

52.07

Memorandum of Understanding

The United States Postal Service and the American Postal Workers Union, AFL-CIO have reached agreement on the long pending issue of flexible relief work cycle scheduling. The Memorandum of Understanding provides a method for management retention of the necessary flexibility in scheduling while providing full-time employees with such schedules with some degree of predictability. Through careful attention to scheduling, local management should be in a position to schedule efficiently in accordance with the Memorandum.

The Memorandum of Understanding is printed in full as follows:

MEMORANDUM OF UNDERSTANDING CONCERNING USE OF FULL-TIME EMPLOYEES ON RELIEF AND POOL ASSIGNMENTS

Relief and pool assignments, sometimes called "flexible relief work cycle" assignments are utilized to cover absences of employees holding regular bid assignments and other situations where the assignment is uncovered. Such relief and pool assignments also enable management to accommodate employee requests for unscheduled leave. It is recognized that the concept of a relief or pool assignment necessarily entails a degree of uncertainty in scheduling employees filling such assignments.

In order to minimize this uncertainty, the parties have agreed to the following principles to be applied to the establishment and operation of relief and pool assignments:

1. The Postal Service may establish new or additional relief and pool assignments in any installations. The Postal Service shall consult with the Union before management makes a final decision with respect to the establishment of such assignments in any installations where they do not presently exist.

2. Relief and pool assignment postings will specify the nature of the assignment by enumerating the type and location of assignments to be relieved; e.g.

"the pool employee will cover absences of window employees assigned to classified stations and branches, as well as main office windows."

The degree of specificity included may vary with the size of the installation in that in some offices with a

large relief pool a particular relief assignment could be limited to a relatively small area of coverage, whereas in other offices the nature of the assignment may have to be broader.

3. Relief and pool assignments will have fixed days off, which may be on a rotating basis.

4. Relief and pool assignments will have fixed hours. However, hours of duty may vary from day to day; for example:

Monday, 6:00 a.m.-2:30 p.m.

Tuesday, 9:00 a.m.-6:00 p.m.

Wednesday, 12:00 noon-8:30 p.m.

Thursday, 8:30 a.m.-5:30 p.m.

Saturday, 6:00 a.m.-3:00 p.m.

5. An employee holding a relief or pool assignment, as described above, will be paid at the overtime rate for those hours worked which are outside his normal, regularly scheduled workweek, except under the following circumstances:

(a) When management informs the employee that he is to cover an assignment having a schedule different from the relief or pool employee's regular schedule for a period of one week (five working days) or longer, the relief or pool employee will assume the new schedule and will not receive overtime pay for those hours worked in such new schedule which are outside of his normal regular schedule. However, the relief or pool employee will be entitled to overtime pay for those hours worked outside of his normal, regularly scheduled workweek (i) unless and until management informs him in writing that he is to work a new schedule for a week or longer, or (ii) if the relief or pool employee in fact works the new schedule for less than a week after he is so informed by management; or

(b) When management tells him to perform functions which predictably occur at the end of an accounting period; e.g., those of Timekeeper or Civil Service Examiner.

(Signed)

James C. Gildea
Assistant Postmaster General
Labor Relations Department

(Signed)

Francis S. Filbey, General
President, American Postal
Workers Union, AFL-CIO

Dated at Washington, D.C., this
3rd day of March, 1975.

Mail for National Society for Crippled Children and Adults

The simple form of address *Easter Seals, c/o Postmaster* will be used during the national fundraising event scheduled by the National Society for Crippled Children and Adults from the present through March 30, 1975. The local ZIP code must be included as a part of the simple form of address.

All mail addressed to *Easter Seals, c/o Postmaster (local ZIP code)* received at any post office in a State must be forwarded daily to the postmaster of the central city post office shown opposite the name of each State as published in the article, *Mail for Muscular Dystrophy Association, Inc.*, in POSTAL BULLETIN 21007, dated 10-24-74. Three or more pieces of mail forwarded at the same time should be sent under cover of a penalty envelope or label. Short-paid or unpaid pieces must be rated with the deficient postage.

The mail must be delivered by the central city postmaster to the authorized representative of the National Society for Crippled Children and Adults in accordance with the written instructions received by him from the society's national headquarters. Any deficient postage must be collected upon delivery.—*Rates & Classification Dept., 3-6-75.*

Special Cancellations

Easter Seals

Postmasters who have special Easter Seals cancellation die hubs shall use them immediately through March 30, 1975. After that time the die hubs shall be withdrawn and retained for future authorized use. Postmasters who do not have special die hubs shall not request them without application by the sponsors.

Red Cross

Postmasters who have special Red Cross cancellation die hubs shall use them immediately through March 31, 1975. After that time, the die hubs shall be withdrawn and retained for future authorized use.—*Rates & Classification Dept., 3-6-75.*

Scheduling and posting of full-time employees in relief or pool assignments should be immediately brought into compliance with this Memorandum of Understanding.—*Operations Group, 3-6-75.*