*EVERYTHING YOU'VE ALWAYS WANTED TO KNOW ABOUT POSTAL SUPPORT EMPLOYEES (PSEs) **

*** And Where to Find It***

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FORWARD: "*Show me where it's written*" is probably the most often heard statement made to stewards and officers. It's made by members, fellow stewards and officers, management, and even arbitrators. This is particularly perplexing when dealing with issues regarding PSEs, because "*where it's written*" is located at various sources, including the Articles listed in the National Agreement, the Appendixes and Addendums in the back of the CBA, various MOU's, Settlements & Q&As, e-mail communications, subsequent MOUs and changes to JCIM language, handbooks and manuals, as well as arbitration awards.

The following reference chart was developed to provide stewards and officers a quick reference guide regarding PSE issues.
It also shows the interaction that PSE issues have among the various Crafts. The chart is current through the effective dates of the **September 21, 2024 – September 20, 2027** Collective Bargaining Agreement and other sources. Obviously, updates will be needed in the future, but for now this chart should provide stewards and officers a *bona fide* guide to answer the statement: "*Show me where it's written*."

In solidarity

Charlie Cash
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GENERAL QUESTIONS and ISSUES	**QUICK REFERENCES** • **Numbers highlighted in GREEN are the page numbers in the 2024 – 2027 CBA** • **Page Numbers in BLUE represent the page numbers in the November 2025 JCIM** • **Notations in BOLD TYPE represent NEW LANGUAGE in the CBA and/or JCIM**
WHAT ARE POSTAL SUPPORT EMPLOYEES (PSEs)? • **PSEs are the ONLY category of non-career employees established to work within the APWU bargaining unit.**	Article 7.1.B provides for the establishment of the Postal Support Employees (PSE) workforce, comprised of non-career bargaining unit employees. • **Ref: November 2025 JCIM, Article 1.4, DEFINITION – APWU BARGAINING UNIT;** Article 1, p. 1. [p. 22] • **X-Ref: November 2025 JCIM, OPERATING SERVICES CRAFT, Article 40.3, EMPLOYEE CLASSIFICATION;** Article 40, p. 1. [p. 325] The PSE workforce will be comprised of noncareer, bargaining unit employees, which is the only category of noncareer employees established to work within the APWU bargaining unit. … • **Ref: Article 7, EMPLOYEE CLASSIFICATION, Section 1. Definition and Use; B. Postal Support Employees (PSEs), #1,** [CBA p.16] • **Also, Ref: November 2025 JCIM, Article 7.1.B.1, POSTAL SUPPORT EMPLOYEES;** Article 7, p. 2. [p 37] • **X-Ref: Postal Support Employees MOU, APPENDIX A, 1. General Principles, a.** [CBA p. 251] • **Also, X-Ref: Postal Support Employees MOU, APPENDIX A, 2. Contract Provisions, Article 7, Section 1. Definition and Use, B.1.** [CBA p. 252] • **Also, X-Ref: Article 40, OPERATING SERVICES CRAFT, Section 3. Employee Classification, B.** [CBA p. 224]

HIRING PSEs • **PSEs are hired from an appropriate register**	PSEs shall be hired from an appropriate register pursuant to such procedures as the Employer may establish. They will be hired for a term not to exceed 360 calendar days per appointment. … • **Ref: Article 7, EMPLOYEE CLASSIFICATION, Section 1.B.10.** [CBA p. 18] • **Also, Ref: February 18, 2011, letter from Doug Tulino to Cliff Guffey,** [CBA pp. 276 & 277] (NOTE: This letter refers to the EL-312 and EL-307). • **X-Ref: Postal Support Employees MOU, APPENDIX A, 1. General Principles, b.** [CBA p. 251] • **X-Ref: Postal Support Employees MOU, APPENDIX A, 2. Contract Provisions, Article 7, #10.** [CBA p. 254]
• **Non-discrimination**	The Postal Service will not discriminate against the hiring of PSEs on the basis of race, color, religion, sex, national origin, age, or disability. • **Ref: February 18, 2011, letter from Doug Tulino to Cliff Guffey,** [CBA pp. 276 & 277] (NOTE: This letter refers to the EL-312 and EL-307). • **X-Ref: November 2025 JCIM, Article 2, NONDISCRIMINATION AND CIVIL RIGHTS, USPS HIRING POLICY;** Article 2, p. 2. [p. 26]**-Also Ref: ELM 311.12**
• **Vet Pref**	*"Vets will be given preference in the hiring of PSE's"* • **Ref: Email, June 9, 2011, from Michael Mlaker to Mike Morris**
• **Length of time or term of a PSE being hired**	PSEs will be hired for a term not to exceed 360 calendar days per appointment. • **Ref: Article 7, EMPLOYEE CLASSIFICATION, Section 1.B.10.** [CBA p.18] • **X-Ref: Postal Support Employees MOU, APPENDIX A, 1. General Principles, b.** [CBA p. 251] • **X-Ref: Postal Support Employees MOU, APPENDIX A, 2. Contract Provisions, Article 7, #10.** [CBA pp. 254 & 255]

	• **X-Ref: November 2025 JCIM, Article 7.1.B.9, POSTAL SUPPORT EMPLOYEE (PSE) TERM LIMIT,** Article 7, page 5. [p. 39] --- PSEs will have a break in service of at least 5 days, if reappointed. • **Ref: Article 7, EMPLOYEE CLASSIFICATION, Section 1.B.10.** [CBA p. 18] • **X-Ref: Postal Support Employees MOU, APPENDIX A, 1. General Principles, b.** [CBA p. 251] • **X-Ref: Postal Support Employees MOU, APPENDIX A, 2. Contract Provisions; Article 7, #10.** [CBA pp. 254 & 255]
• **BREAK IN SERVICE** **Length of time between PSE appointments**	
• **HEALTH BENEFITS DURING BREAK IN SERVICE**	**… There is no intent to separate a PSE for more than five (5) days to disallow health benefits.** • **Ref: November 2025 JCIM, Article 7.1.B.8, POSTAL SUPPORT EMPLOYEE (PSE) TERM LIMIT,** Article 7, page 5. [p.39] ---
• **What is the APPROPRIATE REMEDY for a violation of the Break in Service beyond a PSE's 360-day appointment?**	***DIRECTOR's NOTE:*** Management has occasionally failed to give PSEs their 5-day break at the end of the 360 days. Working the PSE continuously beyond their 360-day appointment, without the 5-day break, is a violation of the CBA. Locals should file a grievance on this violation, but **DO NOT ASK TO HAVE THE PSE CONVERTED!** The proper remedy is to compensate the bargaining unit for all hours worked by that PSE in violation of the contract. ---
• **IN WHAT CRAFTS CAN PSEs BE HIRED AND WORK?**	PSEs can be hired and work in the **Clerk Craft**, the **Motor Vehicle Craft**, and the **Operating Services Craft** pursuant to established caps. There will be no PSEs in the **Maintenance Craft.** However, see **JCIM, Filling of Maintenance Vacancies, *ORDER FOR FILLING VACANT MAINTENANCE POSITIONS*, #13, for APWU non-career bargaining unit employees with an in-service eligibility in score order.** • **Ref: Article 7, EMPLOYEE CLASSIFICATION, Section 1. Definition and Use; B. Postal Support Employees (PSEs), {B.4 for MVS Craft, B.5 & 6 for Clerk Craft}** [CBA pp. 16-18] • **X-Ref: Postal Support Employees MOU, APPENDIX A, 1. General Principles, a.** [CBA p. 251]

	• X-Ref: Postal Support Employees MOU, APPENDIX A, 2. Contract Provisions, Article 7, #3 - 6. [CBA pp. 253-255] • Also, Ref: November 2025 JCIM, **Filling of Maintenance Vacancies, *ORDER FOR FILLING VACANT MAINTENANCE POSITIONS*, #13;** Article 38, p. 7. [p. 280]
PSEs ATTENDING NEW EMPLOYEE ORIENTATION	During new bargaining unit employee orientation, a representative of the APWU shall be provided "ample" opportunity to address the new employees while they are on the clock. Article 17 does not preclude management officials from being present when the union addresses new employees during orientation. Completion of SF-1187 as identified in ELM, Section 924.12, will be permitted during employee orientation in the areas designated by management. This provision applies to Postal Support Employees, who are non-career bargaining unit employees. In addition, at the time any non-career employees become eligible for health insurance, the APWU will be provided ample opportunity to address such employees on the subject. • **Ref: November 2025 JCIM, Article 17.6, NEW EMPLOYEE ORIENTATION,** Article 17 page 5. [p. 154] • Is there a set amount of time to which the union is entitled to address employees during orientation? **Response:** No. The parties have agreed that the union will be provided with "ample opportunity" to address new employees during orientation. This rule includes Postal Support Employees (PSEs) orientation. • **Ref: November 2025 JCIM, Article 17, QUESTIONS & ANSWERS, REPRESENTATION,** Article 17 page 8, #12. [p. 157]
Now that we have identified the definition of PSEs and where they can and cannot work, let's look at the major issues and concerns regarding PSEs that frequently come up.	

PSE PERCENTAGE CAPS – WHAT ARE THE CAPS TO THE NUMBERS OF PSEs HIRED? • **PSE PERCENTAGE CAPS What is the APPROPRIATE REMEDY for a violation of the PSE Caps?** • **PSE PERCENTAGE CAPS - What are the CAPS FOR PSE HIRING in the Clerk Craft?**	For PSE percentage use allowances, see Article 7.1.B. [CBA pp. 16-18] • XRef: Postal Support Employees MOU, APPENDIX A, 1. General Principles, d. [CBA p. 251] • Also XRef: MOU Re: Postal Support Employee (PSE) District Caps (to expand PSE District caps by an additional 10 PSEs per each of the 46 Package Support Annexes ...) [CBA pp. 284 – 286] • **Ref: PSE CAPS - SETTLEMENT AGREEMENT, 8/14/13, Doug Tulino/Cliff Guffey Q10C-4Q-C 13126898 / HQTG20130201** **Re: Postal Support Employee (PSE) District /ISC Cap Violations (Internat'l Svc Centers)** • **Ref: PSE CAPS - SETTLEMENT AGREEMENT, 10/3/14, Doug Tulino/Mark Dimondstein Q10C-4Q-C 13126898 / HQTG20130201** **Re: Postal Support Employee (PSE) District /ISC Cap Violations (Internat'l Svc Centers)** • **Ref: MEMORANDUM OF UNDERSTANDING, Re: Remote Encoding Center (REC Staffing,** [CBA pp. 406 & 407] --- **DIRECTOR's NOTE**: **THE APPROPRIATE REMEDY -** In any grievance where someone performs clerk craft work in violation of the CBA, to include PSE violations under Article 7, the appropriate remedy is to compensate the appropriate bargaining unit employees for all time the identified employee spent performing our work in violation of the CBA. --- **Ref: Article 7, EMPLOYEE CLASSIFICATION, Section 1. Definition and Use; B. Postal Support Employees (PSEs). CLERK CRAFT - Function 1 and Function 4.** 5. In the Clerk Craft, the total number of PSEs used in mail processing (Function 1) within a District, will not exceed 20% of the total number of career mail processing (Function 1) Clerk Craft employees within that District, except in accounting periods 3 and 4. The total number of PSEs used in retail/customer services (Function 4) within a District will not exceed 20% of the total number of career retail/customer services (Function 4) Clerk Craft employees within that District.

	The number of PSEs derived from the retail/customer services (Function 4) percentage may be used in Function 1 and when doing so will not count against the 20% mail processing (Function 1) District cap. (PSEs employed in POStPlan offices will not count against the 20% district cap except as provided for in the POStPlan Memo Re: *POStPlan: Staffing of Offices, Filling of Assignments, PSE Usage and Conversions* dated 9/22/2014) 6. In Level 22 and above office, PSEs in retail/customer services (Function 4) who work the window will not exceed 10% of the career retail clerks in that installation whose duties include working the window. The rounding-up rule of .5 and above applies. In Level 21 and below offices, PSEs in retail/customer services (Function 4) who work the window will not exceed 20% of the career retail clerks in that installation whose duties include working the window. The rounding up rule of .5 and above applies. When the hours worked by a PSE on the window demonstrate the need for a full-time preferred duty assignment, such assignment will be posted for bid within the section. PSEs who work the window may work in relief of employees holding duty assignments on the window. • **Ref: Article 7, EMPLOYEE CLASSIFICATION, Section 1. Definition and Use; B. Postal Support Employees (PSEs), 5, and 6.** [CBA pp. 16 & 17] • **X-Ref: Postal Support Employees MOU, APPENDIX A, 2. Contract Provisions, Article 7, B. Postal Support Employees (PSEs), #5, and #6.** [CBA pp 253 & 254] • **X-Ref: November 2025 JCIM, Article 7.1.B.4 and 7.1.B.5, PSE WORK ASSIGNMENTS,** Article 7, pp. 3 & 4 [pp. 37 & 38]
• **What is the PSE Staffing in Remote Encoding Center (REC)?**	… Remote Encoding Center (REC) will be staffed with … 38% postal support employee (PSE) … • **X-Ref: MOU Re: Remote Encoding Center (REC) Staffing** [CBA p. 406 & 407] --- **NOTE: Again, PSEs employed in POStPlan offices will not count against the twenty percent (20%) district cap except as provided for in the POStPlan Memo Re: POStPlan: Staffing of offices, Filling of Assignments, PSE Usage and Conversions dated 9/22/2014.**

