



December 5, 2001

MANAGERS, HUMAN RESOURCES (AREAS)

SUBJECT: Associate Supervisor Program Changes

As a result of an agreement with the National Association of Postal Supervisors (NAPS), the Associate Supervisor Program (ASP) has been modified to improve the effectiveness of the program. -The changes involve the placement of EAS-15 associate supervisor positions into EAS-16 initial-level supervisor positions (Customer Service or Distribution Operations). The following is a summary of instructions and changes regarding ASP:

- Effective August 25, promotional pay increases were standardized. Employees on detail to ASP during their 16-week training will receive higher-level pay during that time. The current policy covering payment of the Supervisor Differential Adjustment (SDA) after graduation will continue.
- Employees promoted from the EAS-15 associate supervisor position to an EAS-16 initial-level supervisor (Customer Service or Distribution Operations) will receive a 5.0 percent salary increase, not to exceed the EAS-16 salary maximum.
- For purposes of outplacement to one of the positions above, the 15 percent limitation on promotional increases in a 52-week period is waived.
- Successful graduation from ASP will result in two promotions. ASP graduates will be promoted into EAS-15 associate supervisor positions, and final placement into EAS-16 initial-level supervisor positions (Customer Service or Distribution Operations).
- All ASP graduates are required to apply for a vacant, permanent initial-level duty assignment in the track for which they have been trained (Customer Service or Distribution Operations) within 18 months after successfully completing the training program.
- Associate supervisors not promoted within 18 months upon completion of the program will be permanently outplaced to initial-level supervisor positions in the appropriate functional area for which they have been trained.
- Current EAS-15 associate supervisors who have not been promoted into EAS-16 initial-level supervisor positions (Customer Service or Distribution Operations) will have an 18-month period from FY2002 (September 8) to secure permanent initial-level supervisor positions within their trained functional area. Graduates will be promoted at the end of the 18-month period to initial-level supervisor position in the appropriate functional area for which they were trained.
- ASP supervisors are not authorized assignments to other functional areas. Current associate supervisors detailed to other functional areas must return to initial-level supervisory assignments (Customer Service or Distribution Operations).

- Vacancy announcements for all authorized initial-level supervisory positions (Customer Service or Distribution Operations) should be posted immediately. All efforts to fill vacancies should be expedited. Please ensure that all vacancy announcements for initial-level supervisory positions are posted with the "Special Exempt" designation.

Attached for your reference is the placement policy, a supplement addressing questions or concerns, and the ASP placement process flow that may be used during implementation of the new placement policy. Please review and follow accordingly. If you have any questions, please contact Susan M. LaChance at (202) 268-3793 or Liz Hepner at (202) 268-2295.



DeWitt O. Harris

Attachments

cc: National Association of Postal Supervisors
Jan Smith

ASSOCIATE SUPERVISOR PROGRAM (ASP) PLACEMENT POLICY

PURPOSE

To develop a structured process for placing EAS-15 associate supervisors into EAS-16 initial-level supervisory positions (Customer Service or Distribution Operations).

BACKGROUND

There is a significant level of concern regarding the movement of EAS-15 associate supervisors to the EAS-16 initial-level supervisor positions. ASP encourages EAS-15 associate supervisors to move to EAS-16 positions as they gain job knowledge and experience and enhance their skills and abilities. The magnitude of the program's impact has been severely reduced in locations where associate supervisors are not promoted into EAS-16 positions.

CURRENT ASSOCIATE SUPERVISORS

In the current process, a ready pool of EAS-15 associate supervisors are available to fill vacant EAS-16 initial-level supervisor positions as well as provide a well-trained group of supervisors to fill in during vacations and days off. The pool of available ASP supervisors must be utilized **in lieu of** 204bs. ASP supervisors can reduce overtime, 204b hour usage, and fill in while vacant EAS-16 supervisory positions are being filled.

While most associate supervisors move quickly into EAS-16 supervisory positions, in some cases, less desirable EAS-16 positions remain open, although, EAS-15 associate supervisors are available to apply. In these cases, ASP supervisors must be placed in the less desirable vacancy until it is filled or the 18-month time period has elapsed at which time they will be permanently placed in the vacancy.

