



NATIONAL ASSOCIATION OF POSTAL SUPERVISORS

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June 10, 2020

Board Memo 039-2020: USPS Business Travel During the COVID-19 Pandemic

Executive Board,

The attached USPS memo from Isaac Cronkhite, CHRO, continues with the limitation on business travel during the pandemic. Please share the attached with your membership. If you or any member have questions regarding this memo, please direct them to NAPS HQ to be further forwarded to USPS HQ for a respective answer. This Board Memo will be posted on the Bulletin Board of the NAPS website, www.naps.org.

Thank you and continue to stay and be safe.

NAPS Headquarters



June 5, 2020

OFFICERS

SUBJECT: Telework Contingency Policy Extension

The Telework Contingency Policy set forth in the Postmaster General's memorandum of March 17, which was extended on April 28 until at least June 15, will be further extended until at least August 3. This policy will be reviewed every 45 days until it is determined that conditions caused by COVID-19 no longer warrant it. The overall Postal Service telework policy is actively being reviewed and redesigned with our "Future of Work" strategies. Sufficient advance notice will be provided once any policy modification determinations are made.

Telework for bargaining unit employees will be governed by the current Memorandums of Understanding on telework. Any modification to the existing bargaining unit telework Memoranda of Understanding will be determined through negotiation with our union partners. The purpose of the Telework Contingency Policy, as extended is to promote social distancing where telework is practical within the organization to the extent possible to limit the spread or reoccurrence of COVID-19.

All Officers and Managers must continue to promote all social distancing strategies within their facilities where operations determine that teleworking is not feasible because employees need to be physically present for work. Social distancing and the use of protective face coverings consistent with our policies should be monitored closely.

Questions regarding the Telework Contingency Policy, should be directed to Joseph R. Bruce, Director, National Human Resources, at joseph.r.bruce@usps.gov.

A handwritten signature in black ink, appearing to be "Isaac S. Cronkhite", written in a cursive style.

Isaac S. Cronkhite



March 17, 2020

OFFICERS

SUBJECT: Telework Contingency—COVID-19

During these challenging times, it is important for us to remember that we provide an essential service to our country that is a critical part of our nation's infrastructure. That said, while the majority of the Postal Service's employees must be physically present to fulfill our vital role, we recognize that many of our employees can work remotely. Effective tomorrow, and continuing until Monday, May 11, 2020, (or until such later date as circumstances require), the present telework policy will be expanded to include a larger number of employees, provided they have a Postal Service-issued laptop and a VPN security token, unless their position is designated as one that is mission critical and for which their physical presence is required.

This policy expansion will apply to EAS and PCES Headquarters employees, Domiciled Headquarters employees, Headquarters-related Field Unit employees in facilities where an ELT member has authorized telework, and Area and District employees.

This policy will additionally allow for up to five days of telework each workweek at the discretion of the telework authorized employee, but maintains flexibility to allow such employee to telework fewer days if they so choose.

We are continuing to evaluate both the appropriateness and capability of the organization to expand telework for additional employees beyond those who are currently eligible, and we anticipate that we will announce additional phases of this telework contingency plan as it is developed. This is part of our enterprise-wide effort to increase social distancing to the extent possible, and will result in fewer employees in the relevant Postal Service workplaces. Where they are available, we also intend to make parking spaces that are made vacant by this telework expansion available to those whose physical presence remains required, but who are not otherwise currently eligible for parking. Finally, we are evaluating and discussing with union leadership what additional social distancing strategies we can implement in our operations units to further protect our employees.

Each Vice President must immediately assess and identify employees who are considered mission-critical and whose physical presence is required. Managers should reference *Management Instruction EL-310-2015-2—Telework Program for Headquarters/Headquarters-Related Field Unit Employees* for daily work procedures and safety guidance.

Contact Joseph R. Bruce, Director, National Human Resources, at (Joseph.R.Bruce@usps.gov) or Simon Storey, Vice President, Employee Resource Management, at (Simon.Storey@usps.gov) if you have any questions regarding this policy.



Megan J. Brennan

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