

What Is and Is Not A USPS Involuntary Reassignment?

Zoom Into Training!

Presented by Brian J. Wagner * NAPS Past National President

History-USPS Headquarters Memo's

SENIOR ASSISTANT POSTMASTER GENERAL
Human Resources Group
Washington, DC 20260-4000

June 5, 1989

MEMORANDUM FOR FIELD DIRECTORS, HUMAN RESOURCES

SUBJECT: Vacancy Announcement Requirements



WILLIAM J. HENDERSON
VICE PRESIDENT, EMPLOYEE RELATIONS

UNITED STATES POSTAL SERVICE
475 L'ENFANT PLAZA SW
WASHINGTON, DC 20260-4200

September 9, 1993

MEMORANDUM FOR MANAGERS, HUMAN RESOURCES (DISTRICT)

SUBJECT: EAS Vacancy Announcements

> In 1989, we changed the elements of our vacancy announcement to include the duty station, work assignment, nonscheduled days and work hours.

March 18, 1997

MANAGERS, HUMAN RESOURCES (AREA)
MANAGERS, HUMAN RESOURCES (DISTRICT)

SUBJECT: Vacancy Announcements and EAS Applicant Notification

Recently, the management organizations brought two items to our attention which relate to Vacancy Announcements and to applicants for EAS positions. Both concerns have been previously addressed by this office. However, as a point of focus, I would like to reiterate the appropriate action we need to take for each of these items.

> First, all EAS Vacancy Announcements need to reflect the duty station, the starting and ending times, and the non-scheduled days of the vacant position. This information is particularly important to employees with family or personal obligations such as advanced education, child, or elder care.

April 3, 2008

MANAGERS, HUMAN RESOURCES (AREA)
MANAGERS, HUMAN RESOURCES (DISTRICT)

SUBJECT: Vacancy Announcements and EAS Applicant Notification

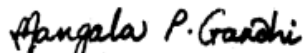
In recent discussions two issues were raised regarding EAS vacancies. While most offices are probably already handling these appropriately, I would like to reiterate the actions which need to be taken. This discussion is in reference to announcing all EAS vacancies, which includes initial level supervisor and Universal Associate Supervisor Program (ASP) vacancies.

First, all EAS, initial-level supervisor and Universal ASP vacancy announcements need to specify the duty station, the starting and ending times, and the non-scheduled days for the vacant position. This information is particularly important to employees with personal obligations such as childcare, eldercare, and educational commitments.

I recognize that there will be vacancies which require flexibility, including operational coverage factors and certain associate supervisor duty assignments. By their nature, these positions often require continuing changes in any or all of the above cited elements. However, when such operational requirements are necessary, they must be clearly conveyed on the vacancy announcement (e.g., specific rotating non-scheduled days) and discussed with applicants prior to their selection.

The second issue is in regard to our handling of unsuccessful applicants. It has been a long standing practice to notify non-selected EAS applicants via a courtesy letter which state the final status of their application. This letter should also express our appreciation for their interest and should positively encourage them to consider other career opportunities with the Postal Service. Notifying applicants of the final decision is not only critical in providing an applicant with closure, but also conveys a sense of the value we attach to each of our employees.

Please take this opportunity to review your processes, with an emphasis on enhancing the value and meaningfulness to EAS applicants.



Mangala P. Gandhi
Manager
Selection, Evaluation, and Recognition

- When applying for an EAS position (lateral or promotion) check the posting for location, BT & ET, NSD.
- Keep a copy of original posting if you are the successful applicant.
- If your original job posting schedule changes may be considered an Involuntary Reassignment.
- Make sure EAS Job Posting schedule in correct in TACS!

- WEB-Coins
- TACS

ELM 432.1 Employee Classifications

ELM 432.112 Nonbargaining Unit Employees

Nonbargaining unit employees are categorized as follows:

1. Full-time salaried — one of the following categories of salaried employees employed according to procedures established by the Postal Service:

- 1. Exempt salaried* — career employees who are exempt from the FLSA provisions, are not limited to working a specified number of hours in a service week, and are expected to work or have excused leave for at least 40 hours per week fulfilling the responsibilities of their positions.
- 2. Special Exempt* — career employees who are exempt from the Fair Labor Standards Act (FLSA) provisions, whose permanent assignments are to Executive and Administrative Schedule (EAS)–15 through –18 positions, and who directly supervise two or more equivalent bargaining unit employees in production operations.
- 3. Nonexempt salaried* — career employees who are not exempt from (i.e., are covered by) FLSA

What about your Webcoins Data

coins_report_util [Read-Only] - Microsoft Excel

File Home Insert Page Layout Formulas Data Review View DYMOLabel

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Clipboard Font Alignment Number Styles Cells Editing

