

**LOCAL MEMORANDUM OF
UNDERSTANDING**

between

**AMERICAN POSTAL WORKERS UNION
(AFL – CIO)
CLERK CRAFT**


and

**UNITED STATES POSTAL SERVICE
NASHVILLE, TN 37230**

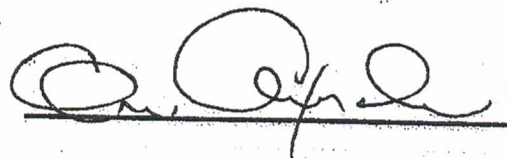
MAY 21, 2015 – SEPTEMBER 20, 2018

LOCAL MEMORANDUM OF UNDERSTANDING

This Memorandum of Understanding is entered into on November 3, 2016, between the President of the APWU (Nashville, TN Local #5) and the United States Postal Service (Nashville, TN 37230) pursuant to the Local Implementation Provisions of the 2015 Collective Bargaining Agreement between the American Postal Workers Union (AFL – CIO) and the United States Postal Service. It shall remain in effect for the duration of the 2015 National Agreement.

 11/7/16

Ron Bowlin Date
President, APWU Local 5

 11/2/16

Chris Alexander Date
Plant Manager

 11.7.16

Steve Cole Date
Postmaster (A)

ITEM 1. ADDITIONAL OR LONGER WASH-UP PERIODS.

(Article 8, Section 9)

Employees shall receive a reasonable wash-up period prior to their end-of-tour.

Additional reasonable wash-up time shall be granted when an employee performs dirty work or works with toxic materials and will be determined on a case-by-case basis.

ITEM 2. THE ESTABLISHMENT OF A REGULAR WORK WEEK OF FIVE DAYS WITH EITHER FIXED OR ROTATING DAYS OFF. (Article 8, Section 2)

The parties agree to abide by the provisions of Article 8, Section 2 with fixed days off.

ITEM 3. GUIDELINES FOR THE CURTAILMENT OR TERMINATION OF POSTAL OPERATIONS TO CONFORM TO ORDERS OF LOCAL AUTHORITIES OR AS LOCAL CONDITIONS WARRANT BECAUSE OF EMERGENCY CONDITIONS. (Article 30, Item 3)

The safety of postal employees shall at all times be a primary concern.

In times of civil disobedience or acts of God affecting normal working conditions, such as fire, flood, storms, local disasters or other circumstances which could affect the health and welfare of any employee, the Installation Head (or designee) shall promptly examine conditions and determine whether conditions are such that postal operations should be curtailed or terminated. The local Union President shall be promptly contacted as to Management's decision.

When the decision has been reached to curtail postal operations, to the extent possible, Management will notify employees and seek the cooperation of local radio and television stations to inform employees when the situation dictates.

ITEM 4. FORMULATION OF LOCAL LEAVE PROGRAM.
(Article 10, Section 2)

When an employee in selecting leave on Form 1547 or the Vacation Selection Chart, chooses periods outside the choice leave period as their first or second choice and those periods are granted, these selections shall stand in lieu of leave during the choice leave period.

Employees must have sufficient annual leave to cover their approved selection at the time the Form 3971 is submitted.

Upon request, copies of the employee's approved selections shall be provided by Management to the employee or the union representative.

Choice Vacation Leave shall be granted by seniority within sections as defined in Item 18.

Employees are expected to use vacation time awarded on the Vacation Selection Chart or Form 1547. Five (5) or more days prior to the beginning of the service week in which the employee is scheduled for leave, the employee is required to either:

- a. Complete Form 3971 indicating their intent to take the vacation as scheduled, or
- b. Submit written notification indicating their intent to turn back the scheduled vacation.

Failure to complete Form 3971 or submit written notification within the specified time frame shall result in the employee taking the entire scheduled vacation. If the employee submits Form 3971 for the entire vacation as scheduled, he/she will not be permitted to report for duty during the scheduled vacation period. If the employee turns back the scheduled vacation or has an insufficient leave balance, the period shall be available under the provisions of Incidental Leave or Item 12.

