

## General Questions on Excessing and Layoffs

### 1. What is excessing in the context of the USPS?

**Answer:** Excessing refers to the reassignment of employees to different positions, sections, or installations when there is insufficient work or an overstaffing situation in their current assignment. This can occur due to technological changes (e.g., automation), operational efficiencies, or reductions in mail volume, leading to more employees than needed in a specific craft or location. Excessing is a reassignment process, not a termination, and is governed by contractual rules to protect employees' rights (JCAM, Article 12, Section 5.C; Excessing Book, p. 1).

### 2. What is a layoff in the context of the USPS?

**Answer:** A layoff is the separation of non-protected employees from active duty due to a lack of work, financial exigency, or other operational reasons necessitating a reduction in force (RIF). Career employees (FTR and PTF) with six or more years of continuous service are protected from layoffs, while those with less than six years and non-career employees (CCAs) may be laid off in inverse order of seniority or operational need. Layoffs are rare for career employees due to these protections (JCAM, Article 6.A; Excessing Book, p. 3).

### 3. What are the general procedures for excessing employees?

**Answer:** Excessing follows a structured process:

- **Advance Notice:** USPS must notify the NALC at the national level at least 6 months before excessing employees outside an installation, allowing time for planning and negotiation (JCAM, Article 12.5.C.2). Affected employees receive written notice at least 60 days prior, detailing the reassignment, unless a shorter period is mutually agreed upon with the union (JCAM, Article 12.5.C.4).
- **Seniority-Based Selection:** Employees are identified for excessing in inverse order of seniority (least senior first) within their craft and occupational group (e.g., letter carriers) (JCAM, Article 12.5.C.1).
- **Reassignment:** Affected employees are offered residual vacancies within their installation or reassigned to positions in other installations, typically within a 50-mile radius, prioritizing minimal disruption (JCAM, Article 12.5.C.5; Excessing Book, p. 5).
- **Documentation:** Employees receive a detailed notice specifying the reason for excessing and reassignment options (Excessing Book, p. 7).

### 4. How does excessing affect an employee's seniority?

**Answer:** Seniority determines the order of excessing and is preserved during reassignment:

- **Within Installation:** Seniority remains unchanged for bidding, scheduling, and other purposes (JCAM, Article 41.2.G).

- **To Another Installation:** Seniority transfers based on the employee's original hire date (or adjusted service date for career employees), ensuring their relative standing in the new installation's seniority list (JCAM, Article 12.5.C.5.b; Excessing Book, p. 11).

## 5. What are the rights of employees during the excessing process?

**Answer:** Employees have several contractual rights:

- **Notification:** Written notice at least 60 days prior, unless waived by mutual agreement (JCAM, Article 12.5.C.4).
- **Bidding:** Career employees (FTR and PTF) can bid on residual vacancies within their installation or new installation (JCAM, Article 12.5.C.5).
- **Grievance:** Employees can file a grievance if excessing procedures violate the National Agreement (JCAM, Article 15; Excessing Book, p. 15).
- **Retreat Rights:** Career employees reassigned outside their installation may return to their original installation if a vacancy arises within 24 months, retaining their original seniority (JCAM, Article 12.5.C.5.b; Excessing Book, p. 12).

## 6. How does excessing impact an employee's work hours and schedule?

**Answer:** The impact depends on the reassignment:

- **Career Employees:** FTRs maintain full-time status (40 hours/week), and PTFs retain flexible hours, but schedules (e.g., start times, days off) may change based on the new assignment (JCAM, Article 8; Excessing Book, p. 9).
- **CCAs:** Hours and schedules remain variable and may shift further depending on the new installation's operational needs (JCAM, Article 7.1.C).

## 7. What are the impacts of excessing on an employee's benefits and pay?

**Answer:**

- **Career Employees (FTR and PTF):** Pay, health insurance, retirement contributions, and leave accrual remain unaffected unless an employee voluntarily accepts a lower-level position (rare in the letter carrier craft) (JCAM, Article 12.5.C.5; Excessing Book, p. 10).
- **CCAs:** Hourly rate remains the same, but total earnings may vary with hours worked. Benefits (e.g., optional health insurance after one year) are unaffected (JCAM, Article 21.1).

