



# NATIONAL ASSOCIATION OF POSTAL SUPERVISORS

*National Headquarters*  
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## February Consultative Meeting Agenda February 23, 2022 via Zoom

### US Postal Service Headquarters

Bruce Nicholson, USPS Labor Relations  
James Timmons, USPS Labor Relations

### National Association of Postal Supervisors

Ivan Butts, NAPS President  
Chuck Mulidore, NAPS Executive VP  
Jim Warden, NAPS Secretary Treasurer  
Tim Ford, NAPS Chairman of the Board  
(via telecon)

Delegates at the 2021 National Convention expressed by resolution, the following issues for discussion:

- RES -30 NAPS requests that the Postal Service compensates all special-exempt and non-exempt EAS employees who work anonscheduled day in a service weekat a rate of 150% of their calculated base hourly rate for all hours workedon a nonscheduled day.
- Response:** This is a request to modify pay policy and should be provided during pay consultations, Title 39 1004(e).
- RES -31 NAPS consults with the USPS to implement a COLA adjustment process to the EAS pay package.
- Response:** This is a request to modify pay policy and should be provided during pay consultations, Title 39 1004(e).
- RES -32 NAPS consults with the USPS to reimburse the full cash value to the postal employee who controls the unused benefit (lostbenefit).
- Response:** This is a request to modify fringe benefit programs and should be provided during pay consultations, Title 39 1004(e).
- RES -33 No EAS supervisor shall earn less than 5% more than the top of the pay scale of any craft employee they supervise, and that no manager or postmaster shall earn less than 5% more than the top of the pay scale of any employee they supervise, including subordinate EAS employees.
- Response:** This is a request to modify pay policy and should be provided during pay consultations, Title 39 1004(e).

RES -34 The current waiting period for higher-level compensation for EAS employees be abolished, and a new, higher-level compensation procedure be created that would serve to acknowledge and compensate EAS employees immediately when they are required to perform higher-level duties in shift durations.

**Response:** This is a request to modify pay policy and should be provided during pay consultations, Title 39 1004(e).

0222 -01 NAPS is requesting USPS to consider increasing the hiring cap by the percentage that is over the acceptable amount of total OT % being used in each Area Office YTD.

**Response:** Hiring of non-career employees and CAP allowances are subject to collective bargaining with the respective union. CAP allowances can be found in Article 7 of the applicable national agreement. Each District and Division is responsible for ensuring the number of non-career employees does not exceed the established caps.

0222 -02 Amazon daily emails from areas greater than ten miles away are constantly flooding email inboxes, is there anything the USPS can communicate to our partners at Amazon to prevent targeting every office without doing a mass email distribution list that 99.9% of the time has nothing to do with individuals in these offices or the area where most work?

**Response:** Amazon communicates directly with designated district coordinators unless contacted by a local facility. There is a process for local facilities to communicate directly with Amazon. Local managers should be careful not to include an MPOO, District or Area group list when messaging Amazon or Amazon will use the "reply all" feature assuming that the sender wanted everyone included on the response.

0222 -03 NAPS is requesting USPS look into the TACS issue and allow the TACS backup person to do TACS whenever the lead 7 clerk is off as opposed to being off for more than three days only, which presents a hardship to offices at times?

**Response:** This agenda item has been addressed recently in prior consultative meetings. In installations that are authorized a Lead Clerk, local management can determine the clerk(s) within the installation to train as a "backup lead 7 clerk" to perform TACS related duties. A relief (backup) lead clerk serves as a replacement when the lead clerk is off on non-scheduled days or leave.

There is no requirement to change an existing duty assignment of a level 6 clerk to perform as a relief lead clerk. **NOTE:** The relief clerk is paid in accordance with ELM 233.3.

*1021-06 Currently, the field is being informed that to train a backup lead 7 clerk to perform TACS-related duties, it must be on their bid, otherwise,*

*they cannot be trained. The consequences of this issue will lead to EAS performing the necessary TACS functions, therefore allowing the APWU to*

*file a grievance and win due to EAS performing work craft work.*

*In installations that are authorized a Lead Clerk, local management can determine the clerk(s) within the installation to train as a “backup lead 7 clerk” to perform TACS related duties. A relief (backup) lead clerk serves as a replacement when the lead clerk is off on non-scheduled days or leave.*

*There is no requirement to change an existing duty assignment of a level 6 clerk to perform as a relief lead clerk. **NOTE:** The relief clerk is paid in accordance with ELM 233.3.*

### *233.3 Criteria for Evaluating Mixed Assignments*

*233.3.b. Regularly scheduled on intermittent days in two bargaining unit positions. When a full-time employee is regularly scheduled on intermittent workdays to perform the work of two separate bargaining unit positions in different grades, the employee is placed in the position in which more than 50 percent of the time is spent. If the time is equally divided, the employee is placed in the higher grade position.*

