

**Memorandum of Understanding  
Between:  
United States Postal Service  
Twin Cities PDC Local American Postal Workers Union**

**July 15, 2020**

Subject: 10/4 Pilot Program TACS Help Desk

Both parties agree to the following:

- 1) Timeframe: The 10/4 Pilot Program for the TACS Help Desk will run from August 1, 2020 until January 1, 2021.
- 2) Availability of 10/4 Schedules: Any 10/4 schedules will be determined by Management and based on operational needs of the TACS Help Desk.
- 3) Employee Participation: Participation is limited to employees with OCC Code 0590-0011. Any full-time employees who participate will do so on a voluntary basis. Employees on light/limited duty must have their eligibility reviewed prior to be allowed to participate. Employees who opt out of the 10/4 Program or are required to return to their five (5) day, eight (8) hour permanent bid duty assignment are not eligible to participate for the remainder of the pilot.

All employees who volunteer will sign an agreement acknowledging that:

1. They are volunteers.
2. That they will comply with the policies and procedures established for the administration of this pilot program.
3. That they understand this pilot program is based on operational needs of the TACS Help Desk.

Participating employees may at any time request in writing to their immediate supervisor to return to their five (5) day, eight (8) hour permanent bid duty assignment. The request must be received no later than the second Tuesday of a pay period and will be effective the beginning of the pay period following the receipt of the employee's request.

Employees who volunteer to participate will observe the interim duty assignment but will retain the right to return to their permanent bid duty assignment should they withdraw during the pilot program.

Hours of Work/Work Schedules

The work week for full-time regular schedule 10/4 employees shall be forty (40) hours per week, ten (10) hours per day within eleven (11) consecutive hours.

Operational needs and IT/AS seniority within the Functional Assignment Area (FAA) shall be the determining factor for work schedule selection when there are more

employees requesting a schedule than can be approved. When 10/4 assignments become vacant, they will be posted for bid and awarded by IT/AS seniority.

Employees working a 10-hour day are eligible for 40 minutes of break time in addition to their schedules 30-minute lunch period. Employees can decide if they want to divide the 40 minutes of break time into 2 or 3 breaks which will be communicated with Management. This decision will be for the remainder of the Pilot Program.

Any 10/4 schedules for employees would be determined by Management based on operational needs of the shift.

Participating employees would have a schedule of: Participating employees would have a schedule of either 06.00-16.50 or 07.75-18.25. Normal THD Flex-time rules apply.

#### Reverting to Regular 8/5 Schedule

Employees who demonstrate an inability to handle the increased responsibility of ten-hour days may be required by management to return to their previous five-day, eight-hour per week schedule. Reasons for this action must be supported in writing and forwarded to the employee and the APWU.

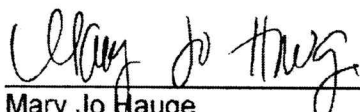
Voluntary 10/4 participants revert to their regular 8/5 work schedules for the entire week in which they are scheduled for authorized military leave, maternity/paternity leave, court leave, continuation of pay for job-related injuries, Employer training, or travel.

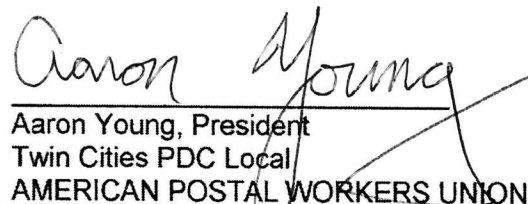
Employees working a voluntary 10/4 schedule revert to their regular 8/5 work schedules during all holiday weeks and will be compensated in accordance with the provisions of Article 11 of the IT/AS National Agreement. If a holiday falls on a Saturday, participants will be required to revert to their 8/5 schedules the week preceding the holiday.

#### Overtime Work

No overtime shall be paid to participating full-time regular employees for work performed over eight (8) hours and up to ten (10) hours on a regularly scheduled work day.

This 10/4 Pilot Program for the TACS Help Desk is entered into without prejudice to the position of the United States Postal Service or the Twin Cities PDC Local APWU as agreed by the following representatives:

  
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Mary Jo Hauge  
Labor Relations Specialist IT/ASC  
UNITED STATES POSTAL SERVICE

  
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Aaron Young, President  
Twin Cities PDC Local  
AMERICAN POSTAL WORKERS UNION