

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

Re: Accounting Service Centers – Telework Pilot Program

The parties agree to pilot a Telework Program for bargaining unit employees at the Accounting Service Centers (ASC) located in St. Louis, MO; Eagan, MN; and the St. Louis ASC Satellite Office in San Mateo, CA.

The purpose of the Telework Pilot Program is to evaluate the Postal Service's ability to recruit and retain top talent, help conserve energy, reduce CO2 emissions, reduce facility maintenance costs, and increase employee morale and efficiency while maintaining a responsive and productive workforce.

The Telework Pilot Program allows eligible employees the ability to work away from their assigned duty station at an authorized alternative worksite (i.e., their home or other approved alternative worksite) as determined by their supervisor or manager, during scheduled workdays and hours. Employees are not authorized to telework from another location without prior written approval from Management. The employees' official duty station will remain the assigned ASC.

Employees are eligible to participate in the Telework Pilot Program if they perform job functions that Management has determined does not require the employee to be physically present each day at their assigned duty station.

Participation in the Telework Pilot Program is limited to employees in telework approved duty assignments who:

- Have completed the required training and have demonstrated satisfactory execution of their assigned duties in their current duty assignments.
- Have an internet connection that is reliable and provides speeds sufficient to support telework. The Postal Service is not responsible for and will not provide internet support for any employee participating in the Telework Pilot Program.
- Have an alternate work location that is ergonomically safe. The employee agrees that the Postal Service is not responsible for providing or paying for any ergonomic equipment for the alternate work location.
- Have a private area at the alternate work location suitable for confidential discussions outside the hearing of others and which allows for private video participation without interruptions. Employees' computer screens, along with any associated paperwork, must be in a secured area and out of view from others. At alternate work locations, employees must protect and secure any information from others' view, including information which contains sensitive and PII information.

- Can create and maintain a proper work environment that does not interfere with work at the alternate work location and that eliminates personal disruptions such as non-business telephone calls and visitors.
- Assume responsibility for the repair and maintenance of their privately-owned equipment that is needed for the functionality of the alternate worksite and if necessary, report to the assigned duty station location if unable to work while repairs are being made.
- Assume responsibility for any tax implications arising from participation in the Telework Program or an increase in household utility costs that may result from such participation and agree that the Postal Service is not responsible for such costs, including maintenance, insurance, or utilities (e.g., phone, internet, heating, electricity, water).
- Adhere to all Postal rules and regulations while working at an alternative worksite. Failure to do so will result in termination of the Participant's approval to participate in the Telework Pilot Program and/or disciplinary action.

The following work rules will apply for the Telework Pilot Program:

- Participants in the Telework Pilot Program who also participate in the Voluntary 10/4 Work Schedule may telework up to two (2) days per week.
- Participants in the Telework Pilot Program who work an 8/5 schedule may telework up to three (3) days per week.
- Management will provide the available telework schedules. Telework schedules will be based on the needs of the service. Selection/awarding of available schedules will be by level, pay location, and will be based on IT/AS seniority. Any ties will be resolved in accordance with Article 37.04.B.
- Participants will be responsible for recording their clock rings, BT, OL, IL, and ET, in the manner directed by their supervisor or manager, including utilizing any new technologies designated by management to record clock rings.
- Participants will be required to communicate their clock rings, BT, OL, IL, ET, and breaks using the designated method or tool (e.g., IM, ZOOM, Microsoft Teams, or email) defined by their supervisor or manager.
- Participants will be expected to work their normal duty assignment from the alternate location. Any deviations from the employee's normal duty assignment must be approved in writing and in advance by the employee's supervisor or manager.
- Participants may not work in excess of their normal work schedule without advance, written authorization from their supervisor or manager.
- Overtime will apply as defined in Article 8 of the National Agreement.
- Holiday leave will apply as defined in Article 11 of the National Agreement.
- Participants will accrue and use leave in accordance with USPS regulations.

