

# **San Antonio Alamo Area Local #195 Continuing Steward Education**



**Alex Aleman – President**

Power Point Presentation by Jeff Greenlee  
April, 2025

1

## **204(b) Usage Elimination of Usage for 14 Days or More**

**Questions & Answers  
SOUTHEAST/SOUTHWEST AREAS  
October 3, 2001**

2

# MEMORANDUM OF UNDERSTANDING

... the employer will eliminate the usage of 204(b)s except in the absence or vacancy of a supervisor for 15 days or more. The usage of a 204(b) in this exception is normally limited to no more than 90 days.

3

## CLERK CRAFT LEAD CLERK QUESTIONS & ANSWERS

*These questions and the responses are not intended to alter, amend, or change in any way the terms of the Collective Bargaining Agreement.*

4

1. Beginning June 1, 2012, can employees from other bargaining unit crafts (mail handlers, carriers, etc) be utilized in 204-B assignments to supervise Clerk Craft employees?

**Answer:** Beginning June 1, 2012, employees from other bargaining unit crafts may be utilized as 204-Bs, supervising Clerk Craft employees, to cover supervisory absences or vacancies of 14 or more consecutive calendar days. Usage of a 204-B in this exception is normally limited to no more than 90 days.

5

2. Can employees from these other bargaining unit crafts (mail handlers, carriers, etc) be utilized as 204-Bs in the Clerk Craft to cover supervisor absences or vacancies of less than 14 days?

**Answer:** No.

6

3. Are there any exceptions to the 90 day limit in #1, above?

**Answer:** Exceptions would only be appropriate in limited situations (such as supervisor on 4 months maternity leave; supervisor on 6 months military leave; or similar situations).

7

4. May Clerk Craft employees be utilized as 204-Bs to supervise employees in other bargaining unit crafts?

**Answer:** Yes, Clerk Craft employees may be utilized as 204-Bs to supervise employees in other bargaining unit crafts. When doing so, these 204-B assignments would be subject to the same restrictions regarding the supervisor absence or vacancy as within the Clerk Craft.

8

5. May Lead Sales & Service Associate duty assignments contain scheme requirements?

**Answer:** No. However, where employees are working in LSSA duty assignments which included scheme requirements that were grandfathered into the new LSSA position, those positions may continue to be required to have a scheme.

9

6. May Lead Customer Service Clerk duty assignments contain scheme requirements?

**Answer:** Yes.

10

7. No later than June, 2012, 204-B usage in the Clerk Craft is restricted to "the absence or vacancy of a supervisor for 14 days or more." Is this intended to be 14 calendar days or 14 work days and must they be consecutive days?

**Answer:** It is intended to be a period of 14 or more consecutive calendar days (two weeks or more).

11

8. Must the same 204-B be utilized for the entire two week period?

**Answer:** No. The 14 day period refers to the absence or vacancy of the supervisor.

12

9. Beginning June 1, 2012, 204-B's may only be utilized during the absence or vacancy of a supervisor for 14 days or more and this use is limited to no more than 90 days. Could a different 204-B be utilized for a second 90 day period once the first 204-B (or several 204-B's) completed the initial 90 day assignment?

**Answer:** No. The vacancy or absence is normally limited to one 90 day period. Exceptions would only be appropriate in very limited situations (e.g., supervisor on 4 months maternity leave; supervisor on 6 months military leave; or similar situations).

13

**SETTLEMENT AGREEMENT BETWEEN THE  
UNITED STATES POSTAL SERVICE  
AND THE  
AMERICAN POSTAL WORKERS UNION, AFL-CIO**

RE: QIOC-4Q-C 15311411 / INQC20150878

**ISSUE:** MOU Re: Clerk Craft Jobs, Section 2.D requires that if the 204-B detail assignment exceeds the 90 day limit, the supervisory work performed by the 204-B, on the 91<sup>st</sup> day and beyond, must be considered bargaining unit work.

The parties agree that there is no interpretive issue regarding the 90 day limitation pursuant to Section 2.D of the MOU and the October 20, 2011 Q&As. Alleged violations should be investigated based on local fact circumstances, and the Union may file grievances in accordance with Article 15.

Signed and agreed for the APWU Lamont Brooks, for the USPS Rickey Dean  
September 5, 2018

14

September 5, 2018

## Step 4 Resolution

Re: Class Action - QI OC-4Q-C15001061/ HQTC20160102

The issue in this case is whether the restriction on 204B usage as stated in the Memorandum of Understanding (MOW), Re: Clerk Craft Jobs, Section 2.D, is applicable to bargaining unit employees detailed to non-bargaining, non-supervisory positions.

As full and complete resolution of this case, the parties mutually agree to the following:

The restriction regarding 204B usage as stated in the MOU, Re: Clerk Craft Jobs, Section 2.D, does not apply to bargaining unit employees detailed to non-bargaining, non-supervisory positions, as the detailed positions do not supervise bargaining unit employees.