Employees shall be able to keep original choice vacation when moving from one section to another section.

INCIDENTAL LEAVE

The following shall govern procedures for submitting and approving incidental leave. Incidental leave is any leave in periods of less than five (5) days.

Requests shall be submitted on Form 3971 to the employee's immediate supervisor no earlier than forty-five (45) days or less than three (3) days prior to the date of the requested leave. Any leave request submitted earlier than this time frame shall not be accepted or considered. Leave requests are considered on a first-come, first-served basis. The employee shall be notified within three (3) days if the leave is approved or disapproved.

ITEM 4. FORMULATION OF LOCAL LEAVE PROGRAM

(Article 10, Section 2) (continued)

Management shall approve the request for leave if no more than 13% of the section is scheduled to be on leave on the day(s) requested. In applying the 13% requirement, any fraction of .50% or more shall mean an additional employee will be granted leave. Consideration must be given for other types of leave, such as jury duty, military leave, state and national convention leave and long-term sick leave.

All incidental leave requests that include any holiday or adjusted holiday for any clerk within the section shall be held and remain "live" until the holiday schedule is posted on the Tuesday prior to the service week containing the holiday. Management shall act upon the leave request upon posting the holiday schedule. Once the holiday schedule is posted, Incidental Leave may still be submitted and approved as long as the request is timely. In any event, Incidental Leave shall not be approved if such approval would require another clerk to work their holiday or adjusted holiday on the requested leave day in their section.

If the leave is denied, Form 3971 will remain "live". Management shall retain Form 3971. If subsequently it is determined that an employee may be allowed to take leave, Management shall give the employee who has a "live" Form 3971 on file the first chance to use leave.

Incidental Leave provisions do not apply to leave requests submitted less than three (3) days prior to the day(s) of the requested leave or during the twenty-one (21) day period prior to December 25th. These leave requests shall be handled in accordance with Article 10 of the National Agreement.

Employees shall be able to keep approved Incidental leave when moving from one section to another section.

ITEM 5. THE DURATION OF THE CHOICE VACATION PERIOD. (Article 10, Section 3)

The choice vacation period shall be May 1st through September 30th, and December 26th through January 1st.

ITEM 6. THE DETERMINATION OF THE BEGINNING OF AN EMPLOYEE'S VACATION PERIOD
(Article 10, Section 3.E)

The beginning day of the employee's choice vacation period shall be the first day of the employee's basic work week following their first non-scheduled day if the employee has split days off, or following their second non-scheduled day if the employee has consecutive days off. Exceptions may be granted by agreement between the Employee, the Union Representative and the Employer. All exception requests must comply with Item 7 of the LMOU.

Employees shall not be required to work their two (2) non-scheduled work days before the beginning of their leave and any holiday in conjunction with the leave period, except in case of emergency.

Only in the month of December, (starting December 26th), it is agreed an employee shall be allowed choice vacation leave outside of their regular work week.

ITEM 7. WHETHER EMPLOYEE'S, AT THEIR OPTION, MAY REQUEST TWO SELECTIONS DURING THE CHOICE VACATION PERIOD IN UNITS OF EITHER FIVE (5) OR TEN (10) DAYS.
(Article 10, Section 3.D.3)

Employee's, at their option, may request two (2) selections during the choice vacation period in units of five (5) or ten (10) working days, or one (1) selection of fifteen (15) working days of continuous annual leave. The total shall not exceed the ten (10) or fifteen (15) days allowed.

For the purpose of vacation scheduling during the choice vacation period, a holiday shall be considered a work day.

ITEM 8. WHETHER JURY DUTY AND ATTENDANCE AT NATIONAL OR STATE CONVENTIONS SHALL BE CHARGED TO THE CHOICE VACATION PERIOD (Article 10, Section 3.F)

Attendance at Union Conventions and jury duty shall not be charged as an employee's choice vacation selection and shall be counted in the total number of employee's off.

