

EMPLOYEE HANDOUT

2015 Fleet Management (VMFs) Organizational Changes

What is happening? Is my job eliminated?

- Effective **May 2, 2015**, non-bargaining staffing changes were made within the Fleet Management competitive areas.
- Your manager will inform you if your job is impacted and will keep you informed as we move through the organizational change process, including the reduction in force (RIF) process if necessary.

What should I do?

- If your job is eliminated, you should seek another job within the Postal Service. Your goal should be to get a new job no later than **Thursday, September 3, 2015**.
- If you believe you are veterans' preference eligible for RIF purposes, you should review your RTR Employee Detail Report in your official personnel folder (eOPF) and contact the HR Shared Service Center 1-877-477-3273, option 5, to correct any error in your RIF Vet Preference Code. Consult the "eOPF" section of LiteBlue for information related to the RIF Vet Preference Code on your RTR Employee Detail Report and the criteria that was used in determining your veterans' preference eligibility for RIF purposes.
- If your job is not going away, you may still be impacted if the RIF process is required to be conducted in your competitive area. You should update your eCareer profile now, before vacancies are posted.
- Monitor eCareer for job postings and talk with your manager about available opportunities.

How do I get another job? When will jobs be available?

- **Non-Competitive Reassignment:** Anytime between **May 4** and **September 3, 2015** you may request a non-competitive lateral reassignment or downgrade to a vacant position for which you are qualified by submitting a written request to the selecting official indicating your desire to be considered for the position non-competitively. **Note:** Although not required, it is to your advantage to attach a copy of your eCareer Candidate Profile, including the Summary of Accomplishments section addressing the job requirements for the position. You may also apply to be considered competitively for the vacancy if posted by following the procedure described below.
- **Limited Area of Consideration (LAC) Job Postings:** Available jobs in the VMF competitive areas will be posted on the following dates for employees within VMF competitive areas.
 - **Posting I: May 12 – May 27, 2015** (open to impacted and non-impacted career non-bargaining employees in the Fleet Management competitive areas)
 - **Posting II: July 6 – July 10, 2015** (open to only impacted career non-bargaining employees in VMF competitive areas. Impacted employees are those who received a Specific RIF Notice of downgrade or separation dated July 1st).
- **Other Competitive Job Postings:** Available jobs in unaffected competitive areas will be posted as usual, continuously throughout this process. New postings generally open on Tuesdays and stay open for 15 days. Check the eligibility statements on the eCareer postings to determine if you are eligible to apply.

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What happens if there are employees in the Fleet Management Restructure competitive area(s) who do not get a job by July 1st?

- If any employee in the VMF competitive areas remains impacted on **June 30, 2015**, then a RIF will be conducted in the Fleet Management competitive areas.
- If a RIF is conducted in the VMF competitive area(s), then some employees in the competitive areas may be reassigned to an equal-grade job, demoted to a lower-grade job, or separated. You may be bumped from your job by a veterans' preference eligible employee or another veterans' preference eligible employee with greater RIF rights even if your job was not impacted and even if you were recently placed into a different job in the VMF competitive areas.
- The impacted employees will be mailed a Specific RIF Notice of reassignment, demotion, or separation on **July 1, 2015**, with an effective date of **September 4, 2015** (for separation) or **September 5, 2015** (for reassignment or demotion). Employees who are not impacted by a RIF conducted in the VMF competitive areas will not be issued a Specific RIF Notice.

What happens if I take a voluntary downgrade?

- Employees can request a non-competitive lateral reassignment or a downgrade at any point during the organization timeline **May 4, 2015, through September 3, 2015**, including after they receive a Specific RIF Notice. Employees are not to submit non-competitive requests through eCareer. Employees may request a non-competitive lateral or downgrade by submitting a written request to the selecting official (Regional Managers, EAS-25). **Note:** Although not required, it is to your advantage to attach a copy of your eCareer Candidate Profile, including the Summary of Accomplishments section addressing the job requirements for the position. If you are an impacted employee and you request a voluntary downgrade other than a reclassified downgrade, you will be eligible for two years saved grade and salary.
- If you are not an impacted employee and you request a voluntary downgrade, you are not eligible for grade or salary protection.
- If your job has been downgraded by reclassification, you have until **June 5, 2015**, to accept the voluntary downgrade with two years saved salary only.
- For additional information, consult Employee and Labor Relations Manual Section 415.2 and the "Grade and Pay Retention" section of the Organizational Change/RIF FAQs referred to below.

What other resources are available to me for assistance or additional information?

- Keeping informed is critical during an organizational change. Here are some resources that may be helpful:
 - Workforce Connection website for periodic updates on the organizational change: <https://liteblue.usps.gov/humanresources/workforceconnection/home.shtml>
 - USPS News Link – accessible from the Postal Blue home page
 - Organization Change Management Website for Organizational Change/RIF FAQs https://liteblue.usps.gov/humanresources/organizationalchanges/oc_home.shtml
- Coping with change can be challenging. Help is available through the Employee Assistance Program (EAP) if needed. EAP provides many services for the Postal employee and their family. Information or assistance is available 24 hours a day, 7 days a week.
 - 1-800-EAP-4-YOU (1-800-327-4968), TTY 1-877-492-7341
 - www.eap4you.com