

Within fifteen (15) calendar days of entry into the craft or installation, an employee must be provided a written notice advising the employee they may request to be placed on the appropriate promotion eligibility register (PER).

New to craft/installation employees applying for the PER will receive their results within 60 days after testing.

If two (2) or more maintenance occupational groups exist in an installation or in an installation where an employee is domiciled, a promotion eligibility register (PER) offering promotional opportunity for those occupational groups must be established in that installation.

Part-time regular employees can be placed on a PER, but will be considered only after all full-time regular employees on that PER have been selected or declined the opportunity for promotion. This rule applies to the PER only and does not relate to or impact the PAR selection process for part-time regular employees under Article 38.5.A.7.

Part-time regular employees are placed on the PER below full-time regulars consistent with their achieved scores.

The above provisions also apply to employees on probation.

Article 38.5.B.7

APPLYING FOR INCLUSION ON PROMOTION ELIGIBILITY REGISTER (PER)

The three-year cycle of “open season” was deleted in the 2018-2021 National Agreement. Employees who are not on a PER(s), may apply for inclusion on the appropriate promotion eligibility register(s). Employees who apply will receive the results of their application(s) no later than sixty (60) days after testing provided the applications have been properly completed by the applicants. This opportunity is not for an employee who previously received an ineligible rating. An employee with an ineligible rating would use the update process.

All positions in an installation, both MSS and Non-MSS, are available for application for inclusion on the appropriate promotion eligibility register.

Filling of Maintenance Vacancies

ORDER FOR FILLING VACANT MAINTENANCE POSITIONS

The appropriate PAR and PER must be exhausted before considering other hiring options. To be considered qualified an employee must either be eligible under the current in-craft process for the position in question or be a Maintenance Craft employee in the same level and occupational group as the vacancy. Also, see Article 38.3.K for additional items regarding qualifications for reassignment or retreat under Article 12.

The following is the order for filling vacant maintenance positions:

1. Select the ranking employee on the appropriate preferred assignment register (PAR).
2. An unassigned regular employee may be assigned to the vacant duty assignment.

3. Activate retreat rights for excessing which occurred under 12.5.C.4 (within craft and installation).
4. Consider higher-level qualified maintenance employees requesting change to lower level. A "previously submitted" written request for assignment to lower level must have been submitted prior to the close of the Notice of Intent (Article 38.5.A.10).
5. Select the ranking employee on the appropriate promotion eligibility register (PER).
6. Activate retreat rights for excessing which occurred under 12.5.C.5.
7. Consider Maintenance Craft employees requesting transfer before or after in-service procedures ("after in-service" is only in the event a within installation Maintenance employee is on the in-service register) in the following order:
 - a. When Maintenance Craft employees who have requested a transfer are considered first:
 1. consider Maintenance Craft employees who are already qualified for the position in question;
 2. consider Maintenance Craft employees who are not qualified for the position in question but have been afforded an opportunity to qualify under the provisions for qualifying for transfer (see EL-304, Qualifying for Transfer).
 - b. If in-service procedures are considered first:
 1. give priority consideration to career Maintenance Craft employees using the in-service register in score order;
 2. give consideration to remaining APWU represented Craft employees;
 3. consider other career bargaining unit postal employees, regardless of craft or position, on the in-service register in score order.
8. Consider non-Maintenance Craft employees requesting transfer through eReassign.
9. Consider current career employees for return to Maintenance Craft to a position previously held or to any position of equal or lower level for which he/she holds an eligibility rating. Employee must meet the time and eligibility criteria (outlined below).
10. Consider former career postal employees for return to Maintenance Craft to a position previously held or to any position of equal of lower level for which he/she holds an eligibility rating. Applicants must meet the reinstatement requirements and the time and eligibility criteria (outlined below).
11. Consider entrance register eligibles in score order.