

LOCAL MEMORANDUM OF UNDERSTANDING

BETWEEN

UNITED STATES POST OFFICE

ASHEBORO, NC 27203/05

AND

NATIONAL ASSOCIATION OF LETTER CARRIERS,

ZOO CITY BRANCH 2560, AFL-CIO, ASHEBORO, NC 27203/05



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Section I
Letter Carrier Craft

WASH-UP TIME: Upon completion of their routes, all carriers will be given 5 minutes or .08 hundredths of wash-up time.

SCHEDULES: Effective April 30, 1985 all letter carrier routes in the Asheboro NC post office shall be on a “rotating days” off schedule, with the work week running from Saturday through Friday.

EMERGENCY CONDITIONS: The decision for the curtailment or termination of postal operations to conform to the orders of local authorities, or as local conditions warrant because of emergency conditions, shall be made by the installation head. When a decision has been reached to curtail postal operations, management shall notify all carriers by any means possible at the time of the decision. Management shall also seek the cooperation of local radio and television stations to inform employees. Depending on the severity of the situation, Postal Service telephones/manager’s cell phones shall be open for employees to call for information. In the event of a National Weather Service issued weather event warning, all carriers shall be notified by any means possible.

PECKING ORDER FOR HOLIDAY SCHEDULES: The “pecking order” for holiday schedules will be as follows:

1. City Carrier Assistants (CCA’s)
2. Part-Time Flexibles (PTF’s)
3. Full time regular volunteers by seniority
4. Full time regulars who do not volunteer on what would otherwise be their non-scheduled day by inverse seniority.
5. All other non-volunteer full time regulars by inverse seniority.

T-6 VACANT ASSIGNMENT: A Carrier Technician (T-6) shall be allowed to bid on a vacant assignment in their string for any duration of time, as long as management deems it can be done with no detriment to the service.



TEST RUN: A bidder for a vacant assignment may submit a dated **written request** to management for a one (1) day test run on the vacant assignment within five (5) days of the assignment's posting. If management deems that a carrier can be temporarily reassigned to that vacant assignment, with no detriment to the service, such request shall be granted. A "test run" shall be granted to no more than the first five (5) city letter carriers who submit a dated **written request**.

CASE LABELING: Each city letter carrier shall be allowed time to label his/her case and change such labels when the need arises, with the consultation with, and permission of the city delivery supervisor.

REVIEW OF PS FORM 3982-x: City Carrier Assistants (CCA's), Part-Time Flexibles (PTF's) and Carrier Technicians (T-6's) shall be allowed to review all PS Form 3982-x and/or route sorted forward list on their assigned routes.

the city letter carrier craft to an officer of Branch 2560 prior to posting.

SIGNING OF ODL/WORK ASSIGNMENT LIST: A PTF or CCA who becomes a full time regular Letter Carrier during the quarter may sign the Overtime Desired List or Work Assignment List within two (2) weeks of becoming regular.



Section II

Leave

NOTIFICATION OF NEW LEAVE YEAR: By November 1st of each year, a notice shall be posted on all official bulletin boards to notify employees of the beginning date of the new leave year. By November 1st management shall make an announcement notifying carriers of the beginning of the new leave year.

CHOICE VACATION LEAVE: Choice Vacation Leave shall be granted to four (4) **city carriers**. Choice Vacation Leave period will be for twelve (12) months beginning Jan 1st through Dec 31st. Choice Vacation Leave requests shall be submitted for consideration from Dec 1st – Dec 31st. Management will act upon Choice Vacation Leave requests no later than Jan 31st. (Exception: All Choice Vacation Leave requests for the month of Jan shall be submitted no later than Dec 15th. Management will act upon such requests no later than Dec 31st.) All Form 3971 request for leave must be designated “Choice Vacation” or “Incidental” in the remarks section of Form 3971. All Choice Vacation Leave will be granted by seniority in week long blocks of one (1), two (2), or three (3) calendar weeks. All calendar weeks will begin on Sunday and run through Saturday. No carrier will be granted more than three (3) calendar weeks of Choice Vacation Leave. Carriers who are denied original requests for Choice Vacation Leave may resubmit Form 3971 for other weeks within two (2) calendar days of notification of denial. Upon receipt of carrier’s resubmission for Choice Vacation Leave management will have two (2) calendar days to act upon such requests. Failure of management action upon such requests shall result in approval of Choice Vacation Leave requested on resubmission of Form 3971. Any duration of Choice Vacation Leave may be cancelled at any time. Upon notification of cancellation of Choice Vacation Leave of one (1) or more weeks, management will within 48 hours (2 days) post such week/weeks for bid by seniority for not more than three (3) working days. Upon completion of bidding, management shall have 24 hours (1 day) to act upon such requests. Failure for management to act will result in approval of that Choice Vacation Leave for the senior bidder.



