

For the purpose of filling Best Qualified (BQ) residual Clerk Craft duty assignments per the MOU in the 2015 CBA (page 370) the parties have agreed to the following steps:

1. Newly established and vacant Best Qualified duty assignments will be posted for bid to full-time employees within the particular Best Qualified position designation and salary level in the same installation. The residual vacancy will be posted for application to the Clerk Craft within the installation in accordance with Article 37.3.A.7.b if not withheld pursuant to Article 12.
2. If there is excessing within the District/100 miles and if the installation with the vacancy is not excessing from the Clerk Craft, post residual vacancy in the Clerk Craft 21 Day posting to impacted full time career clerks in offices within the District/100 miles (see Item 7, MOU Transfer Opportunities to Minimize Excessing- (page 302 of the 2015 CBA) Selections are made based on the senior employee meeting the qualification standards in accordance with the EL-312, 728.36 and using the PS Form 1796B-Qualifications Rating Sheet for BQ positions.
3. If the office with the vacancy is within a designated withholding area, stop and withhold the vacancy for placement of excessed employees per Article 12 and Article 37.3.A.3.
4.
 - a. If not needed for placement of excessed employees post in regular eReassign for 21 days to career employees outside the installation per the MOU Residual Vacancies – Clerk Craft (page 370 of the 2015 CBA). Select by seniority full-time career APWU employees with priority consideration, if any, otherwise select APWU non-priority employees and other crafts outside the installation based on the order the applications are received. Selections are made based on the senior employee/first in application order employee meeting the qualification standards in accordance with the EL-312, 728.36 and using the PS Form 1796B; or,
 - b. Accept applications from PSEs within the installation. The successful applicant who meets the qualification standards in accordance with the EL-312, 728.36 and using the PS Form 1796b will be converted no later than the first day of the first full pay period after deemed successful. As this applies to BQ residual vacancies, the jobs will be filled by application. If the PSE who applies fails or is not deemed as successful, they will remain as a PSE and maintain their standing on the rolls within the installation.
5. Steps 4.a and 4.b above are subject to the 1:4 and 1:6 ratios. The BQ residual vacancies will be considered part of the ratios, unless the employee deemed qualified is priority consideration. The 1:4 ratio, at least three of the full time posted residual vacancies will be filled by conversion of PSEs to include the BQ residual vacancy. PSEs will be converted based on their relative standing in the same installation to maintain a ratio of 1 transfer to 3 conversions. The 1:6 ratio, at least five of the career vacancies will be filled by conversion of PSEs to include the BQ residual vacancy. PSEs will be converted based on their relative standing in the same installation to maintain a ratio of 1 transfer to 5 conversions.
6. If not filled through 4 & 5 above and there is no PSE applicant or PSE who meets the BQ qualifications, then any unencumbered Clerk Craft employee, who became unencumbered

after the posting of the residual BQ job to the Clerk Craft within the installation per Article 37.3.A.7.b will be given an opportunity to apply. If no applicant or successful applicant then post to other career bargaining-unit employees within the installation and fill in accordance with the EL-312, 728.36 and the PS Form 1796B.

