2019-2023

LOCAL MEMORANDUM OF UNDERSTANDING

BETWEEN THE PARTIES OF

U.S. POSTAL SERVICE, JAMESTOWN POST OFFICE

AND

NATIONAL ASSOCIATION OF LETTER CARRIERS
BRANCH 182, DAYTON, OHIO 45431

ITEM 1: WASH UP PERIODS

Reasonable wash up time will be given when an employee is involved in the performance of unusual or abnormal dirty work.

ITEM 2: WORK SCHEDULES

All regular carriers will be on an established rotating day off.

ITEM 3: EMERGENCY CONDITIONS

Guidelines for the curtailment or termination of Postal operations to conform to orders of local authorities or as local conditions warrant because of emergency conditions.

1. Postal operations will not be curtailed at the Jamestown Post Office unless the Postmaster determines conditions so warrant. In making this determination, the Postmaster will give due consideration, but not limited to, such conditions as:
    a) The safety and health of the employees.
    b) Civil Disorders.
    c) Acts of God.
    d) Hazardous weather conditions.
    e) Advice of local authorities.

2. After the determination has been made by the Postmaster to curtail, the Postmaster or his designee will notify the Union President, or his designee.

3. Management will notify the employees at the earliest possible time of curtailment or termination of Postal Operations. Such notifications will be by Local Radio Stations or by Telephone.

ITEM 4: FORMULATION OF LOCAL LEAVE PROGRAM

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1. The vacation calendar and a signed copy of PS Form 3971 will be the official documentation for approved leave. The method of selecting prime and non-prime vacation periods will be:
   a) Requests for first and second choice will be submitted in duplicate and placed on the vacation calendar beginning January Second for the coming leave year.
   b) A total of 3 weeks may be submitted for first choice, and 2 weeks for second choice, not to exceed the carriers earned leave for the year.
   c) Carriers will pass a calendar by seniority with 3971 for selections
   d) Any carrier not prepared at the time of their first or second choice selection will be passed over at the time, and given a second opportunity by seniority, after all carriers have completed their first choice selection.
   e) Any carrier on sick or extended leave at the time of their selection date will be permitted to submit PS Form 3971's for their choice prior to the start of their leave. The 3971 will processed in order of their seniority.
   f) Second choice will be completed immediately following the completion of all first choice selections. CCA's by seniority will be included at the end of the second choice period and can choose 1 or 2 weeks of leave.
   g) Any carrier transferring from another station shall be granted his/her vacation as it was assigned at the losing office.
   h) Notification will be given by the Union to all employees to prepare their vacation selection on November first and be posted on the bulletin board by the time clock.
   i) All first and second choice vacation periods will be completed by January 31.
   j) All carriers using annual leave in January are required to use leave earned from previous year.

ITEM 5: THE DURATION OF THE CHOICE VACATION PERIODS

The Prime time vacation period shall be from the first full week in May thru the second full week in September, and to include December 26th thru January 2.

ITEM 6: THE DETERMINATION OF THE BEGINNING DAY OF AN EMPLOYEE'S VACATION PERIOD

The beginning of carrier's vacation period shall be Monday through Saturday.

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ITEM 7: WHETHER EMPLOYEES AT THEIR OPTION MAY REQUEST TWO SELECTIONS DURING THE PRIME TIME VACATION PERIOD.

Vacations shall be granted in (1) week periods (40 hours) by seniority beginning on Monday and ending on Sunday. A carrier may, at his/her option, request three (3) selections during the choice period in units of five (5) working days, the total not to exceed the working days allowed by the National Agreement. These choices may be consecutive if seniority permits. Employee must have sufficient Annual Leave to cover their choice vacation selections. An insufficient Annual Leave balance will be deemed to void their vacation selection.

ITEM 8: WHETHER JURY DUTY AND ATTENDANCE AT NATIONAL OR STAE CONVENTIONS SHALL BE CHARGED TO CHOICE VACATION PERIOD.

