

Relief and Pool (R&P) Assignment Q&A

- Q.1. Can R&P Clerk Craft duty assignments be posted with a PAA (principle assignment area) in more than one (1) station, branch, finance unit, etc?
- A. No, R&P Clerk Craft duty assignments have one (1) PAA within a single station, branch, finance unit, etc.
- Q.2. Can R&P Clerks be assigned in accordance with the R&P MOU from their domiciled location to any station, branch, finance unit, etc. within an installation?
- A. No. The exceptions to out-of-schedule pay contained in the Relief and Pool MOU apply only when R&P clerk are assigned to other stations, branches, finance units, etc. that were specifically listed on the duty assignment when posted.
- Q.3. Can the USPS list all stations, branches, finance units, etc. on the duty assignment as potential relief locations?
- A. In a small installation with very few stations and branches, it is possible that all offices within the installation could be listed on the duty assignment. In a larger installation with multiple stations and branches, the listing of stations, branches, etc. must be limited to a reasonable number within a limited geographic area and will be determined after consultation with the Local APWU.
- Q.4. Can R&P assignments be posted as Part-time Regular duty assignments?
- A. No.
- Q.5. Can R&P Clerks be assigned to cover the non-scheduled days of another clerk?
- A. No. The exceptions to out-of-schedule pay contained in the R&P MOU apply only when covering “absences and other situations when the assignment is uncovered”. It is not the intended that the R&P clerks be utilized to cover normal non-scheduled days.
- Q.6. Can Pool and Relief Clerk duties be added to an existing SSA, SSDA, or LSSA duty assignment without reposting the job?
- A. No. The addition of Pool and Relief Clerk to a duty assignment constitutes a change necessitating a reposting of the duty assignment.
- Q.7. If a Pool and Relief Clerk is assigned to cover an absence for an employee holding a full-time regular duty assignment of five (5) days or longer, do they receive additional wage compensation when covering such assignment?

- A. No. Pool and Relief assignments consisting of five (5) days or more do not require payment of additional wage compensation provided the Pool and Relief Clerk receives written notice of the assignment by Wednesday of the preceding week.
- Q.8. Can a five (5) day Pool and Relief assignment be made to cover the absences of two or more clerks?
- A. No.
- Q.9. Is the USPS required to notify Pool and Relief clerks of P/R assignments in advance?
- A. Yes, if the assignment is five (5) working days or longer.
- Q.10. Do R&P Clerks receive additional compensation when performing R&P assignments?
- A. For assignments of five (5) days or more, Pool and Relief Clerks do not receive additional compensation if they receive notice of the assignment by Wednesday of the preceding week. If they are not notified in writing by Wednesday of the preceding week, or if the assignment is for less than five (5) days, the Pool and Relief clerks are entitled to work their regular schedule and any additional hours are compensated at the overtime rate in accordance with the EL-401.
- Q.11. If the USPS notifies the R&P Clerk to cover an absence for a FTR absence for five (5) days or longer and then later adjusts the assignment to four (4) days or less, does the R&P Clerk receive additional compensation?
- A. Yes, R&P Clerks will be paid at the appropriate overtime rate for those hours worked which are outside of their regular scheduled work week at their domiciled office.
- Q.12. Can the USPS make an R&P assignment without the Wednesday prior notification?
- A. Yes, the USPS may make R&P assignments as the need arises to cover an absence of an employee holding a FTR duty assignment. However, the R&P Clerk must be compensated at the appropriate overtime rate for all hours worked outside of their base duty assignment hours. Also, out of schedule premium and guaranteed time could apply.
- Q.13. Can R&P Clerks perform overtime assignments in the office/section in which they are temporarily assigned while covering an absence?
- A. In accordance with the JCIM, R&P Clerks are only permitted to sign the OTDL in the section where they are domiciled. When R&P Clerks are assigned to locations other than where domiciled, they may be offered overtime only after all qualified and available clerks on the OTDL in that section/location have been maximized.
- Q.14. Are R&P Clerks granted leave in the section/location in which they are temporarily assigned?

A. No, they are granted leave in the section/location they are domiciled per their duty assignment.

Q.15. Are R&P Clerks schedule for holidays in the section/location in which they are temporarily assigned?

A. No, they are scheduled for holidays in the section/location they are domiciled per their duty assignment.

Q.16. How is the section for excessing purposes determined for an R&P Clerk?

A. Sections for excessing are determined by the local LMOU. Unless the installation itself is one section for excessing, the R&P Clerk would be in the section where his/her domiciled location would place them.

Q.17. Can R&P Clerks be utilized to cover for absences in Mail Processing plant operations (Function 1 operations)?

A. No, in accordance with Article 37.3.F.9, R&P Clerks are utilized to cover absences in:

- (1) Stations or Branches;
- (2) Window Service;
- (3) Customer Service, Finance or E&LR

Q.18. Can the USPS post all jobs in Customer Service as Pool and Relief Clerks?

A. No, the clear intent of the R& P MOU is to cover absences and not to supplant normal staffing. The number of Pool and Relief duty assignments should be limited to a number sufficient to cover anticipated absences within the installation in accordance with Article 37.3.F.9.

Q.19. Can the USPS require an R&P Clerk to use their privately owned vehicle?

A. No.