03 OCCUPATION TITLE

	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P		
	JOB NUMBER	CRAFT	SECTION	OCCUPATION TITLE	JOB LEVEL	TOUR	START TIME	END TIME	DES/ACT CODE	LDC	PAY LOCATION	DAYS OFF	SENIORITY DATE	SENIORITY NUMBER	ENTER ON DATE	UAR - EM	
2																	
3	70139058	CARRIER									000	SUNROT				0	
4	70139060	CARRIER									000	SUNROT				0	
5	70173593	CARRIER									500	SUNROT				0	
6	70386086	CARRIER									21	500	SUNROT	12/13/2003	001	12/13/2003	0
7	70931862	CARRIER									500	SUNROT				0	
8	70934300	CARRIER									500	SUNROT				0	
9	71056828	CARRIER									21	500	SUNROT	06/10/2006	002	06/10/2006	0
10	71056829	CARRIER									21	500	SUNROT	05/29/1993	002	05/29/1993	0
11	71056830	CARRIER									21	500	SUNROT	12/15/2012	001	11/06/1993	0
12	71422565	CARRIER									21	500	SUNROT	10/31/2015	001	11/04/2000	0
13	71517905	CARRIER									21	500	SUNROT				0
14	95494473	CARRIER									21	500	SUNROT	02/27/1988	001	02/27/1988	0
15	95498335	CARRIER									21	500	SUNROT	09/28/1985	001	09/28/1985	0
16	95505384	CARRIER									21	500	SUNROT	02/18/2006	002	02/18/2006	0
17	95511434	CARRIER									21	500	SUNROT	07/23/1994	002	10/30/1993	0
18	95517763	CARRIER									21	500	SUNROT	11/29/2014	001	06/01/2014	0
19	95522220	CARRIER									21	500	SUNROT	11/29/2014	001	02/25/2014	0
20	95522660	CARRIER									21	500	SUNROT	11/08/1997	001	12/12/1988	0
21	95530810	CARRIER									21	500	SUNROT	04/09/1988	002	04/09/1988	0
22	95575735	CARRIER									21	500	SUNROT	10/31/2015	001	05/05/2001	0
23	95579436	CARRIER									21	500	SUNROT	06/12/2004	001	06/12/2004	0
24	95588144	CARRIER									27	500	SATSUN	12/20/1986	001	12/20/1986	0
25	95588144	CARRIER									27	500	SATSUN	12/20/1986	001	12/20/1986	0

Sort A to Z
Sort Z to A
Sort by Color
Clear Filter From "OCCUPATION TITLE"
Filter by Color
Text Filters
Search
[X] (Select All)
[X] CARRIER (CITY)
[X] CARRIER TECHNICIAN
[X] CITY CARRIER ASSISTANT 1
[X] CITY CARRIER ASSISTANT 2
[X] GENERAL CLERK
[X] LABORER CUSTODIAL
[X] LEAD SALES & SERVICES ASSOCIATE
[X] MAIL PROCESSING CLERK
[X] MGR. CUSTOMER SERVICES
[X] PSE LABORER CUSTODIAL
[X] PSE MAIL PROCESSING CLERK
[X] PSE SALES & SVCS/DISTRIBUTION ASSO
[X] RURAL CARR. ASSOC/SRV REG RTE
[X] RURAL CARRIER
[X] SALES, SVCS/DISTRIBUTION ASSOC
[X] SUPV. CUSTOMER SERVICES
[X] VEHICLE OPERATIONS MAINT. ASST.
OK Cancel

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Involuntary Reassignment

Nonbargaining Rescheduling Premium

434.7 Nonbargaining Rescheduling Premium

434.71 Policy

Nonbargaining rescheduling premium is paid to eligible nonbargaining unit employees for time actually worked outside of and instead of their regularly scheduled workweek when less than 4 calendar days notice of the schedule change is given. It is not paid beyond the 4th calendar day after the notice of schedule change is given. Neither is it paid when the assignment is made to accommodate an employee's request.

Nonbargaining Rescheduling Premium

434.7 Nonbargaining Rescheduling Premium

434.72 Eligibility

All nonexempt full-time nonbargaining unit employees grade 18 and below are eligible for nonbargaining rescheduling premium. Full-time nonexempt postmasters and officers in charge, however, are only eligible when their schedule is changed because their relief is not available to work the sixth day (see [432.34](#)).

HOWEVER?

*USPS Involuntary Reassignment Policy HISTORY * 1999 - 2015*



WILLIAM J. HENDERSON
VICE PRESIDENT, EMPLOYEE RELATIONS

UNITED STATES POSTAL SERVICE
475 L'ENFANT PLAZA SW
WASHINGTON DC 20260-4200

September 9, 1993

MEMORANDUM FOR MANAGERS, HUMAN RESOURCES (DISTRICT)

SUBJECT: EAS Vacancy Announcements

> In 1989, we changed the elements of our vacancy announcement to include the duty station, work assignment, nonscheduled days and work hours.

