

Steps	Actions Needed	Task Owner
	District LR Manager or Designee serves as the Project Compliance Team Lead	Cross Functional District Compliance Team: District Labor Relations/ HR/Finance/ Plant Operations
Roll-Out	LR must schedule a meeting with HR, Finance (TACS Coordinator), Plant Manager, MDOs and SDOs to discuss the contractual provisions to ensure compliance with the Clerk Craft Jobs MOU and the Lead Mail Processing Clerk and "TACS Duties".	District Labor Relations
Roll-Out	Review the Job Description of the Lead Mail Processing Clerk and the Lead Clerk Clock Office Role TACS Duties which must be performed by the Lead Mail Processing Clerks. Processing Operations should be encouraged to utilize the Lead Processing Clerk optimally to perform all administrative tasks associated with their work area. (e.g., Run the End-of Run Reports/count mail/ coordinate and direct employees to take breaks and lunches and coordinate replacements on machines etc.)	District Labor Relations
Roll-Out	If requested, Headquarters Field Labor Relations can present the Continuing Education Session on Lead Clerks and Clock Office Role to the District Compliance Team.	District Labor Relations
1	Run a HCES Report of all Lead Mail Processing Clerks Duty Assignments both vacant and filled.	District Human Resources
2	Run a Training Report Record of all current Lead Mail Processing Clerks to identify the Lead Clerks who have received the Lead Clerk Clock Office Role Training #31267-01 Time and Attendance Collection System-Supervisor Training and LMS Course #10025624, Lead Clerk Overview Training	Learning Development & Diversity
3	Determine if Lead Mail Processing Clerks are performing the "TACS Duties" in the processing plant.	Plant Operations
4	Identify duty assignments which may already have "TACS Duties" annotated in the Job Comments of the Duty Assignments.	District Human Resources
5	Determine if the incumbents of any Duty Assignments identified in Step #4 have been trained (#2) and are performing the "TACS Duties".	Plant Operations and LDD
6	If no Lead MPC duty assignments have "TACS Duties" annotated in the Job Comments of the Duty Assignments, identify those duty assignments of Lead Clerks who are currently performing the TACS Duties and apply Step 7.	Plant Operations and HR Local Services
7	HR Local Services must take the necessary actions with HRSSC to officially add " <i>Will Perform TACS Duties – Must complete required TACS training</i> " to the HCES Job Comments on the current Lead Clerk duty assignments that will be performing TACS duties.	HR Local Services
8	Identify all Lead Clerks who will be designated to perform the TACS Duties in the plant and schedule the necessary training	Plant Operations and LDD
9	Plant Operations must determine if additional Lead Mail Processing Clerks must have TACS duties added to their duty assignments in order to ensure the work is being performed by the bargaining unit at all times	Plant Operations
10	Meet with the Local APWU during the compliance process. The LMOU may require a discussion for any changes made to a duty assignment.	Labor Relations and Plant Operations
11	Duty Clarification Letters must be sent to specific Lead Clerks informing them that TACS duties will be added to Bid Comments in HCES with copies to the Local Union.	Labor Relations and Plant Operations
12	Schedule the Necessary Training. District TACS Coordinator conducts the training for Course #31267-01. Training may be In-Person or Virtual.	L D & D and District Finance (TACS Coordinator)

Steps	Actions Needed	Task Owner
13	District must establish a Standard Operating Procedure to ensure the training is scheduled as soon as the successful bidder on a Lead Clerk Duty Assignment is identified in a Bid Award Posting.	HR Local Services and Learning Development & Diversity and Finance
	<p>If there is a mail processing location at which no clerks have been given the Lead Clerk Clock Office Role training and Lead Clerks are not performing any TACS duties:</p> <ul style="list-style-type: none"> * Identify all Lead Clerks in Facility by Seniority Assign TACS duties to Senior Clerk or make mutual agreement with local union to an alternate Lead clerk in lieu of the senior clerk to be assigned the TACS duties in each location (tour) in the plant. * Meet with Local Union to discuss any LMOU provision regarding changes to bid duty assignments which might require reposting due to the addition of duties to an occupied duty assignment. * Duty Clarification Letters must be sent to specific Lead Clerks informing them that TACS duties will be added to Bid Comments in HCES with copies to the Local Union. * HR Local Services must send the language changes to HRSSC to officially change the comments on the bid posting. (Keep the language on each bid consistent) 	