ITEM 9. THE DETERMINATION OF THE MAXIMUM NUMBER OF EMPLOYEE'S WHO SHALL RECEIVE LEAVE EACH WEEK DURING THE CHOICE VACATION PERIOD. (Article 10, Section 3)

There shall be no more than 15% of the Clerk Craft employees granted annual leave during the choice vacation period, when leave is requested. It is understood that the rounding rule applies; i.e. – in applying the 15% requirement, any fraction of .50% or more shall mean an additional employee shall be granted annual leave during the choice vacation period.

The above provisions apply only to leave requests approved on the vacation selection chart or Form 1547.

A minimum of one (1) employee per section (as defined in Item 18) shall be granted leave each week during the choice vacation period.

ITEM 10. THE ISSUANCE OF OFFICIAL NOTICES TO EACH EMPLOYEE OF THE VACATION SCHEDULE APPROVED FOR SUCH EMPLOYEE. (Article 10, Sections 3 and 4)

Each employee shall select their choice vacation period on the vacation selection chart of Form 1547 not later than February 1st.

Each section shall post leave lists for choice vacation period not later than March 1st.

Upon request, copies of the employee's approved selections shall be provided to the employee and the Union.

ITEM 11. THE DETERMINATION OF THE DATE AND MEANS OF NOTIFYING EMPLOYEES OF THE BEGINNING OF THE NEW LEAVE YEAR. (Article 10, Section 4)

A notice of the beginning of the new leave year shall be posted on the official bulletin board by November 1st.

**ITEM 12. THE PROCEDURES FOR SUBMISSION OF APPLICATIONS FOR ANNUAL LEAVE
DURING OTHER THAN THE CHOICE VACATION PERIOD. (Article 10, Section 4)**

Requests for leave other than choice vacation shall be submitted on Form 3971 no earlier than sixty (60) days or later than forty-five (45) days prior to the start date of the requested annual leave. Approval or denial of requests for annual leave shall be given no later than 30 days prior to the service week in which annual leave is requested. Consideration must be given for all other types of leave, such as jury duty, military leave, state and national convention leave and long-term sick leave.

At least 15% of the clerk craft employees shall be granted leave outside the choice vacation period if the following provisions are complied with:

- A. Request is made in compliance with Item 12.
- B. Requests are for five (5) consecutive days or more.
- C. Leave of less than five (5) days shall be in accordance with the National Agreement, Article 10 and the LMOU Item 4.

If the leave is denied, Form 3971 shall remain "live". Management shall retain Form 3971. If, subsequently, it is determined that an employee may be allowed to take leave, Management shall give the employee who first has a "live" Form 3971 on file the first chance to use leave.

The provisions of Item 12 do not apply to leave requests submitted during the twenty-one (21) day period prior to December 25th. Those leave requests shall be handled in accordance with Article 10 of the National Agreement.

ITEM 13. THE METHOD OF SELECTING EMPLOYEES TO WORK ON A HOLIDAY(Article 11, Sec.6)

Management shall determine the number and category of employees by tour and section needed for holiday work and for days designated as individual employee's holiday and shall schedule employees by the following priorities:

1. All full-time regular employees who possess the necessary skills and have volunteered to work on the holiday or their designated holiday.
2. All PSE employees to the extent possible, even if payment of overtime is required.
3. All full-time regular volunteer employees whose scheduled non-work day falls on the holiday and possess the necessary skills, even if the payment of overtime is required, by seniority.
4. All full-time regular employees who have not volunteered to work their holiday or their designated holiday, by juniority.
5. All full-time regular non-volunteer employees whose scheduled non-work day falls on the holiday even if the payment of overtime is required, by juniority.