Nov. 3, 1999 - Originally issued by USPS HQ (Issuer Unknown)



UNITED STATES
POSTAL SERVICE

MAN MTS PNT

November 3, 1999

VICE PRESIDENTS, AREA OPERATIONS

SUBJECT: Involuntary Reassignments



January 14, 2002

VICE PRESIDENTS, AREA OPERATIONS
MANAGER, CAPITAL METRO OPERATIONS

SUBJECT: Involuntary Reassignments

We continue to receive recurrent complaints from the presidents of the management associations regarding the use of involuntary reassignments for other than legitimate operational or developmental purposes. This issue has been the subject of previous instructions from headquarters, however, to the extent that the last guidelines to the field were issued in 1999, this memo is intended to re-establish those guidelines and make them current.

Arbitrary or punitive involuntary reassignments are inappropriate and distinguishable from reassignments which are appropriately designed to meet employee developmental or operational needs. Temporary reassignments have long been utilized effectively for training, career, and developmental purposes, and as a means of responding to changes in our operations. This has been the policy of the Postal Service for quite some time as have some practical restrictions on its use. Involuntary reassignments may be employed for non-bargaining employees for developmental, training, or operational needs. In any case where an involuntary reassignment is authorized, the following steps must be followed:

- The employee must be advised of the nature of the assignment, the rationale, the intended objective supporting the change, and the duration of the assignment.
- The employee must be afforded the opportunity to discuss modifications to the assignment, as appropriate, and the employee's input should be considered.
- Whenever possible, sufficient lead time must be provided to minimize disruption to the employee and postal operations.
- Where the employee is a member of a management association, if the employee chooses, local representatives should be advised of the nature, purpose, and duration of the reassignment.

These common guidelines should serve to ensure that the rights of all parties in interest are appropriately taken into account. We need to focus first on the intended purpose and objective of any involuntary reassignment, to identify that objective to the employee, and finally, not resort to such assignments as a substitute for discipline or other processes more appropriate to the circumstances at hand. Adherence to these principles should help to maintain the appropriate context for assignments of this sort in the future.

Patrick R. Donahoe
cc: Mr. Rapp

Updated USPS Policy Temporary Involuntary Reassignment January 14, 2002

Patrick Donahoe COO & EVP

- Reissued guidelines from 1999
- Temporary – Not permanent
- Not done weekly or randomly
- Must have an intended purpose, for training or operational needs
- Time limit: 2-weeks - 30 or 90 days?
- Sufficient lead time should be given of temp assignment
- EAS given opportunity to discuss possible modifications.
- NAPS should be advised of temp-assignment.
- Temp assignment should be in writing and PS Form 1723 completed.

USPS Involuntary Reassignment Policy

PATRICK R. DONAHUE
CHIEF OPERATING OFFICER
AND EXECUTIVE VICE PRESIDENT

*HISTORY * January 14, 2002*



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October 6, 2004

VICE PRESIDENTS, AREA OPERATIONS
MANAGER, CAPITAL METRO OPERATIONS

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Patrick R. Donahoe

cc: Ms. Medvidovich
Mr. Rapp
Mr. Vegliante

475 L'Enfant Plaza SW
Washington DC 20260-0080
www.usps.com

Updated USPS Policy Temporary Involuntary Reassignment October 6, 2004

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cc: Ms. Medvidovich
Mr. Rapp
Mr. Vegliante

April 3, 2008

MANAGERS, HUMAN RESOURCES (AREA)
MANAGERS, HUMAN RESOURCES (DISTRICT)

SUBJECT: Vacancy Announcements and EAS Applicant Notification

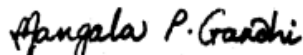
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First, all EAS, initial-level supervisor and Universal ASP vacancy announcements need to specify the duty station, the starting and ending times, and the non-scheduled days for the vacant position. This information is particularly important to employees with personal obligations such as childcare, eldercare, and educational commitments.

I recognize that there will be vacancies which require flexibility, including operational coverage factors and certain associate supervisor duty assignments. By their nature, these positions often require continuing changes in any or all of the above cited elements. However, when such operational requirements are necessary, they must be clearly conveyed on the vacancy announcement (e.g., specific rotating non-scheduled days) and discussed with applicants prior to their selection.

The second issue is in regard to our handling of unsuccessful applicants. It has been a long standing practice to notify non-selected EAS applicants via a courtesy letter which state the final status of their application. This letter should also express our appreciation for their interest and should positively encourage them to consider other career opportunities with the Postal Service. Notifying applicants of the final decision is not only critical in providing an applicant with closure, but also conveys a sense of the value we attach to each of our employees.

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Mangala P. Gandhi
Manager
Selection, Evaluation, and Recognition

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Please take this opportunity to review your processes, with an emphasis on enhancing the value and meaningfulness to EAS applicants.



December 20, 2007

VICE PRESIDENTS, AREA OPERATIONS

SUBJECT: Involuntary Reassignments

In recent discussions with the presidents of the management associations, the use of involuntary reassignments for other than legitimate operational or developmental purposes has been brought up as a recurring problem around the country. This issue has been addressed previously through field memorandums, most recently in my October 6, 2004, memorandum. The purpose of this reminder is to reaffirm our policy and to reestablish the guidelines.

