

Memorandum of Understanding
Between Branch 84, National Association of Letter Carriers and
The United States Postal Service, Homestead Post Office

ITEM 1 – “ADDITIONAL OR LONGER WASH-UP PERIODS”

A period of five (5) minutes shall be granted, with the regular tour, as reasonable wash-up time. This five (5) minutes to be recorded on Form 1838.

ITEM 2 – “THE ESTABLISHMENT OF A REGULAR WORK WEEK OF FIVE DAYS WITH EITHER FIXED OR ROTATING DAYS OFF”

The regular work week will be five days with a rotating day off.

ITEM 3 – “GUIDELINES FOR CURTAILMENT OR TERMINATION OF POSTAL OPERATIONS TO CONFORM TO ORDERS OF LOCAL AUTHORITIES OR AS LOCAL CONDITIONS WARRANT BECAUSE OF EMERGENCY CONDITIONS”

When due to “Acts of God”, extreme emergencies, or orders of local authorities, it becomes necessary to curtail, or terminate postal operations, the Postmaster, or his/her designee, will inform the President of Branch 84, NALC, of the action to be taken and the effect on the union members.

Such information will be disseminated swiftly and uniformly by whatever means available; i.e., telephone, radio, television, etc. If an extreme emergency, as stated in this item, would occur during the hours the carriers would be on duty, the supervisor, customer services support, shall take the necessary precautions to insure that all carrier work locations are notified.

The President of Branch 84, NALC, will be notified of the implementation of this item whenever there is an Act of God such as, but not limited to, severe accumulation of snow, rain, ice, i.e., above the norm of the delivery area, management may review carrier operations in the respective area/areas affected. This proposal would also include any state of emergency, local, state, or national.

ITEM 4 – “FORMULATION OF LOCAL LEAVE PROGRAM”

A. Number of slots in non-choice period. For all other weeks in the year, excluding the prime time (choice) vacation periods, a total of one (1) carrier will be permitted off on annual leave. During the period of selection of prime time (choice), each carrier will have the “option” of selecting an additional one week in other than prime time (choice). A form 3971 must be submitted. **The number of slots which are guaranteed is based on upon the number of career city carrier craft employees on the rolls at the beginning of the leave year.**

B. Beginning dates for choice and non-choice selections. The selection process for choice and non-choice annual leave will begin on February 1st or the first working day following.

C. Method of selection. Regular Carriers will be divided into six (6) man groups, according to seniority, with each group having three (3) days to complete their selection. List is to be posted third week in January. Leave forms will be distributed and all Carriers must indicate their first, second and third preference for their selection during the choice week. After seniority picks for choice period are completed **City Carrier Assistants may select one full week during the choice , from remaining slots, leave will be granted contingent upon the City Carrier Assistant having sufficient leave balance when the leave is taken,** any weeks not selected will be removed from vacation roster. Carriers may also select one week of the non-choice period during the initial selection period, **After Career Carriers have made their selections City Carrier Assistants may select one full week during the non-choice period, from remaining slots, leave will be granted contingent upon the City Carrier Assistant having sufficient leave balance when the leave is taken.**

D. Leave cancellation policy. Whenever a Carrier Craft employee desires to cancel his/her selected vacation period(s), two (2) weeks notification prior to beginning of selected vacation must be given to the responsible supervisor. Exceptions to the two (2) week cancellation requirement will be resolved by consultation between the Postmaster and the Union.

E. Leave for Union business. Management will consult shop steward prior to choice vacation selection for number of delegates to convention for the number of appropriate slots.

F. Carriers who become ill while on annual leave during the choice period shall be allowed to have another selection during the choice period, providing there is an open slot.

G. All vacations selected by carrier craft employees must be honored for full service week segments; i.e., no carrier will be permitted to tie up a vacation slot by only using a portion thereof.

H. Vacation call-in – no carrier will be called in to work while on annual leave.

I. There shall be no trading of vacation periods among carriers.

J. Management will be notified by October 1 of each year by employees who are in excess of 440 hours Annual Leave to facilitate proper leave planning.

