

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

Re: Customer Retention Sites Telework

Due to safety concerns surrounding the Coronavirus (COVID-19), the parties agree that on a temporary basis, and based on operational need as determined by the Postal Service, American Postal Workers Union (APWU) bargaining unit employees are allowed to telework in accordance with the provisions described below.

Telework is defined as being able to successfully and efficiently perform the assigned duties from an alternate location.

The parties agree that the following work rules will apply to APWU bargaining unit employees at the twelve (12) Customer Retention sites:

- The Postal Service will provide the necessary equipment/hardware for employees to perform the duties. Equipment/hardware may include, laptop, Virtual Private Network (VPN) token, headsets, and access to Postal Service systems.
- Internet access is required for authorization to telework. Those employees who do not have internet access should continue to report to the facility as scheduled. Based on equipment availability, a cellular device may be provided to those individuals who do not have internet access and want to telework.
- Employees will be expected to work their normal bid duty assignment from the alternate location, including breaks and lunch.
- Employees will be paid for all hours worked in accordance with the Fair Labor Standards Act (FLSA).
- Employees who work outside of, or in excess of, their normal bid duty assignment must have advance authorization from their supervisor or manager.
- Employee work hours will be tracked through an electronic 1260. The supervisor will check 1260 against work status in Genesys via Pulse. An Excel application is being built which will allow the employees who are teleworking to make the four (4) essential timeclock rings each work day to ensure they are properly paid. The application will be installed on each USPS computer used remotely by CRT bargaining unit employees.
- Employees will be required to log their proper status in Genesys (Ready, Not Ready, Break, Lunch, etc.)
- Employees must provide a phone number where they can be reached during their workhours so the supervisor can call them if needed.

- The contractual work hour guarantees and overtime as identified in Article 8 of the National Agreement will apply.
- While teleworking, employees are expected to minimize non-work disruptions, such as child/dependent care, personal phone calls, and visitors.
- The Postal Service is not responsible for any increase in an employee's personal utility costs that may result from the employee using his or her personally owned property as an alternate worksite, including maintenance, insurance, or utilities (e.g., heating, electricity, or water).
- This MOU will expire May 11, 2020. The parties will revisit this issue immediately prior to this MOU's expiration to determine if extension is appropriate.



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



Mark Dimondstein
President
American Postal Workers Union, AFL-CIO

Date: 3/24/20

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