Involuntary reassignments may be employed for non-bargaining employees for developmental, training, or operational needs. It is important to note that developmental and training reassignments are by nature temporary and normally do not continue indefinitely. Temporary reassignments have been utilized effectively for training and developmental purposes and as a means of responding to operational changes for many years, as have some practical restrictions on the usage of these actions. In all cases where an involuntary reassignment is authorized, the following steps must be followed:

- The employee must be advised of the nature of the assignment, the rationale, the intended objective, and the anticipated duration of the assignment.
- The employee must be afforded the opportunity to discuss modifications to the assignment, as appropriate, and have their input considered in making the determination.
- Whenever possible, sufficient lead time must be provided to minimize disruption to the employee and postal operations.
- Where the employee is a member of a management association, local representatives should be advised of the reassignment's nature, purpose, and duration if requested by the employee.

We need to focus on the intended purpose of the decision to authorize these types of reassignments and identify the objective to the impacted employee. Arbitrary or punitive involuntary reassignments are inappropriate and distinguishable from temporary reassignments that are designed to meet developmental or operational needs. Adherence to these guidelines will help maintain our commitment to meet both personal and operational needs as effectively as possible.

Patrick R. Donahoe
cc: Mr. Vegliante
Mr. Galligan
Mr. Tullio

475 L'Enfant Plaza NW
Washington, DC 20020-0000
www.usps.gov

Updated USPS Policy Temporary Involuntary Reassignment December 20, 2007

Patrick Donahoe Deputy PMG & COO

- Reissued guidelines from 2004, 2002 and 1999
- Temporary – Not permanent
- Not done weekly or randomly
- Must have an intended purpose, for training or operational needs
- Time limit: 2-weeks - 30 or 90 days?
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USPS Involuntary Reassignment Policy

*HISTORY * December 20, 2007*



December 20, 2007

VICE PRESIDENTS, AREA OPERATIONS

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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.

475 L Street, Plaza SW
Washington, DC 20260-0001
www.usps.com

Updated USPS Policy Temporary Involuntary Reassignment April 24, 2012

Megan Brennan, COO & EVP

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USPS Involuntary Reassignment Policy

MEGAN J. BRENNAN
CHIEF OPERATING OFFICER,
EXECUTIVE VICE PRESIDENT

*HISTORY * August 24, 2012*



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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



August 31, 2015

AREA VICE PRESIDENTS

SUBJECT: Temporary Involuntary Reassignments


There are times when operational needs require temporary involuntary reassignments. While there has been previous guidance issued on this subject, the National Association of Postal Supervisors (NAPS) at the national level has brought to our attention that temporary involuntary reassignments of nonbargaining employees are being used for purposes other than meeting operational or developmental needs.

While temporary involuntary reassignments may be made for training or developmental needs, or to meet operating requirements, there are practical limiting factors regarding such reassignments. These reassignments are not to be made arbitrarily and they are not to be used as punitive measures to address performance deficiencies. Local management should address unsatisfactory or deficient work performance through other more appropriate courses of action such as additional coaching and training, performance improvement plans, or corrective disciplinary action. Follow these guidelines in making temporary involuntary reassignments:

- Management determines the purpose of the reassignment and informs the affected employee of reason for, the objective of, and the anticipated duration of the reassignment.
- Give the employee an opportunity to discuss possible modification of the assignment and consider the employee's input in making the final decision.
- When possible, provide sufficient lead time to minimize disruption of postal operations and for affected employees.
- If the affected employee chooses, the employee's local management association representative should be advised of the reason for, purpose, and anticipated duration of the reassignment.

While there is no absolute guarantee that work schedules of supervisory/managerial employees will not change, schedule changes due to temporary involuntary reassignments will be made in accordance with the above guidelines.

Adherence to these guidelines concerning temporary involuntary reassignments will respect the interests of nonbargaining employees as the Postal Service carries out its mission efficiently and effectively.



David E. Williams

Updated USPS Policy Temporary Involuntary Reassignment August 31, 2015

David Williams, COO & EVP

Reissued guidelines from

2012, 2007, 2004, 2002 and 1999

- If Involuntary Reassignment becomes extended or is made permanent, contact NAPS representative to file a grievance per **ELM 652.4 Other Appealable Actions**
- Permanent Involuntary Reassignments from original EAS position **MUST** be based on Operational Needs. (i.e., change in carrier start times, expanded retail hours, etc.)



USPS Involuntary Reassignment Policy

*HISTORY * August 31, 2015*

August 31, 2015

AREA VICE PRESIDENTS

SUBJECT: Temporary Involuntary Reassignments

There are times when operational needs require temporary involuntary reassignments. While there has been previous guidance issued on this subject, the National Association of Postal Supervisors (NAPS) at the national level has brought to our attention that temporary involuntary reassignments of nonbargaining employees are being used for purposes other than meeting operational or developmental needs.