Article 37.3.A.8 of the 2015-2018 Collective Bargaining Agreement is still applicable.

Local parties may address any remaining contractual issues in accordance with the grievance/arbitration procedure at the local level.

Signed and agreed for the APWU Lamont Brooks, for the USPS Rickey Dean  
February 4, 2016

15

# CONTROLLING DOCUMENT PS FORM 1723

UNITED STATES POSTAL SERVICE®		Assignment Order	
<b>Instructions - (Please Provide a Copy to the Employee)</b>			
<b>Purpose</b> Complete this form to record management-directed assignment changes involving: a. Temporary assignments to perform duties other than those in employee's official job description, including higher level and training assignments. b. Scheduled hours and/or days off when schedule change is not posted.			
<b>Frequency</b> Form is valid up to 6 months (180 days). A new form is required for assignments exceeding 180 days, or subject to local management discretion.			
<b>Approvals</b> Assignments and changes must be approved by immediate supervisor or the manager.			
<b>Signatures</b> If employee is unable to sign the form, the supervisor must indicate how the employee was notified in the employee signature space. Details of notification are to be provided in the form's Employee Notification Box.			
<b>Current Assignment</b>		<b>Position Title</b>	
To: (Name)			
Home Installation		Employee ID	
Employee Official Tour		Scheduled Days Off	
Begin Tour	End Tour	<input type="checkbox"/> Saturday	<input type="checkbox"/> Monday <input type="checkbox"/> Wednesday <input type="checkbox"/> Friday
Lunch Out	Lunch Return	<input type="checkbox"/> Sunday	<input type="checkbox"/> Tuesday <input type="checkbox"/> Thursday
Desi/Act Code	LDC	OPER-LU	Rate Schedule Level Pay Location FLSA <input type="checkbox"/> Exempt <input type="checkbox"/> Nonexempt
<b>New Directed Assignment</b>		FLSA Worksheet (If temporary assignment includes hours outside of (paid) FLSA work week, enter FLSA work week and send copy to FLSA coordinator)	
Position Title		<input type="checkbox"/> Friday <input type="checkbox"/> Saturday	
Desi/Act Code		LDC	OPER-LU Rate Schedule Level Pay Location FLSA Exempt to Nonexempt Position <input type="checkbox"/> Yes <input type="checkbox"/> No
Reason for Assignment (If other, explain)		<input type="checkbox"/> Annual Leave <input type="checkbox"/> Vacancy <input type="checkbox"/> Sick Leave <input type="checkbox"/> Detail <input type="checkbox"/> Scheduled Day Off	
Location (Give exact worksite, if route, give number)		<input type="checkbox"/> Bargaining Unit Employee - Notify by Wednesday of week preceding change (Not required for clerk craft if detailed to a nonbargaining position) <input type="checkbox"/> Nonbargaining Employee - Provide 4 days notice	
Finance Number		Higher Level Authorization Method <input type="checkbox"/> Auto Higher Level <input type="checkbox"/> Daily Authorization <input type="checkbox"/> Temporary Job Assignment <input type="checkbox"/> Timecard 1230-C	
Employee Assigned Tour		Scheduled Days Off	
Begin Tour	End Tour	<input type="checkbox"/> Saturday	<input type="checkbox"/> Monday <input type="checkbox"/> Wednesday <input type="checkbox"/> Friday
Lunch Out	Lunch Return	<input type="checkbox"/> Sunday	<input type="checkbox"/> Tuesday <input type="checkbox"/> Thursday
Assignment Start Date	Assignment End Date	Start Date for RSC E or V to E or V Higher Level (5 days after assignment start date) Date (MM/DD/YYYY)	
Time <input type="checkbox"/> AM <input type="checkbox"/> PM	Time <input type="checkbox"/> AM <input type="checkbox"/> PM	Supervisor Signature Date (MM/DD/YYYY)	
Supervisor Name (Print)		Employee Signature Date (MM/DD/YYYY)	
Employee Signature		Comments on Employee Notification	
Date Employee Was Notified (MM/DD/YYYY)			
PS Form 1723, December 2008 PSN 7530-02-000-7368			

16





## Assignment Order

### Instructions - (Please Provide a Copy to the Employee)

**Purpose** Complete this form to record management-directed assignment changes involving:

- Temporary assignments to perform duties other than those in employee's official job description, including higher level and training assignments.
- Scheduled hours and/or days off when schedule change is not posted.

**Frequency** Form is valid up to 6 months (180 days). A new form is required for assignments exceeding 180 days, or subject to local management discretion.

**Approvals** Assignments and changes must be approved by immediate supervisor or the manager.

**Signatures** If employee is unable to sign the form, the supervisor must indicate how the employee was notified in the employee signature space. Details of notification are to be provided in the form's Employee Notification Box.

