

## Matrix Quick Reference Checklist

1. The matrix was introduced in the 95-99 agreement;
2. At that time every office created the matrix and then, and only then, did carriers get an actual opportunity to bid on secondary and tertiary routes by seniority;
3. The primary was already established at the outset since relief carriers to be appointed have to have a primary assignment;
4. NO bumping to include NO unilateral movement of positions on the matrix would occur once established though the NRLCA's position has long been that moving a carrier from a tertiary to a secondary position on the same route is not bumping. What happens if that happens and a carrier grieves it? Technically, management is not obligated to fill the secondary or tertiary positions when they occur unless an operational need exists, thus, if management does not fill the secondary position the tertiary would be secondary;
5. A relief carrier can only hold one primary position;
6. A relief carrier can only be in three positions on the matrix (except for TRC who only occupies one position on any matrix though that position may in fact be as a primary, secondary, or even tertiary);
7. A relief carrier can be in 2 secondary positions;
8. Management is not to train relief carriers on more than 3 routes until all relief carriers are trained on three routes
9. Once all relief carriers are trained on three routes, management can choose to train relief carriers on additional routes regardless of seniority. the transfer of an RCA to another primary position on the matrix occurs whenever an opening exists AT THE TIME - Article 30.2.E of the Contract.
10. A relief carrier can request to be trained and placed on a vacant position on the matrix for other than a primary 30.2.E position, though there is no requirement for management to allow such movement. In other words management does not have to grant that request.
11. When a primary vacancy occurs, it is offered by seniority to qualified leave replacements. For the purpose of Article 30.2.E qualified means available to serve the route and able to perform the full duties of the leave replacement assignment. In other words the relief need be assigned to the office and available to work – no requirement to have been previously used or trained on the vacant position.
12. TRC's were appointed for terms not to exceed 359 days; they can be terminated at any time; they have no bid rights whatsoever; there is no 'automatic' conversion; they need be appointed to an RCA position through the current on line hiring process since rosters no longer exist; the NRLCA cannot represent TRC's though specific part of the Contract apply to them.

**Notes: References to TRC's have been left in this because there still are offices that have TRC have and will have until August 2013. No further TRC appointments are being made.**

## **Matrix Concerns**

When the 1995 – 1999 National Agreement was signed “new language” was added to the Contract providing for a leave replacement assignment list in an effort to clarify the proper scheduling of leave replacements. At the time of signing, the parties agreed that the matrix as it was referred to would be created, posted, and followed in each office including stations and branches. I have chosen for this issue of the Minnesota Rural Carrier Review to offer the Q&A on the Matrix for everyone’s review. A word of caution, this has been part of the USPS-NRLCA Agreement for almost 14 years yet violations occur regularly, the most common violation is that the matrix is simply not posted “if indeed” there is one **and** there are additional Step 4’s that serve to guide management in scheduling along with the addition of the Relief Day Work List issue covered in Articles 8.5 & 9.2.C.5.

The second greatest violation is that Article 30.2.E is not followed is:

### **Filling a Leave Replacement Vacancy**

30.2.E When a vacancy occurs in the leave replacement ranks, management may add it to a part-time flexible rural carrier’s assignment or it shall be offered, at the time of the initial vacancy, to qualified substitutes, rural carrier associates, and rural carrier relief employees in that office in the order of the longest period of continuous service in the office, without regard to classification. If the vacancy continues to exist and the route has been substantially changed (i.e., classification, relief day, or assignment of vehicle) or the regular carrier assigned to the route has been on an extended absence for more than 30 calendar days, the assignment(s) shall be offered again to qualified substitutes, rural carrier associates, and rural carrier relief employees in the office in the order of the longest period of continuous service in the office, without regard to classification.

A third common violation is that management simply states that the matrix has to be redone rather than updated as the Contract and the Analysis provides and as the questions that follow explain how that is accomplished.

