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AMENDED

NON-TRADITIONAL DUTY ASSIGNMENT GUIDELINES

1. BREAKS

If you are working a NTFT duty assignment of more than nine (9) hours in a service day, you will get three (3) breaks and a lunch.

For example: break – break – wash up/lunch – break – wash up/ end of tour.

2. Sunday Premium

You get paid Sunday Premium for the total number of scheduled hours you work.

For example: If you have a 4/ 10 hr. day schedule and you work Sunday, you will get paid ten (10) hours of Sunday Premium.

3. Overtime

A. Employees in NTFT duty assignments can sign the Overtime Desired List in your section and the Supplemental OTDL.

B. If you work a drop day, you are guaranteed and scheduled for eight (8) hours no matter how many hours you are normally scheduled for on a regular work day.

C. For those employees working in a NTFT duty assignment of 4/ 10 hour days:

- You will receive penalty overtime for hours worked over ten (10) hours

- If you work your first (1st) drop day, you will be paid eight (8) hours at time and a half (1 1/2x the straight time rate)

- If you work your second (2nd) and/ or third (3rd) drop day, you will be paid at the penalty rate (2x the straight time rate), including all other applicable overtime rates.

4. Leave

- If you call out you must use the number of hours you are normally scheduled.

For example: If you're scheduled for ten (10) hours a day and you call out, you must use ten (10) hours of Sick Leave, Annual Leave or LWOP. If you are scheduled for six (6) hours a day, then you would use six (6) hours of leave.

- This leave policy also applies to pre-approved leave and vacations.



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5. Court Leave

An employee working in a NTFT duty assignment will receive court leave up to his/ her scheduled hours for the day.

6. Holiday

- If you DO NOT work the holiday, you will receive eight (8) hours of Holiday Leave whether you are scheduled for 6, 8, 10 or 12 hours/day.

For example: if you are scheduled for ten (10) hours a day, you get paid eight (8) hours of Holiday Leave and your other two (2) hours will be recorded as non-scheduled.

- If you DO work the holiday, you will work the number of hours you are normally scheduled and will receive Holiday Pay for those hours you work plus receive eight (8) hours of Holiday Leave. You may also work for Annual Leave in Lieu of Holiday Pay up to eight (8) hours.

Example A: you are normally scheduled for ten (10) hours a day, so you would work ten (10) hours and get paid ten (10) hours of Holiday Pay and eight (8) hours of Holiday Leave.

Example B: you are normally scheduled for ten (10) hours a day, you can choose to earn up to eight (8) hours of Annual Leave in lieu of and you will get paid two (2) hours of Holiday Pay for a total of ten (10) hours, plus you receive eight (8) hours of Holiday Leave.



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