INCIDENTAL LEAVE: Management will secure and safeguard all requests for Incidental Leave so that other employees do not have access to such requests. Incidental Leave shall be granted to a minimum of three (3) city carriers. Requests for Incidental Leave of one (1) week or more may be submitted at any time during the calendar year. Requests for Incidental Leave of less than one (1) week shall be submitted no sooner than thirty (30) days prior to the first day of the leave period. Management shall act upon such requests within forty-eight (48) hours of the date of requests. Failure of management to act upon such requests will result in automatic approval of such requests. Exception: Incidental Leave requests for the same day as date submitted on Form 3971 must be submitted by 9:00 a.m. on date of request. Management shall act upon such requests no later than 10:00 a.m. on that day. When two (2) or more requests are received for Incidental Leave for the same day as date submitted, approval will be based on seniority. When an employee requests Incidental Leave, such employee will not be allowed to cancel any portion of that leave period without canceling all of it. There shall be no posting of cancellations of Incidental Leave.

CITY CARRIER ASSISTANT (CCA) ANNUAL LEAVE: City Carrier Assistant employees will be granted annual leave selections during the choice vacation period and for incidental leave. Granting leave under such provisions must be contingent upon the employee having a sufficient leave balance when the leave is taken.

SCHEDULED SICK LEAVE: All requests for sick leave may be submitted at any time. Management shall make every effort to approve such requests regardless of previously approved leave. Management shall act upon requests for sick leave within forty-eight (48) hours. Failure for management to act will result in automatic approval of such leave requests. Requests for sick leave submitted within 48 hours of the scheduled appointment shall be acted upon by end of the scheduled tour the day of the request. Per management's request, employees should attempt to schedule medical/dental appointments outside of work hours or if this is not possible, at the beginning or end of their tour, so as to provide the minimum disruption. Also, such notice should be provided as far in advance as reasonably possible. Therefore, a carrier mandated to work on his/her non-scheduled day will be afforded the opportunity to attend medical/dental appointments previously made for that day.

JURY DUTY: Jury duty will not be considered as part of the quota of carriers allowed off during the choice vacation period. If a Letter Carrier is called to jury duty during his/her selected choice vacation period, he/she will be allowed another choice vacation selection during an available period of his/her choice.



LEAVE FOR UNION FUNCTIONS: Leave requests to attend union activities such as training sessions, district meetings, regional assemblies, rap sessions, etc. shall be a part of the total vacation period quotas.

CONVENTION LEAVE: A Letter Carrier attending a national and/or state convention during the choice vacation period shall not be charged a choice vacation selection and shall be counted in the number of carriers scheduled off during that period. When the convention week(s) have been determined, sufficient slots for all eligible delegates shall be withheld for the appropriate week(s).



Section III

Miscellaneous Provisions

VEHICLE CLEANING: Postal Owned Vehicles shall be cleaned not less than once each month in accordance with item 712.5 of the Postal Operations Manual (POM). On a daily basis at the end of the day, letter carriers shall be required to clean their assigned Postal Owned Vehicles of accumulated debris.

COPIES OF BIDDING NOTICES: Management shall provide a copy of all posted notices affecting the city letter carrier craft to an officer of Branch 2560 prior to posting.

JOINT LABOR/MANAGEMENT COMMITTEE MEETING: Labor and management shall meet as the need arises, but no less than once per calendar quarter.