Finally, I will note that many times when management does update the matrix a combination of things has occurred to force this action and in many cases ‘multiple’ violations of the National Agreement have taken place such as relief carrier primary assignments have changed beyond the purview of Articles 30.2.E. and 30.2.G. Often in those situations we will have leave replacements shown on more than 3 positions on the matrix, yet, other relief carriers have only 1 or 2 assignments. Multiple RCA’s will be assigned to auxiliary routes, the list goes on but the point I will make is this, **in updating the matrix at a time when these contractual issues and/or violations have already occurred will result in some changes that are contrary to some of the principles established in the questions and answers that follow.**

## **QUESTIONS AND ANSWERS ON THE MATRIX**

**1. If the person assigned to the auxiliary route has accepted the auxiliary route as a 6 day assignment, where is he/she placed on the matrix if he/she gives up the 6 day assignment?**

A. When a substitute, RCA, or RCR who previously elected to serve an auxiliary route 6 days, later accepts a subsequent leave replacement vacancy, the employee will be annotated on the assignment list as the primary leave replacement for that route. If there are blanks on the assignment list for a route in the second and third leave replacement slots, and the employee is qualified

on the route(s), the employee may be designated accordingly on the assignment list. (Analysis of Changes National Agreement 1995-1999 pp. 25)

**2. Can a senior leave replacement carrier bump a junior leave replacement carrier?**

A. There is no "bumping" on the matrix under any circumstances. As an example, when the substitute, RCA, or RCR who previously elected to serve an auxiliary route six days, accepts a subsequent leave replacement vacancy, the employee may not bump a leave replacement with less service in the office from a second or third designated assignment.

**3. Can each station or branch have its own matrix?**

A. No. The matrix must be posted in each office, including stations and branches, and will list all regular rural routes along with the assigned leave replacement and those substitutes, RCA's and RCR's designated as the second and third leave replacements for each route. Stations and branches will fall under the main office and the matrix that is established for that office. Stations and branches can establish a separate list similar to the matrix for each individual delivery unit which provides the qualified substitutes, RCA's and RCR's in the order of the longest period of continuous service in the office for each route in the delivery unit. This will assist management when offering an assignment within the delivery unit, once the matrix has been exhausted. (Analysis of Changes National Agreement 1995-1999 pp. 23)

**4. If the primary, second and third leave replacements for a route are unavailable on a given day, is the work then offered to other qualified leave replacements by seniority?**

A. Yes, the assignment will then be offered to qualified substitutes, RCA's or RCR's assigned to that delivery unit, in the order of the longest period of continuous service in the office. (Article 30.2.D; Analysis of Changes National Agreement 1995-1999 Pg. 26)

**5. When would a Temporary Relief Carrier (TRC) be utilized?**

A. Only after the specific provisions of Article 30.2.D regarding the use of substitutes, RCA's and RCR's are complied with, may management utilize a TRC to serve a route other than his or her primary assignment.

**6. How are Temporary Relief Carriers (TRC's) recognized on the matrix?**

A. Temporary Relief Carriers (TRC's) may appear on the matrix only as the primary leave replacement. (Analysis of Changes National Agreement 1995-1999 Pg. 23)

**7. What is qualified?**

A. Qualified is defined as having received training on or having been utilized on the route. (Article 30.2.D.3)

**8. Last week there was no one available to carry route 1. Even though I have never been trained on route 1, my postmaster required me to deliver it. Now that I have carried route 1 am I considered qualified on that route?**

A. Yes. Since you have been utilized on route 1, your name should be placed on the list showing you are qualified on route 1. (EL-902 Article 30.2.D)

**9. I have been trained on two routes. Should I have been given training before I was required to carry this additional route?**

A. Yes. A newly appointed rural carrier craft employee or a leave replacement assigned to more than one route will be allowed a reasonable period with pay to become familiar with the route and become proficient. (EL-902 Article 9.2.L.1)

**10. If a leave replacement is given the opportunity to select two routes on the matrix that they are qualified on and they decline to make the selection, which routes would the leave replacement be designated for on the matrix?**

A. If the leave replacement opts not to make a selection, management would then have the discretionary authority to place the leave replacement's name on the matrix as a replacement for routes on which he/she is qualified, if vacant.