## 8. Under what circumstances can layoffs occur in the USPS?

**Answer:** Layoffs occur when there is a lack of work, financial exigency, or other significant operational reasons requiring a reduction in force. Career employees with six or more years of continuous service are protected from layoffs, meaning reductions typically affect non-career employees (e.g., CCAs) or career employees with less than six years first (JCAM, Article 6.A; Excessing Book, p. 3).

## 9. What is the process for layoffs in the USPS?

**Answer:**

- **Notification:** Employees must receive written notice at least 60 days prior to the layoff effective date (JCAM, Article 6.B).
- **Order of Layoff:** Layoffs occur in inverse order of seniority among non-protected employees (less than six years for career; all non-career) (JCAM, Article 6.C).
- **Recall Rights:** Laid-off employees have recall rights for up to two years, with priority for reemployment based on seniority (JCAM, Article 6.D; Excessing Book, p. 4).

**10. What benefits or severance are provided during layoffs?**

**Answer:**

- **Career Employees:** Eligible for severance pay (based on years of service) and unemployment benefits if laid off (less than six years of service). Protected employees are not laid off (JCAM, Article 6.E).
  - **CCAs:** No severance pay due to non-career status, but eligible for unemployment benefits depending on state laws and hours worked (JCAM, Article 7.1.C; Excessing Book, p. 4).
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## Full-Time Regular (FTR) Employees

### 1. What are the specific procedures for excessing FTR employees?

**Answer:**

- **Identification:** The least senior FTR employees in the letter carrier craft within a section or installation are selected for excessing (JCAM, Article 12.5.C.1).
- **Notification:** Employees receive written notice 60 days in advance, specifying the reason (e.g., automation) and reassignment details (JCAM, Article 12.5.C.4; Excessing Book, p. 7).
- **Reassignment:** FTRs can bid on residual full-time vacancies within their installation. If none are available, they are reassigned to full-time letter carrier positions in other installations, typically within 50 miles, with USPS aiming to minimize disruption (JCAM, Article 12.5.C.5; Excessing Book, p. 5).
- **Retreat Rights:** FTRs retain the right to return to their original installation within 24 months if a vacancy occurs, using their original seniority (JCAM, Article 12.5.C.5.b; Excessing Book, p. 12).

### 2. How does excessing affect an FTR employee's seniority?

**Answer:**

- **Same Installation:** Seniority remains intact for bidding, leave selection, and scheduling (JCAM, Article 41.2.G).
- **New Installation:** Seniority transfers based on the employee's original hire date or adjusted service date, placing them on the new installation's seniority list accordingly (JCAM, Article 12.5.C.5.b; Excessing Book, p. 11).

### 3. What are the rights of FTR employees during the excessing process?

**Answer:**

- **60-Day Notice:** Mandatory unless mutually agreed otherwise (JCAM, Article 12.5.C.4).
- **Bidding:** FTRs can bid on full-time residual vacancies within their current or new installation (JCAM, Article 12.5.C.5).
- **Grievance:** Right to challenge procedural violations (e.g., improper seniority order) (JCAM, Article 15; Excessing Book, p. 15).
- **Retreat:** Right to return to the original installation within 24 months if a vacancy opens (JCAM, Article 12.5.C.5.b).

### 4. How does excessing impact an FTR employee's work hours and schedule?

**Answer:** FTRs maintain full-time status (40 hours/week), but their schedule (e.g., start time, days off) may adjust to the new assignment's requirements, such as a different route or delivery schedule (JCAM, Article 8; Excessing Book, p. 9).

## **5. What are the impacts of excessing on an FTR employee's benefits and pay?**

**Answer:** Pay (based on grade and step), health insurance, retirement contributions, and leave accrual remain unchanged unless the FTR voluntarily bids on a lower-level position, which is rare in the letter carrier craft where positions are typically uniform (JCAM, Article 12.5.C.5; Excessing Book, p. 10).

## **6. Can FTR employees be laid off?**

**Answer:** FTR employees with six or more years of continuous service are protected from layoffs. Those with less than six years can be laid off in inverse order of seniority if a reduction in force is necessary and no excessing options remain (JCAM, Article 6.A; Excessing Book, p. 3).

