

2013 Field Organizational Changes

What is happening? Is my job affected?

- Effective **September 7, 2013**, changes are being made nationwide to mail processing staffing.
- Your manager will inform you if your job is affected and will keep you informed as you move through the organizational change/RIF process.

What should I do?

- If your job is going away, you should seek another job within the Postal Service. Your goal should be to get a new job no later than **January 11, 2014**.
- If you believe you are veterans' preference eligible for RIF purposes, you should review your RTR Employee Detail Report in your eOPF and contact the HR Shared Service Center to correct any error in your RIF Vet Preference Code.
- If your job is not going away, you may want to consider seeking another job within the Postal Service. Moving to another job may create a vacancy for an impacted employee.
- You should update your eCareer profile now, before vacancies are posted.
- Monitor eCareer for job postings and talk with your manager about available jobs.

How do I get another job? When will jobs be available?

- Anytime between **September 9, 2013** and **January 10, 2014**, you may request a non-competitive lateral or downgrade by following the process in Handbook EL-312, Section 743.
- You may apply to jobs posted in eCareer. Available jobs at affected facilities will be posted on the following dates. All employees at the affected facilities may apply.
 - o **October 15 – October 30, 2013**
 - o **December 3 – December 18, 2013**
- Available jobs at unaffected facilities will be posted as usual, continuously throughout this process. New postings open on Tuesdays and stay open for 15 days. Anyone may apply to these job postings.

What happens if there are employees in an affected facility who do not get a job by January 11?

- If anyone still does not have a job by **January 11, 2014**, then a reduction in force (RIF) will be conducted in the facilities where those employees are located.
- If a RIF is conducted, then some employees at the affected facility will be reassigned to an equal-grade job, demoted to a lower-grade job, and/or separated. You can be bumped from your job by a veterans' preference eligible employee or another veterans' preference eligible employee with greater RIF rights, even if your job was not affected and even if you were recently placed into a different job.
- The affected employees will be mailed a placement or separation notice on **February 12, 2014**, with an effective date of **April 18** (for separation) or **April 19, 2014** (for placement).

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What if I want to retire?

- Voluntary early retirement (VER) is being offered to all eligible field EAS employees, regardless of whether or not they are in an affected facility.
- VER eligibility is determined by retirement eligibility as of **December 31, 2013**.
- Annuity estimates will be mailed to VER eligible employees the week of September 16, 2013.
- VER eligible employees may choose to retire on either **December 31, 2013** or **January 31, 2014**. FERS employees who are planning on taking the VER must choose January 31, 2014 as their retirement date if they want to receive 100% credit for their accrued sick leave (in order to be eligible for 100% credit, FERS employees must be on the rolls on January 1, 2014). FERS employees who choose December 31, 2013 as their retirement date will receive only 50% credit for their accrued sick leave.
- Requests for early retirement must be submitted no later than November 29, 2013, and cannot be withdrawn after that date.

What happens if I take a voluntary downgrade?

- Impacted employees can request a lateral or a downgrade at any point during the Org Change Timelines.
- Impacted employees who accept a voluntary downgrade will receive saved grade and salary for two years.
- (Special note: There are different rules for managers in positions that were re-classified to a lower level. Your manager can tell you if your position was reclassified.)

What other resources are available to me for assistance or additional information?

- Keeping informed is critical during an organizational change. Here are some resources that may be helpful:
 - o Workforce Connection website for periodic updates on the organizational change: <https://liteblue.usps.gov/humanresources/workforceconnection/home.shtml>
 - o USPS News Link – accessible from the Postal Blue home page
 - o Organization Change Management Website for VER, RIF FAQs and At-A-Glance https://liteblue.usps.gov/humanresources/organizationalchanges/oc_home.shtml
- Coping with change can be challenging. Help is available through the Employee Assistance Program (EAP) if needed. EAP provides many services for the postal employee and their family. Information or assistance is available 24 hours a day, 7 days a week
 - o 1-800-EAP-4-YOU (1-800-327-4968), TTY 1-877-492-7341
 - o www.eap4you.com