	• For purposes of determining the percentages of PSEs who may work the window any career clerks are counted (both FTR and PTF) whose duty assignments include a position description with window responsibility (e.g., SSA, SSDA, LSSA, etc.). Window duties will not be unnecessarily added to duty assignments solely to circumvent this restriction. • The total number of PSEs used within an International Service Center (ISC) will not exceed twenty percent (20%) of career clerks in the facility. The twenty percent (20%) limitation in the ISCs will not apply in accounting periods 2 and 3 (LAX and SFO) and in accounting periods 3 and 4 (MIA, JFK and ORD). • **Ref: November 2025 JCIM, Article 7.1.B.5 and 7.1.B.6, PSE WORK ASSIGNMENTS;** Article 7, p. 3. [p. 37]
• **PSE PERCENTAGE CAPS – Can a Clerk Craft PSE hired in one installation be utilized in a different installation? YES**	--- A Clerk Craft PSE hired in one installation may be utilized in a different installation when needed. However, such utilization should not be to the detriment of PTF clerks available through the HUB Clerk MOU and, if utilized in customer service/retail (Function 4) the PSE would be subject to the gaining installation's PSE caps for that function. If the gaining office is in a different District, the PSE must be counted against both Districts' PSE caps. • **Ref: November 2025 JCIM, Article 7.1.B.5 and 7.1.B.6, PSE WORK ASSIGNMENTS;** Article 7, p. 4. [p. 38]
• **PSE PERCENTAGE CAPS - "NEW WORK" Exclusions to Clerk Craft Caps**	--- In addition to the caps in paragraph 4 above, PSEs will not be counted towards the allowable percentages of PSEs within a District when employed for new work that is brought into the bargaining unit covered by this Agreement, including work being contracted out that is brought in-house as follows: a. In the Clerk Craft, in any former Contract Postal Unit (CPU) that is brought back in-house, unless it is a full-service unit or it primarily provides postal services. b. The Employer and the Union may agree upon the use of additional PSEs in other circumstances when new or contracted work is brought in-house, or when new retail initiatives that are not full-service post offices are established. • **Ref: Article 7, EMPLOYEE CLASSIFICATION, Section 1.8.a. & b.** [CBA p. 18]

	• **X-Ref: Postal Support Employees MOU, APPENDIX A, 2. Contract Provisions, Article 7, B. Postal Support Employees (PSEs), #8.** [CBA p. 254] • **X-Ref: November 2025 JCIM, Article 7.1.B.5,** Article 7, pp. 3 & 4. [pp. 37 & 38] ***DIRECTOR's NOTE:*** "New Work" does not include "in-house" work which has historically been recognized as belonging to the bargaining unit. ----------
• **PSE PERCENTAGE CAPS – CLERK CRAFT - Function 4 Peak Season Exception Periods**	… an exception period of three (3) consecutive pay periods during reporting periods 3 and 4 for the hiring of Holiday Clerk Assistants in Function 4 retail/customer services. … these employees will not count towards the 20% District PSE cap. … PSEs are utilized at the straight-time rate prior to assigning such wok to Holiday Clerk Assistants. … • **Ref: MEMORANDUM OF UNDERSTANDING, Peak Season Exception Periods** [CBA pp. 392 & 393] ----------
MOTOR VEHICLE CRAFT ISSUES • **MVS ISSUES - Hiring of PSEs in the Motor Vehicle Craft**	In the **Motor Vehicle Craft** PSEs will be permitted in the Craft only when created in accordance with Paragraph 2 in the 2010 Motor Vehicle Craft Jobs MOU. (See Postal Support Employees Memoranda, Attachment B, Section 2, page 269) • **Ref: Article 7, EMPLOYEE CLASSIFICATION, Section 1. Definition and Use; B. Postal Support Employees (PSEs), 4.** [CBA p. 16] • **Ref: Postal Support Employees MOU, APPENDIX A, General Principles, 1.a.** [CBA p. 251] • **Also, X-Ref: Postal Support Employees MOU, ATTACHMENT B, Section 2, Motor Vehicle PSEs, 1** [CBA p. 269] • **X-Ref: November 2025 JCIM, Article 7.1.B.4 ;** Article 7, page 3 [p. 37] ----------
• **MVS ISSUES - DOT Physicals and Drug Tests**	**QUESTION:** Are MVS PSEs subject to DOT physicals and drug tests? **ANSWER:** All MVS employees that perform a safety sensitive position are required to have the same DOT physicals and are subject to the same DOT drug testing rules.

• **MVS ISSUES - OPTING and HOLDDOWNS – Are unassigned PSEs allowed to OPT or perform HOLDDOWNS into temporarily vacant MVS work assignments? Yes.**	… unassigned … new work PSE Tractor-Trailer Operators (SP 5-22; PS-8} and Motor Vehicle Operators (SP-10; PS-7) may, in seniority order, exercise a preference for an assignment temporarily vacant for an anticipated duration of ten (10) days or more. New work PSEs may only express preference for temporarily vacant new work assignments. • **Ref: Article 39, MOTOR VEHICLE CRAFT, Section 1. Seniority; J. Temporary Holddowns.** [CBA p. 211] • **XRef: Postal Support Employees MOU, APPENDIX A, 3, Other Provisions; F. Opting** [CBA p. 266] • **Also, November 2025 JCIM, Article 39.1.J; HOLDDOWNS;** Article 39, p. 6. [p. 298] 6. Do holddowns still exist? **Response:** Yes, but only unassigned … new work PSEs that are not on holddowns currently, may bid on duty assignments that are vacant for ten (10} or more days; … • **Ref: November 2025 JCIM, Article 39 QUESTIONS & ANSWERS, #6;**Article 39, p. 12. [p. 304]
• **MVS ISSUES – TRANSFERS and NONBARGAINING DETAILS - Are PSEs allowed to TRANSFER between Postal Installations or Districts to perform New Work? NO.**	--- 78. Are MVS new work Postal Support Employees (PSEs) allowed to transfer between postal installations or districts? **Response:** No. • **Ref: November 2025 JCIM, Article 39 QUESTIONS & ANSWERS, #84;** Article 39, pp. 23 & 24. [pp. 315 & 316], ALSO: Article 39, p. 8, [300], and Q #23, p. 306
• **Are PSEs allowed to BID, BE CONVERTED TO FULL-TIME OR CAREER STATUS WHILE DETAILED TO NON-CAREER ? NO**.	--- • **Ref: Article 39, MOTOR VEHICLE CRAFT, Section 2.A.9 Nonbargaining Unit Detail.** [CBA p. 214]
OPERATING SERVICES CRAFT ISSUES	**OPERATING SERVICES CRAFT** … In the Operating Services Craft, the total number of PSEs used will not exceed 10% of the total number of career Operating Services Craft employees. • **Ref: Article 40, OPERATING SERVICES CRAFT, Section 3. Employee Classification, B.** [CBA p. 224] • **X-Ref: November 2025 JCIM, Article 40.3, EMPLOYEE CLASSIFICATION,** Article 40, p.1. [p. 325]

• **PSE PERCENTAGE CAPS – Monitoring PSE CAPS** • **PSE PERCENTAGE CAPS – NON-APWU BARGAINING UNIT EMPLOYEES who are on LIGHT OR LIMITED DUTY are NOT COUNTED toward PSE CAPS**	The Postal Service will provide a report, every four-week reporting period with information needed to monitor compliance with the provisions above, i.e., the total number of career bargaining unit employees and PSEs by craft, function, installation and District. **PSEs shall not be terminated in order to come into compliance with the specific cap provisions (MOU 103/14 & MOU 11/17/25).** • **Ref: Article 7, EMPLOYEE CLASSIFICATION, Section 1. Definition and Use, B. Postal Support Employees (PSEs), 9** [CBA p. 18] • **X-Ref: Postal Support Employees MOU, APPENDIX A, 1. General Principles, e.** [CBA p. 251] **Also: 2. Contract Provisions, Article 7, B. Postal Support Employees (PSEs), #9** [CBA p. 254] • **X-Ref: November 2025 JCIM, Article 7.1.B.8, REPORTING REQUIREMENTS,** Article 7, p. 4. [p. 38] --- Any non-APWU bargaining unit employee on light or limited duty in an APWU craft or on a rehabilitation assignment in an APWU craft who does not hold a bid assignment will not be counted as a career employee for the purpose of determining the number of PSEs who may be employed in that APWU craft. • **Ref: Article 7, EMPLOYEE CLASSIFICATION, Section 1. Definition and Use, B. Postal Support Employees (PSEs), 7.** [CBA pp. 7 & 8] • **X-Ref: Postal Support Employees MOU, APPENDIX A, 2. Contract Provisions, Article 7, B. Postal Support Employees (PSEs), #7.** [CBA p. 254] • **X-Ref: November 2025 JCIM, Article 7.1.B.5, ADDITIONAL PROVISIONS AFFECTING PSE CAPS,** Article 7, p. 4. [p. 38] ---
CAREER OPPORTUNITIES – CONVERSIONS FOR PSEs	When the Postal Service determines in accordance with contractual provisions that it has needs to fill vacancies with new career employees, available and qualified PSEs will be converted to fill such vacancies on a seniority basis, consistent with relevant contractual provisions including Article 37.5.D. • **Ref: Article 37.5.D. Postal Support Employees (PSE) Career Opportunity** [CBA pp. 176-178 and MEMO p. 399]

	• **Ref: Postal Support Employees MOU, APPENDIX A, 3. Other Provisions, E.PSE Career Opportunity** [CBA p. 265] • **Also, Ref: Nondiscriminatory Policies - February 18, 2011, letter from Doug Tulino to Cliff Guffey,** [CBA pp. 276 & 277] ----------
• **CONVERSIONS – From PSE to Career Status**	… **When a PSE is hired in another installation and the employee is in their first appointment, all time spent in the appointment directly before the one-day break shall be credited toward completing 90 workdays, or 120 calendar days of employment (See MOU, RE: *Clerk Craft PSE hiring and One Day Break,* dated January 5, 2018)** PSEs will be converted to career based upon their craft (or in the case of MVS, occupational group) seniority in the installation. Changing between crafts will alter a PSE's standing on the roll. • **Ref: November 2025 JCIM, Article 7,1.B.1. POSTAL SUPPORT EMPLOYEES – CONVERSION TO CAREER;** Article 7, p. 2. [p. 36]
• **CONVERSIONS – Automatic Conversion From PSE to Career Status**	With the exception of PSEs in Level 4 RMPOs, and if not converted earlier, PSEs will automatically convert to career after they reach 24 months of relative standing. (See Memo, page **286,** CBA) • **Ref: Article 7, EMPLOYEE CLASSIFICATIONS, Section 1. Definition and Use, B. Postal Support Employees (PSEs), 3.** [CBA p. 16] • **X-Ref: MOU, Re: Postal Support Employees (PSE) Automatic Conversion to Career**. [CBA pp. 286 - 288] • **Also, November 2025 JCIM, Article 7,1.B.1. POSTAL SUPPORT EMPLOYEES – CONVERSION TO CAREER**; Article 7, p. 2 [p. 36]
• **CONVERSIONS – What will the Conversion Date and Seniority be?**	The conversion date will be the first day of the third full pay period after the 24-month requirement is reached. When PSEs are hired in an installation on the same day, their ranking on the relative standing list is based on their test score. When converted to career, the same ranking order will continue to apply to the career seniority list. • **Ref: November 2025 JCIM, Article 37,QUESTIONS & ANSWERS – CONVERSION TO CAREER, QUESTIONS #24 AND #25;** Article 37, p. 77. [p. 270] ----------

• **CONVERSIONS - A new Form 50 will be issued**	***DIRECTOR's NOTE:*** Upon conversion to career status, a Form 50 will be generated terminating the PSEs appointment as a non-career employee. A second Form 50 will be generated for the PSE stating they are a career new hire.
• **CONVERSIONS - A new period of seniority will begin**	***DIRECTOR's NOTE***: Time worked as a PSE does not carry over if a PSE attains career status. They begin a new period of seniority at the bottom of the seniority list for career employees in the office where they are hired (converted).
• **CONVERSIONS – Conversions of CLERKS**	**D. Postal Support Employee (PSE) Career Opportunity** **1.** The Employer will maintain a single clerk PSE roll in each installation. **2.** Conversion of PSEs to full-time residual duty assignments will occur only after any Part-Time Flexibles (PTFs) within the installation are converted. PTF assignments, if operationally needed, will be filled in accordance with the procedures below. **a. Part-Time Flexible (PTF) Assignments** Match the number of PTF assignments to be filled with the identical number of PSEs based upon their relative standing on the roll. These PSEs will be converted no later than the first day of the third full pay period after the close of the posting cycle, except in the month of December, subject to the provisions in 37.5.D.3 below. **b. Full-Time Duty Assignments** **(1)** Senior Qualified Duty Assignments **(a)** Match the number of duty assignments to be filled with the identical number of PSEs based upon their relative standing on the roll, who are eligible to state a preference on the duty assignment(s). If there is more than one assignment, PSEs who are currently qualified on two or more of the available duty assignments shall be given a choice in order of their relative standing on the PSE roll.

(b) PSEs who are currently qualified on the duty assignment will be placed in the assignment no later than the first day of the third full pay period after the close of the posting cycle, except in the month of December.

(c) PSEs who are partially or not currently qualified will be placed into training for the assignment they preferenced based on their relative standing, within ten (10) days, subject to the provisions in 37.5.D.3 below, except in the month of December.

(2) Best Qualified Duty Assignments

If an opportunity for conversion is to a best qualified full-time Clerk Craft duty assignment, applications from PSEs will be accepted and the successful applicant shall be converted and placed in the duty assignment no later than the first day of the third full pay period after the close of the posting cycle, except in the month of December.

3. When converting PSEs to residual Function 4 duty assignments with window duty requirements, the conversion to career will be deferred, if necessary, until after the PSE with the highest relative standing is provided an opportunity to train and qualify on window requirements. Any PSE who fails to qualify under this opportunity will remain in a PSE status, with the same relative standing, for future conversion opportunities. PSEs who fail to qualify on the window requirements will serve the 180-day restriction provided in Article 37.3.F.7.b. Once a PSE qualifies for the assignment, Clerk Craft seniority will be adjusted to the day the employee received the initial assignment, pending qualification. There will be no retroactive compensation due to this adjustment.