**11. Is there a time frame for redoing the matrix?**

A. No. When circumstances create a large number of blanks on the matrix due to conversions, auxiliary route assignments, etc., management should review the list to determine if some movement of qualified leave replacements or cross training is needed. (Analysis of Changes National Agreement 1995-1999 pp. 25)

**12. When redoing the matrix, can management change all the route assignments?**

A. No. Should management decide that some movement amongst assignments is necessary, only those qualified leave replacements desiring to change assignments will be affected. (Analysis of Changes to the National Agreement pg. 25)

**13. I am an RCA and the senior leave replacement in my office. I have been trained on my primary assignment only. All of the other leave replacements have been trained on three routes. Do I have the right to require my postmaster to train me on three routes?**

A. No. When necessary or desirable, a substitute, RCA or RCR who is assigned to one route may be utilized on up to three routes. However, the employee's prime responsibility is to the assigned route. (Article 30.2.C.1 USPS/NRLCA National Agreement 1995-1999)

**\*NOTE:** It is the position of the NRLCA that training on additional regular routes should be done by seniority. However, absent any contractual language to support our position, management has the discretionary authority to cross train. Discretionary authority must not be used in an arbitrary, capricious or discriminatory fashion. Before the other leave replacements are trained on a fourth route, management would be required to train you on up to three routes. (Step 4, G95R-4G-C 97105440, Prairieville, LA)

**14. When the regular carrier is on approved leave for an entire week and the primary relief carrier is not available, the secondary relief carrier is only available for three days, and the third relief carrier is available all week, who gets the work?**

A. The secondary leave replacement would carry the route on the days he/she is available and the tertiary carrier would carry the remaining days.

**15. If the leave replacement assignment becomes vacant on a primary route due to the RCA becoming regular, quitting, being fired, etc., do you post the second and third assignment?**

A. No. When a vacancy occurs in the leave replacement ranks, the primary assignment shall be offered to qualified substitutes, RCA's, and RCR's in that office in the order of the longest period of continuous service in the office, without regard to classification. When circumstances create a large number of blanks on the list due to conversions, auxiliary route assignments, etc., management should review the list to determine if some movement of qualified leave replacements or additional cross training is needed. Should management decide that some movement

amongst assignments is necessary, only those qualified leave replacements desiring to change assignments will be affected. (Analysis of Changes National Agreement pg. 25, EL-902 Article 30.2.E)

**16. When the senior leave replacement makes his/her second and third selection on the matrix, can he/she select two second positions or two third positions?**

A. No. When the employee is qualified on multiple routes the employee will be allowed to choose the two additional routes on which qualified, based on seniority. Qualified is defined as having received training on or been utilized on the route. The employee may appear as the primary replacement for one regular route and because of the seniority of the leave replacement appear as the second leave replacement on two additional routes. Conversely, the employee may appear in the third leave replacement column on two additional routes other than his/her primary route. Management must place the leave replacement on the matrix in the second position(s) if available. If there are no second positions available, the leave replacement would be placed in the third position(s). (Analysis of Changes National Agreement 1995-1999 pp. 24)

**17. Are substitutes, RCA's and RCR's allowed to be on the matrix in more than one post office?**

A. No. They would only appear on the matrix for the office to which they are assigned as the primary relief carrier. However, if the matrix has been exhausted and there is no one available in the office to deliver the mail, then a relief carrier from another office may be utilized in accordance with Article 30.2.D of the USPS/NRLCA National Agreement.

**18. What is meant by the term delivery unit?**

A. Delivery unit is defined for this purpose as a physical location containing one or more five digit Zip Codes under the control of one postmaster or station/branch manager. (EL-902 Article 30.2.D.3)

**19. What happens when the leave replacements in the second and third positions on the matrix are unavailable?**

A. If the second and third leave replacements on the list are unavailable the assignment will then be offered to qualified substitutes, RCA's, or RCR's assigned to that delivery unit in the order of the longest period of continuous service in the office. (Article 30.2.D; Analysis of Changes National Agreement 1995-1999 pp. 26)

**20. A TRC is initially assigned as a primary leave replacement, then a new RCA is brought into the office. Who has seniority?**

A. TRC's do not earn seniority. The RCA would be earning seniority from the date assigned to the office.

**21. The primary leave replacement on route 1 has the five day auxiliary assignment, the regular carrier on route 1 is out sick and since I am the next senior leave replacement in the office, I am working the auxiliary route. If after 89 days the leave replacement on route 1 accepts the designation 74 assignment, will the time I have served on the auxiliary route count toward my 90 day qualifying period so I can begin earning annual and sick leave?**

A. Yes. If the auxiliary route is awarded to the leave replacement who was temporarily assigned to the auxiliary route, the time served on the route would count toward the time requirement for earning leave in accordance with Article 10.5.B (Analysis of Changes National Agreement 1995-1999 pg. 97)

**22. If the auxiliary carrier has accepted the auxiliary route as a five day assignment, must they continue to be on the matrix?**

A. No. The employee will only serve on the assigned auxiliary route and as the primary leave replacement on the assigned regular route.

