



September 9, 2008

MANAGERS, HUMAN RESOURCES (AREA)

SUBJECT: Inservice Custodial Register Selection Process Due to Suspension of Examination Requirement for Custodial Jobs

The suspension of the Examination 916 requirement of custodial jobs has been extended for another 2 years, until September 30, 2010 per the enclosed September 4, 2008, memorandum. The same in-service custodial register selection process used under the previous Exam 916 suspension will also remain in effect until September 30, 2010.

When there is a need to establish an inservice custodial register or to replenish an existing inservice custodial register, an announcement is made giving career employees the opening and closing dates that they can apply. Employees who respond to the announcement are not given Exam 916 but their names are merged onto the inservice register in the following order:

1. Current Maintenance Craft employees who previously passed Exam 916 in score order;
2. Current Maintenance Craft employees who have not passed Exam 916 in Maintenance installation seniority order;
3. Other APWU Craft employees who previously passed Exam 916 in score order;
4. Other APWU Craft employees who have not passed Exam 916 in their respective craft installation seniority order;
5. Other Craft employees who previously passed Exam 916 in score order;
6. Other Craft employees who have not passed Exam 916 in installation seniority order.

This results in one inservice register which merges applicants on a current register with new requests from employees when the opportunity is announced to those employees.

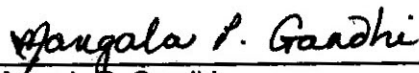
The exam will not be administered **except for applicants who signed up for the exam for entrance registers**, during the suspension period.

- **The order of filling maintenance vacancies is unaffected.**
- These instructions do not apply to Article 12 accessing situations where impacted employees may be moved without the Exam 916. The parties retain their respective position on excessing into or out of APWU represented crafts.

- Voluntary transfers from other installations are still handled under the transfer memo, **except the Exam 916 is not required or administered.**
- The Transfer-in-Lieu of Accessing MOU is still applicable, but the employee will **not need to pass Exam 916.**
- **Exam 916 is suspended for all employees for all purposes.**



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Enclosure

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Ms. Hercules  
Mr. Devine  
Mr. Michael Phillips  
Mr. Scott  
Mr. Wilcox  
File: Article 38  
Reading (Adona)  
Chron (September 2008)

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