

LOCAL MEMORANDUM OF UNDERSTANDING  
MUSCATINE, IOWA

ARTICLE I  
SERVICE WEEK  
CONTRACT ITEM: 2

- A. The Saturday through Friday five-day workweek of all regular letter carrier positions in the Muscatine Post Office shall consist of a rotating day off schedule with Sunday as a fixed day off

ARTICLE II  
CURTAILMENT OF SERVICE  
CONTRACT ITEM: 3

- A. It is recognized by both management and craft that on occasion, emergency conditions may exist which would encourage management to consider the curtailment of mail delivery. In cases of such emergency conditions, management will, prior to making a decision, take into consideration such factors as:
1. The safety and health of its employees.
  2. The degree of the emergency as stated by responsible governmental authorities.
  3. The requirements and reactions of our customers to the emergency.
  4. The accessibility of postal operations and its customers to the employer and employees.

Prior to taking any action to curtail deliveries, management will notify the union of its decision and plans of implementation.

ARTICLE III  
LEAVE POLICY  
CONTRACT ITEMS: 4, 5, 6, 7, 8, 9, 10, 11, 12, 20

- A. Annual leave schedule will be posted on a calendar. Employees with approved annual leave shall have their name appear on the calendar.
- B. The choice vacation period shall be May 1 through November 30.
- C. The leave week for the choice vacation period shall be Monday through Sunday.

D. Letter carriers, at their option, may request zero, one or two selections for the choice vacation period. The total choice selection shall not exceed fifteen days for carriers who earn twenty or more days of annual leave per year; the total choice selection shall not exceed ten days for carriers who earn less than twenty days of annual leave per year.

E. Management shall allow carriers to be on annual leave on any workday during the year at the number listed below:

1. During choice vacation period:

- |              |                      |
|--------------|----------------------|
| a. May       | 3                    |
| b. June      | 4                    |
| c. July      | 4                    |
| d. August    | 4                    |
| e. September | 3                    |
| f. October   | 3                    |
| g. November  | 3 (see exception #2) |

2. During non-choice period:

- |             |                      |
|-------------|----------------------|
| a. January  | 3                    |
| b. February | 3                    |
| c. March    | 3 (see exception #3) |
| d. April    | 3 (see exception #3) |
| e. December | 3                    |

Exceptions:

1. Management is not required to approve 3971's requesting annual for the single work day before a holiday that is designated as a holiday for those carriers whose non-scheduled day falls on the holiday (i.e. Saturday for a Monday holiday, or Thursday for a Saturday holiday.) To receive annual leave for this day, a carrier must request and retain leave sufficient enough to create a duration. A duration is 4 day of Annual Leave plus a holiday.
  2. During the Monday through Sunday leave week of Thanksgiving four slots will be available for annual leave.
  3. During the Monday through Sunday leave week preceding Easter, regardless if the Holiday falls in March or April, four slots will be available for annual leave.
  4. Management is not required to approve annual leave for December 22-24.
  5. Non-scheduled days included in a carrier's annual leave request that creates a duration will be blocked on the annual leave calendar for administration of local leave provisions.
  6. A duration is 5 days of Annual Leave, however, any annual leave for a Monday through Sunday leave week will be administered as a duration. Up to four carriers may attend.
- F. Four slots will be withheld on the annual leave calendar for all known union conventions, schools and/or training seminars. The four slots may be charged against the number of carriers allowed annual leave on any given day but will not be charged against the individual carrier's choice vacation selection.
- G. To facilitate the choice vacation selection process, management will distribute four form

