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TO FILE	EAS Selection

September 7, 2007

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Dear Gentlemen:

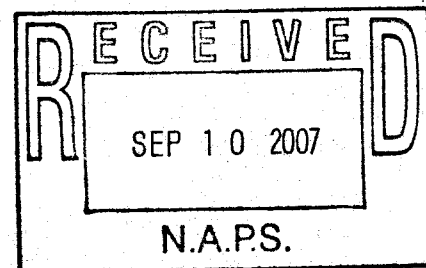
I am enclosing additional information in the form of selected questions and answers about the recent changes to EAS Selection Policy. This information is being shared with the field Human Resources offices, and provides guidance for questions related to the selection process.

Please let me know if you have any comments or need additional information on this topic.

Sincerely,

William T. Jones
 Labor Relations Specialist
 Labor Relations Policy Administration

Enclosure



QUESTIONS AND ANSWERS
APPLICATION OF CHANGES (8/1/07) TO EAS SELECTION POLICY

1. Q: The policy changes are effective August 1, 2007. Explain further.

A: The changes will apply to any job postings opening August 1, 2007, or later. Job postings that opened prior to August 1, 2007, will follow the previous guidelines.

2. Q: Will EAS employees be considered for transfer if an EAS vacancy occurs outside of their District and they are qualified?

A: The current policy provides that requests for noncompetitive lateral reassignment or changes to lower level can be made at any time. The new changes do not alter that in any way; therefore, that option still exists.

3. Q: What if an applicant lives within commuting distance of the vacancy, however, is not employed in the District with the vacancy?

A: He/she may request an exception. Any request for exceptions to the EAS selection policies and procedures must be approved by the area Human Resources manager in coordination with the area Vice President, with a copy sent to the Vice President, Employee Resource Management. (See EL-312, section 746)

4. Q: What if an employee is promoted from craft to EAS, and the employee has not yet completed a 90-day probationary period?

A: The probationary period requirement for new hires is 90 days for craft and 180 days for EAS, and a new career employee must successfully complete a probationary period. Since this scenario provides that the employee has not yet fulfilled any probationary requirement, he/she will now be required to complete the remaining portion of the 180-day period. Example: if he/she has served 60 days of a craft probationary period, he/she will need to fulfill the remaining 120 of the 180-day EAS probation period.

5. Q: An employee was promoted three months ago, moved and was reimbursed for relocation expenses. Are they eligible to apply for another position right away?

A: The policy change effective August 1, 2007, only addresses *eligibility for application*. As with most EAS positions, an employee would be eligible to apply for positions immediately after being promoted – no lock-in periods exist. However, reimbursement of relocation expenses is governed by the Postal Service relocation policy, as outlined in the F-15.

6. Q: A total of 15 applications are received, yet 5 of the applicants are determined to be ineligible. Must the selecting official designate a review committee?

A: This scenario presents the selecting official with 10 eligible applicants; therefore, he/she is not REQUIRED to utilize a review committee. However, that is his/her discretion. For any packages not requiring or utilizing a review committee, the selecting official will perform the assessment of all applications, and is required to interview all minimally qualified applicants.

7. Q: Due to the number of applications received from eligible applicants, a review committee is not required; yet, the selecting official would like to have co-interviewers assist him/her. Is this allowed and what are the requirements?

A: Whether a review committee is used or not, a selecting official has the option of including co-interviewers in the process. *Please note – if a review committee was used, those members cannot co-interview with the selecting official.* The requirements for co-interviewers would be the same as those of the review committee members – same or higher level of the vacancy, and completion of the Personnel Selection Methods web-based training.

8. Q: What happens if, due to the number of applications received from eligible applicants, a review committee is required for a vacancy package, yet was not designated on the posting requisition?

A: Three copies of the package will be sent to HR Local Services for designation of and distribution to review committee members.

9. Q: What happens if 10 or fewer applications are received from eligible applicants and a review committee was identified on the posting requisition?

A: Regardless of whether or not a review committee was designated, all packages of 10 or fewer applications from eligible applicants will be sent to the selecting official.

10. Q: What is considered the geographic area of the Performance Cluster? Is geographic area the same as commuting distance?

A: The geographic area is the service area of the Performance Cluster. Every Performance Cluster has assigned 3-digit zip service areas, and if an employee works within that particular 'service area', they are considered within the area of consideration for vacancies posted "cluster wide". Example: the Connecticut Performance Cluster serves 060-069; therefore, anyone who is assigned to a work location in any zip code falling within those parameters is 'within the area of consideration.' If someone who works in the SE New England Performance Cluster service area (020, 023, 025-029) wishes to apply

for a Connecticut Performance Cluster vacancy, they would need to request an exception, as defined in EL-312, section 746.

This logic applies to Area-wide postings, as well. If a posting is open "Area-wide", an employee would be considered "within the area of consideration" if he/she works in the delivery area of that Area. Example: a vacancy posted to the New York Metro Area would mean employees are within the area of consideration if assigned to any office within this group of service areas – 005-009, 070-079, 085-098, 100-119, and 124-127. If he/she works outside that specific geographic area, they could request an exception from the Area Manager, HR, as described in EL-312, section 746.

11. Q: When will eCareer be expanded to locations beyond Capital Metro Area?

A: We are planning to implement eCareer for the New York Metro Area later this year, with national implementation following.

12. Q: Can Postmaster Relief/Leave Replacements (PMR/LRs) with less than one year service now apply for Postmaster vacancies within the cluster?

A: If within the area of consideration (i.e., performance cluster), PMR/LRs with less than one year service may now apply for Postmaster vacancies.

NOTE – any questions concerning relocation should be routed through your Manager, Finance.