4. A PSE who expresses a preference may not withdraw from the assignment or from training unless a new conversion opportunity to a residual vacancy subsequently occurs. A PSE in training shall have the option of either remaining in training for the existing preference or to state a preference, in order of their relative standing on the PSE roll, for one of the new assignments.

(See Memo, page 430)

- **Ref: Article 37, CLERK CRAFT, Section 5.D. Postal Support Employees (PSE) Career Opportunity** [CBA pp. 176 - 178]

• **CONVERSIONS - Conversion of Clerks into a Residual Clerk Craft duty assignment**	**Re: Residual Vacancies – Clerk Craft** The parties agree to the following procedures during the term of the **2024** Collective Bargaining Agreement to fill Clerk Craft residual vacancies that are not subject to a proper withholding order pursuant to Article 12 of the CBA. In order to revert a residual Clerk Craft duty assignment, the procedures listed in the terms of the Memorandum of Understanding (MOU) concerning Reversion of Withheld/ Residual Vacancies dated November 7, 2011, shall be followed. A. Residual duty assignments will be filled in the following order: … 6. Residual vacancies that remain after Item 5 above will be filled by the: a) conversion of Postal Support Employees (PSEs) within the same installation; or, b) acceptance and placement of voluntary reassignment (transfer) requests pending in eReassign from bargaining unit employees who meet the minimum qualifications (including full and part-time Clerk Craft employees) or reassignment of bargaining unit employees within the installation. Employees from other APWU crafts in an impacted installation will receive priority consideration. If there are insufficient requests from bargaining unit employees who meet the minimum requirements, non-bargaining unit employees may be reassigned to a full-time regular opportunity. Reassignment requests will be made with normal considerations contained in the Memorandum of Understanding, Re: *Transfers*, based on the order the applications are received. The number of career reassignments allowed under this paragraph is limited to one (1) in every four (4) full-time opportunities filled in offices of 100 or more work-years and one (1) in every six (6) full-time opportunities filled in offices of less than 100 work-years. At least three (3) or five (5), as applicable, of full-time opportunities will be filled by conversion of PSEs to full-time regular career status based on their relative standing in the same installation as the full-time opportunities. For the first full-time opportunity in each block of four (4) or six (6), if the relative standing date of the PSE within the installation (bid cluster) is older than the date of the request for a transfer to the installation, the PSE will be converted. The process will be continuous, in blocks of four (4) or six (6), as applicable. Such conversions will take place no later than the first day of the third full pay period after either the close of the posting cycle or, when an employee is being considered for transfer, the

	date the employee or employer rejects the offer/request. 7. Clerk Craft PTFs/PSEs who express a preference from an installation within a 50-mile geographic radius. All Clerk Craft PTF applicant(s), by installation seniority order, will be processed ahead of PSE applicant(s). In the event there are no PTF applicants, the PSE with the highest installation standing within the 50 miles will be selected. PTF placement in the assignment or conversion of PSEs to career will take place no later than the first day of the third full pay period after either the close of the posting cycle or, when an employee is being considered for transfer, the date the employee/employer rejects the offer/request. Normal considerations contained in the Transfers MOU will not apply. B. When there is a demonstrated need to create and/or fill PTF assignments, such assignments will be filled in the following order: 1. conversion of Clerk Craft PSEs within the installation by relative standing no later than the first day of the third full pay period after either the close of the posting cycle or, when an employee is being considered tor transfer, the date the employee/ employer rejects the offer/request; 2. offer to Clerk Craft PTFs/PSEs working in an installation within a 50-mile radius of the installation with the vacancy. All Clerk Craft PTF applicant(s), by seniority order, will be processed ahead of PSE applicant(s). In the event there are no PTF applicant(s), the PSE with the highest installation standing within the 50 miles will be selected. PTF placement or conversion of PSEs to career will take place no later than the first day of the third full pay period after either the close of the posting cycle or, when an employee is being considered for transfer, the date the employee/ employer rejects the offer/request. Normal considerations contained in the Transfers MOU will not apply. C. All residual vacancies will be made available through eReassign for a period of twenty-one (21) days. The results of this posting will be determined by the application of items 3 - 6 above. D. When converting PSEs to residual Function 4 duty assignments with window duty requirements, the conversion to career will be deferred, if necessary, until after the PSE(s) with the highest relative standing is provided an opportunity to train and qualify on window requirements. Any PSE who fails to qualify under this training opportunity, will remain in a PSE status, with the same relative standing, for future conversion opportunities. Any PSE who fails to qualify

	under this training opportunity, will remain in a PSE status, with the same relative standing, for future conversion opportunities. PSEs who fail to qualify on the window requirements will serve the 180-day restriction provided in Article 37.3.F.7.b. … • **Ref: MOU, Re: Residual Vacancies – Clerk Craft** [CBA pp. 399 - 403] ---
• **CONVERSIONS – SSA QUALIFICATIONS - Are qualifications for SSA duties required before conversion into a duty assignment requiring SSA duties? YES.**	***DIRECTOR's NOTE***: A PSE converted into a duty assignment requiring SSA duties will be converted immediately if they are window qualified. A PSE who is not window qualified and converted into a duty assignment requiring SSA duties will be scheduled for window training and must pass the test prior to conversion. ---
• **SSDA TRAINING - Training for SSDA residual vacancy which requires scheme? Window training first, then scheme training.**	11. When there are two (2) required qualifications on a residual vacancy, when does the employee enter the second deferment period? For example, a PSE is scheduled for conversion to a Sales, Services/Distribution Associate (SSDA) with scheme qualification, the PSE enters window training first and is converted upon qualification on the window. When does the newly converted employee enter the scheme deferment period? **Answer:** The newly converted career clerk will enter scheme training within ten (10) days of conversion to career. The required scheme training will be conducted in accordance with Handbook M-5, *Schemes: Construction, Assignment, Training, and Proficiency*. • **Ref: November 2025 JCIM, Article 37, RESIDUAL VACANCIES - CLERK CRAFT QUESTIONS & ANSWERS, Question #11;** Article 37, p. 75. [p. 268]
• **CONVERSIONS – LIVE RECORD - Does a live record on a scheme, machine skill, window, etc., carryover from PSE to Career status? YES.**	27. Does a Postal Support Employee who qualifies on a scheme, machine skill, window, etc., have a live record which carries over into career employment? **Response**: Yes. A live record or a scheme or machine skill for PSEs begins when they qualify and ends two years after they discontinue using the skill. A live record for PSEs on the window or other job listed in Article 37.3.F.7 begins upon qualification and continues for five years after the employee discontinues performing the duties requiring the skills. • **Ref: November 2025 JCIM, Article 37, CLERK CRAFT QUESTIONS & ANSWERS, SECTION 1.K;** Article 37, p. 6, Question #26. [p. 199] ---

• **CONVERSIONS – BREAK IN SERVICE - Is there an impact of a break in service for conversion or opting? NO.**	35. How is a PSE's standing on the PSE roll, for conversion or opting, impacted by any break in service? **Response:** Clerk Craft PSEs accrue Clerk Craft standing on the roll within the category of PSE from their original date of employment within the craft and installation, regardless of any break in service as a PSE (less than 1 year), including all time spent as a Clerk Craft PSE within the installation. **Ref: November 2025 JCIM, Article 37, CLERK CRAFT QUESTIONS & ANSWERS, SECTION 2.D;** Article 37 p. 8, Question #35. [p. 201]
• **CONVERSIONS - Is there a carryover of the standing on the roll from a PSE's status into a Career status? NO.**	Does PSE standing on the roll carry over into career appointment? **Response**: The time worked as a PSE does not carry over if a PSE attains career status. They begin their initial period of seniority when they attain career status. **Ref: November 2025 JCIM, Article 37, CLERK CRAFT QUESTIONS & ANSWERS, SECTION 2.D;** Article 37, p. 8, #36. [p. 203]
• **CONVERSIONS - Can a PSE request and be assigned into a career vacant Maintenance Position? YES**	… on an annual basis (from March 1-31) any career **or APWU non-career** employee may submit a written request to be tested for Maintenance Craft eligibility ratings for all occupational groups (excluding NST ET-11). … **Ref: MEMORANDUM OF UNDERSTANDING, Re: In-Service Examinations, Register and Eligibility Ratings,** [CBA, pp. 426 & 427] … **The following is the order for filling vacant maintenance positions:** **13. Consider APWU non-career bargaining unit employees with an in-service eligibility in score order**. **Ref: NEW Language: Article 38, Section 8: Order For Filling Vacant Maintenance Positions,** [CBA, pp. 200 - 202]

• **CONVERSIONS – PSE STEWARD RIGHTS - Do PSE Steward Rights apply for conversion? NO.**	--- 25. Does a PSE steward's rights impact who is selected for an available career opportunity? **Response**: No. • **Ref: May 2025 JCIM, Article 17, QUESTIONS & ANSWERS, REPRESENTATION;** Article 17, p. 10, Question #25. [p. 159] ---
• **CONVERSIONS - Is there a FINGERPRINT REQUIREMENT upon Conversion to Career Status? YES.**	**Ref: Inquiry to USPS Headquarters**: Why are the newly converted PSEs being considered as new Hires for the first time? • **USPS Response:** The difference between a (1) non-career hire and (2) non-career conversion to career or career hire is the additional education verification, reference check and residential verification. This check is based on the EL-312. ***DIRECTOR'S NOTE:*** PSEs will be compensated for time spent, and the cost incurred, when obtaining fingerprints for the background investigation required for conversion to career status. • **Ref: 7/15/15 Agreement between Lamont Brooks, Assistant Director, Clerk Division and Rickey Dean, Labor Relations Specialist, USPS.**
• **CONVERSIONS - Will the former PSE receive another NEW EMPLOYEE ORIENTATION after Conversion to Career Status? YES.**	***DIRECTOR'S NOTE:*** **ORIENTATION OF NEWLY CONVERTED PSEs TO CAREER STATUS** An orientation program is required for newly hired career employees at all level on their first day of official duty. Former PSEs are entitled to the orientation as a new career employee. The APWU has a right to address the new PSEs in orientation and to provide them with all the benefits of being a union member. • **Ref: ELM – 715.2, Postal Orientation**

• **CONVERSIONS – Other REQUIREMENTS and REVIEWS after Conversion to Career Status**	**Ref: Inquiry to USPS Headquarters**: What is a SACI (PSE) review and what is a NACI (career) review? • **USPS Response**: We use two types of investigations for new hires, depending on whether they are career or non-career. **A Special Agency Check** with Inquiries (**SACI**) is required for non-career hires (like PSEs). A SACI consists of check of: a. OPM's Security/Suitability Investigations Index (SII). b. Defense Clearance and Investigations Index (DCII). c. Federal Bureau of Investigation Fingerprint Classification (FBIF). d. Employment history (except Postal Service employment) for the last 5 years. e. Criminal conviction history in locations where the employee resided, worked, and went to school. **A National Agency Check** with Inquiries (**NACI**) is required for career hires (and conversions to career). The NACI requirement has been in place since 2006. A NACI consists of checks of: a. OPM's Security/Suitability Investigations Index (SII). b. Defense Clearance and Investigations Index (DCII). c. Federal Bureau of Investigation Fingerprint Report. d. Employment history (except postal employment) for the last 5 years. e. Criminal conviction history in locations where the employee resided, worked, and went to school. f. Education verification. g. References. h. Residence verification.

CONTRACT PROVISIONS REGARDING PSEs

- Ref: Postal Support Employees MOU, APPENDIX A.2. Contract Provisions [pp. 272 - 282]

Article 1 [CBA p. 4 and p. 252]
Article 2 [CBA p. 5 and p.252]
Article 3 [CBA p. 6 and p. 252]
Article 5 [CBA p. 8 and p. 252]
Article 7 [CBA pp. 252 – 255, 269, 284-293, 379, 432]
Article 8 [CBA pp. 255-257, 284, 289-301, 303, 432]
Article 9 [CBA p. 257]
Article 10 [CBA pp. 41, 257-258, 266, 303, 306-314]
Article 11 [CBA p 41, pp. 258 & 259, 303]
Article 14 [CBA pp. 329-334]
Article 15 [CBA pp. 336, 337, 340,343]
Article 17, Section 2, 3, 4, 6, and 7 [pp. 106-112]
Article 18 [CBA p. 113]
Article 19 [CBA pp. 114, 349]
Article 20 [CBA p. 116]
Article 22 [CBA p. 118]
Article 23 [CBA p. 118]
Article 24 [CBA p. 119]
Article 26 [CBA pp. 123 & 124
Article 27 [CBA p. 126]
Article 28 [CBA pp. 128 & 357]
Article 31 [CBA p. 133]
Article 32 [CBA p. 137]
Article 34 [CBA p. 140]
Article 36 [CBA p. 143]
Article 42 [CBA p. 249]
Article 43 [CBA p. 250]

- **Ref: Postal Support Employees MOU, APPENDIX A.3. Other Provisions** [CBA pp. 262 – 266]
  - **A. Light Duty** [CBA p. 262]
  - **B. Article 15** [CBA pp. 262 & 263]
  - **C. Article 25 Higher Level Pay** [CBA pp. 263 & 264]
  - **D. Health Insurance** [CBA pp. 264 & 265]
  - **E. PSE Career Opportunity** [CBA p. 265]
  - **F. Opting** [CBA pp. 265 & 266]
  - **G. Retirement Savings Plan** [CBA p. 266]