- 3971's to all carriers during the month of December so that two choice vacation selections can be submitted in duplicate.
- H. To receive seniority based consideration for approval of choice vacation period selection(s), carriers must submit choice selection(s) in duplicate on form 3971 before February 15 using the weekly unit noted in Article 3, Section C of this agreement. All 3971's requesting leave for May-December of the same year will be held until February 15.
  - I. The most senior carrier's two requests (or one if only one is submitted) will be approved first, down to the least senior carrier whose two requests (or one if only one is submitted) will be approved last. CCA's and PTF's will be included in this process after the least senior career carrier.
  - J. If a carrier's choice vacation selection(s) is to be denied, that carrier will be given 24 hours to submit a new request(s) before less senior carriers' requests are approved.
  - K. Management will notify carriers by March 1 of the choice vacation selection(s) granted to them by returning one copy of the 3971 with the approval signed by the supervisor. Management will retain one copy.
  - L. Any carrier scheduled for possible or actual jury duty during their choice vacation selection shall be allowed to select another vacation period as available within the number of carriers allowed annual leave. Jury duty will not be charged against the number of carriers allowed annual leave on any given day.
  - M. Either or both choice vacation selections may be cancelled only in the Monday-Sunday block as submitted.
  - L. Following approval of choice selections, all other vacation selections submitted prior to February 15 will be approved for the period May through December of the same year based upon the criteria starting with #1.
    - 1. All 3971's for Monday-Sunday weeks from most senior carrier's request(s) first to least senior carrier's request(s) last.
    - 2. Other 3971's that create a duration from most senior carrier's request(s) first to least senior carrier's request(s) last.
    - 3. All other 3971's from most senior carrier's request(s) first to least senior carrier's request(s) last.
    - 4. CCA's and PTF's to be included in this process as with the choice period selections.
  - N. Following approval of choice selections all other vacation selections submitted on or after February 15 to bring the total to the appropriate number will be approved for the period May-December of the same year based upon a first come first served basis if submitted no later than the Tuesday prior to the work week being requested. The decision to approve requests submitted after the deadline is at management's discretion so long as the principles outlined elsewhere in this agreement are followed.

Exception:

1. If approved, 3971's submitted on the same day requesting advance leave for a later same date will be granted on the basis of seniority from those 3971's submitted up to 30 minutes after the latest reporting time of all full time routes.  
Later same day requests will be on a first come first served basis.

O. Vacation selections submitted prior to September 1 will be held until September 1 and will be approved for the period January-April of the following year based upon the following criteria starting with #1.

1. All 3971's for Monday-Sunday weeks from most senior carrier's request(s) first to least senior carrier's request(s) last.
2. Other 3971's that create a duration from most senior carrier's request(s) first to least senior carrier's request(s) last.
3. All other 3971's from most senior carrier's request(s) first to least senior carrier's request(s) last.
4. CCA's and PTF's to be included in this process as with the choice period selections.
5. Management will complete this process and notify carriers which selections have been approved by September 15.

P. Vacation selections submitted on or after September 1 to bring the total to the appropriate number will be approved for January-April of the following year based upon a first come first served basis if submitted no later than the Tuesday prior to the work week being requested. The decision to approve requests submitted after the deadline is at management's discretion so long as the principles outlined elsewhere in this agreement are followed.

Exception:

1. If approved, 3971's submitted on the same day requesting advance leave for a later same date will be granted on the basis of seniority from those 3971's submitted up to 30 minutes after the latest reporting time of all full time routes.  
Later same day requests will be on a first come first served basis.

Q. Section Q applies to choice and all other leave periods.

Management shall retain one copy of disapproved 3971's so that they can be approved in the correct order if management receives cancellations of previously approved annual leave requests or if it is later determined by management to approve additional requests. Management should also list additional names for non-approved requests on the annual leave calendar to ensure approval in the correct order.

R. If approved, 3971's requesting leave for the current business date will be granted on the basis of seniority from those 3971's submitted up to 30 minutes after the latest reporting time of all full time routes. Later current business day requests will be on a first come first served basis.

S. Section S applies to choice and all other leave periods.

A copy of the 3971 with approval or disapproval signed by a supervisor will be returned to the carrier within 72 hours of receipt by a supervisor. 3971's that are received but not returned within the 72 hours will be considered approved.

- T. Management will make every reasonable effort to grant annual leave for emergencies or for unforeseen special events (i.e. weddings, births, funerals, moving, but not limited to these.) Carriers must submit a 3971 and/or notify management as soon as possible.

ARTICLE IV  
METHOD OF SELECTING CARRIERS FOR HOLIDAY WORK  
CONTRACT ITEM: 13

- A. After PTF's and CCA's are scheduled and it is necessary to schedule any regular carrier(s) to work on a holiday, the day designated as their holiday or on their non-scheduled day that precedes the holiday, the following order shall be used:

- 1. Volunteer regulars by seniority.
- 2. Non-volunteer regulars by reverse seniority.

If a need for additional carriers arises after the schedule has been posted, carriers will be selected in the same order as above by starting over at the top of the seniority list. Before non-volunteer regulars are scheduled, however, Article 11, Section 6.B. of the national agreement shall be followed so as to excuse from duty as many non-volunteer regulars as possible.

- B. Holiday overtime hours normally assigned to carriers on the overtime desired list shall be assigned as follows

- 1. Volunteer regulars by seniority.
- 2. Non-volunteer regular by reverse seniority, on a rotating basis.

- C. Any overtime hours worked by a carrier on the overtime desired list shall not count toward the quarterly equalization.

