

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

Due to safety concerns surrounding the Coronavirus (COVID-19), the parties agree that on a temporary basis, and based on operational need and availability of equipment as determined by the Postal Service, certain Human Resources Shared Services Center (HRSSC) bargaining unit employees may be 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 operations being considered for telework are as follows:

- FMLA
- PHONES
- BENEFITS
- RETIREMENTS/DISABILITY COUNSELINGS
- OPTIONAL RETIREMENTS ADMIN
- RTR
- LWOP
- FORM-50 TEAM
- EXTERNAL HIRING
- EAS/PCES/IS
- JBM
- RURALS
- OM/IAF
- CBB/NBB
- CAREER SEPERATIONS
- SURVIVOR BENEFITS


If some employees within the above-mentioned operations will be required to report to the facility, the process for determining who will be allowed to telework will be agreed upon by the National parties.

The parties agree that the following work rules will apply when HRSSC bargaining unit employees are teleworking:


- In order to telework, an employee must have internet access at their telework site. Those employees who do not have internet access should continue to report to the facility as scheduled. Based on equipment availability and carrier signal strength, a cellular device may be provided to those individuals who do not have internet access and want to telework.
- Due to limited equipment availability, employees may need to use their personal or home computers to access the Virtual Desktop Infrastructure (VDI) until equipment can be made available.

- Equipment will be made available for employees to use at their telework site based upon availability. Equipment/hardware may include a laptop or other components.
- 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.
- 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).
- Upon expiration of this MOU, employees will return all postal equipment used offsite and the Postal Service will have the ability to revoke all access that was granted to enable teleworking.

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.



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