



August 24, 2012

AREA VICE PRESIDENTS

SUBJECT: Temporary Involuntary Reassignments

The presidents of our management associations advise us that use of involuntary reassignments for purposes other than meeting operational or developmental interests is a problem. Postal Service policy concerning this issue has been stated and reaffirmed through several memoranda to the field including the December 20, 2007 memorandum on Involuntary Reassignments.

While temporary involuntary reassignments of nonbargaining employees may be made for training, development, or operational needs, there are practical restrictions regarding the use of such reassignments. Involuntary reassignments are not to be made arbitrarily, nor used as punitive measures to address performance deficiencies. If an involuntary reassignment is to be authorized the following steps must be followed:

- Management must focus on their intended purpose when making such an assignment, and must inform the affected employee of the nature of the assignment, the rationale for the assignment, the intended objective, and the anticipated duration of the assignment.
- The employee must be afforded an opportunity to discuss possible modifications of the assignment, and the employee's input must be considered in making the final determination.
- When possible, sufficient lead time must be provided to minimize disruption to postal operations and the affected employee.
- If the employee chooses, local management association representatives should be advised of the assignment's nature, purpose, and duration.

Again, there is a difference between temporary involuntary reassignments made in order to meet operating, training, or developmental needs, and involuntary reassignments made for punitive or arbitrary reasons. The latter are inappropriate. If management perceives that action is needed in order to address unsatisfactory performance then corrective action should be taken in a manner compliant with applicable rules and regulations.

Adherence to these guidelines is necessary as we work to carry out the mission of the Postal Service as efficiently and effectively as possible with due respect for the interests of our nonbargaining employees.

Your usual cooperation and support is appreciated.

A handwritten signature in black ink, appearing to read "Megan J. Brennan", with a long horizontal flourish extending to the right.

Megan J. Brennan