(Article 30.2.G.4)

**23. Should a leave replacement from a delivery unit be utilized before a leave replacement from another post office is utilized?**

A. Yes, all leave replacements from a delivery unit must be utilized before going to another post office, in addition to regular carriers on and off the RDWL. The need to borrow from another office is normally only due to an extreme emergency ( a recurring event is not an emergency).

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**51. Is an RCA who is temporarily unable to fully perform the duties of the position eligible to bid for a posted PTF rural carrier position?**

- A. No. The RCA must be able to perform all the duties of the PTF position at the time that the bid is awarded.

*(Reference: Andrea Wilson Letters dated September 1, 2000 and November 9, 2000; Implementation Guidelines for the Relief Day and PTF Rural Carrier Provisions in Extension to the 1995-1999 USPS/NRLCA National Agreement).*

**B. Probationary Period**

***(1999 Analysis)***

The language in this subsection has been changed for clarification. Rural carrier relief employees are no longer hired and therefore, would have no need for a probationary period. Rural carrier relief employees are also not eligible to become regular rural carriers. The PTF rural carrier was added to this subsection to indicate that conversion of a PTF to a regular rural carrier will not require a new probationary period.

***(2000 Analysis)***

When an RCR is assigned to an RCA position, the RCR is not required to serve a new probationary period.

**C. Assignment to or Utilization on More Than One Regular Route**

***(1999 Analysis)***

New language indicates that a PTF rural carrier may be assigned as the primary leave replacement on more than one regular K route. The PTF rural carrier assignment will only be established with K routes. The assignment will include no less than 2 K routes and no more than 5 K routes. However, no two routes designated as primary assignments may have the same relief day. If the PTF is assigned a K route that changes classification to a J route, the route's relief day will be changed to Saturday and the route will be removed from the PTFs assignment. In addition, the PTF rural carrier may be utilized on any regular or auxiliary route where the primary leave replacement for the regular route or the assigned leave replacement for the auxiliary route is unavailable.

The PTF rural carrier is considered a leave replacement and has been added accordingly to C.3.

**D. Unavailability of a Leave Replacement**

***(1995 Analysis)***

New language has been added which provides for a leave replacement assignment list. The leave replacement assignment list was introduced in an effort to clarify the proper scheduling of leave replacements and allow for utilization of leave replacements assigned to a specific delivery unit, once the list is exhausted. This leave replacement assignment list must be posted in each office, including stations and branches, and will list all regular rural routes along with the assigned leave replacement and those substitutes, RCAs, and RCRs designated as the second and third leave replacements for each route. Because of the language in Article 30.2.C. no

employee will be shown on the list on more than three regular routes.

Each office may design the assignment list locally. The following steps should be followed when compiling the leave replacement assignment list. All regular routes in the office are listed. Auxiliary routes are not listed on the leave replacement assignment list. Annotate in the "Prime" or "Primary Assignment" column, the assigned leave replacement for each regular route. Temporary Relief Carriers (TRCs) may appear on the list only as the primary replacement.

Beginning with the substitute, rural carrier associate, or rural carrier relief employee with the longest period of continuous service in the office, designate each employee as the second or third leave replacement on two routes other than his or her prime assignment, on which the employee is qualified. When the employee is qualified on multiple routes the employee will be allowed to choose the second and third routes based on seniority. Qualified is defined as having received training on or been utilized on the route. The employee may appear as the primary replacement for one regular route and because of the seniority of the leave replacement appear as the second leave replacement on two additional routes. Conversely, the employee may appear in the third leave replacement column on two additional routes other than his or her primary route. However, each substitute, RCA or RCR will appear no more than three times on the assignment list. Continue to designate assignments until the list is complete or there are no additional qualified employees to designate.

