

353.4 **Realignment or Reevaluation**

In a realignment or reevaluation involving nonbargaining positions, Headquarters Employee Resource Management determines the effect on individual positions. Based on those determinations, the following general rules apply when assigning incumbents and filling affected positions:

- a. The incumbent is automatically assigned to the position if there is no significant change in duties or responsibilities and no change in grade.
- b. The incumbent is promoted noncompetitively if the position is upgraded with no significant change in duties or responsibilities.
- c. The incumbent has no assignment or promotion right to the new position if there is a significant change in duties and responsibilities that result in the authorization of a new position at the same or higher grade and abolishment of the present position. The new position is filled in accordance with regular procedures, and the incumbent of the abolished position is assigned in accordance with [354](#).
- d. The incumbent is treated in accordance with [354.241](#) in any situation where a position is evaluated at a lower grade.

354 **Assignment of Unassigned Employees**

354.1 **Policy**

354.11 **Bargaining Employees**

Assignment of excess bargaining employees must be in accordance with the applicable provisions of the appropriate collective bargaining agreement.

354.12 **Non-bargaining Employees**

Assignment of unassigned career non-bargaining employees must be in accordance with the procedures described in [354.2](#), as appropriate. Postal Service policy provides equal opportunities for all employees without discrimination because of race, color, religion, sex, national origin, disability, or age.

354.2 **Assignment of Non-bargaining Unit Employees Due to a Potential or Actual Reduction in Force**

The Postal Service has the option to apply to any individual organizational change none, one, or more of the following provisions that are not required by reduction in force (RIF) statutes and Office of Personnel Management RIF regulations applicable to the Postal Service.

354.21 **General**

354.211 **Definition of Reduction in Force**

A reduction in force (RIF) is the administrative process through which the Postal Service eliminates positions and accounts for the employees who formerly occupied those positions. A RIF action occurs when an employee is released from his or her competitive level by separation, demotion, or a reassignment requiring displacement. Release from a competitive level must be caused by the following:

- Elimination or significant modification of existing work.