

**MEMORANDUM  
OF  
UNDERSTANDING**

**Between**

**The United States Postal Service  
Cottage Grove, Minnesota**

**And**

**National Association of Letter Carriers  
Branch 28 AFL-CIO**

**2019-2023**

LOCAL MEMORANDUM OF UNDERSTANDING  
COTTAGE GROVE, MINNESOTA 55016

ARTICLE XXX

Item 1. Installation heads shall grand reasonable wash up time to those NALC employees that perform dirty work.

Item 2. Requests for unscheduled leave must be treated on a first applied, first granted basis, seniority not prevailing. Emergency leave must be granted priority.

Item 3. Vacation weeks will commence on Monday morning and run through midnight Sunday.

Item 4. The days of the NALC State and National Convention and seminars shall be reserved, if management is notified before the bid board is circulated as to the days required.

Item 5. Management will circulate the vacation sheet in order of seniority to all carriers. Management will circulate the sheet to be completed by December 30 prior to the beginning of prime time vacation period.

Item 6. The choice vacation period may be split into two (2) periods at the employee's option. Employees who earn thirteen (13) days annual leave per year shall be granted up to ten (10) days of continuous annual leave during the choice period. They may be taken consecutively or split units of five (5) days. Employees who earn twenty (20) or twenty six (26) days of annual leave per year shall be granted up to fifteen (15) days of continuous annual leave during the choice period. They may be taken consecutively or split into units of five (5) days and ten (10) days or ten (10) days and five (5) days. During the scheduling of vacation, management shall circulate the vacation sheet in order of seniority. After all carriers have filled out their vacation choice, it shall again be circulated in order of seniority for second choice. After the vacation list has been circulated the second time it will be posted on the bulletin board. If there are any vacation slots open after it is posted, vacation will be granted on a first come-first served basis, whether full or any part of a week, in 8 hour increments, is requested to fill out the quota. CCA's and PTF's will select weeks provided they have earned

enough hours (actual or projected) to cover their bids by the time their vacation starts.

Item 7. Annual leave request shall be filled out in duplicate by the employee. The duplicate to be returned to the employee as soon as possible indicating whether or not approved but no later than the end of his tour Wednesday of week preceding the week in which annual leave is desired, provided request is submitted at least twenty four (24) hours in advance of said Wednesday. In the event an employee requests short-term annual leave, failure to reply by Wednesday of the week preceding requested annual leave automatically entails approval of the leave requested. The absence from work of the requesting carrier removes this responsibility from management.

Item 8. A total number of carriers equal to 12.5% of the total carrier Bargaining Unit work force shall be granted annual leave at any one time during prime time. Any fraction of a carrier will be rounded up to the next full carrier.

Item 9. Prime time vacation shall be from the first Monday in January through the last Saturday in November.

Item 10. Vacation may be cancelled by the employee in whole week increments with a minimum of seven (7) days written notice prior to the first day of vacation. Cancelled vacation shall be posted within twenty four (24) hours and shall be bid by seniority starting with the carrier below the forfeiting carrier.

Item 11. Jury duty will not be considered as part of the quota of carriers of during the choice vacation period.

Item 12. The holiday work schedule will be as follows:

- A. City Carrier Assistants
- B. Part-time flexibles.
- C. Full-time volunteers selected by seniority. (Seniority of employees on overtime and those on premium pay is merged together for this category.)
- D. Non-volunteers that will be working on their non-scheduled day selected by inverse seniority. (Select the most junior person first)
- E. Non-volunteers that will be working on their holiday, selected by inverse seniority. (Select the most junior person first)

Item 13. All regular carriers will be on a rotating work schedule.

Item 14. When it is not possible to assign an ill or injured employee covered under Article XIII of the National Agreement in a temporary or permanent light duty assignment within the letter carrier craft, it is agreed that the installation head shall consult with a designated representative of the craft to which the assignment is proposed and the designated representative of the employees own craft prior to effecting the assignment. The representative of the letter carrier craft shall be the Branch 28 President or his designee.

Item 15. Within the carrier craft the following may be considered light duty assignments, but not limited to:

- A. Labeling cases.
- B. Performing services which ill or injured employees may be able to perform on auxiliary mounted routes.
- C. Other normal carrier duties.

Designation of these duties as light duty does not remove them from healthy or uninjured carriers normal assignments or what the doctor says they may perform.

Item 16. NALC allotted parking spaces shall be on a first come, first serve basis.

Item 17. The Postmaster or designee will consider local conditions, the closing of local business, and any advice of local and state police in deciding the curtailment or termination of Postal Operations. The NALC Representative will be notified of any adverse conditions as soon as possible and all carriers will be notified by whatever means necessary including an announcement on the local media.


Item 18. When a letter carrier route or full-time duty assignment, other than the letter carrier 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 the 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 procedures in this Article. A change of 50% or more of a route or full-time duty assignment will be considered an abolishment of that route or full-time duty assignment.

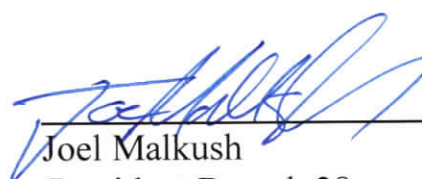
Item 19. The Installation head shall meet with the appropriate representative of Branch 28 any time as may be mutually agreed upon. Branch 28 may have one representative at this meeting who shall be on the clock. Matters of mutual concern taken up at a Labor Management meeting will be incorporated into the minutes of that meeting. A copy of such minutes will be furnished to the President of Branch 28 and to the office steward who will post the minutes on the carrier bulletin board. It is agreed that agenda items for discussion at the meeting shall be exchanged by the President of Branch 28 or his designee at least 24 hours before the scheduled meeting. Items not placed on such agenda shall be discussed only by mutual consent of the parties. Items discussed and the results of the meeting will be shared jointly by both parties involved at the next weekly stand up talk.

Item 20. Bidding and posting shall be handled in accordance with Article 41 of the National Agreement.

RE: Signing Overtime Lists

Employees who transfer from another installation or are converted to Full-time Regular following the overtime list signup period, shall have three (3) days to place their names on either the overtime desired list or work assignment list if they choose.

 5-19-21  
Luanne K. Reeves                      Date  
Postmaster  
United States Postal Service  
Cottage Grove, MN

 5-19-2021  
Joel Malkush                      Date  
President Branch 28  
National Association Letter Carriers  
St Paul, MN