PARKING SPACES: Signs restricting unauthorized parking, such as “Reserved, Postal Employee Parking Only, Etc.,” shall be secured and erected by management. Employees will park in areas designated “Reserved, Postal Employee Parking Only, Etc.” No city carrier shall park their privately owned vehicle in the “horseshoe” designated for official postal vehicle parking. A designated parking spot for the **acting** city delivery supervisor shall be reserved.

LIGHT DUTY ASSIGNMENTS:

- A. It is agreed by and between the U.S. Postal Service, Asheboro, NC Installation and Branch 2560 NALC, that the following terms and conditions represent the basic understanding of the parties as to assignments of ill or injured employees to light duty assignments for the period of this Agreement.
- B. Light duty requests will be submitted in writing to the installation head with medical documentation included. Light duty requests shall be acted upon in a timely fashion (within two (2) working days except when the request is received on Friday the deadline shall move to Tuesday, unless it is a Holiday Weekend when the deadline shall move to Wednesday). Light duty shall be provided to city letter carriers to the extent possible, within the limitations provided by the carrier’s physician.

When a city carrier has a light duty assignment approved, management and NALC Branch 2560 agree to the following light duty assignments:

- Marking up mail to be forwarded
- Labeling of cases
- Updating edit books



- Rewriting and/or updating carrier route books and route maps
- Collections (only if the ill or injured employee's restrictions allow) i.e. carrier pickups
- Performing services on auxiliary mounted routes (only if the ill or injured employee's restrictions allow)
- Other carrier duties (only if the ill or injured employee's restrictions allow)
- Shredding of documents
- Answering telephones

C. Sick leave balance will not be a factor in granting light duty.

D. The Postmaster shall make every effort to employ Letter Carriers in their own station(s) or branch(es) for light duty assignments.

ABOLISHMENT: 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 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. (Article 41.3.0 / 2019-2023 National Agreement)

WORKING NON-SCHEDULED DAY/DESIGNATED HOLIDAY: When the need arises for a carrier to be required to work their non-scheduled day or designated holiday, for any reason (volunteer or mandate), the carrier will be afforded the **opportunity** to bump a replacement carrier (PTF, CCA or the Reserve Letter Carrier) off of a route to accommodate the carrier with a choice route, regardless of whether a **"hold down/opt"** has been awarded. In the event multiple carriers are required to work their non-scheduled day or designated holiday, for any reason (volunteer or mandate) seniority will prevail as to the assignment of carriers to routes. All routes, including any/all auxiliary routes occupied by replacement carriers shall be considered vacant until all carriers working their non-scheduled day or designated holiday have submitted their request to management for the route they wish to carry that day.



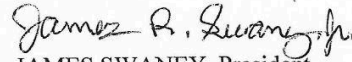
MEMORANDUM OF UNDERSTANDING

This Memorandum of Understanding is entered into on May 28, 2021 at the Asheboro, NC Post Office between the representatives of the United States Postal Service and the designated agent of NALC Branch 2560, pursuant to the Local Implementation Provisions of the 2019 National Agreement.

This Local Memorandum of Understanding shall be in full force and effect until midnight May 20, 2023, unless extended by agreement between the parties at the National level. The terms of this Memorandum of Understanding are subject to the grievance procedure as contained in the National Agreement.



DARLENE WILLIAMS, Postmaster
U.S. Postal Service, Asheboro, NC



JAMES SWANEY, President
NALC Branch 2560, Asheboro, NC



NALC/USPS LMOU RESOLUTION

Atlantic Area

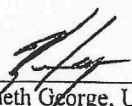
Installation: Asheboro, NC

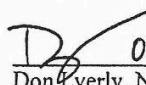
LMOU Item: UITEM4, UITEM12

GATS #: 4B19N-4B-I21275594, 21275600

As a result of LMOU discussions, the parties agree to the following:

Items 4 and 12 shall remain unchanged.

 date 8/10/21
Kenneth George, USPS
Labor Relations Specialist
Atlantic Area

 date 08/16/2021
Don Eyerly, NALC
Regional Administrative Assistant
Region 9

COPIES SENT TO:

- Br. President *RS60*
- Advocate
- Grievant
- Mgr., LR
- File
- Step B