ITEM 14. WHETHER “OVERTIME DESIRED LISTS” IN ARTICLE 8 SHALL BE BY SECTION AND/OR TOUR. (Article 8, Section 5)

Overtime Desired Lists for bargaining unit employees shall be administered by section and tour. For the purpose of establishing “Overtime Desired Lists” (ODL’s), the following are defined as sections and/or tours:

Section 1.

Tour 1 (P&DC):

Automation (by reporting time)
Manual Operations
Registry Section
Dock Operations

Tour 2 (P&DC):

Mail Processing Operations (Dock Operations, General Clerks and Registry Section combined)
Automation

Tour 3 (P&DC):

Automation (by reporting time)
Manual Operations
Registry Section
Dock Operations

When overtime is needed and the ODL for that section is insufficient to meet the workload within the operational window, management shall solicit volunteers possessing the necessary skills from other sections in the Nashville P&DC to work overtime prior to forcing non-ODL clerks to work overtime. If there is still a need for overtime, management shall solicit volunteers possessing the necessary skills from the Nashville Flats Annex.

Section 2.

Tour 1 (Annex):

Flats Section, including Manual Operations (by reporting time and pay location)
Small Parcel and Bundle Sorter (SPBS)

Tour 2 (Annex):

Flats Section, including Manual Operations (by reporting time and pay location)
Small Parcel and Bundle Sorter (SPBS)

**ITEM 14. WHETHER “OVERTIME DESIRED LISTS” IN ARTICLE 8 SHALL BE
BY SECTION AND/OR TOUR. (Article 8, Section 5)
(continued)**

Tour 3 (Annex): Flats Section, including Manual Operations (by reporting
time and pay location)
Small Parcel and Bundle Sorter (SPBS)

When overtime is needed and the ODL for that section is insufficient to meet the workload within the operational window, management shall solicit volunteers possessing the necessary skills from other sections in the Annex prior to forcing non-ODL clerks to work overtime. If there is still a need for overtime, management shall solicit volunteers possessing the necessary skills from the Nashville P&DC.

Section 3.

Other (by tour):

Priority Mail Annex (PMA)
In-Plant Support
Statistical Programs
Each Administrative Office
Main Office Window and Box Section
Business Mail Entry Unit (BMEU)
Each Station

- A. When overtime is needed at the PMA and the ODL at the PMA is insufficient to meet the workload within the operational window, management shall solicit volunteers possessing the necessary skills from the Nashville Annex. If there is still a need for overtime, management shall solicit volunteers possessing the necessary skills from the Nashville P&DC.
- B. When full-tour overtime is needed at a station and the ODL for that station is insufficient to meet the workload within the operational window, management shall solicit volunteers possessing the necessary skills from other stations in Nashville to work overtime before forcing the non-ODL clerks to work overtime.

Section 4.

PSE employees converted to FTR status shall have the opportunity to sign the current ODL list within three (3) calendar days in the section to which they are assigned.

**ADDENDUM TO NASHVILLE APWU-USPS
LOCAL MEMORANDUM OF UNDERSTANDING – CLERK CRAFT**

The below LMOU provision changes have been agreed upon as a result of the addition of the Music City Annex in the Nashville Installation, and are effective immediately. This addendum shall remain in effect until the next full LMOU takes effect.

ITEM 14: WHETHER “OVERTIME DESIRED” LISTS IN ARTICLE 8 SHALL BE BY SECTION AND/OR TOUR

Section 1:

No Change to Sections

When overtime is needed and the ODL for that section is insufficient to meet the workload within the operational window, management shall solicit volunteers possessing the necessary skills from other sections in the Nashville PDC prior to forcing non-ODL clerks to work overtime.

Section 2:

Tour 1 (MCA):
Expeditors

Tour 2 (MCA):
Expeditors
EPPS
Flats

Tour 3 (MCA):
Expeditors
EPPS
Flats

When overtime is needed and the ODL for that section is insufficient to meet the workload within the operational window, management shall solicit volunteers possessing the necessary skills from other sections in the Music City Annex prior to forcing non-ODL clerks to work overtime.