## **7. What is the process for laying off FTR employees?**

**Answer:**

- **Notification:** 60-day written notice specifying the layoff date and reason (JCAM, Article 6.B).
  - **Order:** Layoffs occur in inverse seniority order among non-protected FTRs (less than six years) (JCAM, Article 6.C).
  - **Recall:** Laid-off FTRs have recall rights for two years, with priority based on seniority (JCAM, Article 6.D; Excessing Book, p. 4).
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## Part-Time Flexible (PTF) Employees

### 1. What are the specific procedures for excessing PTF employees?

**Answer:**

- **Identification:** The least senior PTFs in the letter carrier craft within a section or installation are selected (JCAM, Article 12.5.C.1).
- **Notification:** 60-day written notice is provided, detailing the excessing reason and reassignment (JCAM, Article 12.5.C.4; Excessing Book, p. 7).
- **Reassignment:** PTFs can bid on residual PTF vacancies within the installation or be reassigned to PTF positions in other installations, typically within 50 miles (JCAM, Article 12.5.C.5; Excessing Book, p. 5).
- **Retreat Rights:** PTFs can return to their original installation within 24 months if a PTF vacancy arises (JCAM, Article 12.5.C.5.b; Excessing Book, p. 12).

### 2. How does excessing affect a PTF employee's seniority?

**Answer:**

- **Same Installation:** Seniority remains for bidding and scheduling purposes (JCAM, Article 41.2.G).
- **New Installation:** Seniority transfers based on the original hire date or adjusted service date, placing them on the new PTF seniority list (JCAM, Article 12.5.C.5.b; Excessing Book, p. 11).

### 3. What are the rights of PTF employees during the excessing process?

**Answer:**

- **60-Day Notice:** Required unless mutually shortened (JCAM, Article 12.5.C.4).
- **Bidding:** PTFs can bid on available PTF vacancies within their current or new installation (JCAM, Article 12.5.C.5).
- **Grievance:** Right to contest violations (e.g., skipping a junior employee) (JCAM, Article 15; Excessing Book, p. 15).
- **Retreat:** Right to return to the original installation within 24 months if a vacancy opens (JCAM, Article 12.5.C.5.b).

### 4. How does excessing impact a PTF employee's work hours and schedule?

**Answer:** PTFs retain their flexible status (typically fewer than 40 hours/week), but hours and schedules may vary based on the new assignment's needs (e.g., covering peak times at a new facility) (JCAM, Article 7.1.B; Excessing Book, p. 9).

### 5. What are the impacts of excessing on a PTF employee's benefits and pay?

**Answer:** Hourly pay rate remains the same, but total earnings may fluctuate with hours worked. Benefits (e.g., health insurance eligibility, retirement) are preserved, though leave accrual adjusts proportionally to hours (JCAM, Article 12.5.C.5; Excessing Book, p. 10).

#### **6. Can PTF employees be laid off?**

**Answer:** PTF employees with six or more years of continuous service are protected from layoffs. Those with less than six years may be laid off in inverse seniority order if no excessing options are viable (JCAM, Article 6.A; Excessing Book, p. 3).

#### **7. What is the process for laying off PTF employees?**

**Answer:**

- **Notification:** 60-day written notice is required (JCAM, Article 6.B).
  - **Order:** Layoffs occur in inverse seniority order among non-protected PTFs (less than six years) (JCAM, Article 6.C).
  - **Recall:** Laid-off PTFs have recall rights for two years, prioritized by seniority (JCAM, Article 6.D; Excessing Book, p. 4).
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## City Carrier Assistants (CCA) Employees

### 1. What are the specific procedures for excessing CCA employees?

**Answer:**

- **Identification:** CCAs, as non-career employees, are excessed before career employees when staffing reductions are needed (JCAM, Article 7.1.C; Excessing Book, p. 2).
- **Notification:** While not contractually required, CCAs typically receive informal notice of reassignment based on operational needs (Excessing Book, p. 7).
- **Reassignment:** CCAs may be reassigned to other installations or CCA positions within the commuting area, with less priority than FTRs or PTFs (JCAM, Article 12.5.C; Excessing Book, p. 5). No retreat rights apply.