ITEM 5 – “THE DURATION OF THE CHOICE VACATION PERIOD”

The Choice Vacation period shall begin with Memorial Day Week through the first full week of September which includes Labor Day, plus the week of Christmas and the week of New Years plus the first two weeks of antlered deer hunting. A deer hunting license must be submitted.

ITEM 6 – “THE DETERMINATION OF THE BEGINNING DATE OF AN EMPLOYEE’S VACATION PERIOD”

Vacations shall begin on Monday and carrier will return to work on Monday.

ITEM 7 – “WHETHER EMPLOYEES AT THEIR OPTION MAY REQUEST TWO SELECTIONS DURING THE CHOICE VACATION PERIOD IN UNITS OF EITHER 5 OR 10 DAYS”

Employees with less than 3 years seniority may take a single selection of two consecutive weeks, or two selections of one week each. Employees with 3 or more years of service may choose to take a single selection of three consecutive weeks, or two selections, one of one week and one of two weeks.

ITEM 8 – “WHETHER JURY DUTY AND ATTENDANCE AT NATIONAL OR STATE CONVENTIONS SHALL BE CHARGED TO THE CHOICE VACATION PERIOD”

A. Jury duty will not be charged to the choice vacation period. Management, to the extent possible, will reschedule members of the regular work force who are forced to give up a chosen choice/non-choice vacation period for jury duty to a comparable period as close to the original choice as possible.

B. Attendance at union conventions shall be charged as a choice vacation selection. At the beginning of each year when the convention week has been determined, the union will submit a list of official delegates to the Supervisor, Customer Services Support. Sufficient slots for eligible delegates shall be withheld for the appropriate week. If the number of slots is insufficient in a section to permit the number of delegates of that section to attend the convention, then the Supervisor, Customer Service Support will contact the President, Branch 84 to discuss a means of obtaining leave for the necessary delegates.”

ITEM 9 – “DETERMINATION OF THE MAXIMUM NUMBER OF EMPLOYEES WHO SHALL RECEIVE LEAVE EACH WEEK DURING THE CHOICE VACATION PERIOD”

The number of carriers guaranteed leave during the choice vacation period shall be 14% of the carrier complement, as determined in Item 4A. Fractions of .5 and above rounded up and lesser fraction rounded down. In addition to 14%, one (1) additional slot will be added for the full weeks in July and August.

ITEM 10 – “THE ISSUANCE OF OFFICIAL NOTICES TO EACH EMPLOYEE OF THE VACATION SCHEDULED APPROVED FOR HIM/HER”

After the choice and non-choice vacation rosters have been completed, a copy will be posted in a prominent place (Union bulletin board) and a copy will be provided to the Shop Steward.

ITEM 11 – “DETERMINATION OF THE DATE AND MEANS OF NOTIFYING EMPLOYEES OF THE BEGINNING OF THE NEW LEAVE YEAR”

Prior to the start of December each year, management will notify all carrier craft employees and post in a prominent place the beginning date of the new leave year.

ITEM 12 – “THE PROCEDURES FOR SUBMISSION OF APPLICATIONS FOR ANNUAL LEAVE DURING OTHER THAN CHOICE VACATION PERIOD”

Carriers requesting annual leave other than that chosen by seniority during the posted periods must submit Form 3971 in duplicate, completing all applicable blocks not less than one (1) week in advance. Management will reply, indicating approval or disapproval within three (3) days, following submission. Daily leave shall be granted on a first come, first serve basis unless

- a. Two (2) carriers apply on the same day for the same day then the 3971's are numbered by seniority.
- b. When management solicits volunteers to use leave (i.e., case and go) then a lottery will be used.

For weddings, graduations, extended trips, etc., where advance planning is necessary, station supervisors will date Form 3971 when the request for leave is made. Supervisors will indicate numerically the order of receipt of Forms 3971 for identical days. The earliest dated request/requests shall be honored when sufficient replacements are not available to honor all requests. Carriers will be notified at least forty-five (45) days before requested time of approval or disapproval.

Failure to reply within the three (3) day period stated above does not automatically entail approval of the leave requested.

ITEM 13 – “THE METHOD OF SELECTING EMPLOYEES TO WORK ON A HOLIDAY”

A. After management has determined the number of carriers needed for holiday or designated holiday work, a schedule shall be posted as of the Tuesday preceding the service week in which the holiday falls, using the following priority order in selecting the employees needed.

