



2019-2023

Memorandum of Understanding

Between

National Association of Letter Carriers, Branch

28

And

United States Postal Service

Northfield, Minnesota

Local Memorandum of Understanding
2019-2023 National Agreement
USPS –NALC Branch 28

This Local Memorandum of Understanding, entering into on May 28, 2021 between representatives of the United States Postal Service, herein referred to as Employer and Branch 28 of the National Association OF Letter Carriers, herein after referred to as the Union, pursuant to article XXX, of the 2019 National Agreement, constitutes the herein agreement and understanding of all matters relating to conditions of employment.

Articles I through VII See National Agreement

Article VIII Hours of Work

Section 1. Work schedule for all carriers will be posted by Wednesday of the preceding work week. Full Time carriers will have rotating days off with the work week running from Saturday through Friday.

Section 2. Overtime desired lists shall be prepared and Displayed in an appropriate place

Section 3. Letter Carriers will be granted such time as is reasonable and necessary for washing up after performing dirty work of incident to personal needs as currently established.

Section 4. In times of civil disorders of Acts of God involving community disasters such as fire, flood, or storms, the employer will determine whether conditions are such that postal operations should be curtailed or terminated taking into account the welfare of postal employees, service needs and local conditions. Curtailment or termination orders for affected areas should be, as far as possible, uniform in nature. All available means will be used to notify employees of such curtailment or terminations.

Article IX Salaries and Wages-See National Agreement

Article X

Leave

Section 1. Management will display the prime time leave calendar on the bulletin board no later than November 1, notifying carriers of the beginning of the new leave year, at which time the leave book will be passed.

Section 2. Vacation preference will be by Seniority

Section 3. Vacations will be on a Sunday through Saturday basis

Section 4. Prime time leave will be granted as follows, two (2) carriers will be allowed off on leave between the first week in May including any days in April through the second full week in December.

No carriers will be allowed off an Annual leave for the last two weeks in December. Unless approved by local management. The leave quota for the first full week in January through the last week in April will be one (1) carrier.

- a.) Leave for National and State Conventions, and any scheduled Union training, shall be blocked off to insure the delegates' will be granted leave in accordance with Article 24, Sec.2.B of the National Agreement.
- b.) All weekly Annual Leave being turned back in must be relinquished in writing by the close of your shift on Friday, at least 10 days prior to the beginning of the vacation week. If not you must use the entire vacation period. The minimum number of hours that can be worked and still hold down the week is 16 hours (2 eight hour days).

Section 5. a.) All applications for the first round of vacation bidding will be accepted by seniority starting, on November 1. Carriers will be allowed one fifteen (15) ay period, a ten (10) day period and five (5) day period, or two five (5) day periods during the first round. Carriers will have two days (48 hours) to submit their choices when notified of their turn.

b.) The second round of bidding will commence immediately upon completion of the first round in the same manner as Section 5.a if sufficient leave is accrued. Leave accrued is defined as at least 40 hours to block off one week, and 80 hours for two weeks, etc.

(c) Part time flexible and City Carrier Assistants will bid primetime leave with the presumption they will have accumulated at least 40 hours for each week bid.

Section 6. Guaranteed Leave

- (a) Annual leave of eight hours or more requested at least two (2) weeks but not more than thirty (30) days in advance will be granted on a first-come, first-served basis. If there is a vacant vacation slot available when requested by the letter carrier.
- (b) Units of less than eight hours. Requests of annual leave of less than eight hours will not be considered within the quota and will be on a first-come, first-served basis dependent on the needs of the service.
- (c) All requests for annual leave must be submitted in writing on PS Form 3971 noting date and time which will be considered the tie-breaker, if needed. All requests for annual leave will be responded to at least seven days prior to the date requested.

Section 7. Incidental leave

- (a.) incidental leave is described as leave of less than 8 hours and leave that is requested when the quota is full.
- (b.) carriers requesting 'incidental' annual leave must submit for 3971. Station supervisors will indicate on the form 3971 the date and time it was submitted. Management will reply within 72 hours following submission of Form 3971 accepting or rejecting leave on said time or leave will automatically be granted.

Article XI Holiday

- Section 1. A). The order for selecting employees to work on a holiday and/or a designated holiday is as follows:
- 1. City Carrier Associates, even if overtime is necessary
 - 2. Part-time flexible, even if overtime is necessary
 - 3. Employees volunteering to work their holiday or designated holiday.
 - 4. Employees volunteering to work their day off.
 - 5. Employees not volunteering to work their scheduled day by juniority.
 - 6. Employees not volunteering to work on their holiday or designated holiday by juniority.

Article XII

Principles of Seniority, Posting and Reassignments

- Section 1. The Posting of notice for vacant assignments shall be posted for 15 calendar days.
- Section 2. Employees absent on leave may make prior arrangements with their union representative to submit their bid for any posting they desire during their absence. Such bids must be initialed by the union representative.
- Section 3. Branch 28 will be notified promptly of any proposed permanent changes of starting times or major changes of working conditions in the Northfield post Office as soon as such advance information is known to management. In any event not less than seven (7) days in advance of any reassignments, unless unusual or extraordinary circumstances preclude such seven (7) day notification.

Article XIII

Assignments of Ill of Injured Regular Work Force Employees

- Section 1. Decisions concerning Light duty for carriers will be made on an individual case by case basis taking into account the employees restrictions, and available work.
- Section 2. Casing a carrier route shall be considered a light duty assignment.
- Section 3. When it is not possible to assign an ill or injured letter carrier to a light duty assignment within the carrier craft, in accordance with Article XIII of the National Agreement, the installation head or the designee shall discuss the matter with a representative of the NALC prior to effecting an assignment outside the craft.

Article XIV

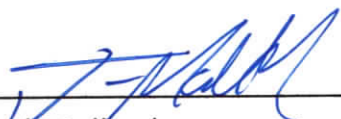
Safety and Health

- Section 1. The names of authorized doctors, medical facilities, and emergency telephone numbers where an employee can, in the event of an accident, injury, or dog bite shall be posted in a prominent place in the office.
- Section 2. A letter carriers safety shall be of utmost concern. No Letter Carrier shall be required to enter any premise whose circumstance could lead to bodily harm. And no letter carrier shall be required to deliver or collect mail in any building area which the carrier deems, that there is an imminent threat.

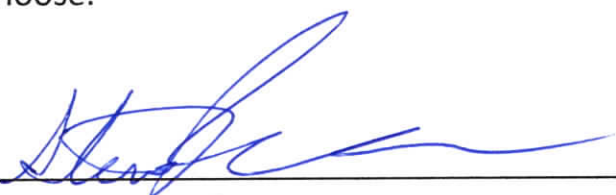
Article XV	See National Agreement
Article XVI	See National Agreement
Article XVII	Representation
Section 1.	Labor-management meeting shall meet at such times as may be necessary or requested by either party.
Section 2.	Submission of Agendas by either labor or management will constitute notification of meetings.
Section 3.	Agenda items will be submitted in writing four (4) days prior to the scheduled meeting.
Article XVIII	See National Agreement
Article XIX	See National Agreement
Article XX	Parking
Section 1.	In the event parking at Northfield must be assigned or in the event there is insufficient parking at Northfield, spaces allocated to the letter carrier craft must be assigned on the basis of Seniority
Article XXVI	See National Agreement
Article XXVII	See 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 seven (7) days to place their names on either the overtime desired list or work assignment list if they choose.



 Joel Malkush
 President Branch 28 NALC



 Steve Records
 Postmaster Northfield USPS