DISCIPLINE ISSUED TO PSEs	**NOTE: Ref: Language at the end of Article 16, DISCIPLINE PROCEDURE** [CBA p. 104] (Additional provisions regarding the discipline or removal of PSEs can be found in the APWU Postal Support Employee Memoranda, CBA page 251) PSEs may be disciplined or removed within the term of their appointment for just cause and any such discipline or removal will be subject to the grievance-arbitration procedure, provided that within the immediately preceding six months, the employee has completed ninety (90) work days, or has been employed for 120 calendar days, whichever comes first. In the case of removal for cause within the term of an appointment, a PSE employee shall be entitled to advance written notice of the charges against **them** in accordance with the provisions of Article 16 of the National Agreement. Discipline issued to a postal support employee (PSE) may not be considered or cited in determining whether to issue discipline to the PSE employee after **their** conversion to career status. **When a PSE is hired in another installation and the employee is in their first appointment, all time spent in the appointment directly before the one-day break shall be credited toward completing 90 workdays, or 120 calendar days of employment (See MOU, RE: *Clerk Craft PSE hiring and One Day Break,* dated January 5, 2018).** • **Ref: Postal Support Employees MOU, APPENDIX A, 3. Other Provisions, B. Article 15, 3.** [CBA p. 263] • **Ref: November 2025 JCIM, Article 16, DISCIPLINE PROCEDURE, POSTAL SUPPORT EMPLOYEES (PSEs);** Article 16, pp. 7 & 8. [pp. 148 & 149] PSEs will not be discharged for exercising their rights under the grievance-arbitration procedure. PSEs may be separated at any time during their term of appointment for lack of work. Separations for lack of work shall be by inverse relative standing on the appropriate PSE roll… Such separations are not grievable except where the separations are pretextual. … • **Ref: Postal Support Employees MOU, APPENDIX A; 3. Other Provisions, B. Article 15. #2 & #3.** [CBA p. 262]

• **DISCIPLINE – PROBATIONARY PERIOD – How does the Probationary Period apply to PSEs?**	The parties agree that Postal Support Employees (PSEs) have successfully completed either a 90 workday or 120 calendar day period within the preceding six months may be disciplined within the term of their appointment for just cause. The parties further agree that such discipline is subject to the grievance-arbitration procedure. • The parties recognize that removal is not the only mechanism available to correct deficient behavior when warranted, • The full range of progressive discipline is not always required for PSEs; however, the parties agree that an appropriate element of just cause is that discipline be corrective in nature, rather than punitive. • The parties agree that PSEs will not be non-scheduled because of misconduct as a substitute for discipline which would be otherwise appropriate. • The parties agree that this MOU fully and completely resolves national dispute Q10C-4QC 13016809. All grievances concerning PSE discipline currently filed, and/or held in abeyance pending the national dispute, shall be discussed and resolved in accordance with the language above. • **Ref: MOU, February 27, 2013, Patrick M. Devine / Mike Morris** • **X-Ref: Arbitration C10C-1C-D 12210621, Harrisburg, PA - Arbitrator Kathryn Durham** **Issue:** PSE terminated – Just Cause applies to PSEs • **Also, X-Ref: Arbitration G10C-4G-D 13034160, Hattiesburg, MS - Arbitrator William Holley** **Issue:** Arbitrator Holley concluded that Arbitrator Durham's decision will be the defining principle regarding applying progressive discipline to PSEs.

• **DISCIPLINE – VETERAN's PREFERENCE – Does the Vet Pref requirement that a Proposed Letter of Removal be issued apply to PSEs? No**	***DIRECTOR's NOTE:*** PSEs with Veteran Preference are not entitled to a proposed Letter of Removal when the Postal Service issues them a removal notice because the law states the employee must have worked 365 continuous days before they are eligible for those rights. • **Source: 5 CFR Section 752.401 and 752.404**
EXCESSING, LAYOFFS, AND THE PRINCIPLES OF REASSIGNMENTS – HOW THESE IMPACT PSEs	Before implementation of reassignment under this Article (Article 6) or, if necessary, layoff and reduction in force of excess employees within the installation, the Employer will, to the fullest extent possible, separate all PSEs within the craft and minimize the amount of overtime work and part-time flexible hours in the positions or group of positions covered by the seniority unit as defined in this Agreement or as agreed to by the parties…. • **Ref: Article 6, NO LAYOFFS OR REDUCTION IN FORCE; B. Preconditions for Implementation of Layoff and Reduction in Force. 4.** [CBA p. 11] In order to minimize the impact on employees in the regular work force, the Employer agrees to separate, to the extent possible, PSEs working in the affected craft and installation prior to excessing any regular employee in that craft out of the installation. The junior full-time employee who is being excessed has the option of reverting to part-time flexible status in his/her craft, or of being reassigned to the gaining installation. • **Ref: Article 12, PRINCIPLES OF SENIORITY, POSTING, AND REASSIGNMENTS, Section 4. Principles of Reassignment. D.** [CBA p. 50] ----------

	Management shall identify duty assignments within the appropriate radius held by postal support employees (PSEs) which shall be made available for the reassignment of excessed career employees. • **Ref: November 2025 JCIM, Article 12.5.B, NUMBER OF WITHHELD POSITIONS (DUTY ASSIGNMENTS;** Article 12, p. 7. [p .97] --- In order to minimize the impact on employees (FTR, PTR, PTF), all Postal Support Employees (PSEs) working in the affected craft and installation will be separated to the extent possible prior to making involuntary reassignments. When the excessing event is at a Level 20 or below post office, to the extent possible, part-time flexible employee hours will be reduced. There is an obligation to separate PSEs if doing so would yield sufficient hours for a regular duty assignment, either NTFT or traditional: that is, eight (8) hours within nine (9) or ten (10) hours, five (5) days during a service week. PSEs in any Level 4 RMPOs within an installation should be separated in order to utilize those hours to minimize the impact for Clerk Craft PTF career employees prior to excessing them outside their craft or installation. In addition, management shall identify duty assignments within the appropriate radius held by Postal Support Employees (PSEs) which shall be made available for the reassignment of excessed career employees. In addition to those residual duty assignments into which PSEs have opted to occupy, the parties shall identify the existence of any other duty assignments within the withholding area occupied by PSEs in order to minimize the impact of excessing on full-time career employees (FTR, PTR, PTF) in the regular work force. • **Ref: November 2025 JCIM, Article 12, MINIMIZING IMPACT;** Article 12, p. 11. [p .101]

• **EXCESSING, LAYOFFS, AND REASSIGNMENTS - SEPARATION OF PSEs – PSEs will be separated when an installation must reduce the number of employees, beyond normal attrition**	Reassignments within an installation: When for any reason an installation must reduce the number of employees more rapidly than is possible by normal attrition, that installation: … 2) shall, to the extent possible, minimize the impact on regular work force employees by separation of all PSEs. • **Ref: Article 12, PRINCIPLES OF SENIORITY, POSTING, AND REASSIGNMENTS, Section 5.C.5. a.(2); Reduction in the Number of Employees in an Installation Other Than by Attrition.** [CBA p. 59]
FMLA – THE FAMILY AND MEDICAL LEAVE ACT	NOTE: Postal Support Employees (PSEs) are eligible for FMLA provided they meet the necessary requirements …. · **SERIOUS HEALTH CONDITION** · **WORK HOUR REQUIREMENT** · **CALCULATING THE 1250 HOURS PER CONDITION, PER LEAVE YEAR** · **EMPLOYEE RIGHTS – FMLA** · **EMPLOYER RESPONSIBILITIES – FMLA** · **EMPLOYEE RESPONSIBILITIES – FMLA** · **RECERIFICATION** · **BACK PAY – FMLA** · **MILITARY LEAVE – FMLA** • **Ref: November 2025 JCIM, Article 10, THE FAMILY AND MEDICAL LEAVE ACT;** Article 10, pp 17 – 21, [pp 79 – 83]

GRIEVANCES – PSEs HAVE ACCESS TO THE GRIEVANCE PROCEDURE, ARTICLE 15	**Ref: Language at the end of Article 15, GRIEVANCE-ARBITRATION PROCEDURE** (The preceding Article, Article 15, shall apply to PSEs) [CBA p. 100] 2. The parties recognize that PSEs will have access to the grievance procedure for those provisions which the parties have agreed apply to PSEs. 3. Nothing herein will be construed as a waiver of the employer's obligation under the National Labor Relations Act. PSEs will not be discharged for exercising their rights under the grievance-arbitration procedure. • **Ref: Postal Support Employees MOU, APPENDIX A, 3. Other Provisions, B. Article 15, 1; [CBA p. 262]**
] **HEALTH INSURANCE FOR PSEs** • **Employee Orientation**	… at the time any non-career employees become eligible for health insurance, the APWU will be provided ample opportunity to address such employees on the subject. • **Ref: November 2025 JCIM, Article 17.6, NEW EMPLOYEE ORIENTATION;** Article 17 p. 5. [p. 154] - **HEALTH INSURANCE** The method of determining the Employer bi-weekly contributions to the cost of employee health insurance programs under the **Postal Service Health Benefits Program (PSHB)** will be as follows: A. The Office of Personnel Management shall calculate the subscription charges under the **PSHB Program** that will be in effect the following January with respect to self only enrollments, enrollments, and self and family enrollments.

B. For career employees, the bi-weekly Employer contribution for self only, self plus one, and self and family plans in Plan Years 2025**, 2026, 2027, and 2028,** the biweekly Employer contribution for **PSHB** plans will be 72% of the weighted average biweekly premiums as determined by the OPM, and will not exceed 75% for any individual plan. **(See MOU, page 352 – 353 of the CBA).**

The Postal Service will make a biweekly contribution equal to 65% of the total premium for any PSE who wishes to participate in the USPS Noncareer Health Care Plan (USPS Plan) equal to the greater of (a) $125, or (b) the minimum required by the Patient Protection and Affordable Care Act (PPACA), and applicable regulation, for self-only.

The Postal Service will make a biweekly contribution equal to 65% of the total premium for any postal support employee (PSE) who wishes to participate in the USPS Noncareer Health Care Plan (USPS Plan) for either self plus one or family coverage during a PSE's initial year of PSE employment. After the PSE's first year of employment, the Postal Service will make a biweekly contribution equal to 75% of the total premium for either self plus one or family coverage.

Any PSE wishing to make their health care contribution on a pre-tax basis will be required to make an election to do so in accordance with applicable procedures. All PSEs will be eligible for the USPS Plan within a reasonable period from the date of fire and entry into a pay status consistent with the requirement established under the PPACA.

After an initial appointment for a 360-day term and upon reappointment to another 360- day term, any eligible non-career PSE employee who wants to participate in the **Postal Service Health Benefits (PSHB) Program** on a pretax basis will be required to make an election to do so in accordance with applicable procedures. The total cost of any **PSHB** plan is the responsibility of the PSE, except as provided below.

The Postal Service will make a contribution in the amount of 75% of the total premium for any eligible PSE who selects an APWU Consumer Driven Health Plan option.

(See Postal Support Employees Memoranda, Health Insurance page **264-265,** CBA)

- **Ref: November 2025 JCIM, Article 21, BENEFIT PLANS;** Article 21, p. 1. [p. 163]

D. Health Insurance

The Postal Service will make a bi-weekly contribution to the total premium for any PSE who wishes to participate in the USPS Non-career Health Care Plan (USPS Plan) equal to the greater of (a) $125, or (b) the minimum required by the Patient Protection and Affordable Care Act (PPACA), and applicable regulations, for self-only. The PSE is fully responsible for the cost of premiums for any health insurance plan beyond a self-only plan.
… USPS will make a biweekly contribution equal to 65% … for either self plus one or family coverage during a PSE's initial year of PSE employment. After the PSE's first year of employment, the USPS will make a biweekly contribution of 75% …

Any PSE wishing to make their health care contribution on a pre-tax basis will be required to make an election to do so in accordance with applicable procedures. All PSEs will be eligible for the USPS Plan within a reasonable period from the date of hire and entry into a pay status consistent with the requirements established under the PPACA.
…

After an initial appointment for a 360-day term and upon reappointment to another 360-day term, any eligible non-career PSE who wants to participate in the **Postal Service** Health Benefits (**PSHB**) Program on a pretax basis will be required to make an election to do so in accordance with applicable procedures. The total cost of and **PSHB** plan is the responsibility of the PSE, except as provided below.

The Postal service will make a contribution in the amount of 75% of the total premium for any eligible PSE who selects an APWU Consumer Driven Health Plan option.

