

# UNITED STATES POSTAL SERVICE

POSTAL DATA CENTER

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SUBJECT: Guidelines for The Minneapolis Flexitime Pilot Program

TO: All Employees

The "Flexitime Pilot Program" for the Minneapolis PDC bargaining unit employees has arrived! All eligible employees will be provided the attached booklet that outlines the flexitime pilot program requirements for your review and consideration. The program is scheduled for implementation on Saturday, May 16, 1992. The following guidelines are to be considered by you in determining your availability for participation:

## WHO CAN PARTICIPATE

All full-time bargaining unit employees are eligible for participation in the program. The operational needs of the PDC will be considered along with employee seniority and occupation code in determining the employees' availability to participate.

## WHAT IS THE FLEXITIME PROGRAM

The Flexitime Pilot Program is an opportunity for bargaining unit employees to have a half-hour of flexibility on both sides of their scheduled reporting time. It is felt that this option will allow employees to meet the preferences and demands in their personal lives with more comfort. Employees are being offered this flexitime option at this time, to be used with their existing work schedules, in an attempt to provide this flexibility option in advance of the approval of the 10/4 Pilot Program. Employees who elect to participate must sign the "Voluntary Agreement" contained in the booklet and submit it to their supervisor. The supervisor will provide a copy to the employee and forward all originals to the Manager of the Human Resources Branch.

## WHEN WILL THE PROGRAM BEGIN

The program is scheduled for implementation on Saturday, May 16, 1992. A revision to this implementation may occur upon approval of the 10-hour/4-day Pilot Program in the future, since that program will require some changes to the use of employees' existing schedules. It was determined by the union and employer that it would be best to allow for the immediate implementation of the flexitime aspect of the pilot programs to provide employees this opportunity as soon as practicable.

## WHERE IS THIS PROGRAM AVAILABLE

This pilot program is only available at the Minneapolis PDC and is scheduled to run for a one-year period. If the program is determined to be successful, it will be expanded to other PDCs.

## HOW WILL PARTICIPANTS BE SELECTED

Where limitations of employee participation occur due to the operational needs of the Center, final selections will be made from those who volunteer, based on their occupational code and PDC seniority within their section.

## CAN PARTICIPATION BE DISCONTINUED

The pilot program can be terminated by the parties to this agreement (Union and Employer) with a 60-day written notice. An individual's participation may be terminated if operationally required or if requested by the participant. It should be noted that employees who elect to discontinue participation are ineligible for participation for the remainder of the pilot.

Specifics of the program can be found in the attached Flexitime Pilot Program booklets. Employees will be informed of all requirements and made aware of their ability to participate by their immediate supervisor. Your cooperation in helping to maintain the high level of quality service to our customers during this pilot program is greatly appreciated.

Good luck and Congratulations!!!

/s/

The Local Alternative Work Arrangement Committee

Attachments

10 HOUR/4 DAY WORK WEEK PILOT PROGRAM

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## MINNEAPOLIS POSTAL DATA CENTER

### ALTERNATIVE WORK ARRANGEMENT

#### 10 HOUR/4 DAY WORK WEEK PILOT PROGRAM

##### 1.0 PILOT PROGRAM

This is a pilot program to test a 10 hour/4 day work week for a duration of one (1) year at the Minneapolis Postal Data Center. This pilot program is applicable to full time bargaining unit employees represented by the Twin Cities PDC Local, APWU.

##### 2.0 BENEFITS

Both the USPS and employees will benefit from the implementation of this pilot program. These benefits include:

Enhanced customer service and productivity: better customer coverage due to expanded daily hours (6:00 a.m. - 6:00 p.m.).

Flexibility for employees' leave scheduling: employees would be able to schedule medical appointments on additional off days if so desired; employees will have greater flexibility in scheduling their leave to conduct personal business.

A more stabilized work force: help meet the needs of employees in an increasingly competitive labor market of the 1990s; more competitive hiring of quality employees; less employee turnover and attrition.

Potential employees' savings: gasoline and vehicle maintenance reduced by 20%, day care costs, etc.

