



**2019-2023**

**Memorandum of Understanding**

**Between**

**National Association of Letter  
Carriers, Branch 28**

**And**

**United States Postal Service**

**Forest Lake, Minnesota**

**55025**

## ARTICLE 1

### UNION RECOGNITION

- A. The agreement reached herein through negotiation between Management and Branch 28, The National Association of Letter Carriers, AFL/CIO, are entered into to implement Article XXX of the nationally negotiated working agreement of 2019 and constitutes a Memorandum of Understanding between the Forest Lake Post Office (Management) and Labor Organization (Branch 28)
- B. This Memorandum of Understanding covers all employees of the Forest Lake Post Office for which the National Association of Letter Carriers, AFL/CIO, has been recognized as the National exclusive bargaining representative at the National Level, except those employees specifically excluded in Article 1, Section 2 of the National Working Agreement of 2019 through 2023.

## ARTICLE XXX

### LOCAL IMPLEMENTATION

#### Item 1

- A. Article VIII, Section 9 provides reasonable wash-up time for a letter carrier that performs dirty work.
- B. It is the position of the US Postal Service that any letter carrier be granted such time as is reasonable and necessary for washing up after performing dirty work or incident to personal needs as currently established.

#### Item 2

All Full-time carriers will be on a six-week rotating work schedule.

#### Item 3

- A. Community disasters such as fires, floods, or storms, must be general rather than personal in scope, and must prevent groups of employees from working or reporting to work. The Forest Lake Postmaster will render the final judgment to curtail postal operations because of emergency conditions. Employees on annual leave, sick leave, or LWOP remain in such status. They are not entitled to emergency annual.
- B. The Branch President, or his designee, and the Postmaster, or his designee, will consult on any local emergency of the general nature.

#### Item 4

- A. The vacation sign-up will begin on December 1, for the upcoming leave year.

- B. Sign-up will be by seniority and consist of three (3) rounds. Each carrier will have three (3) days to make their selection during each round.
- C. ROUND 1: Each carrier may sign up for three (3) Full weeks. Weeks may be separate or in any combination together. All three (3) may be during the Prime Vacation period. Make selections using PS Form 3971.
- D. ROUND 2: Each carrier may sign up for one (1) additional week. A maximum of three (3) weeks during Prime may be selected by each carrier. All other rules from round 1 apply to round 2.
- E. ROUND 3: Each carrier may sign-up for up to two (2) additional single days and any number of full weeks.
- F. Full weeks take priority over single days. All other rules from round 1 apply to round 3.
- G. After sign-up period is completed, all leave requests will be considered according to the needs of the service, on a first come basis. A carrier may only have three (3) single Saturday requests pending at one time; excluding previous vacation selections.
- H. A carrier may not sign-up for more leave than will be available to them.
- I. A carrier may cancel vacation time in writing at least one week in advance. Other carriers may then Request those dates by seniority.
- J. The above includes PTF's and CCA's.

**Item 5**

Prime vacation period is June, July, and August.

**Item 6**

Vacation weeks begin Sunday and end Saturday.

**Item 7**

Any regular carrier who works on their scheduled day off, may work their own route and bump their utility carrier to another route on that utility if one is available.

**Item 13**

Holiday work schedule will be:

- 1) Full-time volunteers by seniority
- 2) City Carrier Assistant (CCA)
- 3) PTF's
- 4) Non-volunteers by reverse seniority on their non-scheduled day
- 5) Non-volunteers by reverse seniority on their Holiday

**Item 14**

Carriers on the overtime desired list will be called in by sections only. If a carrier is called in to fill a vacancy outside his section, except a reserve letter carrier, it should be at the option of the regular. Section is defined as the Forest Lake area.

**Item 19**

In the event there is insufficient parking at a station and parking must be assigned, spaces allocated to the letter carrier craft must be assigned based on seniority. This list will be updated every six months.

**RE: Signing Overtime Lists**

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

Amendments to this agreement can be made at any time if agreed to by both parties.

This Memorandum of Understanding is entered on May 28, 2021 at Forest Lake, Minnesota between Representative of the United States Postal Service and the designated agent of Branch 28, National Association of Letter Carriers AFL/CIO, pursuant to the Local Implementation Provision of the 2019 National Agreement

 5-28-2021  
\_\_\_\_\_  
Raymond Cermak                      Date  
Postmaster, Forest Lake

 5-28-2021  
\_\_\_\_\_  
Joel Malkush                      Date  
President, NALC Branch 28