Jury duty will not be counted in the complement of employees, agreed upon, to be simultaneously let off during the choice vacation. Attendance at national and state conventions will be counted in compliment and charged to choice vacation period.

ITEM 9: DETERMINATION OF THE MAXIMUM NUMBER OF EMPLOYEES WHO SHALL RECEIVE LEAVE EACH WEEK DURING THE CHOICE VACATION PERIOD.

1. During the choice periods, 15% of the letter carrier craft employees on the rolls as on January 1 will be granted vacation.
2. During non-choice periods, 9% of the letter carrier craft on the rolls as January 1 will be granted vacation.
3. When the application of these percentages to the unit equals more than a whole number, .5 or higher shall be rounded up to the next whole number.

ITEM 10: THE ISSUANCE OF OFFICIAL NOTICES TO EACH EMPLOYEE OF THE VACATION SCHEDULE APPROVED FOR SUCH EMPLOYEE.

At the end of the sign-up period the vacation calendar and signed PS Form 3971 will be official notice of approval leave.

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ITEM 11: DETERMINATION OF THE DATE AND MEANS OF NOTIFYING EMPLOYEES OF THE BEGINNING OF THE NEW LEAVE YEAR.

The leave year will commence of February first (1) ending on January 2nd for purpose of selecting vacation within the calendar year.

ITEM 12: THE PROCEDURE FOR SUBMISSION OF APPLICATIONS FOR ANNUAL LEAVE DURING OTHER THAN CHOICE VACATION PERIOD.

1. Applications for annual leave during other than choice vacation periods will be on PS Form 3971 in triplicate (3) to the carrier's manager/supervisor. The following procedure shall be used:
   a) The manager/supervisor will sign and date the submitted 3971's in the section designated "Signature of Supervisor Notified and Date" in the presence of the submitting carrier. 3971's not handed directly to the manager/supervisor, will not be considered submitted.
   b) Request for annual leave will be approved or disapproved with Seventy two hours (72) period commencing from 6:00P.M of the day the 3971 is submitted.
   c) Management shall respond as soon as possible to annual leave requests that are submitted within twenty-four (24) hours prior to the actual leave period request.
   d) Failure to inform the employee within the Seventy two hours (72) period will be considered approval of said leave request.
   e) If more than one (1) carrier request that same period of annual leave on the same date of submission, time the request was made will be used to determine the carrier granted the leave.
   f) Leave is to be submitted prior to tour of duty and after end of duty.
   g) Only two (2) active single Saturday leave request will be allowed on the vacation calendar.
   h) Carriers may submit only one leave request per day.

ITEM 13: THE METHOD OF SELECTION EMPLOYEES TO WORK ON A HOLIDAY.

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In establishing and posting schedules for holidays and days designated as carrier's holidays, the following priorities are to be followed:

1) All CCA and part-time flexible (PTF) employees to the maximum extent possible, even if the payment of overtime is required.
2) A full-time and part-time regular employees who possess the necessary skills and have volunteered to work on their holiday or designated holiday-by seniority.
3) All full-time regulars and part-time employees who possess the necessary skills and have volunteered to work on their non-scheduled day- by seniority.
4) Full-time regulars who DO NOT volunteer on what would otherwise be their non-scheduled day---by juniority on rotatating basis.
5) Full-time regulars who DO NOT volunteer on what would otherwise be their holiday or designated holiday---by juniority on rotating basis.

ITEM 14: WHETHER "OVERTIME DESIRED" LISTS IN ARTICLE 8 SHALL BE BY SECTION AND/OR TOUR.

1) The names of carriers listed on the "Overtime Desired List" will be posted within the Jamestown Branch.
2) In order to ensure equitable opportunities for overtime, overtime hours worked and opportunities offered for those carriers on the "Overtime Desired List" only, will be posted and updated weekly, using the following method:
   a) A sign for overtime hours worked and overtime hours turned down, shall be used to ensure equitable opportunities offered and will be posted and updated each week.
   b) In the event a regular assigned carrier is requesting to work on his/her non-scheduled workday, he/she shall be assigned to work his/her route, provided that T-6 carrier can be moved to another route in his/her T-6 duty assignment.
   c) Tracking overtime hours worked and total overtime hours offered will be posted on Fridays each week by the supervisor's desk.

