

## CANVASSING MOVING TO ELECTRONIC DISTRIBUTION FOR ALL PSE CLERKS

Effective October 1, 2015, we are moving to electronic distribution for all PSE canvassing. We will no longer mail the preferencing worksheets to each PSE clerk employees home address. The Postmaster/Manager will be responsible to give a stand-up talk and make the preferencing sheet available for the PSEs. The postings will be open for a specific number of days as indicated on the preferencing sheets.

The employee will be required to either fax (this is preferable) or email me the signed sheets as stated in the cover sheet. My fax number and address can be found on the preferencing sheet.

All positions are awarded based on 'installation seniority' and the employee's APO must be within 50 miles of the open positions.

Make sure you only preference the offices you are willing to work in. Once you are converted you will be locked in for one year in the new office before you are even eligible to apply for reassignment in eReassign.

You will only be permitted to withdraw your request if you do so prior to the closing date of the posting. Once the posting closes and the results are sent out the employee cannot decline a position that they preferred.

All PSEs must complete and pass window training prior to being converted into the positions.

Sincerely,

*Susan Ridgway*

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DCC