While temporary involuntary reassignments may be made for training or developmental needs, or to meet operating requirements, there are practical limiting factors regarding such reassignments. These reassignments are not to be made arbitrarily and they are not to be used as punitive measures to address performance deficiencies. Local management should address unsatisfactory or deficient work performance through other more appropriate courses of action such as additional coaching and training, performance improvement plans, or corrective disciplinary action. Follow these guidelines in making temporary involuntary reassignments:

USPS Involuntary Reassignment Policy HISTORY * 1999 - 2015

Nov. 3, 1999 - Originally issued by USPS HQ (Issuer Unknown)

- **January 14, 2002**

- Reissued by Patrick Donahoe, USPS COO & EVP

- **October 6, 2004**

- Reissued by Patrick Donahoe, USPS COO & EVP

- **December 20, 2007**

- Reissued by Patrick Donahoe, USPS Deputy PMG & COO

- **April 24, 2012**

- Reissued by Megan Brennan, COO & EVP

- **August 31, 2015**

- Reissued by David Williams, COO & EVP



*Six (6) Involuntary Reassignment
Policy Letters Issued
since 1999*

NATIONAL ASSOCIATION OF POSTAL SUPERVISORS

National Headquarters

1727 KING STREET, SUITE 400

ALEXANDRIA, VA 22314-2753

(703) 836-9660

0521-01

May Consultative Meeting Agenda May 26, 2021 via Zoom

(Excerpt)

NAPS has continuously received concerns on the issue of Involuntary Reassignments and the arbitrary changing of EAS work schedules without justifiable reasons.

NAPS understands that there is a letter about temporary Involuntary Reassignments, but there is nothing in writing about arbitrary permanent changes to an EAS work schedule.

NAPS contends that these changes disrupt member's lives as well as the operational needs of the USPS. EAS put in for jobs according to N/S days and work hours. When an EAS accepts a position, NAPS contends that this is a binding commitment by the EAS to be available and at work at the designated times and tours of the job that they have been selected and accepted. That EAS is committing to the agency that he/she will schedule all other life events (doctor visits, food shopping, quality time with family outside of vacations...) around the committed times and tours.

NAPS contends that when the USPS unjustly changes the EAS work schedule, the agency fails to live up to its commitment in the job selection process. These unjust changes not only disrupt the family life of the EAS employee but also disrupt postal operations with disengaged, low morale EAS who have had their personal and family lives disregarded and disrupted by the USPS calling them to lead the workforce in completing the appointed task.

NAPS contents this is a major contributing factor of the low morale that plagues the EAS ranks of the USPS as documented in USPS Postal Pulse surveys.

NAPS is requesting that the USPS stop engaging in demoralizing acts against the better interest of Postal Operations

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USPS RESPONSE:

Response: Changes in **schedules of non-bargaining employees are not demoralizing acts** and are **intended to satisfy developmental needs of the employee or needs of the Service.** Increases and decreases in the number of bargaining unit positions in a facility and/or on different tours in the facility may result in a need to permanently change the schedule of the supervisor. Changes in workload could create a need for a change in scheduled days off, hours, etc

If there is a business need to change an employee's schedule, then it should be pursued. In addition, it can provide relief to other non-bargaining employees that are providing coverage due to a supervisor not being available on a specific tour.

The Memorandum on temporary involuntary reassignments has been reissued over the years and most recent as August 31, 2015. We will discuss this memo further with the resident officers to determine whether the memo should be reissued as written or revised.

Although the 2015 memo is specific to temporary involuntary reassignments, the guidelines within the memo should be followed with all non-bargaining reassignments, when practicable.

NAPS Response: USPS should enforce the rules and directives that are currently in place when these types of issues arise.

NAPS Website – www.naps.org Members Center



NATIONAL ASSOCIATION
OF POSTAL SUPERVISORS

Contact Us

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[703-836-9660](tel:7038369660) (phone)
[703-836-9665](tel:7038369665) (fax)

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NAPS Complaint (lawsuit)
Against USPS – Information &
News Coverage

EAS Pay/NPA/Pay-for-
Performance (PFP) Policies

National Performance
Assessment (NPA) Indicator
Information Sheets

NPA Unit Mitigation

EAS Grievances, Discipline &



[T-Time](#)



[Fitness-for-Duty Examinations - Information for Supervisors](#)



[Retail Customer Experience Evaluation VP Delivery Phelan 9 13 2014](#)



[USPS Limits Personal Use of Office Equipment 6 9 2000](#)



[Redundant Reports/Logs Memo VP DPOO Granholm 4 6 2012](#)



[PM-Supervisor Vacancies-Self Nomination Process ERM LaChance 8 31 2001](#)



[EAS Vacancy Package Closings Policy Update VP ERM Giannoni-Jackson 6 2 2009](#)

NAPS Website – www.naps.org NAPS Documents



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[Proposed Adverse Action Procedures Against EAS Levels 18 and Above and n 10 11 2018](#)

[EAS Pay/NPA/Pay-for-
Performance \(PFP\) Policies](#)



[Discipline for Misconduct USPS Law 10 2002](#)

[National Performance
Assessment \(NPA\) Indicator
Information Sheets](#)



[DDF Representation Request Form](#)

[NPA Unit Mitigation](#)



[Management Instruction on Adverse Action for EAS 18 and Above](#)