PLANNING ASSOCIATE SUPERVISORS COMPLEMENT

Due to complement concerns, district and area offices must closely track the number of candidates allowed for ASP classes and the timing of the classes. Associate supervisor training classes should be conducted on an as needed basis and two training classes per year is no longer a requirement. The associate supervisor complement should be designed with the goal of reducing overtime and 204b hours and filling in for supervisors during vacations and days off. In addition, the complement should be used to overcome the practice of long-term supervisory details (i.e., long-term 204b assignments). When planning future classes it is important to consider (1) the number of EAS-15 associate supervisors currently on rolls, (2) the number of existing supervisor vacancies, (3) the attrition rate, and (4) the number of possible graduates. The number of associate supervisors is based on the number of OMSS authorized initial-level supervisors (Customer Service and Distribution Operations).

The emphasis on complement control extends to the use of EAS-16 initial-level supervisory pools. As with the current pool concept, a small number of initial-level supervisory positions without a specific work location or tour would be allowed. Initial-level supervisors placed in a pool will be available to fill in as needed in the local commuting area and are available to be placed in open initial-level supervisory positions as vacancies occur. This option allows for immediate back filling for training failures as well as normal supervisor turnover. ASP graduates who choose not to apply immediately for vacant EAS-16 initial-level supervisory positions will be placed in the EAS-15 associate supervisors' pool. If these graduates do not obtain permanent supervisory positions after 18 months, they will be automatically promoted to EAS 16 initial-level supervisors and will remain in the pool until permanently outplaced to vacant supervisory positions. For reporting purposes, please use the Nature of Action (NOA) code 702 and enter "ASP Directed Placement" in the remarks section.

DIRECTED OUTPLACEMENT

This placement process has three steps: an application process (EAS selection), an EAS-16 pool assignment, and outplacement as required.

Application Process

ASP graduates are encouraged to apply for vacant EAS-16 initial-level supervisory positions throughout the 18-month time period (existing EAS selection and promotion procedures apply). During this time, ASP graduates should apply to the EAS-16 initial-level supervisory positions in the track for which they were trained (i.e., Customer Service, Bulk Mail Center or Distribution Operations).

Pool Assignment

At the end of the 18-month period, the Human Resources manager or designee will review the number of associate supervisors, the number of supervisor vacancies, and coordinates effort with the selecting official to post existing vacancies. If an equal number of associate supervisors and vacancies exist or more vacancies than associate supervisors exist, the selecting official has the following **options**:

- 1) Directly promote associate supervisors to the EAS-16 initial-level supervisory vacancies.
- 2) Request that associate supervisors prepare the entire 991 application with KSA responses.
- 3) Conduct interviews with the associate supervisors prior to making selections into the EAS-16 supervisor positions.

If more associate supervisors than vacancies exist, the selecting official has the following **options**:

- 1) Interview **all** candidates and make the selection(s).*
- 2) Request that associate supervisors prepare the entire 991 application with KSA responses, conduct interviews, and make the selection(s).

*If there are more than five candidates and the selecting official chooses to interview **all** candidates, an **exception** to the review committee policy will be granted. This is an **exception** to the current EAS selection policy and is only applicable in this situation.

The selecting official will make the selection(s) and associate supervisor(s) will be promoted into the EAS 16 supervisor position(s) using the Nature of Action (NOA) code 702 and entering "ASP Directed Placement" in the remarks section. The selecting official will select the candidate(s) that best meets the needs of their office.

Outplacement

Outplacement begins at the point of the EAS-16 pool assignment. ASP graduates who were not selected to EAS-16 initial-level supervisory positions during the competitive process after 18 months will be directly promoted to the EAS-16 supervisory pool. Similar to the EAS-15 associate supervisor pool, they may be placed at a specific location or rotated to various post offices/plants if a vacancy does not exist. Remaining vacancies can be filled from this pool as well as future vacancies. Supervisors in this pool are automatically available for immediate placement into **any** available EAS-16 initial-level supervisory vacancy in the appropriate track in the local commuting area. The manager may issue a directed reassignment based on the operational needs.

PLACEMENT POLICY SUPPLEMENT

- 1. Can the associate supervisor apply for an EAS-16 initial-level supervisory position immediately upon completion of the 16-week training program?**

Yes. We continue to encourage ASP graduates to apply for EAS-16 initial-level supervisory positions upon successful completion of the training program or throughout the 18-month period.