*1121-07 Can the official backup to a lead 7 clerk have TACS access automatically without filling out a PS Form 1723 every time they cover the lead 7 clerk’s absence?*

*Response: There is no requirement to change an existing duty assignment of a level 6 clerk to perform as a relief lead clerk. The relief clerk is paid in accordance with ELM 233.3.*

0222-04 NAPS is requesting whether the newly developed Headquarters POD positions will be given a posted schedule by every Tuesday and will they be paid T-Time for hours in excess of 8.5 in a day, or all hours on a non-scheduled day?

**Response:** Supervisor t-time is provided to supervisors that oversee bargaining unit employees and employees assigned to the POD are administrative jobs and are not front-line supervisors. A significant number of employees assigned to the POD, about 90%, are Level 19 positions such as Delivery Support Specialist, Post Office Support Specialist and Retail Support Specialist and are classified as Non-Exempt and thus eligible for overtime pay.

Schedules are posted weekly with locations that employees are expected to conduct their work. The locations are identified based on current performance. The schedule could change during the week if there are needs in those facilities such as reporting earlier and later in the day.

Although jobs have set days off and a schedule, it's subject to change based on the job description. The job descriptions for the Level 19 positions contain special requirements, that state "Willingness to travel and work nights and weekends as needed"

0222 -05 Has the USPS resumed a policy of creating ad hoc detail positions that are not officially posted? NAPS was informed that USPS had eliminated all details prior to, and during, the most recent Reduction in Force.

**Response:** Policies concerning Detail / ADHOC positions have not changed. Detail positions were not “eliminated” due to the 2021 Administrative Restructuring and the Reduction in Force that followed. In a few isolated instances it was recommended to managers to end a detail to a job that was being eliminated as part of the restructure.

0222 -06 NAPS is requesting a position review for IT Client Support Specialist III, EAS 23 based on ELM 222 Requesting A Job Evaluation Review. Based upon the attached documentation NAPS believes this position was misclassified as part of the most recent EAS Reduction in Force and should be a level EAS 25, with a 4% upgrade.

**Background:**

What was once called Field IT was cut severely as a result of the most recent EAS RIF, and with the cut the Level 23 position now covers multiple districts and unlike other EAS positions was not upgraded and the lower-level employees have also taken on greater responsibility and service area as well. On May 8th the District IS Manager was changed to an IT Client Support Specialist III which was to standardize the name to align with HQ and other positions that already existed at HQ. At that time there was the level I and II already at HQ and the Level III was titled Supervisor. With a team of 5 employees 3 level 19s (IT Client Support Specialist I) and 2 level 21s (IT Client Support Specialist II).

Within the Postal Service there are 60 positions (attached) that follow that same structure a level III (EAS-25), a level II (EAS-23) and level I (EAS-21). The position of IT Client Support Specialist III was the only one that was a EAS 23 all others a EAS 25 or higher (only 2 were higher).

This was escalated to HR (response attached and below) and on June 7th USPS responded that the Level III title was incorrect and then proceeded to change the positions to Level II (EAS-23); Level I (EAS-21) and the 19 an IT Client Support Specialist (without a level).

Not only has the workload changed (such as multiple days of overnight travel for various site installs and upgrades) but the service area change alone is enough to justify the level changes.

**Response:** In 2021, Human Resources updated and re-evaluated the HQ and Field IT Client Support jobs in preparation for the restructure. To review and evaluate the jobs, managers were interviewed, focus groups and surveys were conducted with incumbents. IT HelpDesk ticket data was analyzed, and market research was conducted on comparable jobs.

The analyses identified that, prior to the restructure, Field IT positions were spending a considerable amount of time performing non-IT work such as providing A/V support for meetings, managing SharePoint sites and tracking Cybersecurity training compliance. As part of the restructure, Field IT positions were re-aligned under Headquarters IT and supervisors' span of control was increased from 1-2 subordinates to 4-5. Non-IT work was eliminated through communications and reinforcement of standard processes such as submitting work requests through the ServiceNow IT HelpDesk system.

After the restructure, all IT Client Support positions are assigned work through the ServiceNow IT HelpDesk system. As a result, while domiciled IT Client Support positions are expected to provide on-site IT support locally, all other requests are assigned based on availability, rather than based on other designations such as Area or District. Therefore, the system allows work to be more evenly distributed across the entire IT Client Support group.

As a result of these changes, both the Field and HQ IT positions now perform the same work. Based on the evaluation of the work, it was determined that pay grade EAS-23 is appropriate for the supervisory job.