[EAS Grievances, Discipline &
Debt Collection Appeals/ELM](#)



[Example MSPB FORM 185](#)

[Workplace Violence](#)

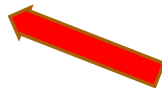


[MSPB FORM 185](#)

[General USPS Information &
Policy for EAS](#)



[ELM Chapter 9 Section 110 Employee Organizations 7 20 2006](#)



NAPS Website – www.naps.org NAPS Documents



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Workplace Violence

General USPS Information &
Policies for EAS

Supervisor Work Credit
Worksheet and Information

Healthcare

NPA Performance Report



[Emergency Placement- Doug Tullno.pdf](#)



[HR Memo Non-bargaining Employee Selection and Release Signed 11.19.2021](#)



[USPS POV MI June 2015-0002](#)



[USPS Field Organizational Changes Powerpoint 9 2013](#)



[Processing Plant Re-Rankings 9 9 2013](#)



[Advance Leave Requests VP ERM Harris 6 24 2002](#)



[Revised Criteria Grade Levels Managers, Customer Services VP LR Tullno 2 6 2007](#)



[Temporary Involuntary Reassignments Letter COO Williams 8 31 2015](#)

What Are The 4 Factors Before a Involuntary Reassignment?

1. Management must focus on their intended purpose when making an assignment, and must inform the impacted EAS employee of the nature of the assignment. This must include the rationale for the assignment, the intended objective and the anticipated duration of the assignment.
2. EAS employee must be afforded an opportunity to discuss a possible modification of the assignment and have their input considered when the USPS is making a final determination.
3. When possible, sufficient lead time must be provided to minimize disruption to the employee and postal operations.
4. If employee chooses, local management association representative should be advised of the assignment's nature, purpose and duration.

***What Is and Is Not A
USPS Involuntary Reassignment?***

“CONSTRUCTED”

Involuntary Reassignment, with no operational bases, circumventing Title 39 Consultative Process

between USPS/NAPS and possible violations within Title 7 - EEOC.

***What Is and Is Not A
USPS Involuntary Reassignment?***

EAS Recourse for Involuntary Reassignment

EAS Level 17's and below, may file a

GRIEVANCE under:

ELM 652.41 –OTHER APPEALABLE ACTIONS

NOTIFY YOUR NAPS OFFICERS!

652.4 Other Appealable Actions

ELM 652.41 Coverage

Employees in EAS-17 and below, regardless of length of service, may appeal letters of warning, emergency placement in a nonduty status, and ***other matters not covered*** by [652.2](#) (Adverse Action) by using the procedures in [652.42](#) through [652.44](#). (Step A, B & Review)

PCES Level I, and EAS-18 and above employees have access to these procedures only to appeal discipline in the nature of a letter of warning and emergency placement in a nonduty status.

What Is and Is Not A USPS Involuntary Reassignment?

EAS-18 and Above Employees

Recourse for Involuntary Reassignment

ELM 665.15 Obedience to Orders

Employees must obey the instructions of their supervisors. If an employee has reason to question the propriety of a supervisor's order, the individual must nevertheless carry out the order and may immediately file a protest in writing to the official in charge of the installation or may appeal through official channels.

NOTIFY YOUR NAPS OFFICERS!

***What Is and Is Not A
USPS Involuntary Reassignment?***

DISCUSSION AND EXAMPLES

SCENARIO #1:

**EAS INSTRUCTED TO COME IN 2
HOURS EARLY THE NEXT DAY**

***What Is and Is Not A
USPS Involuntary Reassignment?***

DISCUSSION AND EXAMPLES

SCENARIO #2:

6 DAYS PRIOR TO START OF NEW WORK WEEK,
EAS VERBALLY TOLD NSD WILL CHANGE FROM

SCHEDULED MONDAY TO TUESDAY OF NEXT
WEEK, NO OTHER INFORMATION OR REASON
GIVEN FOR CHANGE.

***What Is and Is Not A
USPS Involuntary Reassignment?***

DISCUSSION AND EXAMPLES

SCENARIO #3:

**EAS INSTRUCTED ON MONDAY TO
REPORT TO DIFFERENT STATION
ON TUESDAY**

***What Is and Is Not A
USPS Involuntary Reassignment?***

DISCUSSION AND EXAMPLES

SCENARIO #4:

EAS AGREES TO MOVE FROM CURRENT

TOUR/HOURS AND NOW WANTS TO
RETURN TO PREVIOUS TOUR/HOURS

***What Is and Is Not A
USPS Involuntary Reassignment?***

DISCUSSION AND EXAMPLES

SCENARIO #5:

EAS ON TOUR 3 INSTRUCTED TO COME

IN ON TOUR 1 WITH NO COMPLETED
PS FORM 1723

***What Is and Is Not A
USPS Involuntary Reassignment?***

DISCUSSION AND EXAMPLES

SCENARIO #6:

EAS NSD IS MONDAY. EACH MONDAY HOLIDAY,
MGR. ARBITRARILY CHANGES EAS NSD TO TUESDAY
WITHOUT EAS AGREEMENT. EAS ALSO SCHEDULED
TO WORK EVERY SATURDAY BEFORE HOLIDAY. NO
PS FORM 1723 ON FILE

What Is and Is Not A USPS Involuntary Reassignment?

