

LOCAL MEMORANDUM OF UNDERSTANDING BETWEEN:

United States Postal Service, LAURIS STATION and
Lehigh Valley Area Local.

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 1ST up to and including the first week in December.
2. The maximum number of clerk(s) who will be granted leave during Choice Vacation period will be ONE.
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 five (5) days.
5. Bidding for Choice Vacation period will begin no later than November 1ST of each year. At the end of the bidding process management must post a list of each week and the clerk(s) off.
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. The maximum number of clerk(s) who will be granted leave outside Choice Vacation period will be ONE.
8. Management must return request for annual leave outside the Choice Vacation period within 72 hours. If management fails to return the PS 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.

ITEM #13 The method of selecting employees to work on a Holiday

1. A notice requesting applications 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 and transitional employee even if overtime is necessary.
 - b. Part-time flexible employees, even if overtime is necessary.
 - c. Volunteers on their designated holiday, by seniority.
 - d. Volunteers on their non-scheduled day, by seniority.
 - e. Non-volunteers on their designated holiday, by juniority.

ITEM 15-17 Light Duty Assignments

1. In the event a clerk request a light duty assignment, management must contact the President, Lehigh Valley Area Local to discuss such request.
2. A request for light duty will not be unreasonably denied, unless management can prove it will have an adverse affect on the operation of the facility.
3. No request for light duty from another craft will be approved prior to management contacting the President and discussing length of assignment, physical restrictions and possible alternatives.

ITEM #19

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

ITEM #22

1. Management will provide the President a copy of any job posting, abolishment notice, or changes to present positions.
2. If the duties of a bid job are changed to the extent of twenty-five (25) per cent or more from the original posting, such bid job must be reposted for bid. Unless mutually agreed by the local President and management.
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 reposted for bid.
4. ~~Split shifts for part-time flexible employees will be avoided whenever possible.~~ *fdv*

ARTICLE 14

1. Management will meet with the union as needed/semi-annually to discuss safety/health issues in the office.

ARTICLE 17

1. Labor/Management committee meetings will be held at the request of either party as needed/monthly.
2. An agenda for such meetings must be furnished by the party requesting the meeting no later than 5 days prior to meeting.
3. Minutes from such meeting 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 grant the union 15 minutes on the clock time to address the clerks in the office, on a semi-annual basis.

Lehigh Valley Area Local, APWU 4/9/96
Lehigh Valley Area Local, APWU

Sharon A. Hanning 4/9/96
USPS