

MEMORANDUM OF UNDERSTANDING
BETWEEN
UNITED STATES POSTAL SERVICE
AND
NATIONAL ASSOCIATION OF LETTER CARRIERS, AFL-CIO
PROVO BRANCH NO. 887
2017-2019

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ARTICLE I
WORK SCHEDULES

All regular carriers shall have a regular work week of five (5) days with either fixed or rotating days off.

ARTICLE II
POSTING

The Provo Post Office will follow the automated bidding process. The Union will be notified of preliminary and final awards.

OPTING

Management shall post on the official bulletin board all temporarily vacant full-time craft duty assignments of the anticipated duration of five (5) days or more commencing on Monday. Unassigned Regulars and PTF/CCA letter carriers may indicate their preference for such assignments by Tuesday night before the schedule is posted. The senior carrier having indicated his/her preference shall be notified that he/she is awarded the full-time assignment by Wednesday. The above shall not apply where assignments become available upon less than twenty-four (24) hour notice. In such circumstances, managers shall inquire as to the preference of each employee and award that full-time assignment to the senior employee who indicates a preference. Availability shall be determined by personal contact of employees on the roster by management, except when a bypass is necessary, the Union shall be notified immediately. In the event the vacancy extends into a second full week or more, the bypassed employees shall have the opportunity to opt on the duration of the assignment. Vacant full-time duty assignment opts preceding a holiday week, must be submitted on Monday night.

ARTICLE III
ADMINISTRATION

- A. The installation head and/or his representation shall meet with appropriate representatives of the union in accordance with Article 17, Section 5C, of the National Agreement. Meetings may be changed by mutual agreement only. Meetings shall be convened at **9:00am** on the **third** Thursday of January, April, July, and October in a neutral location to be determined by both parties. Except for unusual situations, meetings shall run for such time as is necessary to dispose of all business. Emergency meetings shall be scheduled on a unilateral basis and Employer and Union agree that the “open-door policy” shall be in effect at all times at the Provo Post Office.
- B. Minutes of Labor-Management meetings may be kept by both parties and copies shall be exchanged and initialed by the parties for verification. Any policy agreement reached at such meetings shall be reduced to writing and signed by both parties upon request of either party.
- C. Stewards and Supervisors shall cooperate to the fullest extent in furthering the good of the service and the employees’ welfare by keeping employees currently informed of their rights and any change in policy and procedure by the method of periodic discussions on the workroom floor. Employees shall be on the clock for the time necessary.

ARTICLE IV
VACATION PLANNING AND ANNUAL LEAVE

- A. The annual leave program shall be administered within the general framework of Article X of the 2011 National Agreement, supplemented as follows:
 - 1. The installation head or his representative and the representatives of the Union shall discuss in their October Labor-Management meeting the service needs for the coming year so that vacation planning can

commence on the first Monday of November and be completed by December 20th.

2. The Vacation Committee of Branch 887 shall receive up to 6 hours per zone on the clock to establish the vacation calendar for each zone. It shall be incumbent upon the Union to secure all 3971's in duplicate for vacation choices before December 20th.

B. Formulation of Leave Programs:

Vacation Planning shall be conducted on a zone-wide basis for all carriers by the Vacation Committee of Branch 887. The completed rosters shall be given to the Manager, Customer Service by December 20th subject to the following:

Choice

1. The choice vacation period shall be January 1st through December 31st. The percent of letter carriers to be off for vacation is 12 percent, with a minimum of ten (10) people allowed off on vacation. Zone allotment shall be: Zone 1, three (3) persons; Zone 4, four (4) persons; and Zone 6, three (3) persons.
2. Choice Annual Leave shall begin on Monday and extend through Sunday.
3. Letter Carriers vacation choices, at their option, may request one (1) or two (2) selections in units of either five (5) or ten (10) days, total not to exceed ten (10) or fifteen (15) working days on the first choice in accordance with Article X, Section 3D, of the National Agreement. All other vacation choices shall be one week only, and all other choices thereafter shall be one week only, and all other choices thereafter shall be one week blocks not to exceed five (5) weeks total. No Carriers will be allowed more than five (5) weeks during the choice vacation planning period.