Increased employee morale: extended weekends; less commuting time/cost; ability to conduct personal business on additional day off.

##### 3.0 PROGRAM RESPONSIBILITIES

It will be the joint responsibility of the Director, Minneapolis PDC, and the President, Twin Cities PDC Local, APWU, or their designee(s), to assure that there will be no abuse of this program, and both parties shall do everything within their authority to ensure the success of the pilot program.

The parties shall establish an Alternative Work Arrangement Committee (AWA). This committee will consist of two (2) representatives from both labor and management to be designated by the President, Twin Cities PDC Local, APWU, and the PDC Director. It shall be the responsibility of this committee to oversee the implementation, administration, and evaluation of the 10 Hour/4 Day Work Week Pilot Program. Implementation will include the development of measurement criteria, the resolution of scheduling problems, and any other issues that arise.

Implementation of the 10/4 Pilot Program will be the responsibility of the AWA Committee, taking into consideration the operational needs of the PDC. Management from each division and/or branch will identify work units that would be prohibited from participating in the 10/4 Program for operational reasons which must be supported in writing and forwarded to the AWA Committee for review. (This would not preclude 10/4 being offered at a point in the future should work requirements change sufficiently.)

#### 4.0 TIMEFRAME

The 10/4 Work Week Pilot Program will run for one (1) year from the date of implementation unless terminated by the National AWS Task Force. Either party may discontinue the pilot program upon sixty (60) day written notice to the other party.

#### 5.0 EMPLOYEE PARTICIPATION

Participation is restricted to full time regular career employees. All full time craft employees who participate in the pilot program will do so on a strictly volunteer basis. Eligible employees who choose not to participate in the 10/4 Pilot Program will continue on their present work schedule. Employees on light/limited duty (both temporary and permanent) must have their eligibility reviewed prior to being 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. Exceptions may only be authorized by the Local AWA Committee.

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 by the parties for the administration of this pilot program.
3. They will not grieve or file any type of appeal(s) based on the principles and rules as set forth by the AWA Committee for this pilot program.

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 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.

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 AWA Committee for review before the employee is returned to their permanent bid duty assignment.

All employees who volunteer will be provided a copy of the policies and procedures governing this pilot program.

## 6.0 PROGRAM POLICIES AND PROCEDURES

### 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. Where operationally practicable, the four (4) days shall be consecutive days within the service week. The five minute rounding rule will be utilized for purposes of pay computation for all hours exceeding ten (10) on a service day.

Scheduled work days may be requested by the employee but are subject to management approval. Operational needs and PDC seniority within supervisory unit 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 PDC seniority and occupational code within a section.

Participating Tour II employees will be allowed to start on the half hour between 6:00 a.m. and 7:30 a.m. (6:30 a.m. or 7:00 a.m. if flexing). Employees working a 10-hour day are eligible for 40 minutes of break time in addition to their scheduled 30-minute lunch period. The scheduled quitting time would be between 4:30 p.m. and 6:00 p.m.

Any 10/4 schedule for Tours I and III employees would be determined by management based on operational needs of the tour and a review by the Local AWA Committee.

### 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.

Penalty Overtime Pay (POP) will be paid to full-time employees for any overtime work over ten (10) hours on a regularly scheduled day, over ten (10) hours on a non-scheduled day, or over fifty hours in a service week. POP is excluded during the month of November.

Nothing in this section shall be construed by the parties or any reviewing authority to deny the payment of eligible out-of-schedule premium to employees in grades 18 and below for time worked outside of their interim regularly scheduled work week at the request of the employer.

Participants in grades 18 and below will be compensated at the regular overtime rate (1 1/2 times the base straight time) for the ten (10) hours worked on their first non scheduled day in a service week.

Participants in grades 19 and above will be compensated at the regular overtime rate (1 1/2 times the base straight time) for work performed in excess of forty (40) hours and up to fifty (50) hours in a service week.

