

## CLERK CRAFT LEAD CLERK QUESTIONS & ANSWERS

*These questions and the responses are not intended to alter, amend, or change in any way the terms of the 2010-2015 Collective Bargaining Agreement.*

1. How will the Lead Clerk duty assignments be created?

**Answer:** They will be newly created duty assignments posted for bid installation wide to the senior qualified bidder, in accordance with Article 37. Exception: Per item #2.C of the Clerk Craft Jobs MOU, existing LSSA's, Window Service Technicians and other existing clerk craft positions of a similar nature identified by the parties shall be grandfathered into the new position of Lead Clerk.

2. At what level will the Lead Clerk duty assignments be created?

**Answer:** They will be created at one level above other employees in the group. Lead Clerks will provide oversight, direction and support, in the absence of Supervisory presence to a group of bargaining unit employees.

3. Will the Lead Clerk have access to TACS records (clock rings) and can they make adjustments?

**Answer:** Yes, with the approval of the supervisor.

4. Will the Lead Clerk duty assignment have a principal assignment area?

**Answer:** Yes, in accordance with Article 37. However, the designation of a principal assignment area shall not impact the number of Lead Clerk positions, which are determined by the MOU ratio. In addition, based on operational needs, the Lead Clerk in Mail Processing could be directed to temporarily lead another group of clerks within the same facility and function, provided, when working in another area the movement is in accordance with the 2007 JCIM, Article 37, Q&A #142, as cited below:

142. *Are full-time Mail Processing Clerks PS-06 limited to working only in their principal assignment area or can they be assigned to perform work in other mail processing areas?*

**Response:** *Management may assign employees in accordance with operational needs and the employee's qualifications. However, if there is more than one Mail Processing Clerk working in a principal assignment area with the necessary skills, management will move Mail Processing Clerks out of their principal assignment area as needed by juniority.*

5. How will the Lead Clerk be scheduled for overtime, holiday scheduling, leave, etc.?

**Answer:** They will be scheduled in accordance with the LMOU and Collective Bargaining Agreement.

6. Can the Lead Clerk issue discipline or approve leave?

**Answer:** No.

7. Is the ratio of Lead Clerk assignments in the clerk craft complement in a facility based on the entire facility or by tour?

**Answer:** Facility clerk complement.

8. If there are five clerks in any facility, must a Lead Clerk duty assignment be created?

**Answer:** Yes, in accordance with item #2 of the Clerk Craft Jobs MOU which states, *"The Employer will fill duty assignments of a Lead Clerk in any facilities where clerks work without direct supervision and in facilities that have a minimum complement of five (5) clerks."*

9. Will Lead Clerk duty assignments be created in facilities where clerks work without direct supervision, even if there are less than five clerks?

**Answer:** Yes, in accordance with item #2 of the Clerk Craft Jobs MOU which states, *"The Employer will fill duty assignments of a Lead Clerk in any facilities where clerks work without direct supervision..."*

10. Can you have a Lead Clerk duty assignment in CFS?

**Answer:** The parties agree that upon consultation with the Union at the National Level, Lead Clerk positions may be created in certain assignment areas with specific qualification requirements (example: CFS). However, the creation of these Lead Clerk duty assignments shall not impact the number of Lead Clerk duty assignments in the facility, which are determined solely by the MOU ratio.

11. In post offices where the supervisor maintained the floor stock and that supervisory job is eliminated, may the floor stock be transferred to the LSSA?

**Answer:** Yes, if the supervisory position is eliminated and separation of duties are maintained consistent with postal regulations and policies.

12. How will higher level details be made to the Lead Clerk duty assignment?

**Answer:** Higher level details will be made in accordance with Article 25 of the Collective Bargaining Agreement.

13. What happens if as the result of an excessing event a clerk facility's complement changes.

**Answer:** If there is an increase in facility clerk complement resulting in an increase of Lead Clerk duty assignments, due to the ratio, then the Lead Clerk duty assignments will be created accordingly. If there is a reduction, then the USPS may reduce the number of Lead Clerk duty assignments based on the ratio, however the impacted clerk(s) would receive saved grade pursuant to Article 37.4.C.6.

14. May the USPS create more lead Clerk assignments than the ratio listed in the MOU?

**Answer:** Yes. The MOU lists the minimum number of Lead Clerk duty assignments required.

15. If a section is undergoing excessing and/or there are clerks with retreat rights to a section and level where Lead Clerk duty assignments are being posted, will the assignment be posted installation wide?

**Answer:** Based on Article 12 and the LMOU, Item 18, the posting may be limited to in-section bidding where the retreat rights are to a section and level.

16. Is there a difference between the Lead Sales & Services Associate (LSSA), and the Lead Customer Service Clerk (LCSC)?

**Answer:** Yes. The Lead Sales & Service Associate is utilized in a Function 4 facility with a retail/window operation. The Lead Customer Service Clerk (LCSC) will normally be utilized in a Function 4 facility that has no window/retail operation. In a large facility (50 or more clerks) with a retail window and a large distribution operation, there may be both based on operational needs and the MOU ratio. In this situation, you could have a Lead Sales & Services Associate for the window/retail, and a Lead Customer Service Clerk for the distribution operation, as operational needs require.

17. Are there any other current Level 7 clerk positions that can be grandfathered into Lead Clerk positions?

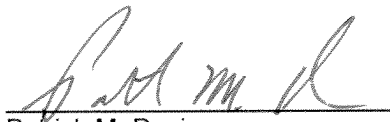
**Answer:** In accordance with Section 2.C of the Clerk Craft Jobs MOU, other existing clerk craft positions of a similar nature identified by the parties shall be grandfathered into the new position of Lead Clerk. This determination is made at the National Level.

18. Can Lead Clerk positions be posted as Non-Traditional Full-Time (NTFT) duty assignments?

**Answer:** Yes, provided they are posted in accordance with the Non-Traditional Full-Time (NTFT) Duty Assignments MOU. In Function 1 no more than 50% of all duty assignments in the facility may be NTFT duty assignments of 30-48 hours, unless otherwise agreed to by the parties. In Function 4, as many NTFT duty assignments as operationally necessary may be created.

19. What training and testing requirements will there be for the Lead Clerk positions?

**Answer:** Training will be provided, where necessary, to assist the Lead Clerk in providing oversight, direction and support to other employees and to perform administrative duties. It is anticipated that Lead Clerks will have, based on their experience, the ability to provide technical guidance to other employees.



Patrick M. Devine  
Mgr. Contract Administration  
Labor Relations  
United States Postal Service



Rob Strunk  
Director Clerk Division  
American Postal Workers Union,  
AFL-CIO

Date: May 4, 2012