- 2. What happens if the number of EAS-15 associate supervisors exceed the available EAS-16 initial-level supervisory vacancies at the end of 18 months?**

At the end of the 18-month period, all vacancies will be filled with EAS-15 associate supervisors. All remaining ASP graduates will be directly promoted and placed in the EAS-16 supervisory pool in the track for which they were trained. As future vacancies occur, EAS-16 supervisors in the pool may be reassigned to the vacant supervisory positions.

- 3. What happens if there is no vacancy in the associate supervisor's chosen career track?**

Associate supervisors who were not selected or placed in vacant, permanent EAS-16 positions will outplace to the EAS-16 supervisory pool. While in the pool, they may be placed at a specific location or rotated to various post offices or plants. The initial-level supervisor will remain in this pool assignment until an EAS-16 vacancy in his/her career track occurs or the associate supervisor must successfully complete the portion of training that is functionally related to the supervisor position/reassignment.

- 4. What happens when an associate supervisor applies for an initial-level supervisor position and is not chosen for one of the vacant positions?**

Throughout the 18 months, associate supervisors should continuously apply for vacant initial-level supervisory positions as they occur. Associate supervisors who were not placed in vacant, permanent EAS-16 positions by the end of the 18-month period will outplace to the EAS-16 supervisory pool. While in the pool, they may be placed at a specific location or rotated to various post offices or plants. The supervisor will remain in this pool assignment until an EAS-16 vacancy occurs.

- 5. Who tracks placement of associate supervisors into EAS-16 initial-level supervisor jobs?**

Area and district ASP coordinators are responsible for tracking and ensuring associate supervisors are promoted into initial-level supervisor positions at the end of 18 months.

- 6. If the ASP graduate does not apply for an EAS-16 vacancy, what are the ramifications?**

Associate supervisors not promoted within 18 months from their graduation date will be promoted to EAS-16 initial-level supervisory positions in the appropriate functional area for which they have been trained.

- 7. What happens if there are more vacancies in one career track (i.e., Distribution Operations) and more associate supervisors in the opposite career track (Customer Service)?**

Associate supervisors will continue to outplace in EAS-16 initial-level supervisory positions in the track for which they were trained. The only exceptions are post-training lateral reassignments. Associate supervisors continue to have the opportunity to lateral to the Customer Service or Distribution Operations career track upon completing the appropriate weeks of ASP training.

| **9-8. Will existing ASP graduates be grandfathered into the current placement process?**

Yes. All existing EAS-15 associate supervisors will have 18 months from September 8 to secure permanent EAS-16 initial-level supervisory positions in the career track for which they were trained. Current ASP graduates, unassigned associate supervisors, or associate supervisors on detail to other functional areas must be assigned to an initial-level duty assignment (Customer Service or Distribution Operations), immediately.

| **40-9. Will placement of associate supervisors occur only in ASP authorized offices where there are EAS-16 supervisor positions?**

Yes. However, we are currently working on implementing a universal ASP program and will sunset the initial-level supervisor (ILS) program in the near future.

| **41-10. When we have vacancies in neighboring districts, will we have the ability to relocate employees?**

While we do not encourage relocation, the decision to relocate employees will be based on need and determined at the area manager's discretion.

| **42-11. Who will pick up the cost of relocating an employee?**

The existing relocation policy should be followed.

12. Can associate supervisors change career tracks?

Yes. Lateral reassignments may be requested after the completion of the training and after the effective date of the initial appointment. Associate supervisors must successfully complete the portion of the training that is functionally related.

13. Is the policy to conduct two ASP training classes a year in effect?

No. Associate supervisor training classes should be conducted on an as needed basis. Two training classes per year is no longer a requirement.

14. Can associate supervisors be detailed outside their function during the 18 months?

ASP supervisors are not authorized assignments to other functional areas.

15. Will the unassigned EAS-16 supervisor position(s) be placed in OMSS?

Yes. The unassigned EAS-16 position(s) will be placed in OMSS.

16. Are ASP graduates locked in the EAS-15 associate supervisor position for 18 months?

No. ASP graduates may apply for vacancies throughout the 18-month period. We continue to encourage ASP graduates to apply for supervisory positions upon successful completion of the training program.