DISCUSSION AND EXAMPLES

SCENARIO #7:

EAS IS ON FMLA, RECEIVES LETTER AT HOME INFORMING THEM TO REPORT TO ANOTHER DUTY STATION OR TOUR WITHOUT ANY EXPLANATION, NO BEGINNING OR ENDING DATE FOR CHANGE.

***What Is and Is Not A
USPS Involuntary Reassignment?***

DISCUSSION AND EXAMPLES

SCENARIO #8:

A SWC'S ARE DONE AT YOUR STATION WITH RESULTS SHOWING ONE (1) TOO MANY

SUPERVISORS, ACTING PM, SENDS LETTER TO A SUPERVISOR DIRECTING THEM TO REPORT TO ANOTHER STATION

***What Is and Is Not A
USPS Involuntary Reassignment?***

DISCUSSION AND EXAMPLES

SCENARIO #9:

NO NOTICE GIVEN. OPENING SUPV BT IS 6 AM.

POSTMASTER SCHEDULES SUPV INDEFINITELY TO
BT AT 10 AM TO CLOSE STATION. CLOSING SUPV BT
CHANGED INDEFINITELY FROM 10 AM TO 6 AM TO
OPEN STATION. NO PS FORM 1723 ON FILE

***What Is and Is Not A
USPS Involuntary Reassignment?***

DISCUSSION AND EXAMPLES

SCENARIO #10:

EAS BT 6 AM WITH 1 –HOUR LUNCH. INSTRUCTED
2 DAYS BEFORE START OF NEW WORK WEEK TO
BT AT 10 AM. GIVEN 2-HOUR LUNCH. INFORMED
TEMPORARY, BUT NO REASON STATED FOR
CHANGE OR HOW LONG IS TEMPORARY.

What Is and Is Not A USPS Involuntary Reassignment?

DISCUSSION AND EXAMPLES

SCENARIO #11:

- EAS REGULAR SCHEDULE IS 6 AM BT WITH 1 –HOUR LUNCH.
 - EAS CALLED INTO MANAGER’S OFFICE ABOUT TRAINING
 - INFORMED IN 2-WEEKS WILL BE TRAINED ON CLOSE-OUT OPERATION OVER THE NEXT 60 DAYS WITH A 10 AM BT WITH 2-HOUR LUNCH.
 - EAS ASKED TO HAVE NAPS REP PRESENT – NAPS REP ARRIVES
 - MGR. ASKS EAS IF THEY HAVE QUESTIONS OR CONCERNS ABOUT TIMING OF USPS TRAINING AND ON CLOSEOUT OPERATION.
-
- EAS ASKED MGR. FOR 30 DAYS OF TRAINING AND 1-HOUR LUNCH INSTEAD OF 60 DAYS AND 2-HOUR LUNCH.
 - EAS TOLD 2 HOURS LUNCH NECESSARY DURING CLOSEOUT TO COVER WORKHOURS AND AVOID T-TIME. WILL REVISIT 30 DAYS OF TRAINING TIMELINE BASED ON EAS PROFICIENCY.
 - NAPS AND EAS ASK FOR PS FORM 1723 BE ISSUED TO DOCUMENT

April 3, 2008

MANAGERS, HUMAN RESOURCES (AREA)
MANAGERS, HUMAN RESOURCES (DISTRICT)

SUBJECT: Vacancy Announcements and EAS Applicant Notification

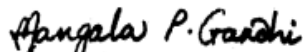
In recent discussions two issues were raised regarding EAS vacancies. While most offices are probably already handling these appropriately, I would like to reiterate the actions which need to be taken. This discussion is in reference to announcing all EAS vacancies, which includes initial level supervisor and Universal Associate Supervisor Program (ASP) vacancies.

First, all EAS, initial-level supervisor and Universal ASP vacancy announcements need to specify the duty station, the starting and ending times, and the non-scheduled days for the vacant position. This information is particularly important to employees with personal obligations such as childcare, eldercare, and educational commitments.

I recognize that there will be vacancies which require flexibility, including operational coverage factors and certain associate supervisor duty assignments. By their nature, these positions often require continuing changes in any or all of the above cited elements. However, when such operational requirements are necessary, they must be clearly conveyed on the vacancy announcement (e.g., specific rotating non-scheduled days) and discussed with applicants prior to their selection.

The second issue is in regard to our handling of unsuccessful applicants. It has been a long standing practice to notify non-selected EAS applicants via a courtesy letter which state the final status of their application. This letter should also express our appreciation for their interest and should positively encourage them to consider other career opportunities with the Postal Service. Notifying applicants of the final decision is not only critical in providing an applicant with closure, but also conveys a sense of the value we attach to each of our employees.

Please take this opportunity to review your processes, with an emphasis on enhancing the value and meaningfulness to EAS applicants.



