



August 31, 2015

## AREA VICE PRESIDENTS

SUBJECT: Temporary Involuntary Reassignments

There are times when operational needs require temporary involuntary reassignments. While there has been previous guidance issued on this subject, the National Association of Postal Supervisors (NAPS) at the national level has brought to our attention that temporary involuntary reassignments of nonbargaining employees are being used for purposes other than meeting operational or developmental needs.

While temporary involuntary reassignments may be made for training or developmental needs, or to meet operating requirements, there are practical limiting factors regarding such reassignments. These reassignments are not to be made arbitrarily and they are not to be used as punitive measures to address performance deficiencies. Local management should address unsatisfactory or deficient work performance through other more appropriate courses of action such as additional coaching and training, performance improvement plans, or corrective disciplinary action. Follow these guidelines in making temporary involuntary reassignments:

- Management determines the purpose of the reassignment and informs the affected employee of reason for, the objective of, and the anticipated duration of the reassignment.
- Give the employee an opportunity to discuss possible modification of the assignment and consider the employee's input in making the final decision.
- When possible, provide sufficient lead time to minimize disruption of postal operations and for affected employees.
- If the affected employee chooses, the employee's local management association representative should be advised of the reason for, purpose, and anticipated duration of the reassignment.

While there is no absolute guarantee that work schedules of supervisory/managerial employees will not change, schedule changes due to temporary involuntary reassignments will be made in accordance with the above guidelines.

Adherence to these guidelines concerning temporary involuntary reassignments will respect the interests of nonbargaining employees as the Postal Service carries out its mission efficiently and effectively.

A handwritten signature in black ink, appearing to read "David E. Williams", with a long horizontal flourish extending to the right.

David E. Williams