There may be blanks on the leave replacement assignment list. Normally, these blanks will appear on second or third leave replacement assignments. Prime assignments are filled in accordance with the provisions of Article 30,2.E. or 30.2.G.2.a. Blanks may appear because there were not enough qualified substitutes, RCAs, or RCRs available to be designated as second or third leave replacements. Blanks may also be created when a substitute, RCA, or RCR elects to serve the auxiliary route six days per week and relinquishes his or her leave replacement assignments. In addition to these reasons, an RCA converting to regular carrier, transferring, or resigning, would all result in the creation of blanks in the assignment list. Should a blank occur in the assignment list and another qualified substitute, RCA, or RCR is not currently designated for three routes on the list, this employee may be designated to serve as the second or third leave replacement where there is none listed. Filling the blanks would also be done based on the longest period of continuous service in the office.

When a substitute, RCA, or RCR who previously elected to serve an auxiliary route six days, later accepts a subsequent leave replacement vacancy, the employee will be annotated on the assignment list as the primary leave replacement for that route. If there are blanks on the assignment list for a route in the second and third leave replacement slots, and the employee is qualified on the route (s), the employee may be designated accordingly on the assignment list.

When circumstances create a large number of blanks on the list due to conversions, auxiliary route assignments, etc., management should review the list to determine if some movement of qualified leave replacements or additional cross training is needed.

Should management decide that some movement amongst assignments is necessary, only those qualified leave replacements desiring to change assignments will be affected.

There is no "bumping" on the leave replacement assignment list designations under any circumstances. As an example, when the substitute, RCA, or RCR who previously elected

to serve an auxiliary route six days, accepts a subsequent leave replacement vacancy, the employee may not bump a leave replacement with less service in the office from a second or third designated assignment. This employee would be placed in a blank second or third assignment as described above.

Whenever the leave replacement assigned to serve a route is temporarily unavailable or there is no assigned leave replacement, management will refer to the leave replacement assignment list and offer the assignment to the leave replacement designated as second replacement for the route. If this employee is unavailable or there is no second replacement, then the employee designated as the third replacement will be offered the assignment.

If the second and third leave replacements on the list are unavailable, the assignment will then be offered to qualified substitutes, RCAs, or RCRs assigned to that delivery unit in the order of the longest period of continuous service in the office. A substitute, RCA, or RCR is considered assigned to a specific delivery unit if the primary assignment is to a regular route in that delivery unit. This delivery unit specific language was added to assist large facilities with multiple stations and branches in scheduling assignments properly with minimal difficulty.

Management may wish to establish a separate list, similar to the leave replacement assignment list, for each individual delivery unit, which provides the qualified substitutes, RCAs, and RCRs in the order of the longest period of continuous service in the office, for each route in that delivery unit. This will assist management when offering assignments within the delivery unit.

If management is unsuccessful in its effort to provide coverage for the route after utilizing the leave replacement assignment list and offering to qualified leave replacements within the delivery unit, it may designate another qualified employee in the delivery unit. If TRCs are available, management may utilize them at this time.

**LEAVE REPLACEMENT ASSIGNMENT LIST**

<b>ROUTE NUMBER</b>	<b>PRIME</b>	<b>SECOND</b>	<b>THIRD</b>
K001	BATES	(prev. Adams)	CONE
K002	EDISON	BATES	DAVIS
K003	CONE	(prev. Adams)	EDISON
J004	DAVIS	BATES	EDISON
J005	TRC#1	CONE	DAVIS

Above is a sample, which reflects a portion of a leave replacement assignment list. This leave replacement assignment list was completed in accordance with the provisions of Article 30.2.D. When auxiliary route 010 was offered to the senior RCA (Adams); he elected the six-day assignment. Upon electing the six day assignment on the auxiliary route, his primary assignment was filled in accordance with the provisions of Article 30.2.E. The residual "prime" vacancy was then filled by a TRC. However, the back-up assignments held by Adams remain as blanks on the assignment list. The third replacement may be moved to the second replacement blanks, or a substitute, RCA, or RCR who was qualified on Adams' assignments, but not listed three times on the list, may also be moved to those blanks. TRCs are not annotated in these blanks.

Examples of the utilization of the leave replacement assignment list: 1, Route K002 has called in sick. The primary leave replacement (Edison) is scheduled to work route K003. The manager would reference the leave replacement assignment list and see that the second leave replacement is Bates. The manager would contact Bates to cover the assignment.

Same scenario, however, when the manager phones Bates, he is unable to reach this employee. The manager again references the assignment list and sees the third leave replacement is Davis. Davis is working his primary assignment (J004) on this particular day. The manager has now exhausted the assignment list. Francis has run this route once or twice, and is assigned to that delivery unit. Under the provisions of Article 30.2.D., Francis is assigned to serve route K002.

