

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

**Re: Part-Time Flexible (PTF) One-Time Voluntary  
Reassignment Opportunity**

**All part-time flexible (PTF) Clerk Craft employees on the rolls on September 21, 2021, who have completed their probationary period in installations with less than 100 career Clerk Craft employees, will be given a one-time opportunity to voluntarily reassign to installations with 100 or more Clerk Craft employees as full-time Clerk Craft employees within their current districts.**

**The parties recognize that it is in the interest of both the Employer and the Union to provide PTF Clerk Craft employees in installations with less than 100 Clerk Craft employees the opportunity to convert to full-time status.**

**For the purpose of this Agreement, the one-time voluntary reassignment of PTF Clerk Craft employees to full-time status will be accomplished by assigning PTF Clerk Craft employees in installations with less than 100 Clerk Craft employees to full-time Clerk Craft residual vacancies that remain available in installations with 100 or more Clerk Craft employees after application of Item 4 of the Memorandum of Understanding (MOU), Re: *Residual Vacancies - Clerk Craft*.**

**A list identifying the full-time Clerk Craft residual vacancies that remain available in installations with 100 or more Clerk Craft employees after application of Item 4 of the Memorandum of Understanding (MOU), Re: *Residual Vacancies - Clerk Craft*, will be provided to the APWU Director, Clerk Division, or designee. This list shall include the Area name, District name, Installation (Bid Cluster) name, Job Title, Job Number, Schedule/Days Off, and Skills/Schemes/License.**

**The APWU Director, Clerk Division, or designee, within 30 days of receipt of the subject list, will provide the names of eligible and minimally qualified PTF Clerk Craft employees who will voluntarily reassign to those full-time Clerk Craft**

**residual vacancies.**

**A PTF Clerk Craft employee seeking to voluntarily reassign pursuant to this Agreement must have an acceptable work, attendance, and safety record and meet the minimum qualifications for all Clerk Craft residual vacancies to which they request voluntary reassignment. A PTF Clerk Craft employee must qualify in his/her current installation prior to being reassigned pursuant to this Agreement. A PTF Clerk Craft employee who fails to qualify will remain in his/her current installation as a PTF Clerk Craft employee.**

**District Human Resources will complete the placement no later than the first day of the third pay period following selection of the employee.**