

**SETTLEMENT AGREEMENT
BETWEEN THE
UNITED STATES POSTAL SERVICE
AND THE
AMERICAN POSTAL WORKERS UNION, AFL-CIO**

Re: Q15C-4Q-C18000314 / Q15C-4Q-C 18273555

The parties recently met at Step 4 of the grievance-arbitration process to discuss the above referenced grievances, initiated at Step 4 by the American Postal Workers Union (APWU). The time limits were extended by mutual agreement.

The issue in case #Q15C-4Q-C 18000314 is whether employees occupying Lead Clerk duty assignments and who perform timekeeping duties must be given access to the Enterprise Resource Management System (eRMS).

The issues in case #Q15C-4Q-C 18273555 are 1) whether the February 4, 2016, Step 4 settlement agreement regarding Q10C-4Q-C 15194931/HQTC20150814, requires that Lead Clerks who are not assigned timekeeping duties be provided the same Time and Attendance Collection (TACS) training as those Lead Clerks who perform such duties; and 2) whether all non-supervisory/non-managerial TACS duties have been assigned to the Clerk Craft.

After further review and discussion, it is mutually agreed to resolve the disputes in accordance with the following understanding of the parties:

1. ERMS is identified as a Management tool, accessible to management, used to monitor and manage employee attendance. In accordance with the Clerical Work MOU, the Clerk Craft Jobs MOU and the Q10C-4Q-C 15194931/ HQTC20150814 national settlement dated February 4, 2016, employees assigned the Lead Clerk Clock Office Role in TACS are not prohibited from entering supervisor approved leave into TACS. The Lead Clerk Clock Office Role was created in TACS in accordance with the 2010 Agreement which established the Lead Clerk positions and returned this type of administrative/technical work to the bargaining unit.
2. In accordance with the February 4, 2016, Step 4 settlement agreement, all Lead Clerks must receive required training. The required training for Lead Clerks assigned the Lead Clerk Clock Office Role in TACS is:

Course #31267-01 Time and Attendance Collection System – Supervisor Training

- a) In facilities that qualify for more than one (1) Lead Clerk duty assignment, not all Lead Clerks must be assigned TACS duties, however, management must provide the required Lead Clerk Clock Office Role training to additional Lead Clerks in order to provide appropriate coverage for each tour (F1 Mail Processing), days off and leave. This will ensure that the TACS duties associated with the Lead Clerk Clock Office Role are performed by Clerk Craft bargaining unit employees.
- b) If, in the future, the Postal Service makes changes to the Lead Clerk Clock Office Role training, to remove modules that are exclusive to supervisors and

unnecessary for Lead Clerks, or to make updates to the Lead Clerk Clock Office Role, Labor Relations at the national level will provide notification to the Union in accordance with Article 19 of the collective bargaining agreement.

- c) If the Postal Service migrates non-managerial/non-supervisory timekeeping duties into applications other than TACS, the associated work will either continue to be available in TACS for performance by the Clerk Craft or access to the application(s) will be given to Clerk Craft employees for the performance of such work.
- d) Effective with the signing of this agreement, TACS duties may be included by local management in the Lead Clerk duty assignment postings for those duty assignments properly designated to perform the Lead Clerk Clock Office Role in TACS.
- e) In facilities with Lead Clerks in duty assignments previously posted and awarded, who are currently performing TACS duties or that TACS duties were annotated on the bid posting, they will be grandfathered into this Agreement. If not previously provided, they will receive the required training, course #31267-01.
- f) In facilities with Lead Clerks in duty assignments previously posted and awarded, and there are no Lead Clerks currently performing the TACS duties, the senior Lead Clerk in the facility will receive the required training, course #31267-01, and be assigned to perform the TACS duties. The parties at the local level may mutually agree to an alternative Lead Clerk in the facility to be trained/assigned in lieu of the senior Lead Clerk.
- g) In facilities where there are multiple Lead Clerks, those Lead Clerks who have not been assigned timekeeping duties, are not required to receive the above referenced training. However, it is recommended they receive LMS Course #10025624, Lead Clerk Overview Training.

The parties further agree that any local grievances held in abeyance that remain unresolved by this agreement are subject to the grievance/arbitration procedure at the local/regional level.



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Lamont Brooks
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American Postal Workers Union,
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Date 09/05/2018

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