- **Ref: Postal Support Employees MOU, APPENDIX A.3. Other Provisions, D. Health Insurance** [pp. 264 & 265]

	DIRECTOR's NOTE: PSEs may access PostalEASE via the web at liteblue.usps.gov or by calling the Employee Service line at 1-877-477-3273, or TTY 866-260-7507. To use PostalEASE the PSE will need their EIN and USPS pin number.
LEAVE PROVISIONS FOR PSEs • **LEAVE PROVISIONS – Is ADMINISTRATIVE LEAVE AVAILABLE FOR PSEs? YES** • **LEAVE PROVISIONS – ANNUAL LEAVE – Career employees receive preference over non-career employees when scheduling Annual Leave**	• **Ref: Language at the end of Article 10, LEAVE.** [CBA p. 43] (Additional leave provisions regarding PSEs can be found in the Postal Support Employees Memoranda), Attachment A. [CBA p. 266] **Ref: November 2025 JCIM, Article 10, LEAVE;** Article 10, p. 1. [p. 63] ***NOTE: Ref: New MOU that grants Administrative Leave to PSEs*** • **Ref: MEMORANDUM OF UNDERSTANDING, Re: Inclusion of PSEs when Administrative Leave is Authorized for Acts of God** [CBA pp. 314 – 315] • **XRef: November 2025 JCIM, Article 10; ADMINISTRATIVE LEAVE;** Article 10, p. 16. [p.78] ***NOTE:*** Article 10 Section 2 has been updated to exclude PSEs from coverage under ELM Subchapter 510. A. The leave regulations in Subchapter 510 of the Employee and Labor Relations Manual, insofar as such regulations establish wages, hours and working conditions of employees covered by this Agreement, other than PSE employees, [emphasis added], shall remain in effect for the life of this Agreement. (See Memos, pages 306 – 314) B. Career employees will be given preference over non-career employees when scheduling annual leave. This preference will take into consideration that scheduling is done on a tour-by-tour basis and that employee skills are a determining factor in this decision. (The preceding paragraph, Article 10.2.B. applies to PSEs) • **Ref: ARTICLE 10, LEAVE, Section 2. Leave Regulations, A & B** [CBA pp. 40 & 41] • **X-Ref: Postal Support Employees MOU APPENDIX A, 2. Contract Provisions; ARTICLE 10, LEAVE, Section 2. A & B; Leave Regulations** [CBA pp. 257 & 258] • **X-Ref: November 2025 JCIM, Article 10.1 and 10.2, LEAVE PROGRAM;** Article 10, p. 3. [p. 65]

	I. GENERAL **A. Purpose** **1. Accrual of Annual Leave:** … 1 hour for each unit of 20 hours in pay status in each pay period… – For PSEs assigned duty station is a Level 4 RMPO … [CBA pp. 266 & 267] **2. Credit at Beginning of Appointments.** **a.** In all non-POStPlan offices, including APOs, … PSEs will be advanced forty (40) hours of annual leave. PSEs will receive annual leave prorated to the end of their 360-day term. CBA [CBA p. 267] **b.** In all Level 4 RMPOs, upon completion of two (2) 360-day appointments, and immediately upon reappointment … [CBA p. 267] **II. AUTHORIZING ANNUAL LEAVE** **A. General** [CBA p. 267] **B. Emergencies and Illness or Injury** [CBA pp. 267 & 268] **III. UNSCHEDULED ABSENCE** **A. Definition** [CBA p. 268] **B. PSE Responsibilities** [CBA p. 268] **IV. FORM 3971, REQUEST FOR, OR NOTIFICATION OF, ABSENCE** **A. Purpose** [CBA p. 268] **B. Approval/Disapproval** [CBA p. 268] • **Ref: ATTACHMENT A – POSTAL SUPPORT EMPLOYEE (PSE) ANNUAL LEAVE PROVISIONS** [CBA pp. 266 - 268] ---
• **LEAVE PROVISIONS - ANNUAL LEAVE - What is the purpose of Annual Leave for PSEs?**	Annual leave is provided to PSEs for rest, recreation, emergency purposes, and illness or injury. • **Ref: ATTACHMENT A - Postal Support Employee (PSE) Annual Leave Provisions. I. GENERAL, A. Purpose** [CBA p. 266] ---
• **LEAVE PROVISIONS – ANNUAL LEAVE - How do PSEs earn and accrue Annual Leave?**	**1. Accrual of Annual Leave**. PSEs earn annual leave based on the number of hours in which they are in a pay status in each pay period.

• **LEAVE PROVISIONS – ANNUAL LEAVE - New PSEs … earning, crediting, and taking Annual Leave**	**Rate of Accrual** / **Hours in Pay Status** / **Hours of Annual Leave Earned Per P/P** 1 hour for each unit of 20 hours in pay status in each pay period: 20 → 1; 40 → 2; 60 → 3; 80 → 4 (max) For PSEs whose assigned duty station is a Level 4 RMPO, upon completion of two (2) 360-day appointments, and immediately upon reappointment to any subsequent appointment thereafter, PSEs will earn one (1) additional hour of leave per pay period. • **Ref: ATTACHMENT A - Postal Support Employee (PSE) Annual Leave Provisions. I. GENERAL, A.1. Accrual of Annual Leave** [CBA pp. 266 & 267] --- Postal support employees (PSEs) earn annual leave in accordance with the PSE Annual Leave Provisions in the PSE MOU. New PSEs earn annual leave but are not credited with the leave and may not take it until they have completed 90 days of continuous employment under one (a) or more appointments, provided the PSE has sufficient accrued leave to cover the absence and has requested annual leave in accordance with the PSE Annual Leave Provisions, Section IV. Upon beginning any subsequent term after the 5-day break in service, a PSE does not have to wait an additional 90 days, but must have earned sufficient accrued leave to cover any requested and approved absence. The parties agree that postal support employees (PSEs) with a minimum of 90 days of continuous service as a PSE prior to conversion to career status will be exempt from the 90-day qualifying period as written in the Employee and Labor Relation Manual (ELM 512.313. Any break in service as required by Appendix A, Section 1.b will not impact this continuous service.

• **LEAVE PROVISIONS – ANNUAL LEAVE - How do PSEs apply for Annual Leave?**	On any given day, when a Postal Support Employee (PSE) … requests and is approved annual leave, the amount of leave charged may not exceed the number of hours that the employee would have been scheduled to work up to: 1. A maximum of 8 hours in one day. 2. 40 hours in any one week. 3. 80 hours in any one pay period. If a dispute arises as to the number of hours a PSE … would have been scheduled to work, the schedule is considered to have been equal to the average hours worked by other PSEs … in the same work location on the day in question. Annual leave is paid at an employee's regular straight-time rate and is limited to a maximum of eight hours during any single day. **4. Ref: November 2025 JCIM, Article 10; ANNUAL LEAVE;** Article 10, p. 6. [p. 68] ***DIRECTOR's NOTE:*** Pursuant to ELM 512.313.c.(1), any employee (to include PSEs) who's appointment is made effective after the first Monday of a pay period, does not receive leave credit for service performed during that pay period. --- Application for annual leave is made in writing, in duplicate, on Form 3971, *Request for, or Notification of, Absence.* • **Ref: ATTACHMENT A – Postal Support Employee (PSE) Annual Leave Provisions; IV. Form 3971, REQUEST FOR, OR NOTIFICATION OF, ABSENCE, A. Purpose**. [CBA p. 268] • **XRef: November 2025 JCIM, Article 10; ANNUAL LEAVE ACCRUAL – POSTAL SUPPORT EMPLOYEES, *II Authorizing Annual Leave (PSE)*;** Article 10, p. 8. [p.70] ---

• **LEAVE PROVISIONS – ANNUAL LEAVE - APPROVAL/DISAPPROVAL - How is Annual Leave for PSEs approved and/or authorized?**	Except for emergencies, annual leave for PSEs must be requested on Form 3971 and approved in advance by the appropriate supervisor. … Application for annual leave is made in writing, in duplicate, on Form 3971, Request for, or Notification of, Absence. • **Ref: ATTACHMENT A - Postal Support Employee (PSE) Annual Leave Provisions. II. AUTHORIZING ANNUAL LEAVE, A. General** [CBA p. 267] • **Ref: ATTACHMENT A - Postal Support Employee (PSE) Annual Leave Provisions. IV. FORM 3971, REQUEST FOR, OR NOTIFICATION OF, ABSENCE, A. Purpose** [CBA p. 268] • **XRef: November 2025 JCIM, Article 10; ANNUAL LEAVE ACCRUAL – POSTAL SUPPORT EMPLOYEES, *II Authorizing Annual Leave (PSE)*;** Article 10, p. 8. [p.70]
• **LEAVE PROVISIONS – ANNUAL LEAVE – Who is responsible for Approving/Disapproving a PSEs request for Annual Leave?**	--- The supervisor is responsible for approving or disapproving application for annual leave by signing Form 3971, a copy of which is given to the PSE. If a supervisor does not approve an application for leave, the disapproved block on Form 3971 is checked and the reasons given in writing in the space provided. When a request is disapproved, the reasons for disapproval must be noted. AWOL determinations must be similarly noted. • **Ref: ATTACHMENT A - Postal Support Employee (PSE) Annual Leave Provisions. IV. FORM 3971, REQUEST FOR, OR NOTIFICATION OF, ABSENCE, B. Approval/Disapproval** [CBA p. 268] • **XRef: November 2025 JCIM, Article 10; ANNUAL LEAVE ACCRUAL – POSTAL SUPPORT EMPLOYEES, *IV. FORM 3971, Request for, or Notification of Absence*;** Article 10, p. 9. [p.71]
• **LEAVE PROVISIONS – COURT LEAVE/JURY DUTY - Do PSEs receive Court Leave for Jury Duty? NO.**	--- Court Leave is defined in Employee and Labor Relations Manual, Section 516.21. • **Ref: November 2025 JCIM, Article 10, COURT LEAVE;** Article 10. P. 10. [p. 72] • **Also, Ref: November 2025 JCIM, Article 10 COURT LEAVE**; Article 10, p. 16, [p. 78]

• **LEAVE PROVISIONS – LWOP – LEAVE WITHOUT PAY FOR PSEs**	***DIRECTOR's NOTE:*** PSEs may apply for Leave Without Pay (LWOP) without exhausting their annual leave. Approval/Disapproval of LWOP is at management's discretion per ELM 514.22. • **Ref: MOU Re: Paid Leave and LWOP,** [CBA p. 310] ----------
• **LEAVE PROVISIONS - MILITARY LEAVE FOR PSEs – Absences for Military Leave are permitted, but PSEs are not eligible for paid Military Leave**	Military leave provisions can be found at Section 517.2 of the Employee & Labor Relations Manual. The Postal Service supports employee service in the Reserve or National Guard, and no action is permitted to discourage either voluntary or involuntary participation. … … Non-career employees, such as PSEs, are permitted to be absent, but are not eligible for paid military leave in accordance with Section 517.22 of the ELM. • **Ref: November 2025 JCIM, Article 10, MILITARY LEAVE;** Article 10, p. 22. [p.84] ----------
• **LEAVE PROVISIONS - ABSENCES DUE TO EMERGENCIES AND ILLNESS OR INJURY – How do PSEs apply?**	An exception to the advance approval requirement is made for emergencies and illness or injury; however, in these situations, the PSE must notify appropriate postal authorities as soon as possible as to the emergency or illness/injury and the expected duration of the absence. As soon as possible after return to duty, PSEs must submit Form 3971 and explain the reason for the emergency or illness/injury to their supervisor. Supervisors approve or disapprove the leave request. When the request is disapproved, the absence may be recorded as AWOL at the discretion of the supervisor as outlined in Section IV.B below. • **Ref: ATTACHMENT A - Postal Support Employee (PSE) Annual Leave Provisions. II; AUTHORIZING ANNUAL LEAVE, B. Emergencies and Illness or Injury** [CBA pp. 267 & 268] ----------
5. LEAVE PROVISIONS – SICK LEAVE – Do PSEs earn Sick Leave? NO.	Postal Support Employees (PSEs) do not earn sick leave. They do receive annual leave to be used for rest, recreation, emergency purposes, as well as, illness or injury.

• **LEAVE PROVISIONS - UNSCHEDULED ABSENCES - What is the definition of Unscheduled Absences for PSEs?** • **LEAVE PROVISIONS – PSE RESPONSIBILITIES – What responsibilities are PSEs expected to follow so they are not charged with an Unscheduled Absence?**	• **Ref: ATTACHMENT A - Postal Support Employee (PSE) Annual Leave Provisions; I. GENERAL, A. Purpose** [CBA p. 266] • **Ref: ATTACHMENT A - Postal Support Employee (PSE) Annual Leave Provisions; II. AUTHORIZING ANNUAL LEAVE, A & B. General and Emergencies and Illness or Injury** [CBA pp. 267 & 268] • **Ref: November 2025 JCIM, Article 10.5; SICK LEAVE, POSTAL SUPPORT EMPLOYEES;** Article 10, p. 12. [p. 74] --- Unscheduled absences are any absences from work that are not requested and approved in advance. • **Ref: ATTACHMENT A - Postal Support Employee (PSE) Annual Leave Provisions; III. UNSCHEDULED ABSENCE, A. Definition** [CBA p. 268] • **XRef: November 2025 JCIM, Article 10; ANNUAL LEAVE ACCRUAL – POSTAL SUPPORT EMPLOYEES, *III. UNSCHEDULE ABSENCE*, A & B;** Article 10, p. 8. [p.70] --- PSEs are expected to maintain their assigned schedule and must make every effort to avoid unscheduled absences. In addition, PSEs must provide acceptable evidence for absences when required. • **Ref: ATTACHMENT A - Postal Support Employee (PSE) Annual Leave Provisions; III. UNSCHEDULED ABSENCE, B. PSE Responsibilities** [CBA p. 268]
LIGHT DUTY ASSIGNMENTS FOR PSEs • **LIGHT DUTY ASSIGNMENTS – Career Employees vs PSEs**	Article 13 does not apply to PSEs. However, Article 13 does not prohibit the assignment of PSEs to light duty. **G. Ref: Postal Support Employees MOU, APPENDIX A, 3. Other Provisions, A. Light Duty** [CBA p. 262] Every effort shall be made to reassign the concerned employee within the employee's present craft or occupational group, even if such assignment reduces the number of hours of work for the PSEs**.** After all efforts are exhausted in this area, consideration will be given to reassignment to another craft or occupational group within the same installation. **Ref: Article 13, ASSIGNMENT OF ILL OR INJURED REGULAR WORKFORCE EMPLOYEES, Section 4. General Policy Procedures. A.** [CBA p. 69]

