited situations (e.g., supervisor on 4 months maternity leave; supervisor on 6 months military leave; or similar situations).



LABOR RELATIONS

LEAD CLERKS – ADDITIONAL FAQ'S

5/4/12 Q&A#3. Will the Lead Clerk have access to TACS records (clock rings) and can they make adjustments?

ANSWER: Yes, with the approval of the supervisor. The supervisor must still authorize employee time using the TACS application in all sites where it is available.



LABOR RELATIONS

LEAD CLERKS – ADDITIONAL FAQ's

5/4/12 Q&A#4. Will the Lead Clerk duty assignment have a principal assignment area?

ANSWER: Yes, in accordance with Article 37. However, the designation of a principal assignment area shall not impact the number of Lead Clerk positions, which are determined by the MOU ratio.



LABOR RELATIONS

LEAD CLERKS – ADDITIONAL FAQ's

5/4/12 Q&A#5. How will the Lead Clerk be scheduled for overtime, holiday scheduling, leave, etc.?

ANSWER: They will be scheduled in accordance with the LMOU and Collective Bargaining Agreement.



LABOR RELATIONS

LEAD CLERKS – ADDITIONAL FAQ'S

5/4/12 Q&A#6. Can the Lead Clerk issue discipline or approve leave?

ANSWER: No.



LABOR RELATIONS

LEAD CLERKS – ADDITIONAL FAQ's

5/4/12 Q&A#10. Can you have a Lead Clerk duty assignment in CFS?

ANSWER: The parties agree that upon consultation with the Union at the National Level, Lead Clerk positions may be created in certain assignment areas with specific qualification requirements (example: CFS). However, the creation of these Lead Clerk duty assignments shall not impact the minimum number of Lead Clerk duty assignments in the facility, which are determined solely by the MOU ratio.



LABOR RELATIONS

LEAD CLERKS – ADDITIONAL FAQ's

5/4/12 Q&A#11. In post offices where the supervisor maintained the floor stock and that supervisory job is eliminated, may the floor stock be transferred to the LSSA?

ANSWER: Yes, if the supervisory position is eliminated and separation of duties are maintained consistent with postal regulations and policies.



LABOR RELATIONS

LEAD CLERKS – ADDITIONAL FAQ's

5/4/12 Q&A#12. How will higher level details be made to the Lead Clerk duty assignment?

ANSWER: Higher level details will be made in accordance with Article 25 of the Collective Bargaining Agreement.



LABOR RELATIONS

LEAD CLERKS – ADDITIONAL FAQ's

5/4/12 Q&A#15. If a section is undergoing excessing and/or there are clerks with retreat rights to a section and level where Lead Clerk duty assignments are being posted, will the assignment be posted installation wide?

ANSWER: Based on Article 12 and the LMOU, Item 18, the posting may be limited to in-section bidding where the retreat rights are to a section and level.



LABOR RELATIONS

LEAD CLERKS – ADDITIONAL FAQ's

5/4/12 Q&A#16. Is there a difference between the LSSA and the Lead Customer Service Clerk (LCSC)?

ANSWER: Yes. The LSSA is utilized in a Function 4 facility with a retail/window operation. The LCSC will normally be utilized in a Function 4 facility that has no window/retail operation. In a large facility with both retail and distribution, you could have both based on operational needs and the MOU ratio.



LABOR RELATIONS

LEAD CLERKS – ADDITIONAL FAQ'S

Can the Level 7 Lead Clerks direct other clerks in the group that are Level 7?

ANSWER: If the majority of clerks in the group are Level 6, the Lead Clerk will be Level 7.



LABOR RELATIONS

LEAD CLERKS – ADDITIONAL QUESTIONS

- **Can a clerk cover a PM on Saturday (in an office that does not qualify for a Lead Clerk)?**

ANSWER: The Postal position is Yes

- **Can a MH or a carrier (city or rural) still work as a 204-B and supervise clerks? If so, would they be subject to the restrictions and guidelines in the clerk contract?**

ANSWER: The Postal position is Yes and No



LABOR RELATIONS

LEAD CLERKS – ADDITIONAL QUESTIONS

- **Does a clerk working in an OIC assignment come under the 204-B guidelines and restrictions?**

ANSWER: The Postal position is No.

- **Are there any exceptions to the 90-day rules for 204-B's in offices with a supervisory vacancy they cannot fill – like to cover a SDO vacancy in an office that is under an AMP study we are not allowed to hire because of the potential EAS impact?**

ANSWER: Generally, no exception. However, HQ will dialogue with APWU.



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LEAD CLERKS – ADDITIONAL QUESTIONS

- **Can a PSE act as a supervisor on weekends?**

ANSWER: Will discuss further.

- **Can a clerk be detailed to supervise just carriers (city and/or rural) or mail handlers and would they be subject to the APWU 204-B restrictions and guidelines when doing so?**

ANSWER: The Postal position is no.



LABOR RELATIONS

LEAD CLERKS – ADDITIONAL QUESTIONS

- **Are we required to cover the Lead Clerk duties with a higher level detail person when the Lead Clerk is on annual or sick leave?**

ANSWER: The Postal position is No

- **In an Associate Office, if the Lead Clerk is in charge, can they supervise city and/or rural carriers?**

ANSWER: Lead Clerks do not supervise. They provide oversight, direction and support in the absence of Supervisory presence to bargaining unit employees, which may include other crafts.



LABOR RELATIONS

LEAD CLERKS – ADDITIONAL QUESTIONS

- **In the Q&As, is the “group” limited just to clerks or does it include all bargaining unit employees (carriers, MH, etc.)**

ANSWER: The “group” may include other crafts.

- **Can you have a PTF Lead Clerk (for example, in an office with 5 PTF clerks and no FTR)?**

ANSWER: Yes. Alternatively, you could replace one of the PTFs with a Lead Clerk in a NTFT duty assignment.