### Current Assignment

To: (Name)		Position Title	
Home Installation		Employee ID	
Employee Official Tour		Scheduled Days Off	
Begin Tour	End Tour	<input type="checkbox"/> Saturday	<input type="checkbox"/> Monday <input type="checkbox"/> Wednesday <input type="checkbox"/> Friday
Lunch Out	Lunch Return	<input type="checkbox"/> Sunday	<input type="checkbox"/> Tuesday <input type="checkbox"/> Thursday
Des/Act Code	LDC	OPER-LU	Rate Schedule
Level	Pay Location	FLSA <input type="checkbox"/> Exempt <input type="checkbox"/> Nonexempt	

### New Directed Assignment

### New Directed Assignment

Position Title		FLSA Worksheet (If temporary assignment includes hours outside of (paid) FLSA work week, enter FLSA work week and send copy to FLSA coordinator)	
Des/Act Code	LDC	OPER-LU	Rate Schedule
Level	Pay Location	FLSA Exempt to Nonexempt Position <input type="checkbox"/> Yes <input type="checkbox"/> No	
Reason for Assignment (If other, explain)		Employee Type	
<input type="checkbox"/> Annual Leave <input type="checkbox"/> Vacancy <input type="checkbox"/> Sick Leave <input type="checkbox"/> Detail <input type="checkbox"/> Scheduled Day Off		<input type="checkbox"/> Bargaining Unit Employee - Notify by Wednesday of week preceding change (Not required for clerk craft if detailed to a nonbargaining position)	
Location (Give exact worksite, if route, give number)		<input type="checkbox"/> Nonbargaining Employee - Provide 4 days notice	
Finance Number		Higher Level Authorization Method	
Employee Assigned Tour		<input type="checkbox"/> Auto Higher Level <input type="checkbox"/> Daily Authorization	
Begin Tour	End Tour	<input type="checkbox"/> Temporary Job Assignment <input type="checkbox"/> Timecard 1230-C	
Lunch Out	Lunch Return	Scheduled Days Off	
		<input type="checkbox"/> Saturday <input type="checkbox"/> Monday <input type="checkbox"/> Wednesday <input type="checkbox"/> Friday	
		<input type="checkbox"/> Sunday <input type="checkbox"/> Tuesday <input type="checkbox"/> Thursday	
Assignment Start Date	Assignment End Date	Start Date for RSC E or V to E or V Higher Level (5 days after assignment start date)	
Time <input type="checkbox"/> AM <input type="checkbox"/> PM	Time <input type="checkbox"/> AM <input type="checkbox"/> PM	Date (MM/DD/YYYY)	
Supervisor Name (Print)		Supervisor Signature	Date (MM/DD/YYYY)
Employee Signature		Comments on Employee Notification	
Date (MM/DD/YYYY)			
Date Employee Was Notified (MM/DD/YYYY)			

PS Form 1723, December 2008 PSN 7530-02-000-7366

UNITED STATES POSTAL SERVICE  
Labor Relations Department  
Washington DC 20260

Re : H4C-4U-C 34244

CLASS ACTION

The issue in this grievance is whether local management must provide copies of Form 1723 to the local union in advance of the detail.

During the discussion we mutually agreed that the following would represent a full settlement of this case.

In accordance with Article 37, section 3.A.8, of the National Agreement, "The **Employer shall provide the Union at the local level with a copy of Form(s) 1723** showing the beginning and ending of such details." Such copies of Form 1723 should be provided to the **union in advance of the detail or notification** thereto.

Signed for the USPS; Neftali Rivera, for the APWU; Robert L. Tunstall  
11/22/89

19

UNITED STATES POSTAL SERVICE  
Labor Relations Department  
Washington DC 20260

Re : HIC-5K-C 12500

CLASS ACTION

The question raised in this grievance is whether a 204B may complete PS Form 1723 for higher level signature.

We agreed to settle this case with the understanding that Form 1723 should normally be filled out and **signed by management prior to the detail starting**. Section 421.3 of the F-21, Time and Attendance Handbook, provides that the supervisor will complete the Form 1723, in duplicate, and forward both copies to the timekeeper. In addition, Section 413.1 of the F-22, PSDS Time and Attendance Handbook, also provides that **the supervisor is to complete the form**.

Signed for the USPS; Leslie Bayliss, for the APWU; Kenneth D. Wilson  
7/22/1983

20

# Grievance Processing

- Step 1 Grievance for Article 37, Clerk Craft, Clerk Craft Jobs Memo (page 401) and Article 1.6.A or B.
- Correction Action: Sustain the Grievance. The clerks designated by the union be made whole at the overtime rate for all 204b usage hours of less than 14 days or more than 90 days.

21

# THE END

22