4. CCA's will be carried on a separate vacation calendar. Because they are hired as a supplemental work force, the choice vacation period will be from January 1st to December 31st—Excluding holiday weeks and the weeks preceding a Monday holiday week. One CCA will be allowed off, installation wide, per week. The individual's 5-Day Break-in-service will be reviewed to ensure the employee has the ability to earn the leave prior to taking it.
5. Employees shall have twenty-four (24) hours to select vacation or be passed for that choice. If military camp dates are changed after the vacation calendars are turned in to Management (by December 20), one shall be bumped out. This person would be the last approved leave regardless of seniority.
6. Letter Carriers may vacate vacation planning period annual leave previously signed up for by giving written notice of at least fourteen (14) calendar days in advance. All vacated leave shall be awarded as follows: (1) Week blocks shall take preference over single days. (2) If you are awarded a week of vacated leave, you must take the whole week or turn back the entire week. Carriers shall notify a steward of Branch 887 first of any vacated vacation planning period leave, who in turn shall notify management. Any exception to this shall be decided by the Union, Management, and employee meeting on a case-by-case basis.
7. Within three (3) working days following the turn-in of the vacation calendars to management, or after any submission of full week blocks, each carrier shall submit Form 3971 in duplicated, filling in all applicable items. A copy signed by the responsible supervisor shall be returned approved or disapproved to each carrier within fourteen (14) calendar days.

Incidental

1. Carriers who are delegates to the national or state Union conventions shall use their seniority. If their seniority is sufficient, they will be off upon approval of the postmaster. Management shall give annual leave to one delegate to the national convention and shall charge such time to the vacation calendar.
2. Any weeks not filled after December 20th are considered available on a first-come, first-served basis or clock rings for those having the same date in full blocks. Single days shall be considered on the Tuesday in advance of the next week. Management shall not bump any carrier already on a vacation calendar. Other leave (e.g. extended SL, 204B's, military leave, or extended LWOP) in excess of five (5) days that may arise will be added to the calendar in the vacant slots, of any vacation calendar, so that management will be able to manage operations.
3. Any portion of partial week vacations signed up for may be turned back fourteen (14) calendar days in advance.

Miscellaneous

1. No one shall be permitted to sign up for more vacation time than they have earned or shall accrue during the vacation year.
2. The official annual leave calendar shall be available on each workroom floor at a location designated by management.

ARTICLE V **HOLIDAY SCHEDULE**

Management shall select carriers to work on Holidays in the following order:

- A. CCA's
- B. Part-time Flexibles
- C. Full-time Regulars who volunteer to work on their holiday or day designated as their holiday, by seniority.

- D. Followed by non-volunteers to work the holiday, by juniority.
- E. Full-time regulars who volunteer to work on their non-scheduled day, by seniority.
- F. Followed by non-volunteers to work on their non-scheduled day, by juniority.

ARTICLE VI
LIGHT-DUTY ASSIGNMENTS

An employee shall submit a written request for light duty, provided that medical certification detailing an employee's physical restrictions are submitted. This shall be reviewed by Management and Labor and determination made as to what light duty, if any, is available for such an employee.

ARTICLE VII
MISCELLANEOUS

- A. When route adjustments are made, the carrier Union representative shall indicate to the installation head or his representative their preference for the AM break for all Provo Carriers, whether it shall be held in the office or on the street.
- B. The ten (10) minute PM break will be during street time.
- C. Additional wash-up time:

It is agreed that any letter carrier shall be granted such time as is reasonable and necessary for washing up after performing dirty work or incident to personal needs.

ARTICLE VIII
INCORPORATION OF ARTICLE 41, SECTION 3.0

ARTICLE IX
OVERTIME

All overtime shall be administered on an individual zone basis.

For, United States Postal Service

For, National Association of Letter
Carriers, AFL-CIO Provo Branch 887

Richard Brandon
Postmaster

Jill Hansen
Union President

26 October 2017

Local negotiations were attended by Richard Brandon, PM; Jill Hansen, Union President; Edgar Castellon, Union Vice President; Daniel Franco, Steward; Kassandra Anderson, Steward; Ulisses Morales, Steward; ; Richard Bauer, SCS; Cassandra Fleek, SCS.