Mangala P. Gandhi
Manager
Selection, Evaluation, and Recognition

- When applying for an EAS position (lateral or promotion) check the posting for location, BT & ET, NSD.
- Keep a copy of original posting if you are the successful applicant.
- If your original job posting schedule changes may be considered an Involuntary Reassignment.
- Make sure EAS Job Posting schedule in correct in TACS!

- WEB-Coins
- TACS

What about your Webcoins Data

coins_report_util [Read-Only] - Microsoft Excel

File Home Insert Page Layout Formulas Data Review View DYMOLabel

Arial Narrow 10 Wrap Text Text \$ % .00 .00 Conditional Formatting as Table Cell Styles Insert Delete Format AutoSum Fill Clear Sort & Filter Find & Select

Clipboard Font Alignment Number Styles Cells Editing

03 OCCUPATION TITLE

	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P		
	JOB NUMBER	CRAFT	SECTION	OCCUPATION TITLE	JOB LEVEL	TOUR	START TIME	END TIME	DES/ACT CODE	LDC	PAY LOCATION	DAYS OFF	SENIORITY DATE	SENIORITY NUMBER	ENTER ON DATE	UAR - EM	
2																	
3	70139058	CARRIER									000	SUNROT				0	
4	70139060	CARRIER									000	SUNROT				0	
5	70173593	CARRIER									500	SUNROT				0	
6	70386086	CARRIER									21	500	SUNROT	12/13/2003	001	12/13/2003	0
7	70391862	CARRIER									500	SUNROT				0	
8	70394300	CARRIER									500	SUNROT				0	
9	71056828	CARRIER									21	500	SUNROT	06/10/2006	002	06/10/2006	0
10	71056829	CARRIER									21	500	SUNROT	05/29/1993	002	05/29/1993	0
11	71056830	CARRIER									21	500	SUNROT	12/15/2012	001	11/06/1993	0
12	71422565	CARRIER									21	500	SUNROT	10/31/2015	001	11/04/2000	0
13	71517905	CARRIER									21	500	SUNROT				0
14	95494473	CARRIER									21	500	SUNROT	02/27/1988	001	02/27/1988	0
15	95498335	CARRIER									21	500	SUNROT	09/28/1985	001	09/28/1985	0
16	95505384	CARRIER									21	500	SUNROT	02/18/2006	002	02/18/2006	0
17	95511434	CARRIER									21	500	SUNROT	07/23/1994	002	10/30/1993	0
18	95517763	CARRIER									21	500	SUNROT	11/29/2014	001	06/01/2014	0
19	95522220	CARRIER									21	500	SUNROT	11/29/2014	001	02/25/2014	0
20	95522660	CARRIER									21	500	SUNROT	11/08/1997	001	12/12/1988	0
21	95530610	CARRIER									21	500	SUNROT	04/09/1988	002	04/09/1988	0
22	95575735	CARRIER									21	500	SUNROT	10/31/2015	001	05/05/2001	0
23	95579436	CARRIER									21	500	SUNROT	06/12/2004	001	06/12/2004	0
24	95588144	CARRIER									27	500	SATSUN	12/20/1986	001	12/20/1986	0
25	95588144	CARRIER									27	500	SATSUN	12/20/1986	001	12/20/1986	0

Sort A to Z
Sort Z to A
Sort by Color
Clear Filter From "OCCUPATION TITLE"
Filter by Color
Text Filters
Search
[X] (Select All)
[X] CARRIER (CITY)
[X] CARRIER TECHNICIAN
[X] CITY CARRIER ASSISTANT 1
[X] CITY CARRIER ASSISTANT 2
[X] GENERAL CLERK
[X] LABORER CUSTODIAL
[X] LEAD SALES & SERVICES ASSOCIATE
[X] MAIL PROCESSING CLERK
[X] MGR. CUSTOMER SERVICES
[X] PSE LABORER CUSTODIAL
[X] PSE MAIL PROCESSING CLERK
[X] PSE SALES & SVCS/DISTRIBUTION ASSO
[X] RURAL CARR. ASSOC/SRV REG RTE
[X] RURAL CARRIER
[X] SALES, SVCS/DISTRIBUTION ASSOC
[X] SUPV. CUSTOMER SERVICES
[X] VEHICLE OPERATIONS MAINT. ASST.

OK Cancel

coins_report_util

Ready

100%

9:13 AM 2/25/2016

What Is and Is Not A USPS Involuntary Reassignment?

Is Temporary Reassignment based on operational change or training?

- If **YES**, get reassignment documented on PS Form 1723 for duration and written documentation schedule of reassignment.
 - Ensure USPS followed **August 31, 2015** David Williams, Involuntary Reassignment Policy Letter
-
- If **NO**, notify NAPS Representative for guidance to file an EAS Grievance per ***ELM 652.41 –OTHER APPEALABLE ACTIONS***; or ***Protest*** under ***ELM 665.15 OBEDIENCE TO ORDERS***.

Thank You!



Questions?