

APWU

CLERK DIVISION

**I HAVE A QUESTION
ABOUT PSEs...**

The PSE Caps

There are Two Different Clerk Craft PSE Caps.

1. DISTRICT CAP

- a. 20% of career Mail Processing (F1) Clerk Craft employees in the District
- b. 20% of career Retail/Customer Service (F4) Clerk Craft employees in the District (THESE PSES MAY BE USED IN F1 WITHOUT COUNTING AGAINST THE F1 CAP).
- c. District Caps are monitored and enforced at HQ Level

The PSE Caps

There are Two Different Clerk Craft PSE Caps.

1. DISTRICT CAP

2. INSTALLATION WINDOW CAP

- a. 10% of career window clerks in PO, Level 22 and above
- b. 20% of career window clerks in PO, Level 21 and below
- c. Rounding-up rule of 0.5 and above applies
- d. Installation window caps are monitored and enforced at the Local level.

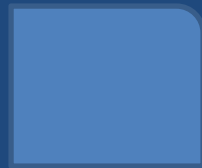
The PSE Caps

VER Incentive MOU Exception

If a temporary staffing need exists, USPS may replace each career APWU employee who accepts the incentive with a PSE for a period not to exceed 90 days from the effective date of the voluntary separation or January 31, 2013, separation date. The hiring of these PSEs will not count towards the existing PSE caps.

The PSE Caps

Article 7.1.B.7. The Postal Service will provide a report, every four week reporting period with information needed to monitor compliance with the provisions above, i.e., the total number of career bargaining unit employees and PSEs by craft, function, installation and District.



The PSE Caps

Counting Window PSEs

- USPS Report includes all PSE SSDAs (D/A 81-4 in F4).
- If PSE is not window trained and does not work the window, D/A should be corrected to 81-3.
- If PSE MPC (D/A 81-3) is working the window, D/A should be corrected to 81-4.
- No reason to have D/A 81-4 in MP (F1).

The PSE Caps

Counting Window PSEs

- USPS Report includes all PSE SSDAs (D/A 81-4 in F4).
- Count *IS NOT* limited to PSE SSDAs (D/A 81-4) who work the window on a particular day.
- Report has been recently updated to include borrowed PSEs (both 81-4 and 81-8) who are loaned (HUB Clerks) into office. Monitor locally.

The PSE Caps

Counting Window PSEs

THE APPROPRIATE REMEDY

- In any grievance where someone performs clerk craft work in violation of the CBA
 - 1.6 Bargaining Unit Work
 - 7.1 PSE Violations
 - 7.2 Cross Craft
- Appropriate remedy is to compensate the appropriate bargaining unit employees for all time spent performing our work in violation of the CBA.

The PSE Caps

The New Work Exception

- **New Work exception in the Clerk Craft applies to PSE hired to perform work in any former Contract Postal Unit (CPU) that is brought back in house, unless it is a full-service unit or it primarily provides postal services.**

The PSE Caps

The New Work Exception

- USPS asserts that PSEs hired to replace PMRs in level 15 and 16 Post Offices where Clerks have not historically worked qualifies for “new work” exception.
- PSE Post Office Clerk, PSE-4 (D/A 81-8)
- Q11C-4Q-C 11275789/47

The PSE Caps

PSE-4, Post Office Clerks (D/A 81-8)

- If truly replacing PMRs, are limited to working in PM's absence
- Cannot be hired in an office with career clerks
 - [Now over 100 Post Offices Where this is being VIOLATED](#)

The PSE Caps

PSE-4, Post Office Clerks (D/A 81-8)

- Must be paid PSE-6 when loaned into an office where they work alongside of career clerks

The PSE Caps

PSE-4, Post Office Clerks (D/A 81-8)

- PSE-4, Post Office Clerk (D/A 81-8) position description limits use to Level 15 and Level 16 PO
 - [Position Description, PSE-4, Post Office Clerk](#)
- There are (as of March 8, 2013):
 - 1323 Level 18 Post Offices employing
 - 1373 PSE-4, Post Office Clerks
- **If not already filed, grievances need to be filed immediately for each office**



PSE DISCIPLINE

“PSEs may be disciplined or removed within the term of their appointment for just cause...”

APWU Position: Just Cause is defined in JCIM (Article 16, pp. 1-3) and includes concept that “for most offenses management must issue discipline in a progressive fashion.”

Step 4 Dispute initiated by USPS - Q10C-4Q-C 13016809 has been settled.



PSEs – THE 5 DAY BREAK

- PSEs are appointed for terms which cannot exceed 360 days.
- They must have a 5 day break-in service between appointments
- There is no requirement that “5 day break” occur on 360th day.
- As long as they have no break of more than 5 days they will become eligible for health insurance.

