

**MEMORANDUM OF UNDERSTANDING
BETWEEN THE
UNITED STATES POSTAL SERVICE
AND THE
AMERICAN POSTAL WORKERS UNION, AFL-CIO**

Re: Position Description: Delivery/Sales Services and Distribution Associate, PS-06

1. The Employer agrees to establish the position of Delivery/Sales Services and Distribution Associate, Standard Position SP-2643, PS-6, to be filled by the senior qualified bidder in the Clerk Craft. The Delivery/Sales Services and Distribution Associate position will contain the existing duties and responsibilities of Sales Services and Distribution Associate, PS-6 and Clerk/Special Delivery Messenger, PS-6.
2. The Postal Service agrees to implement this combined position description by July 2, 2011.

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Re: Assignment of PTF Hub Clerks

This provision covers part-time flexible (PTF) Clerk Craft employees who may be required to work in installations other than their home office (installation).

PTFs shall be scheduled for work outside their home office (installation) in accordance with the following:

1. within thirty (30) days of the effective date of the **2024** National Agreement, PTFs shall notify their postmaster in writing their preference to **not** work in offices in other installations **or indicate the offices where they will volunteer to work within a 50-mile radius of their home office (may indicate all)**. PTFs unavailable for the entire thirty (30) day period due to leave shall provide their written preference within thirty (30) days of returning to work;
2. **within fourteen (14) days** of the effective date of the conversion, **hiring**, or assignment, PTFs shall notify their postmaster in writing their preference to **not** work in offices **and/or** installations **or indicate the offices where they will volunteer to work within a 50-mile radius of their home office (may indicate all)**;
3. if a PTF wants to **rescind or modify** his or her preference to not work in **other** offices **and/or** installations, the employee must provide **fourteen (14) days** notice to his or her postmaster in writing. **The change will be effective no later than fourteen (14) days from the date of notice**;
4. preference **modifications** will be allowed no more than three (3) times in a calendar year. Upon request, a copy of each written preference **modification** will be provided to the appropriate Union official.
5. The pecking order for assignment will be:
 - a. PTFs who have not indicated a preference to only work within their installation;
 - b. available and qualified postal support employees;
 - c. PTFs that have preferenced not to work in offices in other installations.
6. **A part-time flexible clerk who is required to work outside his/her home office is entitled to compensable travel time or mileage as determined by applying the applicable provisions of Section 438 of the ELM and Chapter 7 of Handbook F-15 and as documented in accordance with Section 260 of Handbook F-21. The part-time flexible clerk shall properly complete a PS Form 1164 or PS Form 1164e and submit it to the home office postmaster or designee on a weekly basis.**

This eliminates the continuation of the MOU, Re: Pilot Program - Memorandum of Understanding (MOU), Re: Assignment of PTF Hub Clerks, on page 438 of the 2021-2024 National Agreement.

(See Questions and Answers regarding Part-Time Flexible Clerks Working in Other Installations and Memo, page 438)
