



## American Postal Workers Union, AFL-CIO

1300 L Street, NW, Washington, DC 20005

March 27, 2020

**Mark Dimondstein**  
**President**

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Sisters and Brothers:

The attached MOU (*Temporary Exception Period – Clerk Craft Staffing Function 1 & Function 4—COVID19*) will help facilitate the other temporary memoranda we have recently signed as well as the Liberal Change of Schedule and Leave policy we have secured in response to the coronavirus pandemic.

Those temporary MOUs, policy changes and other useful information can be found at [apwu.org/coronavirus](http://apwu.org/coronavirus)

Through May 25, 2020, the Postal Service may hire additional temporary employees called **Function 1 Mail Processing Assistants** and **Function 4 Clerk Assistants**. As with the other MOUs, career clerks and PSEs should be utilized up to the maximum allowable hours each week.

Also, all new Clerk Assistants that are hired will be provided safety training and training/updates/stand-up talks on the current COVID19 policies and procedures at the USPS.

Please consult the attached memorandum and disseminate as appropriate.

In solidarity,

A handwritten signature of Mark Dimondstein in black ink.

Mark Dimondstein  
President

MD:mdj

Attachment

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

**Re: Temporary Exception Period – Clerk Craft Staffing Function 1 & Function 4 - COVID-19**

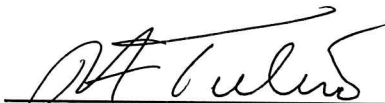
In order to accommodate those Function 1 (F1) and Function 4 (F4) installations that are experiencing high absenteeism because of the COVID-19 pandemic and the liberal leave policy, the parties agree to an exception period for F1 and F4 Level 20 and above installations as provided for below. These provisions are applicable with the signing of this MOU and will continue until May 25, 2020.


1. Available APWU bargaining unit employees, starting with career employees and including current Postal Support Employees (PSEs), within the installation will be utilized up to the maximum hours allowed.
2. For the duration of this MOU, the parties agree to an exception period for the hiring of **Function 1 Mail Processing Assistants** in Function 1 mail processing in excess of the 20% District PSE cap.
3. For the duration of this MOU, the parties agree to an exception period for the hiring of **Function 4 Clerk Assistants** in Function 4 retail/ customer services. It is understood that these employees will not count towards the 20% District PSE cap.
4. In addition the parties agree that the Postal Service will establish appropriate procedures for the temporary reemployment of annuitants as extra clerk assistants\* to provide supplemental support for the duration of this MOU applicable to Function 1 and Function 4.
5. The parties agree that extra clerk assistants\* and annuitants reemployed pursuant to paragraphs 2 and 3 above, will be paid at the current hourly rate for grade 6 PSEs at the time of hire. Also, reemployed annuitants will be consistent with the statutory requirements under the National Defense Authorization Act.
6. The Postal Service will provide the APWU at the national level with reports every pay period on the number of temporary extra clerk assistants\* and PSEs hired in each installation and the absenteeism rate for those installations.

\*Similar to Holiday Clerk Assistants

The parties will revisit this issue immediately prior to this MOU's expiration to determine if an extension is appropriate.

This MOU will expire May 25, 2020.

  
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Doug A. Tulino  
Vice President, Labor Relations  
United States Postal Service

  
\_\_\_\_\_  
Mark Dimondstein  
President  
American Postal Workers Union, AFL-CIO

Date: 3/27/20

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