- Participants are required to remain at their alternate worksite during scheduled hours, except during lunch periods.
- Participants will be required to take a 30-minute lunch period. In no instance may the Participants' lunch period be the first or last 30 minutes of their scheduled workday.
- Participants will be required to use the same USPS-issued laptop at both the alternate work location and their assigned duty location and will be responsible for transporting the laptop and any other USPS-issued equipment between the two locations. Employees are required to follow all Postal Service policies including, but not limited to, Information Technology (IT) bulletins and CyberSafe instructions and regulations governing the use of the USPS-provided laptop.
- Participants may connect personally owned computer peripherals (e.g., external keyboard, monitor, wired headphones, and mouse) in accordance with Management Instruction (MI) AS-800-2022-6). The workstation set-up must include dual monitors to execute their work duties in the same manner as when they are on-site.
- Participants must protect and secure Postal Service-owned equipment and information in accordance with applicable Postal Service policies, including, but not limited to, Handbook AS-805, Information Security, Handbook AS-805-C, Information Security for General Users, and Handbook AS-353, Guide to Privacy, the Freedom of Information Act, and Records Management.
- Postal Service equipment, including, but not limited to, the USPS-provided laptop, must be serviced and maintained only by the Postal Service, and Participants may be required to report to their assigned ASC for this purpose.
- At the discretion of Management and to meet the needs of the operation, a Participant may be temporarily scheduled to report to their ASC for training, as directed by their supervisor or manager, for unexpected workload requirements.
- If the Participant has technological or other issues that prevent the completion of assigned duties, the Participant must alert his or her supervisor or manager immediately and may be required to report to their ASC until the issue is resolved.
- Participants may be contacted on a regular basis during normal business hours by their supervisor or manager to discuss topics relevant to their job or teleworking.
- Participants will be required to make themselves available during normal work hours via telephone, electronic mail, chat, virtual meetings, and face-to-face conversations when necessary, using technologies (e.g., IM, ZOOM, Microsoft Teams, email, or IPT Softphone) designated by Management.
- Participants will be required to attend virtual group meetings during normal work hours when scheduled.
- Participants will be required to turn on their video cameras during virtual meetings during normal hours when requested to do so by their supervisor or manager, except when the

meeting is being recorded. If the meeting is being recorded, the Participant will be notified.

- Participants in the Telework Pilot Program will be required to answer calls and respond to phone calls, e-mails, text messages, or other forms of electronic communication within 30 minutes during their normal work hours. If a message is marked "Urgent" Participants will be required to respond within 15 minutes. Participants who demonstrate a pattern of failure to respond to calls, e-mails, text messages, or other forms of electronic communication within the allotted time frame may lose their telework privileges and/or may be subject to disciplinary action in accordance with the provisions of Article 16 of the National Agreement.

Participation in the Telework Pilot Program must be approved by Management. If Management disapproves or revokes such a request, Management will provide the employee and the local Union with a written explanation for the denial or revocation. A request to participate in the program must be submitted to the employee's supervisor or manager for review. Participants must have achieved satisfactory performance as determined by their supervisor or manager to be eligible for the Telework Program. If the request is approved, the employee must sign an Individual Telework Agreement prior to beginning to telework. Approval of requests will be based on the needs of the Postal Service. Individual Telework Agreements will be approved for a period of six (6) months. Once an agreement is signed, the employee may not modify their telework days. At the end of six (6) months the Participant will be required to submit a new request if the employee wishes to continue teleworking. Employees with active performance related discipline on their record are not eligible to participate in the Telework Pilot Program until the discipline has been resolved.

Employees participating in the Telework Pilot Program who decide they no longer want to participate must notify their supervisor or manager in writing and return to duty at their assigned ASC.

Management may revoke or modify a Participant's Individual Agreement at any time after reasonable notice (at least two weeks) to the Participant. Management may determine that specific circumstances or business needs may require a shorter notice period.

Participants who change assignments will have their approval reviewed to determine if they are eligible to continue in the Telework Pilot Program or return to work at their assigned ASC.

Upon ending participation in the Telework Pilot Program, whether voluntarily or involuntarily, the employee will be responsible for the return of the USPS laptop and other USPS property or information to the office of issuance in the same condition, taking into consideration normal wear and tear, as it was originally issued to the employee. If the USPS laptop and other USPS property or information is not returned in the same condition as it was issued, the employee will be subject to disciplinary action, civil and/or criminal penalties, and/or responsibility for reimbursement to the Postal Service for any costs associated with the replacement or repair of unreturned, lost, stolen, or mistreated/abused equipment or information.

If an employee is separated from the USPS while participating in the Telework Pilot Program, whether voluntarily or involuntarily, the employee will be required to return the USPS laptop and all other USPS property, whether equipment or information, in working order or face civil and/or criminal penalties and/or responsibility for reimbursement to the Postal Service for any costs associated with the replacement or repair of unreturned, lost, stolen, or mistreated/abused

equipment or information. It is the employee's responsibility to bring all equipment to the office of issuance. Management is not responsible for picking up equipment from the employee.

Changes to the Telework Program

Should either party decide to revoke or modify the Telework Pilot Program, advance written notice will be provided to the other party no less than 60 days prior to the effective day. The parties will meet at the National level to discuss the reasons for the request.

Management decisions with respect to participation in the Telework Pilot Program are not subject to the grievance process.

The parties agree that the Telework Pilot Program will expire on **June 27, 2025**. The parties shall meet at least sixty (60) days prior to the expiration of the Program for re-evaluation.

Arrion Brown 7/3/24
Arrion Brown Date
Director, Support Services
American Postal Workers Union, AFL-CIO

Celia Clinton 7-3-24
Celia Clinton Date
Labor Relations Specialist
Collective Bargaining and Arbitration
United States Postal Service