

# Memorandum of Understanding

This Memorandum of Understanding entered into on **May 31, 2002** between the representatives of the Schnecksville 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 2000 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 #15 - 17	Light Duty Assignments
Item #19	Parking
Item #21	Hours of Work
Item #22	Seniority / Posting / Bidding
Article XVII	Labor / Management

This Local Memorandum of Understanding will take effect 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 the first day of the new leave year up to and including the first week of December, and the week of December 26<sup>th</sup> through January 1<sup>st</sup>.
2. The maximum number of clerk(s) who will be granted leave during Choice Vacation Period will be one (1).
3. The vacation week for clerks shall begin on Monday and end on Sunday.
4. Choice Vacation selections must be made in order of seniority. In the first round of bidding a clerk may, at his/her option, request two (2) or three (3) consecutive weeks, or two selections in units of either five (5) or ten (10) days. Selection of three individual weeks in the first round of bidding will not be permitted.
5. Employees who earn 13 days Annual Leave per year shall be granted up to ten (10) days of continuous Annual Leave during the choice period. Employees who earn 20 or 26 days Annual Leave shall be granted up to fifteen (15) days of continuous Annual Leave
6. Bidding for Choice Vacation Period will begin no later than January 5<sup>th</sup> and end no later than January 31<sup>st</sup>. At the end of the bidding process, management must post a list each week and the clerk(s) off.
7. 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.
8. Annual Leave submitted after Choice Vacation selections must be submitted at least seven (7) days in advance of the date requested. The request will be approved if the maximum number in 4.2 above has not been reached, and after considering the impact on the operation, such as other leave and mail condition. Such request (PS Form 3971) must be returned to the employee within 72 hours, or the leave will be considered approved.
9. Once annual leave has been approved, it may not be canceled by management.

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. Any clerk desiring to forfeit a Choice Vacation week must do so at least 14 days in advance of the scheduled week. Such week must be offered to the clerk craft in order of seniority for bid.

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

1. Clerks may volunteer to work any particular holiday by notifying management prior to the holiday posting.
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, 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 requests a light duty assignment, in writing, management must contact the President, Lehigh Valley Area Local to discuss such request.
2. Request 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 length of assignment, physical restrictions and possible alternatives.

**ITEM #19     PARKING**

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

**ITEM #21     HOURS OF WORK**

1. An overtime desired list will be established by office. Any clerk desiring to be added to the overtime desired list, must notify management in writing prior to the beginning of each quarter, (October, January, April, July).
2. 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.
3. Overtime opportunities for part-time flexibles, will be distributed equitably.
4. Management will attempt to notify affected clerks, at least one (1) hour in advance if they will be required to work overtime.
5. Management will continue to provide clerk craft employees with breaks as per past practice, and daily service needs.

**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. No change in non-scheduled days or duties shall be made to any existing job without prior consultation with the Clerk Craft Director and/or President, Lehigh Valley Area Local.
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, based on staffing available.

**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 meetings, 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. Each employee shall be provided a locker for their personal use.
5. Management will meet with the union as needed/semi-annually to discuss safety/health issues in the office.