2. Route K001 has requested annual leave for Friday. The manager references the assignment list and sees that Bates is the primary replacement. However, Bates is already scheduled to serve route J004 on Friday. The manager then checks for availability of Cone. Cone is available and is scheduled to work route K001 and the leave is approved.

### **(1999 Analysis)**

The leave replacement assignment list (the matrix) will be posted in each office and will list all regular routes along with the designated primary leave replacement, and those substitutes, RCAs, and RCRs designated as the second and third leave replacements. Lists should be modified to indicate the relief day of each regular route. Any changes to the assigned relief days may necessitate that management review the assignment list and make appropriate changes. PTF rural carriers will appear only as primary leave replacements on the assignment list.

Whenever the leave replacement assigned to serve a route is temporarily unavailable or there is no assigned primary leave replacement, management may require a PTF rural carrier serve the route prior to assigning the route to the substitute, RCA, or RCR designated as the second or third leave replacement. If the second and third leave replacements are unavailable and no PTF rural carrier has been assigned to the route, management will then assign a qualified substitute, RCA, or RCR in the delivery unit to serve the route in the order of the longest period of continuous service in the office. Qualified is defined for this purpose as having received training on or been utilized on the route.

If management is unsuccessful in its effort to provide coverage for the route after utilizing any available PTF rural carrier, the leave replacement assignment list, and qualified substitutes, RCAs, and RCRs in the delivery unit, they may designate any other leave replacement in the office prior to selecting a regular rural carrier to work in accordance with Article 8.5.

### **Q & A 1999 Analysis**

**53. Will the leave replacement assignment list (matrix) still be used in each office showing the primary leave replacement for each route and the second and third leave replacements to be utilized on each route? How does the PTF fit into the matrix?**

A. Yes, The matrix will still be posted and utilized in each office. The PTF rural carrier will be shown on the matrix only as the primary leave replacement to those K routes to which he or she is assigned.

**54. How will the provisions of the Extension to the 1995 Agreement change the look of the matrix?**

A. The provisions of the Extension do not require any changes to the matrix. However, management may wish to change the matrix to reflect the appropriate relief day for each regular route.

**55. Can management utilize a PTF rural carrier prior to the designated second or third leave replacement?**

A. Yes. A PTF rural carrier may be utilized before a substitute, RCA, or RCR on any route except for the primary assignment or the six-day auxiliary route assignment.

**E. Filling a Leave Replacement Vacancy**

***(1995 Analysis)***

The term "leave replacement" has been replaced with substitute, RCA, and RCR, to ensure that TRCs are not mistakenly included when offering vacancies in the leave replacement ranks in accordance with these provisions. Note that a TRC primary route assignment is not considered a leave replacement vacancy except during the TRCs break in service.

***(1999 Analysis)***

Language has been added to this subsection to indicate that when a vacancy occurs in the leave replacement ranks, it will be offered at the time of the initial vacancy, to substitutes, RCAs, and RCRs in that office in the order of the longest period of continuous service. PTF rural carriers are not offered the opportunity to accept this vacancy. Management may assign a residual vacancy in the leave replacement ranks to a PTF rural carrier in accordance with 30.2.C.1. If the route has been substantially changed prior to filling the leave replacement vacancy, the assignment will be offered again to qualified substitutes, rural carrier associates, and rural carrier relief employees in the office. A change in the route's classification, a change in the route's relief day, and a change in assignment of a vehicle to the route, are examples of a substantial change.

Part 2 is new language that provides management with the option of eliminating a vacant PTF rural carrier position, or posting and filling the position in accordance with 30.2.A.3.

For the purpose of this subsection, the term "qualified" means available to serve the route and able to perform the full duties of the leave replacement assignment.

There are occasions when it may be necessary to change the primary assignment of a substitute, RCA, or RCR because of the relief day of the route. Management may reassign substitutes, RCAs, or RCRs to another primary assignment with a different relief day to provide an additional assignment for a PTF. When it is necessary to change the primary assignments, those substitutes, RCAs and RCRs assigned to routes with the relief day needed, in the order of the longest period of continuous service in the office, without regard to classification, will have the option of changing assignments. Management will then reassign by juniority if the number of assignments needed has not been reached.