

Local Memorandum of Understanding

Preamble

This Memorandum of Understanding made and entered into on *10-16-02*, At *Frankfort* IL. by and between authorized management representatives of the United States Postal Service, hereinafter the Employer, and the National Association of Letter Carriers, Branch 4016, hereinafter the Union, pursuant to the Local Implementation Provision of the 2001 National Agreement constitutes the entire agreement of local implementation of the terms of the 2001 National Agreement.

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ITEM 1 – WASH –UP TIME

Article 8, Section 9 provides reasonable wash-up time for a letter carrier who performs dirty work. Carriers will be allowed, with supervisors authorization, at least two (2) minutes in the morning and three (3) minutes in the afternoon, for wash up purposes. It is the position of the U.S. Postal Service that any letter carrier should 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 – SCHEDULED DAY OFF

The regular work week of five days shall be established with rotating days off with the work week running from Saturday through Friday.

Item 2 of the Frankfort, IL. LMU,

Item 2 remains intact.

In the event that 5-day mail delivery officially occurs, an accepted 5-day process. The parties (P.M. and Branch 4016 designee) agree to meet again on item 2, with-in 45 days after the accepted, official 5-day mail delivery process is put in place.

ITEM 3 – CURTAILMENT OR TERMINATION OF POSTAL OPERATIONS

- A.) The installation head will be guided by the procedures outlined in the U.S.P.S. Emergency Planning Manual and appropriate Contingency Planning Directives.
- B.) In case of emergency conditions, the employer will, prior to making a decision to curtail operations, take into consideration such factors as:
 - 1.) The safety and health of it's employees.
 - 2.) The degree of the emergency as stated by and acted upon by appropriate governmental authorities.
- C.) The Installation Head will advise the local Union President or local Union of Official of the emergency and planned course of action.

ITEM 4 – FORMULATION OF LOCAL LEAVE PROGRAM

1.) DATE OF NOTIFICATION FOR MAKING CHOICE PERIOD

SELECTIONS: Management shall notify all carriers by November 1st. of the beginning and ending dates of the period for making selections during the choice vacation period.

→ **2.) METHOD FOR MAKING CHOICE SELECTIONS:** Beginning December 1st, each carrier will be called by seniority to make their choice time selections on the vacation calendar and fill out PS Form 3971 in duplicate. Carriers must be prepared to make their choice time selection when called. No employee can be bumped from their (choice time) pick by a late bidder.

✓ **3.) QUOTA OF CARRIERS OFF DURING NON-CHOICE PERIOD:** One carrier per week will be allowed to take leave during the non-choice vacation period, per Item twelve (12) of this agreement.

④ **4.) RE-POSTING OF CANCELLATIONS:** All cancellations of vacations must be submitted in writing at least two (2) weeks prior to the start of the vacation. All cancellations shall be re-posted as soon as management is notified of the cancellations and made available for bidding by seniority. In the case where management accepts a vacation cancellation submitted less than two (2) weeks prior to the start of the vacation re-posting will not be necessary.

5.) EXCHANGE OF LEAVE: There will be no exchanging of leave.

6.) TRANSFERRING WITH LEAVE: The USPS will exert every reasonable effort not to disrupt vacation plans for carriers affected by transfers.

⑦ **7.) VACATION CALL-IN:** No carrier will be called into work while on annual leave, except in serious emergency situations per Article ten (10) section four (4)D of the National Agreement.

8.) POSTING OF SCHEDULE: Management will post the leave chart as soon as it has been completed.

Item 5- The Duration of the Choice Vacation Period.

The choice Vacation period shall begin with the first full week in April and run thru the Second Full week in September.

**ITEM 6 – THE DETERMINATION OF THE BEGINNING DAY OF ANY
EMPLOYEE'S VACATION PERIOD**

Letter Carrier's will start their vacations on a Monday and return to work on the Monday following their vacation, unless that Monday is a holiday or a non-scheduled workday, in which case, they will return to work on the Tuesday following the end of their vacation.

Letter Carriers at their option, may request one (1) or two (2) selections during the choice vacation period of either five (5) or ten (10) days, total not to exceed ten (10) or fifteen (15) days in the first choice in accordance with Article 10, Section 3D of the National Agreement.

