

UNITED STATES POST OFFICE

DATE: July 18, 1991
OUR REF: CED03:DJShipman:sdp:50318-9994
SUBJECT: Assignment Procedures

*Sandy - please send
a copy of this to
Barb VerSteegh + return*
(WJS) 1/3/4

TO: Shirley Smith, Manager, Safety & Health Services

Occasionally, an employee working on limited duty pursuant to a job offer under the Joint Rehabilitation Program may wish to change hours of duty or days off.

Consideration will be given to such requests when the employee can establish that other employees with the same or lesser seniority in the same craft and level are regularly and consistently being awarded the same days off and hours of duty through the bidding process. A primary factor in considering such requests will be the availability of suitable work within the employee's restrictions. Request should be submitted to the Supervisor, Injury Compensation, who will coordinate the review and determination.

This procedure applies only to those employees assigned to LDC 69 and is not intended to affect management's rights to assign or change hours of duty or days off of such employees. If you have any questions, please let me know.

DJ Shipman

D. James Shipman
Field Director, Human Resources
Des Moines Division
Des Moines, IA 50318-9994

cc: Frank Biegger, Director, Support Services
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DJA