

Local Memorandum
of
Understanding

NALC Local Branch #383

Benton, KY 42025

NALC BRANCH #383

STEWARDS NOTES CONCERNING BENTON, KY 42025 LMOU

Minor addition to article 13

...Management will select from /in order 1. CCA 2.PTF....



Union President Local 383

5/27/2021



Management Representative

5.27.2021

L.M.O.U.
Benton, Ky. 42025

ITEM 1 ADDITIONAL OR LONGER WASH-UP PERIODS

When an employee performs dirty work or work with toxic materials, the employee will be allowed reasonable wash up time.

ITEM 2 THE ESTABLISHMENT OF A REGULAR WORK WEEK OF FIVE DAYS WITH EITHER FIXED OR ROTATING DAYS OFF

Letter Carriers will have fixed days off. One carrier will have Saturday, the other carrier will have Monday.

ITEM 3 GUIDELINES FOR THE CURTAILMENT OR TERMINATION OF POSTAL OPERATIONS TO CONFORM TO ORDERS OF LOCAL AUTHORITIES OR AS LOCAL CONDITIONS WARRANT BECAUSE OF EMERGENCY CONDITIONS

The installation head or designee shall consider:

- A. The health and safety of the employees
- B. The accessibility of postal operations to customers/employees/employer
- C. Requirements/expectations of customers in a decision for curtailment or termination of postal operations. In addition, to the extent possible, the installation head/local management will seek the cooperation of local media to inform employees.

ITEM 4 FORMULATION OF LOCAL LEAVE PROGRAM

The vacation schedule will be handled by the Union, with the schedule provided by management. Choice vacation will be granted to bargaining employees by seniority. Beginning the first day of Pay Period 2 and ending the last day of Pay Period 2, the choice vacation calendar will be made available to all full time and part time employees. Employees will submit PS Form 3971 in duplicate on or before the last day of Pay Period 2. PS Forms 3971 will be returned to employees no later than 21 days from the first day of Pay Period 2. Any requests for annual leave submitted outside of Pay Period 2 would be considered incidental leave.

ITEM 5 THE DURATION OF THE CHOICE VACATION PERIOD(S)

Choice vacation period will begin the third full week of January and end the last full week of November.

ITEM 6 THE DETERMINATION OF THE BEGINNING DAY OF AN EMPLOYEE'S VACATION PERIOD

Choice vacation selections will run Monday through Saturday.

ITEM 7 WHETHER EMPLOYEES AT THEIR OPTION MAY REQUEST TWO SELECTIONS DURING THE CHOICE VACATION PERIOD, IN UNITS OF EITHER FIVE (5) OR TEN (10) DAYS

Employees at their option may request two selections during the choice vacation period in units of 5 or 10 days.

ITEM 8 WHETHER JURY DUTY AND ATTENDANCE AT NATIONAL AND STATE CONVENTIONS SHALL BE CHARGED TO THE CHOICE VACATION PERIOD

Leave for attendance of national and state conventions will count toward choice period for station complement only. Jury duty will not be considered a part of the quota of carriers off during the choice vacation period.

ITEM 9 DETERMINATION OF THE MAXIMUM NUMBER OF EMPLOYEES WHO SHALL RECEIVE LEAVE EACH WEEK DURING THE CHOICE VACATION PERIOD

A minimum of one bargaining employee will be allowed leave each week during the choice vacation period for requests made during Pay Period 2.

ITEM 10 THE ISSUANCE OF OFFICIAL NOTICES TO EACH EMPLOYEE OF THE VACATION SCHEDULE APPROVED FOR SUCH EMPLOYEE

Choice leave requests will be made on PS Form 3971 in duplicate. The duplicate will be returned to the employee to provide official notification of the employees approved vacation schedule. The vacation schedule will be posted on the Union bulletin board.