

STANDARD OPERATION PROCEDURE
FOR THE USE OF RELIEF & POOL CLERKS (R&P)

The BMAU Supervisors will assign Relief & Pool (R&P) clerks as follows:

- Whenever a bid position becomes available through leave or being vacated or a detail is available, the senior R&P clerk eligible to work the tour must assume the schedule of the position.
- The R&P will stay on the assumed schedule until the leave ends or the position is filled.
- If another position or detail becomes available and the senior R&P is already being used, the assignment will go to the next senior R&P available to work the tour of the position.
- When all R&P clerks are assigned, the senior regular BMAU clerk will be assigned to the vacant position or detail.
- R&P clerks can be used as additional assistance in the BMAU or the Mailing Requirements office.

By Trent