

# **Memorandum of Understanding**

This Memorandum of Understanding entered into on **April 15, 1999** between the representatives of the Emmaus Post Office, United States Postal Service and the designated representatives of the American Postal Workers Union, AFL-CIO, Lehigh Valley Area Local pursuant to Article 30 of the 1998 National Agreement. This Memorandum of Understanding constitutes the entire agreement on matter relating to conditions of employment.

## **TABLE OF CONTENTS**

Item #1	Wash Up Time
Item #4	Formulation of Local Leave Program
Item #13	The Method of Selecting Employees to Work on a Holiday
Item #14	Overtime Desired List
Item # 15 – 17	Light Duty Assignments
Item #19	Parking
Item #22	Seniority / Posting / Bidding
Article XVII	Labor / Management
Article XXI	Hours of Work

This Local Memorandum of Understanding will take affect on the date of signature of both parties, and will remain in affect until the end of the next period of local negotiations provided for at the National Level.

**ITEM #1      WASH UP TIME**

The parties agree to allow the clerks the necessary time to wash-up prior to lunch break and end of tour.

**ITEM #4      FORMULATION OF LOCAL LEAVE PROGRAM**

1. Choice Vacation period will be from January 1<sup>st</sup> till December 8<sup>th</sup> each year, and the period of December 26<sup>th</sup> to the end of the leave year.
2. The maximum number of clerk(s) who will be granted leave during the Choice vacation period will be two(2). **With the exception of the following weeks when three (3) clerks will be allowed off. (4<sup>th</sup> of July, Labor Day, Thanksgiving and the week following December 25<sup>th</sup>. )** Annual Leave will be awarded on strict seniority basis.
3. The vacation week for clerks shall begin on Monday and end on Sunday.
4. Choice Vacation selections will be made in order of seniority. In the first round of bidding, a clerk may, at his/her option, request two (2) consecutive weeks or two selections of either five (5) days.
5. Bidding for Choice Vacation Period will begin no later than **January 5<sup>th</sup>** of each year and last no longer than 30 days. At the end of the bidding process management must post a list of each week and the clerks(s) off, on the bulletin board.
6. All clerks must submit their PS Form 3971 for awarded week(s) no later than 21 days from the end of the bidding process. Management must return the approved PS Form 3971 within five days.
7. **Requests for Annual Leave less than forty (40) hours shall be honored if the numbers in 4.2. have not been met.** Such request may be submitted no earlier than 10 days from the first day of the leave requested. Requests received on the 10<sup>th</sup> day will be honored by seniority, after that on a first come, first served basis.
8. Management must return request for less than forty hours of annual leave within 48 hours. If management fails to return the PF Form 3971 within that period, the Annual Leave is considered approved.

9. Once Annual Leave has been approved it must not be canceled unless the President, Lehigh Valley Area Local is notified of the reason why.
10. Jury Duty shall not be charged to the Choice Vacation Period.
11. Part-Time Flexible employees will only be required to use the amount of annual leave that they would have been normally scheduled to work during that day or week.
12. All requests for emergency leave shall be granted upon due explanation of same. Request for emergency leave, duplicate shall be returned immediately.
13. Requests submitted and considered on the 10<sup>th</sup> day, in most cases, will not be disapproved solely because of staffing in other crafts in the facility.
14. Any clerk wishing to relinquish a bid week must do so, in writing to the Postmaster, at least **21** days prior to such bid week. The week will then be posted for a period of five (5) days to the Clerk Craft. First opportunity will go to those clerks junior to the clerk relinquishing the week. If no junior clerks bids the week, it will be awarded in order of seniority

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

1. A notice requesting application from volunteers who desire to work holidays during the next calendar quarter shall be posted for ten (10) days prior to the end of each quarter. Any clerk requesting to work a holiday must notify the Postmaster in writing at this time.
2. The following is the order in which qualified employees will be scheduled to work on a holiday, or a day designated as their holiday:
  - A. Casuals, even if overtime is necessary.
  - B. Part-time Flexible employees, even if overtime is necessary
  - C. Volunteers on their designated holiday, be seniority.
  - D. Volunteers on their non-scheduled day, by seniority.
  - E. Non-volunteers on their designated holiday, by juniority.

**ITEM #14**                    **OVERTIME DESIRED LIST**

1.    **An Overtime Desired List will be established by facility. Any clerk desiring to sign the OTDL must do so in writing within the two week period proceeding the start of the quarter (January, April, July and October).**
2.    **Employees shall not be allowed to sign after the beginning of the quarter, unless absent for the entire sign up period or converted to full-time during the quarter.**
3.    **Those listing their names will be selected in order of seniority on a rotating basis. Management will comply with Article 8 with regard to overtime opportunities.**
4.    **Management will attempt to notify affected clerks at least one (1) hour in advance if they will be required to work overtime.**

**ITEM #15-17**                **LIGHT DUTY ASSIGNMENTS**

1.    In the event a clerk requests a light duty assignment, in writing, management must contact the President, Lehigh Valley Area Local to discuss such request.
2.    Requests for light duty will be granted, providing there is productive work available, which is within the physical limitations of the employee.
3.    no request for light duty from another craft will be approved, prior to management contacting the President and discussing the length of assignment, physical restrictions and possible alternatives.

**ITEM #19**                    **PARKING**

1.    Management will continue parking practices as they have in the past.

**ITEM #22**                    **SENIORITY / POSTING / BIDDING**

1.    Management will provide the President, Lehigh Valley Area Local, a copy of any job posting, abolishment notice, reversions or changes to present positions.
2.    If the duties of a bid job are changed to the extent of twenty five (25) percent or more from the original posting, such job must be re-

posted for bid, unless mutually agreed by the President and the **Postmaster**.

3. If the starting time of a bid job is changed by more than one (1) hour from the original starting time, such bid job must be re-posted for bid, **unless mutually agreed by the President and the Postmaster**
4. Split shifts for part-time flexible employees should be avoided whenever possible, as business conditions exist.

**ART. 17     LABOR / MANAGEMENT**

1. Labor / Management meetings will be held at the request of either party as needed / monthly.
2. An agenda for such meeting, must be furnished by the party requesting the meeting no later than three (3) days prior to the meeting.
3. Minutes from such meetings may be hand written, and both parties are required to sign the approved minutes. Each party will receive a copy of the minutes.
4. Management will meet with the union as needed / semi-annually to discuss safety / health issues in the office.

**ART. 21     HOURS OF WORK**

1. Management will advise effected clerks a minimum of one (1) hour when there is a need to work overtime.
2. Work schedules for the following week must be posted by Wednesday, noon.
3. Window clerks lunch period should overlap by fifteen (15) minutes.