ITEM 15: THE NUMBER OF LIGHT DUTY ASSIGNMENTS WITHIN EACH CRAFT OR OCCUPATIONAL TO BE RESERVED FOR TEMPORARY OR PERMANENT LIGHT DUTY ASSIGNMENT.

N/A

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ITEM 16: THE METHOD TO BE USED IN RESERVING LIGHT DUTY ASSIGNMENTS SO THAT NO REGULARLY ASSIGNED MEMBER OF THE REGULAR WORK FORCE WILL BE ADVERSELY AFFECTED.

N/A

ITEM 17: THE IDENTIFICATION OF ASSIGNMENTS THAT ARE TO BE CONSIDERED LIGHT DUTY WITHIN EACH CRAFT REPRESENTED IN THE OFFICE.

Article 13, Section 3 will be used.

ITEM 18: THE IDENTIFICATION OF ASSIGNMENTS COMPRISING A SECTION, WHEN IT IS PROPOSED TO REASSIGN WITHIN AN INSTALLATION EMPLOYEES EXCESS TO THE NEED OF A SECTION.

Article 12, Section 5: Shall be used.

ITEM 19: THE ASSIGNMENT OF EMPLOYEES PARKING SPACES.

All letter carriers will park their personal vehicles in the designated parking area besides the building at 37 N. Limestone St. Carriers are not to park in the designated customer parking area at 37 N. Limestone St.

ITEM 20: THE DETERMINATION AS TO WHETHER ANNUAL LEAVE TO ATTEND UNION ACTIVITES REQUESTED PRIOR TO DETERMINATION OF CHOICE VACATION SCHEDULES IS TO BE PART OF THE TOTAL CHOICE VACATION PLAN.

Leave to attend Union activities requested prior to the determination of the choice vacation schedule will not be part of the total choice vacation plan.

ITEM 21: THOSE OTHER ITEMS WHICH ARE SUBJECT TO LOCAL NEGOTIATIONS AS PROVIDED IN THE CRAFT PROVISIONS OF THIS AGREEMENT, AND

N/A

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ITEM 22: LOCAL IMPLEMENTATION OF THIS AGREEMENT RELATING TO SENIORITY, REASSIGNMENTS AND POSTINGS.

1. Method of Posting and Bidding:
   a) Notice inviting bids for letter carrier assignments and other assignments to which a letter carrier is entitled to bid shall be posted on the bulletin board near the time clock for ten (10) days. Copies of the notice shall be given to Local 182 Union. Letter Carriers shall make their bids in writing to manager in charge by 6:00 P.M. on the final day of the posting. When more than one (1) assignment is posted, letter carriers may have the right to bid for all assignments. The annual leave board will be the official posting of vacant routes in duration of five (5) days or more, any situation other than annual leave will be posted next to the leave board. PTF and CCA will be responsible for checking the board and submitting their requests for holds the Monday prior by 4 P.M. All posting will be round dated. This will be in effect until automated bidding is implemented.

2. Posting of all assignments of carriers junior to the carrier whose assignment has been abolished,
   a) When a route is abolished at the delivery unit as result of, but not limited to, route adjustments, highways, housing projects, all route and full-time duty assignments in the unit held by letter carriers who are junior to the carrier whose route or full-time assignment was abolished shall be posted in accordance with the procedures in this Article.

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This Memorandum of Understanding is entered into on 05/12/2021 at Jamestown, Ohio between the representatives of the United States Postal Service and the National Association of Letter Carriers Branch 182, pursuant to the Local Implementation Provisions of the 2020-2023 National Agreement with the National Association of Letter Carriers.

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