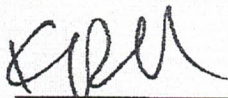
ITEM 18: THE IDENTIFICATION OF ASSIGNMENTS COMPRISING A SECTION WHEN IT IS PROPOSED TO REASSIGN WITH AN INSTALLATION EMPLOYEES EXCESSED TO THE NEEDS OF A SECTION:

Section 2:

Tour 1 (MCA):
Expeditors

Tour 2 (MCA):
Expeditors
EPPS
Flats

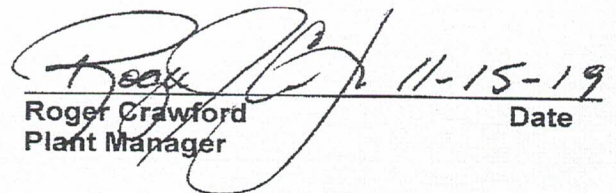
Tour 3 (MCA):
Expeditors
EPPS
Flats



Keith Pullen
President, APWU Local 5

11/15/19

Date



Roger Crawford
Plant Manager

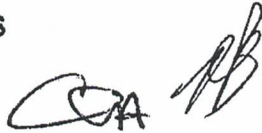
11-15-19
Date

**ITEM 14. WHETHER “OVERTIME DESIRED LISTS” IN ARTICLE 8 SHALL BE BY SECTION AND/OR TOUR. (Article 8, Section 5)
(continued)**

Section 5.

DEFINITION OF TOURS

Tour 1 2000 - 0399
Tour 2 0400 - 1199
Tour 3 1200 - 1999



NOTE: Management and the Union agree to review this item when and where appropriate.

ITEM 15. THE NUMBER OF LIGHT DUTY ASSIGNMENTS WITHIN EACH CRAFT OR OCCUPATIONAL GROUP TO BE RESERVED FOR TEMPORARY OR PERMANENT LIGHT DUTY ASSIGNMENTS. (Article 13, Section 3.C)

**ITEM 16. THE METHOD TO BE USED IN RESERVING LIGHT DUTY ASSIGNMENTS SO THAT NO REGULARLY ASSIGNED MEMBER OF THE REGULAR WORK FORCE WILL BE ADVERSELY AFFECTED.
(Article 13, Section 3.C)**

ITEM 17. THE IDENTIFICATION OF ASSIGNMENTS THAT ARE TO BE CONSIDERED LIGHT DUTY ASSIGNMENTS WITHIN EACH CRAFT REPRESENTED IN THE OFFICE. (Article 13, Section 3.A)

The parties shall abide by Article 13 of the Collective Bargaining Agreement.

ITEM 18. THE IDENTIFICATION OF ASSIGNMENTS COMPRISING A SECTION WHEN IT IS PROPOSED TO REASSIGN WITHIN AN INSTALLATION EMPLOYEES EXCEEDED TO THE NEEDS OF A SECTION (Article 12, Section 5)

Section 1.

Tour 1 (P&DC): Automation
Manual Operations
Registry Section
Dock Operations

Tour 2 (P&DC): Automation
Registry Section
Dock Operations
General Clerks

Tour 3 (P&DC): Automation
Manual Operations
Registry Section
Dock Operations

Section 2.

Tour 1 (ANNEX): Flats Section
Small Parcel and Bundle Sorter (SPBS)
Manual Operations

Tour 2 (ANNEX): Flats Section
Small Parcel and Bundle Sorter (SPBS)
Manual Operations

Tour 3 (ANNEX): Flats Section
Small Parcel and Bundle Sorter (SPBS)
Manual Operations

**ITEM 18. THE IDENTIFICATION OF ASSIGNMENTS COMPRISING A SECTION WHEN IT IS PROPOSED TO REASSIGN WITHIN AN INSTALLATION EMPLOYEES EXCEEDED TO THE NEEDS OF A SECTION. (Article 12, Section 5)
(continued)**

Section 3.

