

AGREEMENT CONCERNING THE USE OF LOANED CLERKS IN FORT DODGE

Postal management has felt a need to use loaned clerks in the Fort Dodge Post Office from surrounding offices and has scheduled these clerks to work each week for some time. APWU recognizes that at times there may be a need to borrow clerks for other offices but is concerned that this be done in the most equitable manner possible and with the least possible disruption of the lives of its members. APWU is also concerned that these loaned clerks not be used solely as an alternative to hiring clerks to fill existing vacancies in the Fort Dodge complement.

However, as long as the need to borrow clerks exists, the parties agree to these principles to determine the scheduling of clerks from other offices into Fort Dodge.

1. The first group of clerks scheduled will be volunteers within a distance of 50 miles of Fort Dodge.
2. If additional clerks are needed the next group will volunteer within 75 miles.
3. If additional clerks are needed the next group will be non-volunteers within 50 miles of Fort Dodge on a rotating basis by craft seniority.
4. Also the intention is to utilize clerks who work less than 40 hours in their home office. Non volunteers who will work less than 40 hours in their home office will be scheduled before non volunteers will work 40 hours at home. Clerks who will work 50 hours or more at home will not be scheduled in Fort Dodge except at their request.
5. APWU and management will jointly develop a plan to monitor the proper scheduling of clerks in keeping with this agreement.
6. This agreement concerning the loaned clerks in no way limits any rights or benefits that these clerks are entitled to under the ELM or F-15, or other manuals for travel to another office. Nor will these rights be impacted by whether these clerks are volunteers or non-volunteers.
7. Leave and the effect on scheduling in Fort Dodge.
 - a. If there is a dispute about how much leave a clerk must use to be nonscheduled for a week or a day, the home Postmaster will average the hours used each week for the previous quarter and this will be the maximum leave required to have the whole week off. This figure divided by six (or seven if they work Sun. in FD) will determine the maximum number of hours to be off for the whole day. Except that on Sunday the maximum will be that figure or four hours which ever is less.

Understands that this will not create per d. (be) =

b. If a clerk submits Annual leave or Sick leave for an entire week in their Home office it will be assumed that this includes any non-scheduled days in that service week unless told otherwise by the employee.

c. If a clerk submits a leave slip at their home office for the weekend or several days such as Friday through Sunday, the clerk will request leave for each day as outlined above. However, if under the agreed to rotation for loaned clerks, they would not be scheduled on that Sunday, the leave will not be charged except at the request of the employee. This is in recognition of the fact that these clerks generally never work Sunday and should not have to take leave on Sunday unless they are scheduled. *This scheduling process also applies to holidays.* (AK)

d. Clerks submit their annual and sick leave requests at their home office. These requests are approved based on the needs of the home office and the leave provisions of that office. These clerks are not Fort Dodge employees and are not subject to any LMOU or other agreements in Fort Dodge (except provisions limiting their use in FD) If clerks have been approved for leave in their home office the Postmaster will inform Fort Dodge that they are not available to loan.

e. If a leave request is submitted after the clerk has been scheduled in Fort Dodge (assuming the agreed to system of weekly scheduling) then the leave request may also be subject to the needs of the Fort Dodge office and their ability to find a replacement.

 10/3/2008
Ted Coulson POOM for USPS date

 10/3/08
Bruce Clark for APWU date