OVERTIME LISTS  
CONTRACT ITEM: 13

- A. Once per quarter carriers will be allowed to "jump down" from the OTDL to work assignment. At no time will carriers be allowed to go back up to the OTDL until the next quarter.

ARTICLE V  
LIGHT DUTY ASSIGNMENTS  
CONTRACT ITEM: 17

- A. If a light duty assignment is needed, management shall meet with the president of NALC Branch 644 (or appropriate designee) and they will work diligently to reach an agreement for an assignment of the carrier.

ARTICLE VI  
POSTING  
CONTRACT ITEM: 22

- A. Carrier assignments when declared vacant shall be posted for five consecutive work days (not to include Sundays or holidays.)
- B. If a carrier is absent during the entire time an assignment is posted, the assignment shall not be awarded to a less senior carrier until the absent carrier has had an opportunity to enter a bid on the vacant assignment. This shall be accomplished in any one of the following three ways:
1. By allowing the absent carrier to submit a bid within five work days of a conference call between the absent carrier, a union officer and a manager (who will inform the absent carrier of the posting) or,
  2. By allowing the absent carrier to submit a bid within five work days of the receipt of certified mail that informs the absent carrier of the posting or,
  3. Upon returning to work, the absent carrier shall be allowed that day plus the following workday to submit a bid.
- C. A vacant carrier assignment that results from a carrier successfully bidding on another carrier assignment shall not be posted unless the successful bidder has had an opportunity to try the new assignment by assuming it for one day or assuming the street duties of the new assignment for one day. Normally the senior bidder(s) may be afforded this opportunity during or before the posting period by trading for one day their assignment with the carrier who is filling the vacant assignment that is posted. If after trying the vacant assignment the carrier decides not to accept it, they may withdraw their bid without having used one of the bids that they are entitled to in Article 12, Section 3 of the national agreement.
- D. When a letter carrier route or full-time duty assignment other than the letter carriers route(s) or full-time duty assignment(s) of the junior employee(s) is abolished at a delivery unit as a result of, but not limited to, route adjustments, highway, housing projects, all routes and full-time duty assignments at that unit held by letter carriers who are junior to the carrier(s) whose route(s) or full-time duty assignment(s) was abolished shall be posted for bid in accordance with the posting procedures in this article.

- E. 1. As long as a six day delivery week is in effect, if any regular position is assigned a fixed day off schedule, that position will be posted for bids.
2. If the USPS implements a five day delivery week that results in all full time assignments having the same non-scheduled day, (e.g. every route non-scheduled on Sunday and Wednesday) no routes will be posted for bids based solely on the implementation. If a carrier's assignment is eliminated as a result of such implementation, Article 41.3.0. will be applied which will result in the posting of those assignments held by carriers junior to the carrier whose position is eliminated.
3. If the USPS implements a five day delivery week that results in differing days off being assigned to different routes by management (e.g. assigning Saturday as a non-scheduled day for routes that are predominantly business deliveries and/or week-days for predominantly residential routes) any such route will be posted for bids.
4. If there is no need for specific variable non-scheduled days for certain assignments identified by management, carriers will be allowed to use their seniority to bid for available non-scheduled days for their assignment (e.g. if up to four assignments can be non-scheduled on each of 6 days, once four carriers have bid for Monday as a non-scheduled day, then Monday will no longer be available for bid.) The bid process for non-scheduled days will occur after any bids resulting from the implementation of Article 41.3.0.

ARTICLE VII  
DISPLACING A CARRIER TECHNICIAN OR PTF  
CONTRACT ITEMS 21 & 22

- A. A regular carrier who works their non-scheduled day shall work their duty assignment provided there is a route to which the carrier technician can be assigned that is on the carrier technician's swing of five routes. Otherwise, the carrier working their non-scheduled day shall be assigned where needed. The displaced carrier technician shall be given a choice of assignments if more than one of the routes on their swing is vacant. A carrier technician who works their non-scheduled day shall work within their swing of five routes if available. Otherwise, the carrier technician will be assigned where needed.
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This local memorandum of understanding is entered into at Muscatine, Iowa by and between the representatives of the United States Postal Service and the National Association of Letter Carriers pursuant to the local implementation procedures of the 2019 National Agreement. It will remain in effect until a new local memorandum of understanding is negotiated.

Carrie Clawson

5-27-21

Carrie Clawson, Postmaster at Muscatine, Iowa  
for the United States Postal Service

Carlos Martinez

5-27-21

Carlos Martinez, President of NALC Local 644  
for the National Association of Letter Carriers, AFL-CIO