

Memorandum of Understanding

This Memorandum of Understanding entered into between the representatives of the **Swiftwater & Pocono Manor Post Offices, 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 **2015-2018 National Agreement**. This Memorandum of Understanding constitutes the entire agreement on matter relating to conditions of employment.

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ITEM#1 WASH UP TIME

Wash up time will be administered in accordance with Article 8.9 of the National Agreement.

ITEM #3 GUIDELINES FOR CURTAILMENT OF POSTAL OPERATIONS

1. It is recognized by Labor and Management that on occasion emergency conditions may exist which would encourage the employer to consider the curtailment of mail.
2. The employer will make every effort to notify the President of the local Union or a shop steward on the floor of its decision and plan implementation.
3. In the event that the Postal operation are curtailed or terminated, the employer must attempt to notify the affected employees by whatever means are available to them.

ITEM #4 FORMULATION OF LOCAL LEAVE PROGRAM

1. Choice Vacation Period will be from May 1st through September 30th.
2. The maximum number of clerk(s) who will be granted leave during Choice Vacation Period will be one (1) per week.
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. 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 February 5th and end no later than February 28th
7. All clerks must submit their PS Form 3971 at the time of their bids. 3971s will be submitted in triplicate and handed to management.
8. Annual Leave submitted after Choice Vacation selections must be submitted at least 14 days in advance of the date requested. Such request (PS Form 3971) must be returned to the employee within 72 hours, or the leave will be considered approved.

9. Choice Vacation weeks, once approved, may not be canceled by management unless the President, Lehigh Valley Area Local is notified of the reason why.
10. 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.

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. Postal Support Employees, 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.
 - F. Non-volunteers on non-scheduled days, by juniority.

ITEM #15- 17 LIGHT DUTY ASSIGNMENTS

Light Duty will be administered in accordance with Article 13 of the National Agreement.

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. Any clerk wishing to be removed from the overtime desired list must notify management in writing, and will be effective one (1) week from notification.
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. Overtime opportunities for part-time flexibles, will be distributed equitably when possible.
5. Management will attempt to notify affected clerks, at least one (1) hour in advance if they will be required to work overtime, except in an emergency.

6. 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. 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 President and management.
3. If the starting time of a bid job is changed by more than one and one half (1 ½) hours from the original starting time, such bid job must be reposted for bid.

ART # 17 LABOR/MANAGEMENT

1. Labor/management meetings will be held at the request of either party as needed. An agenda for such meetings, must be furnished by the party requesting the meeting no later than three (3) days prior to the meeting. 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.
2. Management will grant the union 5 minutes on the clock time to address the clerks in the office, on a semi-annual basis. Management shall establish such times for meetings
3. Management will meet with the union as needed to discuss safety/health issues in the office.