

# ARTICLE 37 - CLERK CRAFT

## PSE CONVERSION TO CAREER OPPORTUNITY

### D. Postal Support Employee (PSE) Career Opportunity

1. The Employer will maintain a single clerk PSE roll in each installation.

#### 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 preferred based on their relative standing, within 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.

#### **When converting a PSE to a residual Function 4 duty assignments with window duty requirements and scheme requirements.**

The PSE will train first on the window duty requirement.

\*Once a PSE qualifies on the window duty requirement, the PSE will be converted to career and the Clerk Craft seniority will be adjusted to the day the employee received the initial assignment, pending qualification.

The newly converted PSE to career will remain in training on the scheme requirement and will train to learn the scheme off the clock.

The newly converted career employee is expected to qualify on the scheme requirements, upon successful completion of the scheme requirements he/she will be awarded the duty assignment and compensated at the appropriate rate for the total hours utilized to learn the scheme off the clock.

In the event the newly converted employee fails to qualify on the scheme requirement, he/she will become unencumbered (unassigned) and will be subject to assignment in accordance with Article 37, Clerk Craft, Section 4, A. Coverage and C. Assignment of Unencumbered Employees.

When you become unencumbered, you are subject to management assignment.

If you have any questions, feel free to contact me at 210-271-0853 or 210-789-3426.

Congratulations and Good Luck on your new assignment!

In Union Solidarity,



Alex Aleman, President

San Antonio Alamo Area Local # 195