

**APWU  
TE 1  
DECISION TREE ON  
HIRING ELIGIBILITY**

**1. DOES THE INSTALLATION  
HAVE AUTOMATION  
IMPACT?**

|   |  |  |  |
|---|--|--|--|
| <p><b>YES</b></p> <p>IDENTIFY THE POSITION TITLE(S) TO THE APPROPRIATE LEVEL OF THE UNION, (EG LOCAL OR REGIONAL) ALONG WITH THE OTHER REPORTING REQUIREMENTS OUTLINED IN QUESTION # 2 BELOW.</p> | <p><b>NO</b></p> <p>ARE RESIDUAL VACANCIES BEING WITHHOLDING FOR AN INSTALLATION IMPACTED BY AUTOMATION?</p>   |  |  |
|   | <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; text-align: center; vertical-align: top; padding: 5px;"> <p><b>YES</b></p> <p>CONTINUE WITH QUESTION # 4.</p> </td> <td style="width: 50%; text-align: center; vertical-align: top; padding: 5px;"> <p><b>NO.</b></p> <p><b>STOP!</b></p> <p>CURRENTLY NOT ELIGIBLE TO HIRE TRANSITIONAL EMPLOYEES</p> </td> </tr> </table> | <p><b>YES</b></p> <p>CONTINUE WITH QUESTION # 4.</p> | <p><b>NO.</b></p> <p><b>STOP!</b></p> <p>CURRENTLY NOT ELIGIBLE TO HIRE TRANSITIONAL EMPLOYEES</p> |
| <p><b>YES</b></p> <p>CONTINUE WITH QUESTION # 4.</p>  | <p><b>NO.</b></p> <p><b>STOP!</b></p> <p>CURRENTLY NOT ELIGIBLE TO HIRE TRANSITIONAL EMPLOYEES</p>   |  |  |

**2. CAN THE IMPACT BE  
ACCOMODATED WITHIN THE  
CRAFT AND INSTALLATION?**

|   |  |
|---|--|
| <p><b>YES</b></p> <p>THE UNION AT THE LOCAL LEVEL AS WELL AS THE AREA OFFICE WILL BE PROVIDED WITH THE FOLLOWING INFORMATION:</p> <ul style="list-style-type: none"> <li>• ATTACHEMENT B (BASELINE)</li> <li>• EQUIPMENT DEPLOYMENT SCHEDULE TO INCLUDE THE FOLLOWING: <ul style="list-style-type: none"> <li>⇒ TYPE OF EQUIPMENT</li> <li>⇒ DATE OF DEPLOYMENT</li> <li>⇒ DEPLOYMENT SITE(S)</li> </ul> </li> </ul> <p>*IF UNIMPACTED RESIDUAL VACANCIES WILL BE NEEDED TO ACCOMMODATE IMPACTED EMPLOYEES, FOLLOW THE PROCEDURES IN THE "NO" COLUMN.</p> | <p><b>NO</b></p> <p>IN ADDITION TO THE REQUIREMENTS OUTLINED IN THE "YES" ANSWER, COMPLETE THE ARTICLE 12, "SITE MAINTENANCE/IMPACT REPORT." THE ENTIRE PACKAGE IS FORWARDED TO AREA PRIOR TO PROVIDING TO LOCAL UNION.</p> <hr style="border: 0.5px solid black;"/> <p>THE AREA HAS THE CONTRACTUAL REQUIREMENT TO NOTIFY THE REGIONAL APWU COORDINATOR OF THE NEED TO EXCESS TO THE NEEDS OF THE INSTALLATION. IN ADDITION, THE AREA HAS THE REQUIREMENT TO NOTIFY THE APWU REGIONAL COORDINATOR OF THE NEED TO WITHHOLD RESIDUAL VACANCIES.</p> |
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**3. HAVE THE IDENTIFIED IMPACTED EMPLOYEES HAD THE OPPORTUNITY TO SIGN UP FOR OPTING (21 DAY SIGNUP PERIOD)?**  
 (NOTE PERIOD DETERMINED LOCALLY WITH YOUR LOCAL UNION)