### 2. How does excessing affect a CCA employee's seniority?

**Answer:** CCAs have “relative standing” (not full seniority) based on their hire date within their installation. Reassignment does not significantly alter this standing, which applies only among CCAs in the new installation for scheduling or layoff purposes (JCAM, Article 7.1.C; Excessing Book, p. 11).

### 3. What are the rights of CCA employees during the excessing process?

**Answer:**

- **Notification:** Informal notice is common, though not mandated (Excessing Book, p. 7).
- **Limited Bidding:** CCAs cannot bid like career employees but may be offered available CCA assignments based on management discretion (JCAM, Article 12.5.C).
- **Grievance:** Right to file if contractual protections (e.g., order of excessing) are violated (JCAM, Article 15; Excessing Book, p. 15).
- **No Retreat Rights:** CCAs do not have retreat rights to their original installation (JCAM, Article 7.1.C).

### 4. How does excessing impact a CCA employee's work hours and schedule?

**Answer:** CCAs' hours and schedules are inherently variable (up to 40+ hours/week based on need) and may shift further with reassignment, depending on the new installation's workload (e.g., more or fewer routes) (JCAM, Article 7.1.C; Excessing Book, p. 9).

### 5. What are the impacts of excessing on a CCA employee's benefits and pay?

**Answer:** Hourly pay rate remains unchanged, but total earnings may vary with hours worked. Benefits are limited (e.g., optional health insurance after one year, no retirement contributions), and excessing does not alter eligibility (JCAM, Article 21.1; Excessing Book, p. 10).

### 6. Can CCA employees be laid off?



**Answer:** Yes, CCAs, as non-career employees, can be laid off before career employees when there is a lack of work or operational need for a reduction in force. They have no layoff protection regardless of service length (JCAM, Article 7.1.C; Excessing Book, p. 2).

## **7. What is the process for laying off CCA employees?**

**Answer:**

- **Notification:** CCAs typically receive notice of layoff, though the specific period is not contractually defined (often 30 days or less, per management practice) (Excessing Book, p. 4).
  - **Order:** Layoffs occur based on operational needs, with CCAs being the first affected before career employees (JCAM, Article 7.1.C).
  - **Recall:** CCAs do not have contractual recall rights but may be rehired informally based on future needs (Excessing Book, p. 4).
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## **Additional Scenarios and Considerations**

### **1. What happens during temporary excessing?**

**Answer:** Temporary reassignments may occur during seasonal lulls or short-term operational changes. Employees return to their original assignment when work increases, with no loss of seniority, status, or benefits (JCAM, Article 12.5.C; Excessing Book, p. 6).

### **2. Can employees be excessed to another craft?**

**Answer:** Yes, if no letter carrier positions are available, employees may be excessed to another craft (e.g., clerk), but they must qualify for the new role. Seniority transfers, but bidding rights adjust to the new craft's rules (JCAM, Article 12.5.C.6; Excessing Book, p. 13).

### **3. Are relocation expenses provided during excessing?**

**Answer:** Career employees reassigned beyond 50 miles may receive relocation benefits (e.g., travel, moving costs) if approved under USPS policy and negotiated agreements (JCAM, Article 12.5.C.5.d; Excessing Book, p. 14).

### **4. Can employees volunteer for reassignment to avoid excessing?**

**Answer:** Yes, employees may volunteer for reassignment before involuntary excessing occurs, potentially securing a preferred location or position. This requires mutual agreement with management and does not affect seniority (JCAM, Article 12.5.C.3; Excessing Book, p. 8).

### **5. How do excessing and layoffs differ in their impact on benefits and seniority?**

**Answer:**

- **Excessing:** Preserves seniority and benefits for career employees, with no interruption in service (JCAM, Article 12.5.C.5).
- **Layoffs:** May disrupt benefits (e.g., health insurance ends unless COBRA is elected) and halt seniority accrual until recall, with severance possible for career employees (JCAM, Article 6; Excessing Book, p. 4).