MEMORANDUMS OF UNDERSTANDING THAT APPLY TO PSEs	Only the following Memorandums of Understanding from the **2024** National Agreement shall apply to PSEs [Ref: CBA p. 261]: • Use of Privately Owned Vehicles [CBA p. 371] • Leave Sharing [CBA pp. 310 & 311] • Leave Without Pay [CBA p. 310] • Time Limitations Concerning Bone Marrow, Stem Cell, Blood Platelet, and Organ Donations [CBA p. 314] • Removal of Social Security Number References [CBA p. 362] • Residual Vacancies – Clerk Craft [CBA pp. 399 - 403] • Assignment of PTF Hub Clerks [CBA pp. 379 & 380] • Purge of Warning Letters [CBA p. 347] • Postal Support Employee (PSE) District Caps [CBA pp. 284 - 286] • Postal Support Employee (PSE) Automatic Conversion to Career [CBA pp. 286 - 288] • Work Environment Improvement Task Force [pp. 360 & 361] • Deaf and Hard of Hearing [CBA pp. 278 -283] • Use of Leave – Qualifying Period [CBA pp. 312 & 313] • Article 21.1 [CBA pp. 352 & 353] • Remote Encoding Center (REC) Staffing [CBA pp. 406 & 407] • PSE Annual Leave [CBA p. 313] • **Ref: Postal Support Employees MOU, Appendix A; Contract Provisions, MOUs from the 2024 National Agreement that apply to PSEs** [CBA p. 261]

MEMORANDUMS OF UNDERSTANDING THAT APPLY TO PSEs	**NOTE: In addition to the MOUs that apply to PSEs that are listed on page 261 of the CBA, there is an additional negotiated MOU –** **Re: Inclusion of PSEs when Administrative Leave is Authorized for Acts of God** **The parties agree that Postal Support Employees (PSEs) will be included and entitled to Administrative Leave when such leave is authorized for Acts of God, as described in Subsection 519.21 of the Employee and Labor Relations Manual (ELM). The application of the ELM Subsection 519.21 will be applied to PSEs as follows:** **ELM 519.201 Early Dismissal Due to Acts of God** **When a PSE is dismissed early from duty while at work due to an Act of God, PSEs will be compensated …** • **If they have not reached their guaranteed work hours …** • **If they have worked more than their guaranteed work hours …** **ELM 519.215 Employees Prevented from Reporting** **PSEs scheduled to report who are prevented from reporting or, who after reporting, are prevented from working by an Act of God, may receive administrative leave …** **ELM 519.216 Employees on Annual Leave, Sick Leave or LWOP** **PSEs on annual leave, sick leave, or LWOP remain in such status and are not entitled to administrative leave.** **This MOU applies only to Acts of God as described in the ELM Subsection 519.21.** • **Ref: MEMORANDUM OF UNDERSTANDING, Re: Inclusion of PSEs when Administrative Leave is Authorized for Acts of God** [CBA pp. 314 – 315] • **XRef: November 2025 JCIM, Article 10; ADMINISTRATIVE LEAVE;** Article 10, p. 16. [p.78]

OPTING BY PSEs FOR FULL-TIME (TRADITIONAL AND NON-TRADITIONAL) VACANT, RESIDUAL ASSIGNMENTS

- **OPTING BY PSEs - Clerk Craft PSEs OPTING**

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62. Do PSE clerks hold down their opted residual duty assignment during their mandatory 5-day break in service?

Response: No. Any such duty assignment must either be posted for bid or reverted pursuant to Article 37.3 on the occasion of the employee's break in service.

- **Ref: November 2025 JCIM, Article 37, CLERK CRAFT QUESTIONS & ANSWERS; SECTION 3.A, Question #62,** Article 37, page 13. [p. 206]

A PSE may only occupy full-time (traditional or non-traditional) duty assignments in accordance with these rules. This does not prohibit PSEs from working assignments that do not constitute a duty assignment.

In the Clerk Craft, where practicable, PSEs will be allowed to opt on a seniority basis for full-time (traditional and non-traditional) vacant, residual assignments in the installation for which they are qualified and which are not assigned to career employees. Such opting does not create any work hour or assignment guarantees.

Hours worked by PSEs in opted non-traditional full-time assignments of more than eight hours in a work day or forty hours in a work week will be an exception, for the portion of their assignment which exceeds eight hours in a day and forty hours in a week, to the contractual obligation pursuant to Article 8.4.G to utilize the Overtime Desired List.

In the Clerk Craft, existing provisions of Article 37.3.F.5 and 37.3.F.7 apply prior to a PSE opting for the assignment. In addition, Article 37.3.F.3 and 37.3.F.4 will be modified so as to permit all bidders to train and attempt to qualify before the duty assignment becomes residual and available for assignment of unencumbered employees, PTF preferencing (unless being withheld), and finally for PSE opting. However, qualified PSEs may be utilized to back fill vacancies while full- time or part-time employees are in training pending qualification. In addition, any such assignment will be posted for bid as a vacant duty assignment or reverted pursuant to Article 37.3 on the occasion of the PSE's break in service.

- **Ref: Postal Support Employees MOU, APPENDIX A, 3; Other Provisions, F. Opting** [CBA pp. 265 & 266]

• **OPTING BY PSEs –** **Does opting into a fulltime vacant residual assignment create any work hour or assignment guarantee(s) for a PSE? No.**	NOTE: In the **Clerk Craft**, when PSEs opt, on a seniority basis, for fulltime (traditional and non-traditional) vacant, residual assignments, in the installation for which they are qualified and which are not assigned to career employees, such opting does not create any work hour or assignment guarantees… • **Ref: November 2025 JCIM, Article 8.3, WORK WEEK – PART TIME EMPLOYEES;** Article 8, p. 3. [p. 45] --- ***DIRECTOR's NOTE**:* MANAGEMENT DOES NOT HAVE TO USE THE OTDL (ARTICLE 8.4.G) WHEN PSEs WHO OPT ON NTFT DUTY ASSIGNMENTS WORK MORE THAN 8 HOURS PER DAY AND 40 HOURS PER WEEK. Hours worked by PSEs in opted non-traditional full-time assignments of more than eight hours in a work day or forty hours in a work week will be an exception, for the portion of their assignment which exceeds eight hours in a day and forty hours in a week, to the contractual obligation pursuant to Article 8.4.G to utilize the Overtime Desired List. ---
• **OPTING BY PSEs –** **Opting into a Residual Lead Clerk duty assignment. Higher level? Yes.**	***DIRECTOR's NOTE:*** PSEs may opt into residual lead clerk duty assignments while the assignment is posted on e-reassign. Under these circumstances the PSE will be paid the higher level. **NOTE:** The one exception to the temporary assignment of a PSE to a higher level seems to be where the PSE "opts" into a RESIDUAL Lead Clerk duty assignment. There would not be a prohibition against allowing a PSE to "opt", even though this is not a temporary detail but a permanent posted duty assignment, since no career clerk bid on it. ---

PAY ISSUES FOR PSEs • **PAY ISSUES –** **COLA - COST OF LIVING ADJUSTMENT – Do PSEs receive COLA? NO.**	PSEs do not receive COLA increases. Instead, they receive general increases and wage adjustments in accordance with the PSE MOU and Article 9.7 **and Article 9.8**. • **NOTE: New language Article 9.8 PSE Step Changes:** **A. A new step created for PSEs after 26-week waiting period … $0.50 higher …** **B. PSEs in MFPO Step Changes after a 208-week waiting period … $1.50 higher …** • **Ref: Article 9.8, PSE Step Changes, and Table 3, Table 4.1, and Table 4.2** [CBA p. 39] • **Ref: November 2025 JCIM, Article 9;** Article 9, p. 1. [p. 60] ----------
• **PAY ISSUES –** **HIGHER LEVEL PAY – Do PSEs receive Higher Level Pay if they are assigned to a higher-level position? YES.**	… In the event a postal support employee (PSE) is assigned to a higher-level position, they will be paid at the higher level only for the time actually spent on such job. When the opportunity exists for higher-level assignment, the principle of preference for career employees over PSEs should be utilized. PSEs will not be assigned to higher-level assignments within Function 4 (e.g., LSSA, Bulk Mail Tech, Special Postal Clerk, Lead Clerk), except when no career employee is available. • **Ref: Postal Support Employees MOU, APPENDIX A.3. Other Provisions, C; Article 25, Higher Level Pay** [CBA p. 263] • **X-Ref: November 2025 JCIM, Article 25.2;** Article 25, p. 1. [p. 169] ***DIRECTOR's NOTE:*** The language in the MOU and Article 25 regarding higher level for PSEs applies to higher level bargaining unit assignments, not to 204b details. ---------- **Also, NOTE APWU's POSITION: PSEs as Postmaster Relief (PMR) and Officer in Charge (OIC) APWU Position: Mike Morris, Director Industrial Relations:** Per Publication 32 below, until negotiated otherwise, an OIC must be a career postal employee. PSEs are non-career employees; therefore, they cannot serve as an OIC to fill a postmaster vacancy. They could, under the right circumstances; however, be utilized to fill in for a bargaining unit employee at station or branch that was previously a post office, but has been converted to a station or branch under new regulations.

	Publication 32 Officer in Charge (OIC) — A career postal employee appointed temporarily to fill a postmaster vacancy, usually for no longer than 180 days. **NOTE:** PSEs can act as Postmaster Reliefs (PMR) in *bona fide* postal units and circumstances: **APWU Position** – Check the PSE's clock rings and payroll journal. Grievances regarding a 204b and/or OIC paid as a bargaining unit employee (PS-4 or PS-6) should state that they are performing bargaining unit work, and should be paid PS-7 pay as a Lead Clerk. In that case the rules about preference for career employees for higher level bargaining unit details would apply. --- postmaster relief/leave replacement | PMR | A non-career hourly rate employee who performs as a relief or leave replacement during the absence of a postmaster in a small Post Office. --- PSEs will now receive six (6) paid holidays: • New Year's Day • Memorial Day • Independence Day • Labor Day • Thanksgiving Day • Christmas Day The number of hours paid for the holiday will vary by the sized of the office in which he/she works, of holiday leave pay that a PSE receives for each of the above holidays will be determined by the size of the office in which he/she works: • 200 Man Year offices – eight (8) hours • POStPlan office – four (4) hours • All other offices – six (6) hours
• **PAY ISSUES – HOLIDAY PAY for PSEs**	

	PSEs who work on a holiday will have the same option as career employees to have their annual leave balance credited in lieu of receiving holiday leave pay. • **Ref: Article 11, HOLIDAYS, Section 8. Holiday Postal Support Employee. A and B.** [CBA p. 47] • **X-Ref: Postal Support Employees MOU; APPENDIX A, Contract Provisions, Article 11, HOLIDAYS, Section 6 and 8.A. and B.** [CBA pp. 258 & 259] • **X-Ref : November 2025 JCIM, Article 11.6, POSTAL SUPPORT EMPLOYEE HOLIDAYS ;** Article 11, p. 5. [p.89]
• **PAY ISSUES – HOURLY RATES of pay for PSEs**	Postal Support Employees (PSE) Hourly Rates **effective September 20, 2024:** • **Ref: Article 9, SALARIES AND WAGES, Table 4.1.** [CBA p. 39] Postal Support Employees (PSE) Hourly Rates **effective December 13, 2025:** • **Ref: Article 9, SALARIES AND WAGES, Table 4.2.** [CBA p. 39] • **X-Ref: Postal Support Employees MOU APPENDIX A, 1. GENERAL PRINCIPLES, f.** [CBA pp. 251 & 252] Should it be necessary for recruitment or retention of PSEs, the Postal Service may pay higher hourly rates, with the concurrence of the Union. Whenever contracting or in sourcing is under consideration, the Union may propose different hourly rates for competitive purposes. • **Ref: Postal Support Employees MOU APPENDIX A, 1. GENERAL PRINCIPLES, f.** [CBA p. 252]

• **PAY ISSUES –Hourly Rate Increases for PSEs**	The hourly rates for PSEs shall be adjusted by the general increases provided for in Article 9.1. PSEs will receive the following wage adjustments: • PSEs will receive annual 1% wage increases in addition to the general wage increases provided for career employees (i.e. **2.3%, 2.4%** and **2.5%)** All percentage increases are applied to the wage rates in effect September 20, **2024,** (Table 4.1). • **Ref: Article 9, SALARIES AND WAGES, Section 7. Postal Support Employees [CBA p. 29], and Table 4.1, Postal Support Employee (PSE) Hourly Rates [CBA p. 39].** • **Also Ref NEW Language , Article 9, Section 8. PSE Step Changes [CBA pp 29 & 30 (See Table 4.2, on p. 39 as an example]** • **X-Ref: Postal Support Employees MOU; APPENDIX A, Contract Provisions, Article 9, Salaries and Wages [CBA p. 257]**
• **PAY ISSUES – NIGHT SHIFT DIFFERENTIAL – Do PSEs receive NIGHT SHIFT DIFFERENTIAL? YES.**	For time worked between the hours of 6:00 p.m. and 6:00 a.m., employees shall be paid additional compensation at the applicable flat dollar amount at each pay grade and step in accordance with the attached table. (Table 2 and Table 4.3) • **Ref: Article 8, HOURS OF WORK, Section 7. Night Shift Differential [CBA p. 25]** • **Ref: Article 9, SALARIES AND WAGES, Table 4.3; Postal Support Employee (PSE) Night Differential Rates, effective September 20, 2024; effective September 20, 2025; and September 19, 2026. [CBA p. 40].** • **X-Ref: Postal Support Employees MOU, APPENDIX A, Contract Provisions; Article 8.7 [CBA p. 256]**
• **PAY ISSUES – OUT-OF-SCHEDULE PAY - Do PSEs receive OUT-OF-SCHEDULE PAY? NO.**	… Only full-time employees may receive out-of-schedule pay … • **Ref: November 2025 JCIM, Article 8.4.B, OUT OF SCHEDULE PREMIUM; Article 8, p. 4. [p. 46]**