#### Sunday Premium

Each employee whose regular 10/4 work schedule includes a period of service, any part of which is within the period commencing at midnight Saturday and ending at midnight Sunday, shall be paid extra compensation at the rate of 25% of the employee's base hourly rate of compensation for each hour of work performed during their first scheduled tour not to exceed ten (10) hours. If an employee works another scheduled tour involving Sunday Premium within that service week, they will only be allowed up to six (6) hours of Sunday Premium pay for a maximum of sixteen (16) hours Sunday Premium per week. An employee's regularly scheduled reporting time shall not be changed on Saturday or Sunday solely to avoid the payment of Sunday premium.

#### Higher Level

Long term (60 day) higher level duty assignments will be posted in accordance with Article 25 of the PDC Agreement. Short term higher level duty assignments will be coordinated with the local task force.

#### Sick and Annual Leave

For employees working a 10/4 schedule, a full day of leave is ten (10) hours. Employees may take leave hours in any increments up to ten (10) hours on a scheduled work day.

#### Other Leave Usage

During weeks in which participating employees are scheduled for authorized military leave, maternity/paternity leave, court leave, or continuation of pay for job-related injuries, their schedules will revert to the five (5) day, eight (8) hour schedule for the week.



### Holiday Leave

An employee working the 10/4 schedule during this pilot program will revert to an 8/5 work schedule during all weeks in which the actual holiday falls and will be compensated in accordance with the provisions of Article 11 of the PDC Agreement: (Participants should note that they will be required to revert back to their prior 8/5 work schedules for the entire week during the week in which the actual holiday falls. The exception to this rule is when the actual holiday falls on a Saturday employees will be required to also revert back to the 8/5 schedule the preceding week.)

### Travel/Training

During weeks in which participating employees travel or attend training, their schedules will revert to the five (5) day, eight (8) hour schedule for those weeks.

### Filling of Vacant 10/4 Duty Assignments

Positions available for 10/4 duty assignments will be determined upon implementation after a review of the operational needs. Selection will be based on PDC seniority and occupational code within a work section.

### Out of Schedule Pay

Employees participating in the flexitime program will only be eligible for out-of-schedule premium pay under the following conditions:

1. When working outside of the additional "flexible" work hours agreed to within their scheduled work hours (unless in an overtime status).
2. When working a schedule within the additional "flexible" work hours agreed to, if directed by management. For purpose of out-of-schedule pay computation, the employee's assigned starting time (prior to the flexibility option) will be considered as the starting time. (Example: If your assigned starting time is 7:00 a.m. (allowing you to "flex" from 6:30 a.m. to 7:30 a.m.), and you were required by management to report for duty at 6:30 a.m. (thereby eliminating your flexibility in reporting) you would be paid for thirty minutes of out-of-schedule premium for the period between the required 6:30 a.m. start time and the 7:00 a.m. assigned start time.)



## Guarantees

Participating 10/4 employees called in outside their regular work schedule shall be offered a minimum of four (4) consecutive hours of work or pay in lieu thereof where less than four (4) hours of work is available. Such guaranteed minimum shall not apply to employees called in who continue working on into their regularly scheduled shift. When employees are called in on their non-scheduled day, they will be guaranteed four (4) hours work or pay in lieu thereof. Employees may request early release during the guarantee period by submitting a PS Form 3971 and their time cards will only reflect actual time worked.

## Incidental Leave Requests

For purposes of incidental leave requests, participant's starting time will be determined in the following manner;

1. If an employee reports to work within their authorized flexible starting time, their actual reporting time will be considered as their start time.
2. If an employee requests leave or fails to report to work within their scheduled flexible starting time, the employee's starting time will be the assigned scheduled starting time of the employee, without a "flexing" option; e.g., if an employee is assigned a 7:00 a.m. starting time and has an option to "flex" from 6:30 a.m. to 7:30 a.m., the employee will assume a 7:00 a.m. start time if they fail to report as scheduled or request leave within their flexible scheduled reporting time.

Employees requesting schedule change considerations will be allowed to use the PS Form 3189 format for review and authorization of those requests.