

SALT LAKE DISTRICT



January 5th 2021

ALL MAINTENANCE CRAFT EMPLOYEES

SUBJECT: Preferred Assignment Selection Register (PAR) - BID SHEET

In accordance with Article 38.5.A.1 of the National Agreement, employees may request to change their preferred assignment selections.

Selection forms are available in the Maintenance Copier room at the GMF and at the ASF outside maintenance cage on the bulletin boards, Maintenance department at the REC site, For any questions you may contact Rick Gardner at 801-974-2365. Changes must be received by the RMSS Maintenance Coordinator/MMES no later than 16:00 p.m. on January 29, 2021.

All PARS require any supervisor's/manager's signature. PARS should be placed in the PARS box in the GMF Maintenance Copier room and outside the maintenance cage at the VMF.

If a change is not submitted within the time limitation, the employee's existing preferred assignment selections shall continue. Employees may request to review preferred assignment registers and their own preferred assignment selection form.

In accordance with the National Agreement all vacant duty assignments will be filled in the following order:

To fill a vacant duty assignment at levels PS-7 and above, a Notice of Intent will be posted to fill the vacancy and all residual vacancies using the Preferred Assignment Eligibility Registers and/or Promotion Eligibility Registers, as necessary, until a level PS-6 Maintenance Craft vacancy occurs.

To fill a vacant duty assignment at levels PS-4 through PS-6, a Notice of Intent will be posted to fill the vacancy and all residual vacancies using the Preferred Assignment Eligibility Registers and/or Promotion Eligibility Registers, as necessary, until a level PS-3 vacancy occurs.

To fill a vacant duty assignment at levels PS-3 and below, a Notice of Intent will be posted to fill the vacancy and all residual vacancies using the Preferred Assignment Eligibility Registers and/or Promotion Eligibility Registers.

Preferred Assignment Selection Register (PAR) - **BID SHEET**

If after submitting your Preferred Assignment Selection Form, and a Notice of Intent is posted, and you are no longer interested in being considered for reassignment or promotion, you must notify the Maintenance RMSS Coordinator/MMOS by completing and submitting a withdrawal form on or before the withdrawal date and time of the Notice of Intent. Such withdrawal to be effective must be back stamped.

Employees should indicate only those assignments they are willing to accept on their Preferred Assignment Selection Form. The employee shall indicate preference(s) in numerical order for any vacancy that may occur during that year, including tours and days off that they prefer over their current duty assignment. Article 38 provides for opportunities to amend or change selections during the year under the following conditions: (a) the employee's promotion; (b) elimination of the employee's duty assignment; (c) if the assignment is closer to the employee's home; (d) because of substantiated medical or health reasons; and (e) **any three times during each calendar year an employee may submit additional preferred assignment selection forms.**

If you have any questions or concerns, please contact the Maintenance RMSS Coordinator/MMES.

Rick Gardner
MMES
801-974-2365
Richard.L.Gardner@usps.gov