Other (by tour):

Priority Mail Annex
In-Plant Support
Statistical Programs
Each Administrative Office
Business Mail Entry Unit (BMEU)
Main Office Window and Box Section
Each Station

NOTE: Management and the Union agree to review this item when and where appropriate.

ITEM 19. THE ASSIGNMENT OF EMPLOYEE PARKING SPACES. (Article 20, Section 3)

The parties agree to abide by the National Agreement, Article 20.

Management shall continue to furnish adequate parking spaces on Postal Service property at the P&DC only on a first-come, first-served basis.

ITEM 20. THE DETERMINATION AS TO WHETHER ANNUAL LEAVE TO ATTEND UNION ACTIVITIES REQUESTED PRIOR TO DETERMINATION OF THE CHOICE VACATION SCHEDULE IS TO BE PART OF THE TOTAL CHOICE VACATION PLAN. (Article 10, Section 3.F)

Attendance at Union conventions shall not be charged as an employee's choice vacation selection and shall be counted in the total number of employees off.

ITEM 21. THOSE OTHER ITEMS WHICH ARE SUBJECT TO LOCAL IMPLEMENTATION AS PROVIDED FOR IN THE CRAFT PROVISIONS OF THIS AGREEMENT. (Article 37)

For additional items which are subject to local negotiations as provided for in the National Agreement (Article 30, Item 21), **refer to the applicable craft.**

1. Safety and Health Committee (Article 14, Section 4)

The Joint Labor-Management Safety and Health Committee shall be composed of one (1) representative from each Craft and an equal number from Management. Management and Craft may bring technical advisors. Meetings shall be held quarterly. Management shall notify each Craft member and Craft Director at least one (1) week prior to the meeting. The Postmaster shall, prior to each meeting, report to the Chairman on the status of unresolved or pending items carried over. The Chairman shall render a like report to the Committee. The Secretary shall keep the minutes of the meeting. Management shall submit a copy to each Craft representative.

2. Labor-Management Committee (Article 17, Section 5)

The joint Labor-Management Committee shall be composed of one (1) representative from each Craft, the Installation Head (or his/her designee), and appropriate representatives from Management.

Committee meetings shall be held bi-monthly on the third Thursday of odd months. Agenda items shall be submitted by Friday of the preceding week. Craft representatives shall be notified ten (10) days in advance of the date, time and place of the meeting. Changes in date or time of the Committee meetings shall be made by mutual agreement between Management and the Union. Craft Directors shall be notified. Management shall record the minutes and shall submit one (1) copy to each Craft represented not later than ten (10) days after said meeting. Minutes shall convey Management's response to all agenda items properly submitted. Attendance of designated representatives shall be on a no-loss, no-gain basis.

Each Craft shall be permitted to have one (1) additional representative attend off the clock by giving prior notice to Management.

The meeting shall not be adjourned until all agenda items have been presented and discussed.

ITEM 21. THOSE OTHER ITEMS WHICH ARE SUBJECT TO LOCAL IMPLEMENTATION AS PROVIDED FOR IN THE CRAFT PROVISIONS OF THIS AGREEMENT(Article 37)
(continued)

3. Social and Recreation Committee (Article 4, Section 1)

The installation head (or his/her representative) shall be Chairman of the Social and Recreation Committee. Remaining membership shall be composed of an additional representative from Management and one (1) representative from each Union signatory to this Agreement. The Union and Management shall also have an alternate who shall represent their respective group when the designated representative is absent. The parties shall designate the names of their representatives and alternates in the first quarter of each year. In the event the craft member or alternate leave the craft, the craft shall designate a craft employee as a replacement.

The Social and Recreation Committee shall meet at least once per quarter. Meetings shall be held on official time.