ITEM 7 – WHETHER EMPLOYEES AT THEIR OPTION MAY REQUEST TWO SELECTIONS DURING THE CHOICE VACATION PERIOD, IN UNITS OF EITHER 5, 10 OR 15 DAYS.

Letter Carriers at their option, may request one (1) or two (2) selections during the choice vacation period in units of either five (5) or ten (10) days, total not to exceed ten (10) or fifteen (15) days on the first choice in accordance with Article 10, Section 3D of the National Agreement.

ITEM 8 – WHETHER JURY DUTY AND ATTENDANCE AT NATIONAL OR STATE CONVENTIONS SHALL BE CHARGED TO THE CHOICE VACATION PERIOD.

A Letter Carrier called for jury duty during a period of his/her approved annual leave in choice time will be eligible for another available selection. The Union will notify management prior to December 1st of dates for State and National conventions. The week of convention shall be blocked out for delegate(s). Attendance at National and State conventions will not be counted as vacation selection.

ITEM 9 – DETERMINATION OF THE MAXIMUM NUMBER OF EMPLOYEES WHO SHALL RECEIVE LEAVE EACH WEEK DURING THE CHOICE VACATION PERIOD.

Two carriers shall be allowed off during each week of choice vacation time.

**ITEM 10 – THE ISSUANCE OF OFFICIAL NOTICES TO EACH
EMPLOYEE OF THE VACATION SCHEDULE APPROVED FOR SUCH
EMPLOYEE**

Signed duplicates of form 3971 and the posting of the vacation calendar shall be considered official notice of the vacation schedule approved for each employee.

**ITEM 11 – DETERMINATION OF THE DATE AND MEANS OF
NOTIFYING EMPLOYEES OF THE BEGINNING OF THE NEW LEAVE
YEAR**

Management shall notify all carrier craft employees as soon as possible as to the beginning date of the new leave year.

Item 12—The Procedures for Submission of Applications for Annual Leave During other than the Choice Vacation Period.

Immediately following selection of Choice vacation picks the vacation selections for Non-Choice period and any remaining weeks in the choice time will begin using the same method as the choice vacation period. On the second round carriers cannot make any selections that would require them to use annual leave in excess of the leave they will earn that year. The Non-Choice vacation period will be the first full week in January through the last week in March. And the third week of September through the last week in November. Any leave requested outside of the first and second rounds shall be considered incidental leave.

NO
December

Incidental leave when approved will be granted on a first come first serve basis, with seniority prevailing in case of ties. All incidental leave request shall be submitted, in duplicate, on a PS form 3971. Management must notify carriers within 3 days of the effective date, as to whether the request will be approved or disapproved, failure to notify within this period will not constitute automatic approval.



ITEM 13 – THE METHOD OF SELECTING EMPLOYEES TO WORK ON A HOLIDAY

The method of selecting employees to work on a Holiday is as follows:

- (1) ~~Casuals~~ *CCA's RA tel*
- (2) PTF's
- (3) Full-time regulars who volunteer to work on their holiday or day designated as a holiday, by seniority
- (4) Full-time regulars who volunteer on their non-scheduled day, by seniority
- (5) Full-time regulars who did not volunteer on what would otherwise be their non-scheduled day, by inverse seniority
- (6) All other non-volunteer full time regulars by inverse seniority

**ITEM 14 – WHETHER ‘OVERTIME DESIRED’ LISTS IN ARTICLE 8
SHALL BE BY SECTION AND/OR TOUR**

Overtime desired list will be maintained and posted as one section.

**ITEM 15 – THE NUMBER OF LIGHT DUTY ASSIGNMENTS WITHIN
EACH CRAFT OR OCCUPATIONAL GROUP TO BE RESERVED FOR
TEMPORARY OR PERMANENT LIGHT DUTY ASSIGNMENT.**

See Item 17

ITEM 16 – THE METHOD TO BE USED IN RESERVING LIGHT DUTY ASSIGNMENTS SO THAT NO REGULARLY ASSIGNED MEMBER OF THE REGULAR WORK FORCE WILL BE ADVERSELY AFFECTED.

