

In Service Register Process

Updates To Process Per Collective Bargaining Agreement Ratified February 28, 2022

Testing

Are all career employees, bargaining and non-bargaining, eligible to request opportunity to test for maintenance exams?

- The only crafts eligible to apply for an Inservice for maintenance are clerk, mail handler, city letter carrier and motor vehicle. NO rural carriers, postal police, nurses, IT/ASC or nonbargaining.

Do the employees need to be within a bid cluster with maintenance employees to get an opportunity to test?

- HR will determine the area of consideration.

Who will be responsible for notifying career employees of opportunity to be eligible to test?

- HR MSS Coordinator.

Will there be a standardized form for employees to use to request testing?

- Not required, but EL-304 has a standard notification for in-service testing.

Can the request to test be for all MSS Occ Groups?

- Yes.

Can the request be for non-MSS positions, for example, Maintenance Support Clerk?

(Exam 718)

- Yes.

Will the HR MSS Coordinator be responsible for initiating exams in ePAS?

- Yes.

Will it be the HR MSS Coordinators' responsibility to notify employees of rating achieved?

- Yes.

Is the HR MSS Coordinator responsible for scanning the Notice of Results to employee's eOPF?

- Yes.

If the employee requesting opportunity to test has an eligible 955 exam score, should that rating be used?

- Depends on the circumstances. Contact District LR to discuss the situation.

If employee currently has a rating, (eligible or ineligible) are they given another opportunity to test? If so, is there a certain timeframe (six months) that must have lapsed since the last rating?

- Yes, they can request to retest. Non-maintenance employees must wait until the in-service exam is offered. Maintenance employees should be done in accordance with Article 38.

If employee is a "no show" for the proctored exam or Structured Interview, what is the process to be followed? Should the applicant be given another opportunity?

- The employee should be deemed ineligible. Given opportunity during the next open season.

Inservice Registers

If the employee receives an eligible rating on exam 955 and Structured Interview, can they request to be listed on Inservice Registers for multiple bid clusters?

- Depending on the area of consideration. If the employee is qualified, they can request for positions as part of the area of consideration. If request is outside the area of consideration, employee can request a transfer through eReassign in accordance with the eReassign rules.

Once employee receives an eligible rating, how do they request inclusion to an Inservice Register?

- Eligible ratings are received as part of an in-service process and automatically included on the In-service Register.

Any change to the ranking of employees on the Inservice Register?

- No. Employees with eligible ratings ranked on Inservice register in achieved score order, APWU first, then all other crafts. Employees within the bid cluster ranked prior to employees outside the bid cluster.

If a current Inservice Register exists for Occ Group in a bid cluster, will the employees that receive eligible ratings as a result of the testing in April be merged onto the existing Inservice Register?

- Yes.

If an employee has an eligible rating and if HR MSS Coordinator does not have an existing Inservice Register for that Occ Group, is a new Inservice Register initiated and the employee placed on the “new” Inservice Register?

- Yes, for the 2022 Inservice Register. For the following Inservice Registers (April 2023 and forward), the 2022 Inservice register will be purged and replaced with the 2023 Inservice

Register.

Do Managers still have ability to review and either accept or decline applicants from an Inservice Register?

- Yes. Employees are considered from Inservice Register in score order.

If employee is declined by a Manager on the Inservice Register, is their name removed at that time?

- No.

NATIONAL QUESTIONS & ANSWERS (Signed 1/18/2023)

Is the March annual service wide opportunity to test for Maintenance Craft eligibility ratings limited to once per year during the month of March?

- Yes.

Who is eligible to participate in the annual opportunity to test for Maintenance Craft eligibility ratings:

- All career employees are eligible.

Can Maintenance craft employees participate in the annual opportunity to test for Maintenance Craft eligibility ratings?

- Yes, However Maintenance Craft employees can participate in the in-craft examination process through the year in accordance with the Collective Bargaining Agreement.

If In-service registers do not exist, where are the exam results place?

- The HR MSS Coordinator is responsible for placing the results in the employee's eOPF.

What form must career employees complete when submitting a written request to participate in the March annual In-service opportunity?

- Management shall provide an Employee Maintenance Position Selection (EMPS) form as found in the EL-304 to employees.

What occupational group can career employees request to receive eligibility ratings for?

- All Maintenance Craft occupational groups (MSS and non-MSS) that require an examination, except National Service Technician ET-11.

Can non-Maintenance Craft, career employees that have already receive eligibility ratings request to be tested again in subsequent year in an attempt to improve their scores?

- Yes.

What options are available for non-Maintenance employees who have failed the structured interview, but received an eligible rating on examination 955?

- In subsequent years, the employee may (1) request to retake the examination for the structured interview only or (2) can request the opportunity to retake both examination 955, the highest achieved score is used as the eligibility rating.

Can current Maintenance Craft employees that have received In-service eligibility ratings for occupational groups that are not in their facility, request to be tested again in subsequent years in an attempt to improve their scores?

- Yes.

What happens if an employee is a “no show” for the proctored exam or structured interview during the in-service process?

- The employee is deemed ineligible and may request to take the exam/interview during the following year’s annual opportunity.

Are there any changes to the way employees are ranked on In-service registers?

- No, there are no changes.

If non-custodial In-service registers exist, how will employees be added in subsequent years?

- Merged in score order.

If an employee on an In-service register declines to accept a position in the Maintenance Craft, is that employee’s name removed from the In-service register?

- No, the employee will be bypassed for that position.

When will In-service registers be purged?

- Every year on April 1, beginning in calendar year 2023.

What must employees on In-service registers do to avoid the April purge and remain on In-service registers.

- Employees must submit a written request by March 31st to the District HR MSS Coordinator. The exception is employees on custodial In-service registers, which are not purged.

Is there a specific form that employees must use to submit their notification to management of their intent to avoid the April purge and remain on the In-service registers?

- No, any written/mailed request to remain on the In-service registers will be accepted.