• **PAY ISSUES – OVERTIME PAY** **- Do PSEs receive OVERTIME PAY? YES.**	PSEs shall be paid overtime for work performed only after eight (8) hours on duty in any one (1) service day or forty (40) work hours in any one (1) service week. Overtime pay for PSEs is to be paid at the rate of one and one-half (1-1/2) times the basic hourly straight-time rate. • **Ref: November 2025 JCIM, Article 8 Questions & Answers, #6**; Article 8, p. 12, [p.54]
• **PAY ISSUES – PENALTY PAY** **- Do PSEs receive PENALTY PAY? YES.**	Article 8.4.C, 8.4.E, and 8.4.F related to penalty overtime, will apply to PSEs … **Also: November 2025 JCIM, Article 8 Questions & Answers, #34**, Article 8, p.16, [p.58]
• **PAY ISSUES – OVERTIME ASSIGNMENTS – PSE vs Careers – Careers are selected for OT first.**	When an opportunity exists for overtime … prior to utilizing a PSE in excess of eight (8) work hours in a service day, such qualified and available full-time employees on the appropriate OTDL will be selected to perform such work … • **Ref: Article 8, HOURS OF WORK, Section 4.G. Overtime Work PSEs** [CBA p. 23] • **X-Ref: Postal Support Employees MOU APPENDIX A; Contract Provisions,** Article 8.4.G. [CBA pp. 255 & 256] • **X-Ref: November 2025 JCIM, Article 8.4.G, OVERTIME WORK – PSE EMPLOYEES;** Article 8, p. 6. [p. 48]
• **PAY ISSUES – STEP INCREASES** **Do PSEs receive Step Increases? NO.**	***DIRECTOR's NOTE:*** PSEs do not receive Step Increases

• **PAY ISSUES – SUNDAY PREMIUM PAY – Do PSEs receive Sunday Premium Pay? NO. PSEs are not "eligible employees"**	***DIRECTOR's NOTE***: There are no negotiated provisions in Article 8 for PSEs to receive Sunday premium pay • **Ref: Article 8, HOURS OF WORK, Section 6. Sunday Premium Payment,** [CBA p. 25] **X-Ref: November 2025 JCIM, Article 8.6, SUNDAY PREMIUM,** Article 8, p. 9. [p. 51]
POStPLAN MOU AND PSEs	**POStPLAN: Staffing of Offices. Filling of Assignments, PSE Usage and Conversions** Highlights of the implementation procedures regarding Arbitrator Goldberg's award on POStPLAN, dated September 5, 2014. This MOU is based on the principle that post offices providing more than two hours of service (currently Level 6 and Level 4 Remotely Managed Post Offices (RMPO) offices) will be staffed by bargaining unit employees: • PSEs cannot work in the Administrative Post Office (APO) Level-18 Offices(with exceptions). • PSEs cannot be assigned to work in the Level-6 Remotely Managed Post Office (RMPO) (with exceptions). • Level-6 PSEs may be assigned to work in the Level-4 RMPO and when doing so they are paid at the PSE Level-6 rate of pay. • Level-6 PSEs assigned to Level-4 RMPO's will not count against the applicable cap except 12 of these PSEs per district. **PSEs WHEN RELIEVING – SHORT TERM (EXCEPTIONS)** • Level-6 PSEs may be used within the cluster (Level-18 office and RMPOs) to relieve the career employee on window duties for short term absences (e.g. Absences, AL/SL, LWOP) normally not to exceed 2 pay periods.

- PSEs can only be used within the cluster to cover these absences after all PTF hours in the cluster or pool and relief hours in the cluster at the straight time rate have been exhausted.

- Level-6 PSEs assigned to Level-4 RMPO's will be hired from the applicable hiring registers and **without setting any precedent may perform window duties.**

- When a Level-6 PSE in an RMPO Level-4 works hours in that office, including any work hours used to cover leave, exceeds 30 hours a week for 180 consecutive days, a career full time duty assignment will be created and filled. The hours worked by PSEs does not include hours worked in other offices.

PSES WORKING IN MULTIPLE L-4 RMPO OFFICES

- PSEs working in the Level-4 RMPOs may work in multiple Level-4 offices, as well as Level-2 RMPOs, where operationally feasibly and efficient.
- This usage of a Level-6 PSE does not create an obligation to change the DES ACT code of the Level-2 RMPOs nor does it create an obligation of the Postal Service to establish a career position.

- **Ref: MOU POStPLAN & PSEs, September 22, 2014, Doug Tulino/Mark Dimondstein**

- XRef: Article 7, EMPLOYEE CLASSIFICATIONS, Section 1. B.5, [CBA p. 17]

Ref: Step 4 Settlement – Q01C-4Q-C16035805 – APWU – HQTC20151075

The parties affirm that Level 6 PSEs that staff Level 4 RMPOs may not be utilized outside their APO installation except as provided for in # 3 below.

The parties further agree that the Level 6 PSEs hired in Level 4 RMPOs may not be utilized in Level 20 and above APOs. Those Level 20 and above APOs may continue to hire PSEs in Function 4 pursuant to Article 7 and the PSE MOU.

PROBATIONARY PERIOD FOR PSEs	**Section 3. Clerk Craft PSE, #3**. Clerk Craft PSEs converted to career status under this Section will not be required to serve a probationary period. • **Ref: ATTACHMENT B – WORKFORCE STRUCTURE AND PSE CONVERSION IMPLEMENTAION AGREEMENT; Section 3. Clerk Craft PSEs** [CBA p. 270 and NEW Language [CBA p.263] … When an employee is converted to career during their first appointment as a PSE in their current or another installation prior to the completion of the ninety (90) workdays or 120 calendar days of employment, whichever comes first, they will have met the terms of the Article 12.1.A probationary period when the combined time spent in the PSE appointment directly before conversion and in a career appointment(s) either totals ninety (90) workdays or 120 calendar days of employment, whichever comes first, in the immediately preceding six (6) months… **(See PSE MOU Page 263)** • **Ref: November 2025 JCIM, Article 12.1,A. PROBATIONARY EMPLOYEES;** Article 12, p.1. [p. 91]
PROBATIONARY PERIOD FOR MOTOR VEHICLE PSEs	**Section 2. Motor Vehicle PSEs, #1** … Motor Vehicle Craft (new work) postal support employees who have served one (1) full term as PSEs will not be required to serve a probationary period as required by Article 12, Section 1, after conversion to career. • **Ref: ATTACHMENT B – WORKFORCE STRUCTURE AND PSE CONVERSION IMPLEMENTATION AGREEMENT; Section 2. Motor Vehicle PSEs** [CBA p. 269] • **Ref: November 2025 JCIM, Article 39, MOTOR VEHICLE CRAFT, 39.1.B.4;** Article 39, p.2. [p . 294]

RETIREMENT SAVINGS PLAN FOR PSEs	**Retirement Savings Plan** The parties will explore the steps necessary for the establishment of 401(k)-type retirement savings plans and/or payroll allotments for Individual Retirement Accounts for PSEs. The Postal Service will not be required to make any matching contributions as part of such plans. **Ref: Postal Support Employees MOU, APPENDIX A.3. Other Provisions; G. Retirement Savings Plan** [CBA p. 266]

SAFETY AND HEALTH ISSUES APPLY TO PSEs	• **Ref: Language at the end of Article 14, SAFETY AND HEALTH** [CBA p. 83] (The preceding Article, Article 14, shall apply to PSEs) • **Ref: MOU, Appendix A, 2. Contract Provisions** [CBA p. 259] (Lists Article 14 as applying to PSEs).
SEPARATION OF PSEs FOR LACK OF WORK	Before implementation of reassignment under this Article or, if necessary, layoff and reduction in force of excess employees within the installation, the Employer will, to the fullest extent possible, separate all PSEs within the craft and minimize the amount of overtime work and part-time flexible hours in the positions or group of positions covered by the seniority unit as defined in this Agreement or as agreed to by the parties…. • **Ref: Article 6, NO LAYOFFS OR REDUCTION IN FORCE; B. Preconditions for Implementation of Layoff and Reduction in Force, 4.** [CBA pp. 11 & 12] • **XRef: Article 12.4.D.** [CBA p. 50] PSEs may be separated at any time during their term of appointment for lack of work. Separations for lack of work shall be by inverse relative standing on the appropriate PSE roll. Such separations are not grievable except where the separations are pretextual. … PSEs are separated for 5 days between appointments. • **Ref: Postal Support Employees MOU, APPENDIX A, 3; Other Provisions, B. Article 15, #3.** [CBA pp. 262 & 263] ----------

• **SEPARATION of PSEs for Lack of Work - Reappointment**	***DIRECTOR'S NOTE:*** PSEs will be returned based upon their craft standing on the roll in the installation. … PSEs separated for lack of work will be given reappointment ahead of other PSEs with less relative standing on the PSE roll (or hiring a new PSE) within the installation if the need for hiring arises within one (1) year of their separation. … When operational circumstances indicate that reappointment for a PSE(s) is not needed and the installation employs a PSE(s) with lower relative standing, the PSE(s) with higher standing will be reappointed and the PSE(s) with the lower standing in the installation will be separated instead. Such separation of a PSE(s) with the lowest standing is not grievable except where the separation is pretextual. These PSE(s) separated for lack of work during or upon completion of their term of appointment will be given reappointment ahead of other PSE(s) with less relative standing on the PSE roll (or hiring a new PSE) in the installation if the need for hiring arises within one (1) year of separation. • **Ref: Postal Support Employees MOU, APPENDIX A, 3. Other Provisions, B. Article 15. #3.** [CBA pp. 262 & 263] ***DIRECTOR'S NOTE:*** PSEs who are separated for lack of work should check their Form 50 to confirm that management lists their separation correctly. The ***NATURE OF PERSONNEL ACTION*** on their Form 50 should read: Line 77 NATURE OF ACTION CODE 357 Line 79 DESCRIPTION TERMINATION OF WORK Line 80 CODE 522 Line 84 REMARKS LAST DAY IN PAY STATUS (Date) SEPARATION DUE TO LACK OF WORK **THIS IS CRITICAL!** If management incorrectly lists the NATURE OF ACTION as anything other than SEPARATION DUE TO LACK OF WORK it could adversely impact the PSE's reappointment rights.

SHOP STEWARDS – CAN PSEs BECOME SHOP STEWARDS? - YES • **PSE SHOP STEWARDS - Do PSE Shop Stewards receive Super Seniority Rights? YES, but only over other PSEs.** • **Do these rights impact who is selected for career opportunity? NO**	• **Ref: Language at the end of Article 17.2. Appointment of Stewards** (The preceding Section, Article 17.2, shall apply to PSEs) [CBA p. 106] • **Ref: Language at the end of Article 17.3. Rights of Stewards** (The preceding Section, Article 17.3, shall apply to PSEs) [CBA p. 107] • **Ref: Language at the end of Article 17.4. Payment of Stewards** (The preceding Section, Article 17.4, shall apply to PSEs) [CBA p. 108] 24. Will a PSE who serves as an APWU steward have rights over other PSEs when it is necessary to let PSEs go because of lack of work or when there is an opportunity to bring PSEs back to work? **Response**: Yes. 25. Does a PSE steward's rights impact who is selected for an available career opportunity? **Response:** No • **Ref: November 2025 JCIM, Article 17, QUESTIONS & ANSWERS; REPRESENTATION;**
TRAINING – COMPENSATION FOR PSEs	All travel for job-related training will be considered compensable work hours. • **Ref: Article 36.2.c,** [CBA pp. 142 & 143] • **Ref: Language at the end of Article 36. CREDIT UNIONS AND TRAVEL** [CBA p. 143] (The preceding Section, Article 36, shall apply to PSEs)

UNIFORMS AND WORK CLOTHES FOR PSE CLERKS	On an annual basis, Postal Support Employees who are assigned as PSE Sales/Service & Distribution Associates, SSDA D/A 81-4, who have met the criteria listed in Article 26.4, will be eligible to purchase Type 2 uniforms as outlined in the Employee and Labor Relations Manual (ELM), Section 933.2, with the same allowance as provided to eligible career retail clerks by Article 26.2.A … … PSEs will receive the additional uniform credit authorized by Article 26.2.b with their first uniform allowance following conversion to career status. If a PSE SSDA, who has met the above criteria, is subsequently assigned to a different PSE job title, and/or no longer meets the requirements of ELM 932.11.g, stated in #3 above, he/she will no longer be eligible for the uniform program. New Work PVS postal support employee (PSE) Motor Vehicle Operator and Tractor-Trailer Operators will be eligible for a Type 1 uniform allowance as provided in the MOU (See PSE Memo, Uniforms and Work Clothes, pages **260** and Memos, pages **354-356** of the CBA) • **Ref: Article 26, UNIFORMS AND WORK CLOTHES, Section 4. Annual Allowance for PSEs** [CBA pp. 123 & 124] • **X-Ref: Postal Support Employees MOU, APPENDIX A, Contract Provisions, Article 26, Section 4, UNIFORMS AND WORK CLOTHES** [CBA pp. 259 & 260] • **X-Ref: November 2025 JCIM, Article 26.3, ANNUAL ALLOWANCE FOR PSEs**; Article 26, p.3. [p. 173]
UNIFORMS AND WORK CLOTHES FOR New Work PVS PSE Motor Vehicle Operators and Tractor-Trailer Operators	• **Ref: Memorandum of Understanding, Re: Uniform and Work Clothes** [CBA pp. 1354 & 355]

WASH-UP TIME FOR PSEs	Installation heads shall grant reasonable wash-up time to those employees who perform dirty work or work with toxic materials. The amount of wash-up time granted each employee shall be subject to the grievance procedure. • **Ref: Article 8, HOURS OF WORK, Section 9. Wash-Up Time** (The preceding paragraph, Article 8.9, shall apply to PSEs) [CBA p. 26] • **Ref: Postal Support Employees MOU, APPENDIX A, Contract Provisions, Article 8.9** [CBA p. 257]