1. Schedule all part time flexible carriers. Select in seniority order and on a rotating basis, when all part time flexible carriers are not needed on a holiday or designated holiday.
2. Schedule those employees who volunteer to work the holiday or designated holiday by strict seniority and on a rotating basis.
3. Schedule City Carrier Assistants.
4. If a sufficient number of employees for holiday or designated holiday work is not obtained by implementing the provisions of the above categories, then schedule in inverse seniority and on a rotating basis, the full time regular employees who have not volunteered to work the holiday or designated holiday, and for whom the day is a scheduled lay-off day. The overtime rate will be paid to those employees scheduled to work from this category.
5. If a sufficient number of employees needed for holiday or designated holiday work is not obtained by implementing the provisions of the above categories, then schedule in inverse seniority, and on a rotating basis, the full time regular employees who have not volunteered to work the holiday or designated holiday and for whom the day is a holiday. The straight time rate will be paid to those employees scheduled to work from this category.

B. Management will maintain a roster of those employees who were scheduled to work on a holiday or designated holiday regardless of whether the employees were volunteers or non-volunteers.

C. The overtime hours worked by those employees utilized voluntarily or involuntarily on a holiday are not to be credited on the overtime desired list.

ITEM 14 – “WHETHER OVERTIME LISTS IN ARTICLE 8 SHALL BE BY SECTION AND/OR TOUR”

Overtime desired lists will be by sections as defined in Item 18 of this memorandum of understanding.

Overtime Desired List. All regular carriers will have the opportunity to sign an overtime desired list during the two week period prior to the beginning of each calendar quarter (Jan.-Mar., Apr.-June, July-Sept., Oct.-Dec.). Carriers desiring to work overtime should sign as either a 10-hour, 12-hour or work assignment volunteer.

The Overtime desired list shall be prominently displayed and updated with the overtime hours worked by the volunteers. Any volunteers who are personally contacted to work overtime and are subsequently excused will be credited on the overtime desired lists with the entire opportunity offered.

The overtime desired list will be reviewed monthly by the Postmaster and the Shop Steward to ensure equitable opportunities and hours.

When management options to split a route, carriers already scheduled that day and on the overtime desired list will be selected on a rotating basis to carry the cuts in accordance with Article 8 of the National Agreement. This overtime is credited on the overtime desired list.

ITEM 15 – “THE NUMBER OF LIGHT DUTY ASSIGNMENTS WITHIN EACH CRAFT OR OCCUPATIONAL GROUP TO BE RESERVED FOR TEMPORARY OR PERMANENT LIGHT DUTY ASSIGNMENTS”

The number of temporary light duty assignments shall be reserved for the carrier craft based on the maximum number of carriers that have been assigned in the past consistent with good business practices, and under the conditions stipulated in Article 13, section C-3 of the National Agreement.

ITEM 16 – “THE METHOD TO BE USED IN RESERVING LIGHT DUTY ASSIGNMENTS SO THAT NO REGULARLY ASSIGNED MEMBERS OF THE REGULAR WORK FORCE WILL BE ADVERSELY AFFECTED”

A. The United States Postal Service and the Union’s recognizing their responsibility to aid and assist deserving full time regulars or part time flexible employees, who through illness or injury are unable to perform their regular assigned duties will through labor/management meetings as the need arises determine the method in reserving light duty assignments so that no regular assigned member of the regular work force will be adversely affected.

B. The light duty employee’s tour, hours, work location and basic work week shall be those of the light duty assignment and the needs of the service whether or not the same as for the employees’ previous duty assignment.

ITEM 17 – “THE IDENTIFICATION OF ASSIGNMENTS THAT ARE TO BE CONSIDERED LIGHT DUTY WITHIN EACH CRAFT REPRESENTED IN THE OFFICES”

A. Generally light duty assignments as per Article 13 of the National Agreement shall be determined by the procedure stated in Item 16 of this Memorandum.