|  |   |
|--|---|
| <b>YES</b>   | <b>NO</b>   |
| <b>MAINTAIN THE FILE FOR FUTURE USE WHEN A DUTY ASSIGNMENT IS IDENTIFIED FOR "HELD PENDING REVERSION".</b> | <b>STOP!</b><br><b>THE OPTING SIGNUP MUST BE COMPLETED TO INSURE COMPLIANCE WITH THE MEMORANDUM OF UNDERSTANDING ON THE 1. THEREFORE, AFFORD THE EMPLOYEES ENCUMBERED IN THE IDENTIFIED IMPACTED DUTY ASSIGNMENTS THE OPPORTUNITY TO SIGN UP FOR THE "OPTING" LIST.</b> |

**4. DOES THE INSTALLATION CURRENTLY HAVE DUTY ASSIGNMENT(S) "HELD PENDING REVERSION" AND/OR WITHHELD?**

|   |                                    |   |
|---|------------------------------------|---|
| <b>YES</b>  |                                    | <b>NO.</b>  |
| <b>HELD PENDING REVERSION</b>   | <b>WITHHELD PER ARTICLE 12</b>     | <b>STOP!</b>  |
| <b>REVIEW OPTING FILE TO DETERMINE IF ANY FULL-TIME IMPACTED EMPLOYEE(S) WHO ARE PERFORMING THE IDENTICAL DUTIES AND WHO POSSESS THE IDENTICAL SKILLS OF THE "HELD PENDING REVERSION" DUTY ASSIGNMENT HAS SELECTED AS ONE OF THEIR PREFERENCES.</b> | <b>CONTINUE WITH QUESTION # 6.</b> | <b>CURRENTLY NOT QUALIFIED TO HIRE TES AT THIS POINT.</b> |

**5. DID THE OPTING FILE  
PRODUCE ELIGIBLE EMPLOYEES  
WHO SELECTED THE HOURS AND  
DAYS OF THE "HELD PENDING REVERSION"  
DUTY ASSIGNMENT?**

|   |  |
|---|--|
| <b>YES</b>  | <b>NO</b>                                  |
| <b>CONTINUE THE OPTING PROCESS UNTIL THERE IS A RESIDUAL IMPACTED DUTY ASSIGNMENT TO BE USED FOR PLACEMENT OF A PTF OR REVERSION OF THE "RESIDUAL" VACANCY.</b> | <b>GO TO THE NEXT STEP IN THE PROCESS.</b> |

**6. ARE THERE ANY CURRENTLY  
QUALIFIED PART-TIME FLEXIBLE  
EMPLOYEES?**

|   |  |
|---|--|
| <b>YES</b>  | <b>NO</b>  |
| <b>ASSIGN THE PTF TO THE "HELD PENDING REVERSION" AND/OR "WITHHELD" DUTY ASSIGNMENT. AT THIS POINT HIRE TEs TO COVER THE DUTIES OF THE PTF YOU ASSIGNED TO THE "HELD PENDING REVERSION" OR "WITHHELD" DUTY ASSIGNMENT</b> | <b>HIRE TEs TO COVER THE "HELD PENDING REVERSION" AND/OR "WITHHELD" DUTY ASSIGNMENT.</b> |

**7. HAS THE INSTALLATION  
EXPERIENCED PTF ATTRITION, OTHER THAN  
CONVERSION TO FULL-TIME?**

|  |  |
|--|--|
| <b>YES</b>   | <b>NO</b>  |
| <b>TEs CAN ALSO BE HIRED TO REPLACE PTF ATTRITION FOR OTHER THAN CONVERSION TO FULL-TIME</b> | <b>STOP!<br/><br/>CURRENTLY ARE NOT ELIGIBLE TO HIRE TEs FOR THIS PURPOSE.</b> |

**ATTACHMENTS B1, B2 AND B3 ARE REQUIRED TO BE COMPLETED AND PROVIDED TO THE LOCAL UNION AND AREA OFFICE ON A POSTAL QUARTERLY BASES.**