See Item 17

**ITEM 17 – THE IDENTIFICATION OF ASSIGNMENTS THAT ARE TO BE
CONSIDERED LIGHT DUTY WITHIN EACH CRAFT REPRESENTED IN
THE OFFICE.**

Carriers will be utilized where practical on an assignment(s) not necessarily a part of their normal duties, based on their limitations (to be documented by medical certification on request by management). If two or more carriers are to be assigned light duty, available work will be assigned equitably based on their limitations and/or skills required.

Light duty assignments may include, but are not limited to:

- (1) Assisting routes by setting up mail
- (2) Relabelling carrier cases
- (3) Rewriting carrier route books
- (4) Coverage of suitable collection routes
- (5) Training new employees when, in fact, training is done at the station level by a craft employee
- (6) Any other assignment or task, within the carrier craft, which is available and within the employees physical limitations

**ITEM 18 – THE IDENTIFICATION OF ASSIGNMENTS COMPROMISING
A SECTION, WHEN IT IS PROPOSED TO REASSIGN WITHIN AN
INSTALLATION EMPLOYEES EXCESS TO THE NEEDS OF A SECTION.**

It is agreed that this office shall be defined as one section.

ITEM 19 – THE ASSIGNMENT OF EMPLOYEE PARKING SPACES.

Parking spaces are on a first come, first serve basis.

**ITEM 20 – THE DETERMINATION AS TO WHETHER ANNUAL LEAVE
TO ATTEND UNION ACTIVITIES REQUESTED PRIOR TO
DETERMINATION OF THE CHOICE VACATION SCHEDULE IS TO BE
PART OF THE TOTAL CHOICE VACATION PLAN.**

Annual leave to attend union activities requested prior to the determination of the choice vacation period will not be part of the total choice vacation period.

**ITEM 21 – THOSE OTHER ITEMS WHICH ARE SUBJECT TO LOCAL
NEGOTIATIONS AS PROVIDED IN THE CRAFT PROVISIONS OF THIS
AGREEMENT.**

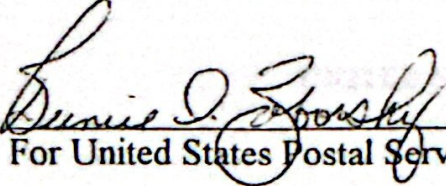
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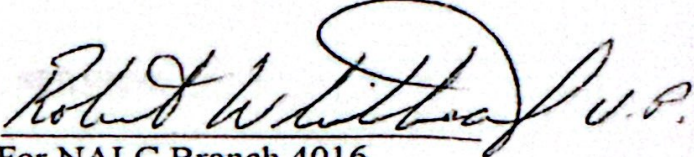
Item 22—Local Implementation of this Agreement Relating to Seniority, Reassignments and posting.

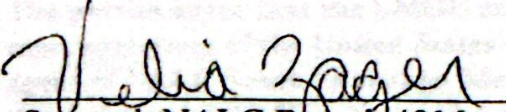
When a Letter Carrier route or full time duty assignment, other than the letter carrier route(s) or full time duty assignment(s) of the junior employee(s), is abolished at a delivery unit as a result of , but not limited to, route adjustments, highway, housing projects, all routes and full time duty assignments at that unit held by letter carriers who are junior to the carrier(s) whose route(s), or full time duty assignments(s) was abolished shall be posted in accordance with posting procedures in this Article.

All full time unassigned regular carriers, reserve carriers and PTF carriers shall have the right to "OPT" (bid) on available fulltime craft duty assignments of anticipated duration of five (5) days or more by seniority. All eligible carriers must be notified of the vacancy.

This Memorandum of Understanding is entered into on 10-16-02, at Frankfort, IL. 60423 between the representatives of the United States Postal Service, and the designated agent of South Suburban Merged Branch 4016, pursuant to the Local Implementation Provision of Article XXX of the 2001 National Agreement with the National Association of Letter Carriers.


For United States Postal Service


For NALC Branch 4016


Steward, NALC Branch 4016