PSEs – THE 5 DAY BREAK

- **APWU Position:** Senior PSEs cannot be let go for lack of work while junior PSEs are retained.
- **USPS disagrees.**

PSE TERMINAL LEAVE PAYMENT

- JCIM, Article 10, Page 8: A separating PSE employee **may** receive a lump sum payment for accumulated annual leave...

Substitute “**will.**”

PSEs – 2nd Orientation

Article 17.6 states : The Union “shall be provided ample opportunity to address new employees at orientation, and

When a PSE employee becomes eligible for Federal Employees Health insurance(FEBA)

PSEs Becoming Eligible for Health Insurance

- When a PSE reaches 365 days from hire and having had a 5 day break in service
- The PSE will receive a letter from the postal service explaining they are now eligible and how to apply.
- Must maintain sufficient earnings in a pay period to pay for their premiums
- They have 60 days in which to apply
- They can apply through ***PostalEase***, telephone or mail
- Coverage is the first day of the pay period after Shared Services receives and processes the completed forms

PSE SENIORITY

Clerk Craft PSEs accrue Clerk Craft standing on the roll within the category of PSE from their original date of employment within the craft and installation, regardless of any break in service as a PSE (less than 1 year), including all time spent as a Clerk Craft PSE within the installation.

JCIM, Article 37, page 8 (Q&A #35)

PSE CONVERSION

When the USPS determines in accordance with the contractual provisions that it has needs to fill vacancies with new career employees, available and qualified PSEs will be converted to fill such vacancies on a seniority basis.

PSE MOU, p. 291, CBA

PSEs & OVERTIME

When an opportunity exists for overtime for qualified and available full-time employees, doing similar work in the work location where the employees regularly work, prior to utilizing a PSE in excess of eight (8) hours in a service day, such qualified and available full-time employees on the Overtime Desired List will be selected to perform such work in order of their seniority on a rotating basis.

Article 8.4.G

PSEs & PTFs

Article 7.1.B.2

During the course of a service week, the Employer will make every effort to insure that qualified and available part-time flexible employees are utilized at the straight time rate prior to assigning such work to PSEs.

PSE CLERK 'OPTING'

“[W]here practicable [Clerk Craft] PSEs will be allowed to opt on a seniority basis for full-time (traditional or non-traditional) vacant, residual assignments in the installation for which they are qualified and which are not assigned to career employees. Such opting does not create any work hour or assignment guarantees.”

PSEs, EXCESSING & RETREAT RIGHTS

Article 12.4.D

In order to minimize the impact on employees in the regular work force, the Employer agrees to separate, to the extent possible, PSEs working in the affected craft and installation prior to excessing...

Article 12.5.B.2

Management shall identify duty assignments within the appropriate radius held by PSEs which shall be made available for the reassignment of excess career employees.

PSEs & HIGHER LEVEL

- PSEs do receive higher level pay when temporarily detailed to perform higher level bargaining unit work.
- Preference of career employees over PSEs for higher level assignments.
- PSEs can only be assigned to higher level in F4 (e.g., LSSA, BMT, etc.) when no career employee is available.

PSE MOU, pp. 290-91, CBA

PSEs & HIGHER LEVEL (Supervisors or OIC)

- PSE MOU and Article 25 have no application
- **Publication 32**
officer in charge (OIC) — A career postal employee appointed temporarily to fill a postmaster vacancy, usually for no longer than 180 days.
- USPS has chosen not implement any provision enabling them to actually pay EAS employee higher level (EAS) pay into the TACS timekeeping system.

PSEs & Training

There is no restriction on training which can be given to PSEs.

PSEs & Registry

7-3.2 Responsibility for Registered Mail

7-3.2.1 Career Employees

In retail and carrier operations, use only career employees in the Registered Mail function whenever possible.

7-3.2.3 Registry Section Area Responsibility

Use only career employees in the registry section...

DM-901, Registered Mail, April 2010

Loaning PSEs to Another Office

Clerk Craft PSEs can work in another installation when needed. However, such utilization should not be to the detriment of PTF clerks available through the HUB Clerk MOU, and if utilized in customer service/retail (Function 4) the PSE would be subject to the gaining installation's PSE caps in that function. If utilized in another district, the PSE must be counted against both district's PSE caps.

JCIM – Appendix C Q&A #12

PSE CLERK TRANSFERS

USPS has been allowing PSE clerks to transfer to another installation.

USPS has involuntarily moved PSE clerks from one installation to another.

PSE SUPER-SENIORITY

A PSE who serves as a steward has super-seniority rights when it is necessary to let PSEs go because of a lack of work and when there is an opportunity to bring such PSEs back to work.

JCIM Article 17, page 10, Q&A#24

**TAKING TIME FOR YOUR
QUESTIONS**

THANK YOU