

LOCAL MEMORANDA OF UNDERSTANDING

Between the

U.S. POSTAL SERVICE, LAMBERTVILLE, NJ

And

BRANCH No. 380

NATIONAL ASSOCIATION OF
LETTER CARRIERS

1994 - 1998

The following items, as listed in Article 30 of the 1994 National Agreement between the United States Postal Service and the National Association of Letter Carriers, have been agreed to by the Postmaster, Lambertville, NJ, and the designated agent of Branch 380, NALC.

Item #1 – A reasonable amount of wash-up time will be allowed carriers when the need arises.

Item #2 – All full time carriers will be on a rotating non-scheduled day in addition to Sunday and Tuesday.

Item #3 - It is recognized by both parties that on occasion, emergency conditions such as weather extremes, Civil Defense alerts, bomb scares, civil strife, power failure, equipment failures, etc., may exist which would cause consideration to the following factors in order:

- a. The safety and health of the employees
- b. The degree of emergency as stated by and acted upon by responsible governmental authorities.
- c. The requirements of its customers.

Management, after meaningful discussion with the Union, will determine what appropriate action will be taken.

Item #4 – There will be three vacation periods each year as follows:

Period 1 - The first vacation period shall be the first full week in January until the first full week in May. Leave requests will be submitted by November 1 and acting upon by November 15. Employees will be notified of approved leave by December 1.

Period 2 – (Choice vacation period) First full week in May until the last full week in September. Leave requests will be submitted by March 1 and acted on by March 15. Employees will be notified of approval leave by April 1.

Period 3 - The first week following the last full week in September until the first full week in December. Leave requests will be submitted by August 1 and acted on by August 15. Employees will be notified of approval leave by August 22.

Management will contact each employee in order of seniority to determine their requests during the choice period. Employee in the regular work force who earn 13 days of annual leave per year shall be granted up to 10 days of continuous annual leave during the choice vacation period, in units of a leave week. Employees in the regular work force who earn 20 or 26 days annual leave per year shall be granted up to 15 days of continuous annual leave during the choice period, in units of a leave week. After the roster has been exhaust a second round of selections will begin. At this time, management will show the employee the weeks available, and the employee will be entitled to select additional vacation units of a leave week. This selection may or may not be for continuous weeks. (If the employee picked the maximum available to him/her in Round 1, Round 2 will be limited to two weeks. If the employee picked less than the amount available to him/her on Round 1, Round 2 will be limited to three weeks.)

If two employees in the same craft wish to trade vacation units of a leave week for reasons which may occur after the vacation schedule has been set up, this may be done only by mutual agreement between the employees involved, their craft representative, and the Postmaster.

Item #5 – The duration of the choice vacation period will be from the first full week in May thru the last full week in September.

Item #6 – The beginning of an employee’s vacation period will be Monday and include the final Sunday.

Item #7 – Selection of leave during the choice vacation period will be in accordance with Item #4.

Item #8 – Leave for delegates to the State and National Conventions will be treated in accordance with Article 10, Section 3F. Jury duty will not be charged to the choice vacation period.

Item #9 – One carrier shall receive leave each week for 15 consecutive weeks in choice vacation period. This 15-week period will be selected by mutual agreement between the representative of the Carrier Craft and the Postmaster, and is subject to expansion and contraction depending on the number of employees who are entitled to leave during the choice vacation period, and the total number of weeks involved.

Item #10 – The issuance of official notices to each employee of the vacation schedule approved for such employee will be in accordance with Item #4.

Item # 11 - No later than November 1 of each year, management shall notify all craft employees of the beginning of the new leave year. This information shall be posted on all station bulletin boards. Branch 380 will also notify employees in their monthly bulletin.

Item # 12 – The procedure for submission of applications for annual leave during other than the choice period shall be in accordance with Item #4. The present method for submitting applications for Annual Leave for period of less than one week will continue. All 3971 forms must be filed in duplicate and initialed by the supervisor and a copy returned to the carrier. It will be the carrier's responsibility to prepare and maintain the duplicate form.

All request forms for other than scheduled Annual Leave shall be returned within 3 working days with the approval or reason for disapproval. Requests shall be submitted thru the immediate supervisor.

Item #13 – Management will select carriers to work on holidays in the following order of priority:

- a. Casual
- b. Part-time flexibles
- c. Full-time regular employees who volunteer to work their non-scheduled day by seniority.
- d. Full-time regular employees who volunteer to work their holiday or day designated as a holiday, by seniority.
- e. Full-time regular employees who did not volunteer to work their non-scheduled day in inverse seniority order.
- f. All other non-volunteer full-time regulars by inverse seniority order.

Item #14 – The Overtime Desired List shall be comprised of volunteers from the full-time regular carriers at the Lambertville Post Office.

Items # 15, 16, 17

Management shall consult with the President of Branch 380 to determine the needs of carriers who request a light duty assignment.

Within the letter carrier craft the following, but not limited to, shall be considered light duty assignments:

- a. Assisting routes by setting up mail.
- b. Marking up forwardable mail.
- c. Relabeling carrier cases.
- d. Rewriting carrier route books.
- e. Coverage of suitable collection routes.
- f. Labeling inside of apartment boxes.
- g. Training new employees when, in fact, training is done at the station level by a craft employee.

Item #18 – As covered in the National Agreement – Article 12, Section 5c(4).

Item #19 – First priority on parking spaces will be given to assigned government-owned vehicles, privately-owned rural route vehicles, and management personnel. Remaining parking spaces shall be assigned. Employees not assigned a parking space must use available street parking. When a craft employee who has an assigned space is non scheduled or is on leave, the space will be made available to the next senior employee, office-wide seniority basis. When spaces are reduced due to snow or other emergencies, the office will revert to office-wide seniority.

Item #20 – The granting of annual leave to attend Union activities will be done according to the National Agreement – Article 24, Section 2.

Item #21 - When a letter carrier route or full-time duty assignment other than 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, highways, 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.

Item #22 – When a route is reverted and subsequently reestablished, the displaced carrier will have retreat rights.

The above items constitute the entire Memorandum of Understanding, which is entered into at Lambertville, New Jersey, between the representatives of the United States Postal Service and the designated agent of the National Association of Letter Carriers, Branch 380, pursuant to the Local Implementation Provision of the 1994 National Agreement.

FOR THE USPS:

FOR BRANCH 380, THE NALC:

Janet Hogan

C J Howarth

Dated 6-28-96