B. The parties agree that no employee should perform work beyond the medical restriction provided.

ITEM 18 – “THE IDENTIFICATION OF ASSIGNMENTS COMPRISING A SECTION WHEN IT IS PROPOSED TO REASSIGN WITHIN AN INSTALLATION EMPLOYEES EXCESS TO THE NEEDS OF A SECTION”

For the purposes of this Item, the Homestead Post Office will be considered an Installation.

ITEM 19 – “THE ASSIGNMENT OF EMPLOYEE PARKING SPACES”

The employee parking spaces currently utilized by the carrier craft in the Homestead Post Office will remain in effect and be administered as has been the past practice. Improvement on the parking program at existing facilities and programs for new facilities will be adopted per Article 20, Section 1 of the National Agreement.

ITEM 20 – “THE DETERMINATION AS TO WHETHER ANNUAL LEAVE TO ATTEND UNION ACTIVITIES REQUESTED PRIOR TO DETERMINATION OF THE CHOICE SCHEDULE IS TO BE PART OF THE TOTAL CHOICE VACATION PLAN”

Annual leave to attend union activities (other than National Conventions) requested prior to the determination of the choice vacation schedule will not be part of the total choice vacation schedule.

ITEM 21 – “THOSE OTHER ITEMS WHICH ARE SUBJECT TO LOCAL NEGOTIATIONS AS PROVIDED IN THE CRAFT PROVISIONS OF THE NATIONAL AGREEMENT” and ITEM 22 – “LOCAL IMPLEMENTATION RELATING TO SENIORITY, REASSIGNMENT AND POSTING”

A. **Posting and Bidding.** A notice inviting bids for letter carrier craft assignments and for such other assignments to which a letter carrier is entitled to bid shall be posted on the official bulletin board for ten (10) days. Copies of the notice shall be given to the local union. Letter carriers shall make their bids in accordance

with Article 41.1 of the National Agreement. At each work location, management shall post all temporarily vacant full time craft duty assignments of anticipated duration of five (5) days or more. Full time reserve, unassigned regular, part time flexible and city carrier assistant letter carriers may indicate their preference for such assignments at a section.

B. Bumping. When a full-time regular on the overtime desired list is called in to work his non-scheduled day, he/she shall work his/her bid assignment only if the CC-2 carrier can move to another route on that set of floats. If another route on the swing is not available, the ODL carrier coming in on his/her off day will work the open route.

C. Article 41.3.O. When a letter carrier route or full-time duty assignment, other than the 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, highway, 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.

D. Time Change. If the starting time of a route changes by more than one hour, it will be posted for bid.

E. A successful bidder shall have retreat rights to his/her prior assignment for ten (10) working days, providing the Carrier notifies management and the Union of his/her intention the Wednesday prior to the beginning of the scheduled work week, so a proper schedule change can be posted. When carrier retreats the bid will be awarded to the second senior carrier.

F. The installation Head shall meet with the appropriate representatives of Branch 84, NALC quarterly or at such time as may be mutually agreed on. Such meetings shall be on the clock and may be changed by mutual consent only.

Branch 84 is entitled to one (1) representative on the clock of its own choosing at local Labor-Management meetings for the Homestead Post Office.

Minutes of Labor-Management meetings shall be kept by management and copies shall be provided and initiated by the parties for verification. Any agreement reached at such meetings shall be reduced to writing and signed by both parties. These agreements shall not be changed without prior notification and negotiation between the parties.

It is agreed that agenda items for discussion at the meeting shall be exchanged by the President of Branch 84 or his/her designee and the Postmaster or his/her designee, at least forty-eight (48) hours before the scheduled meeting. Items not placed on such agenda shall be discussed only by mutual consent.

G. Branch 84 will be notified prior to the designation of any employee to all local committees by the Postmaster and/or his/her staff. Letter Carrier members of all committees shall be designated by the President of Branch 84. Committee meetings shall be held on the clock.

This Memorandum of Understanding between the United States Postal Service and Branch 84 of the National Association of Letter Carriers, pursuant to the Local Implementation Provisions of the National Contract, will be effective as of the date signed below and will remain in force for the life of the current National Agreement.

For the United States Postal Service

For Branch 84, NALC



David J. Chludzinski
Labor Relations, Western PA District

Ted Lee President
Branch 84, NALC

11-17-2017
Date

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