WORK ASSIGNMENTS FOR PSEs • **WORK ASSIGNMENTS – Career PTF Employees vs PSEs**	During the course of a service week, the Employer will make every effort to insure that qualified and available part-time flexible employees are utilized at the straight-time rate prior to assigning such work to PSEs. • **Ref: Article 7. EMPLOYEE CLASSIFICATION, Section 1. Definition and Use; B. Postal Support Employees (PSEs), 2.** [CBA p. 16] • **X-Ref: Postal Support Employees MOU; APPENDIX A**. [CBA p. 252] • **Ref: November 2025 JCIM, Article 7, POSTAL SUPPORT EMPLOYEES;** Article 7, p. 2. [p. 36]
• **PSE WORK ASSIGNMENTS – NTFT Duty Assignments vs PSEs**	**NOTE: NTFT Duty Assignments vs PSE hours** … Employees working in NTFT Duty Assignments of less than 40 hours per week are not guaranteed more hours per week than the PSE's working in the same facility. … However, where NTFT employees working less than 40 hours per week are regularly working less hours than the PSE's, and those work hours would otherwise be available to be performed by the career employees (same day or tour, etc.) the hours of the NTFT duty assignments should be appropriately adjusted to modify the hours and/or to achieve a more desirable work schedule… • **Ref: Instructions issued by Megan Brennan, Sept 28, 2012**
• **PSE WORK ASSIGNMENTS – CORPORATE CALL CENTERS - Can PSEs be assigned to work in Corporate Call Centers? NO.**	**NOTE: PSEs cannot work in Corporate Call Centers** 1) Corporate Call Center … The Employer shall staff Call Center locations with no fewer than a total of 1,100 Clerk Craft duty assignments during the term of the **2024** Agreement. These duty assignments will be filled by a mix of 70% career and 30% rehabilitation status employees. … • **Ref: Clerk Craft Jobs MOU,** [CBA pp. 372 & 373]

• **PSE WORK ASSIGNMENTS - GUARANTEES for PSE Work Assignments**	… Such employees have no daily or weekly work hour guarantees, except as provided for in Article 8.8.D. … • **Ref: Article 7. EMPLOYEE CLASSIFICATION, Section 1. Definition and Use; B. Postal Support Employees (PSEs), #10** [CBA p. 18] • **XRef: Postal Support Employees MOU, APPENDIX A, 2. Contract Provisions, #10.** [CBA p. 255] Any PSE who is scheduled to work and who reports shall be guaranteed two (2) hours of work or pay. Any PSE … in a post office or facility with 200 or more work years of employment shall be guaranteed for (4) hours of work or pay. • **Ref: Article 8. HOURS OF WORK, Section 8, Guarantees. D** [CBA p. 25] • **Also, Ref: Postal Support Employees MOU, APPENDIX A, 2. Contract Provisions; Article 8, Hours of Work, Section 8. Guarantees, D** [CBA p. 256] • **Also, X-Ref: November 2025 JCIM, Article 8.8, GUARANTEES;** Article 8, p. 10. [p. 52] 24. When do part-time flexible employee and PSE guarantees take effect? **Response**: When the employee reports to work as scheduled. No guarantee applies when the part-time flexible employee or PSE is notified prior to reporting to work that the previously scheduled work day is canceled. • **Ref: November 2025 JCIM, Article 8 QUESTIONS & ANSWERS, #24,** Article 8, p. 14. [p. 56]
• **PSE WORK ASSIGNMENTS - HOLIDAY WORK Assignments for PSEs**	PSEs will be scheduled for work on a holiday or designated holiday after all full-time volunteers are scheduled to work on their holiday or designated holiday. PSEs will be scheduled, to the extent possible, prior to any full-time volunteers or non-volunteers being scheduled to work a non-scheduled day or any full-time non-volunteers being required to work their holiday or designated holiday. If the parties have locally negotiated a pecking order that would schedule full-time volunteers on a non-scheduled day, the LMOU will apply.

	• **Ref: Article 11, HOLIDAYS, Section 6, Postal Support Employees. D.** [CBA p. 46] • **X-Ref: Postal Support Employees MOU, APPENDIX A, Contract Provisions; Article 11, HOLIDAYS, Section 6.D.** [CBA p. 258] • **Also, X-Ref: November 2025 JCIM, Article 11.6,** Article 11, p. 5. [p. 89]. --- … When the LMOU does not establish a pecking order the following should be used to select employees to work on a holiday: • All part-time flexible employees to the maximum extent possible, even if the payment of overtime is required. • All full-time and part-time regular employees who possess the necessary skills and have volunteered to work on their holiday or their designated holiday, by seniority. • Postal Support Employees (PSEs). • All full-time and part-time regular employees who possess the necessary skills and have volunteered to work on their non-scheduled day, by seniority. • Full-time regular employees who do not volunteer on what would otherwise be their non-scheduled day, by inverse seniority. • Full-time regular employees who do not volunteer on what would otherwise be their holiday or designated holiday, by inverse seniority. • **Ref: November 2025 JCIM, Article 11.6,** Article 11, p. 3. [p. 87].
• **PSE WORK ASSIGNMENTS – WORK SCHEDULES AND HOURS for PSEs**	**Work Schedules** • The employee's service week shall be a calendar week beginning at 12:01 a.m. Saturday and ending at 12 midnight the following Friday. • The employee's service day is the calendar day on which the majority of work is scheduled. Where the work schedule is distributed evenly over two calendar days, the service day is the calendar day on which such work schedule begins… • **Ref: Article 8, HOURS OF WORK, Section 2. A & B; Work Schedules** [CBA p. 21] • **X-Ref: Postal Support Employees MOU, APPENDIX A, 2. Contract Provisions, Article 8, Section 2, Work Schedules, A and B.** [CBA p. 255]

• **PSE WORK ASSIGNMENTS – NON-SCHEDULED DAY Guarantee and Notification for PSEs**	… PSEs will be scheduled in accordance with Section 2.A and B, of this Article. All PSEs will be offered a minimum of one (1) nonscheduled day each service week, except during the peak season exception period. Management will notify PSEs of their assigned nonscheduled day by the Wednesday preceding the service week. • **Ref: Article 8. HOURS OF WORK, Section 3. Exceptions.** [CBA p. 22] • **X-Ref: Postal Support Employees MOU, APPENDIX A, 2. Contract Provisions, Article 8, Section 3. Exceptions.** [CBA p. 255] • **Ref: November 2025 JCIM, Article 8.3, WORK WEEK – PART TIME EMPLOYEES;** Article 8, p. 3. [p. 45]
• **PSE WORK ASSIGNMENTS - LIMITATIONS of PSE Work Hours**	… The overtime limits in Article 8.5.G apply only to full-time regulars and full-time flexible employees. However, Part 432.32 of the Employee & Labor Relations Manual (ELM) provides the following rule: Except as designated in labor agreements for bargaining unit employees or in emergency situations as determined by the PMG (or designee), part-time flexible employees may not be required to work more than twelve hours in one service day. In addition, the total hours of daily service, including scheduled work hours, overtime, and mealtime, may not be extended over a period longer than twelve consecutive hours. Because the above referenced regulation limits total daily service time to twelve hours, including work and mealtime, an employee is effectively limited to twelve hours (minus mealtime) per day of work. The collective bargaining agreement creates exceptions to the general rule established under ELM 432.32. The only exception to this rule in the APWU National Agreement is for full- time employees on the overtime desired list who, in accordance with Article 8.5.G, "may be required to work up to twelve hours in a day." … The restrictions of Section 432.32 of the ELM also apply to Postal Support Employees. • **Ref: Article 8, HOURS OF WORK, Section 5. Overtime Assignments, G.** [CBA p. 24] • **Ref: November 2025 JCIM, Article 8.5.G; WORK HOUR LIMITATIONS** Article 8, p. 8. [p. 50]
• **PSE WORK ASSIGNMENTS – PSE "LOANED" Work Assignments between Installations**	A clerk craft PSE hired in one installation may be utilized in a different installation when needed. However, such utilization should not be to the detriment of PTF clerks available through the HUB clerk MOU and, if utilized in retail/customer service (Function 4) the PSE would be subject to

	the gaining installation's PSE caps for that function. If the gaining office is in a different district, the PSE must be counted against both Districts' PSE caps. • **Ref: November 2025 JCIM, Article 7.1.B.5 and 7.1.B.6, PSE WORK ASSIGNMENTS;** Article 7, page 4. [p. 38]
• **PSE WORK ASSIGNMENTS - OVERTIME WORK RULES FOR PSEs – Full-Time OTDL will be selected before PSEs**	… When an opportunity exists for overtime for qualified and available full-time employees, doing similar work in the work location where the employees regularly work, prior to utilizing a PSE in excess of eight (8) work hours in a service day, such qualified and available full-time employees on the appropriate Overtime Desired List will be selected to perform such work in order of their seniority on a rotating basis. • **Ref: Article 8. HOURS OF WORK, Section 4; Overtime Work PSEs, G.** [CBA p. 23] • **X-Ref: Postal Support Employees MOU APPENDIX A, Contract Provisions, Article 8.4.G.** [CBA pp. 255 & 256, and MEMO p. 301] • **Also, X-Ref: November 2025 JCIM, Article 8.4.G; OVERTIME WORK – PSE EMPLOYEES,** Article 8, p. 6. [p. 48] 11. Is management required to assign overtime to overtime desired list employees before utilizing a Postal Support Employee (PSE) in excess of eight work hours in a service day? **Response**: Qualified and available full-time employees on the appropriate overtime desired list will be selected to perform such work. • **Ref: November 2025 JCIM, Article 8 QUESTIONS & ANSWERS, #11; Article 8, page 12.** [**p. 54**] ***DIRECTOR's NOTE:*** A PSE can work more than 5 days in the service week and as long as they do not exceed more than 8 hours on any service day there is no violation or impact to the Overtime Desired List employees. It is ***NOT*** a violation for PSEs to work more than 40 hours in a service week prior to utilization of the Overtime Desired List.

	DIRECTOR'S NOTE: Ref: Arbitration Q06C-4Q-C 08031764, C/A, Washington DC, Arbitrator Shyam Das, Dated November 19, 2013 **Re: 2006 Contract, Article 8.5.H, OTDL vs Casuals** Management has been arguing that under the new language of **Article 8.5.G**, if the available OTDL employee is entering into V-pay status then a PSE can work past 8 hours, simply because the OTDL employee was entering a V-pay status. ***It is our position that this award regarding OTDL vs Casuals also settles the new issue of OTDL vs PSEs.***
	The parties agree that an exception to #1 above is to provide supplemental assistance for Sunday package service, provided the following pecking order is utilized: **a. PTFs and PSEs assigned to the gaining office are first exhausted at the straight time rate** **b. Available PTFs under the MOU Re: Assignment of PTF Hub Clerks, who volunteer to work on Sunday, are exhausted at the straight time rate.** **c. Available PSEs from Level 4 RMPOs, but restricted to within 50 miles of the PSEs Level 4 RMPO office.** **Any cases held pending will be processed in accordance with the agreement.**
• **PSE WORK ASSIGNMENTS - PASSPORTS**	Re: PSE's Working Passports – As of August 19, 2015, case number Q10C-4Q-C-14093582, regarding whether PSEs may process passport application based on their status as non-career employees, is pending at the National Level. Grievances regarding this issue should be held in abeyance at Step 3 pending further discussion at the National Level. **Ref:** Lamont Brooks Feb 2013 emails with USPS HQ and the position of the State Department based on information provided by the USPS. ----------

• **PSE WORK ASSIGNMENTS – REGISTRY**	***APWU's Position:*** In retail or carrier operations, if there are no career employees available, a PSE could be assigned to pass out registered mail to the carriers or to collect registered mail from the carriers when they return from their route. (We would rather have a PSE do this Clerk work than have a supervisor or postmaster doing our work). For a Registry Section or a Registry Cage, only career employees should be assigned to work in the Registry Section or Registry Cage. **Ref: DM-901, Registered Mail, April 2010** 7-3.2 Responsibility for Registered Mail 7-3.2.1 Career Employees In retail and carrier operations, use only career employees in the Registered Mail function whenever possible. 7-3.2.3 Registry Section Area Responsibility Use only career employees in the registry section …
• **PSE WORK ASSIGNMENTS - WINDOW**	PSEs who work the window may work in relief of employees holding duty assignments on the window. When the hours worked by a PSE on the window demonstrates the need for a full time preferred duty assignment, such assignment will be posted for bid within the section. This does not apply to PSEs covering an already established duty assignment (i.e. Temporarily vacant or covering a clerk on long-term sick leave, etc.).
• **PSE WORK ASSIGNMENTS – Can PSE's be assigned to perform CUSTODIAL DUTIES in SMALL POST OFFICES? YES**	The parties agree that when in small post offices there are two (2) hours or less of contracted out custodial duties in a day that cannot be combined with other maintenance duties to create a duty assignment, those duties will be assigned to an existing APWU bargaining unit duty assignment in the facility. (CBA page **418-419**)

Question and Answers

CLERK CRAFT

1. How will the time be recorded when performing the custodial duties?
   Answer: It will be recorded under maintenance LDC 38 and the applicable operation number (747 or 748), and the custodial duties will be in addition to the clerk craft duties that are part of the bid duty assignment.
2. How much additional time will be allowed:
   Answer: The time allowed for custodial duties will be based on Line H of the MS-47.
3. Can a part-time flexible (PTF) or postal support employee (PSE) assigned to the facility perform the custodial cleaning duties?
   Answer: Yes, when the custodial duties can't be added to an existing duty assignment.
4. Will employees performing custodial duties receive required OSHA training?
   Answer: They will receive required OSHA training based on the duties expected to be performed.
5. Will clerks be required to perform custodial duties between waiting on customers?
   Answer: No.

- **Ref: November 2025 JCIM, CUSTODIAL DUTIES IN SMALL POST OFFICES;** Article 37, p. 72. [p. 265]