4. Technological and Mechanization Changes (Article 4, Section 1)

Notification to the Union on technological or mechanization changes which affect jobs, including new or changed jobs, normally shall be a subject at the regularly scheduled Labor-Management Committee meetings. If this medium of communication is not timely, the notification shall be in writing to the Union President. Such notification does not preclude discussion for purposes of clarification.

5. Discipline Procedure (Article 30, Section A)

Disciplinary action shall be administered in accordance with the National Agreement.

6. Hours of Work (Article 8, Section 5)

In the interest of an on-going Labor-Management relationship, it shall be the policy to provide at least a one (1) hour notice to employees on duty when overtime is called. It is understood and agreed to by the parties that circumstances will occur which will necessarily cause exceptions to this policy.

The Union representative shall be consulted and advised at least seven (7) days in advance of a permanent change in work week or duty hours involving individual or group assignments.

ITEM 21. THOSE OTHER ITEMS WHICH ARE SUBJECT TO LOCAL IMPLEMENTATION AS PROVIDED FOR IN THE CRAFT PROVISIONS OF THIS AGREEMENT(Article 37)
(continued)

6. Hours of Work (Article 8, Section 5) (continued)

Details shall be kept to an absolute minimum and shall be reviewed by the appropriate parties and craft representative for any details in excess of sixty (60) days.

7. Employer Claims (Article 28)

Non-authorized persons shall not have access to work areas where financial transactions are made. Work areas are defined as service windows, cash drawers, safes and envelope drawers. Employees not having financial responsibility in any unit shall make all financial transactions over a service counter or at a service window.

8. Bulletin Boards (Article 22)

A separate bulletin board shall be provided for the APWU at all units where space is available. In units where space is limited, a bulletin board shall be provided for Unions party to the National Agreement. No other organizations shall be entitled to use these boards.

9. Use of Telephones (Article 37, Section 9)

If pay phones are not available, employees may be permitted to use official telephones as long as it does not interfere with the proper and efficient operation of the Postal Service. Excessive or abusive use of the telephone privilege shall be subject to disciplinary action.

ITEM 22. LOCAL IMPLEMENTATION OF THIS AGREEMENT RELATING TO SENIORITY, REASSIGNMENTS AND POSTING(Article 12, Sections 2, 3, 4, & 5) and (Article 37, Sections 2 & 3)

1. Seven (7) days prior to the posting of newly created duty assignments, the Union shall be consulted concerning basic work week, hours of duty and responsibilities of such assignments.
2. A change in starting time in excess of one (1) hour shall result in the reposting of the assignment, when requested by the Union. Such changes involving a change of tour shall be reposted. When the Union and Management agree that an assignment is changed enough to warrant reposting, the assignment shall be reposted.
3. When a duty assignment becomes vacant, that duty assignment shall be posted for bid and the principal duties, as well as the basic work week of the vacated duty assignment, shall be listed in the job description and assumed by the senior bidder when he/she becomes qualified. No other clerk in the section may be assigned these duties on a permanent basis unless he/she is the senior bidder for the duty assignment. This shall not be interpreted to prevent Management from reverting or changing the duty assignment for service reasons.
4. When a new duty assignment is established in a section, this duty assignment shall be posted for bid as established, without a run-down within the section, except for best-qualified duty assignments. When a new best-qualified duty assignment is established in a section, this duty assignment shall be run-down within the section, per Article 37, within 28 days. When a best-qualified duty assignment becomes vacant, this duty assignment shall be run-down within the section, per Article 37, within 28 days, except when the duty assignment is being considered for reversion.
5. These provisions shall be disregarded when retreat rights are involved.
6. When clerical duty assignments are changed after the original posting, the corrected posting shall remain on the board for ten (10) days.
7. Clerical postings and results shall not be included with similar information concerning other crafts. Duty assignments posted for bid shall be marked to indicate the level and category of clerks eligible to bid.
8. If Management determines a best-qualified detail assignment of more than thirty (30) days is needed, the assignment shall be posted for a period of seven (7) days.