

LOCAL MEMORANDUM
OF UNDERSTANDING
BETWEEN THE
UNITED STATES
POSTAL SERVICE
AND THE
NATIONAL ASSOCIATION
OF
LETTER CARRIERS (AFL-CIO)
BRANCH # 794
BIG RAPIDS CARRIER ANNEX
2017

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LOCAL MEMORANDUM OF UNDERSTANDING

BIG RAPIDS, MI

Item 1: Additional or longer wash up periods.

It is the position of the U.S. Postal Service that those employees in the letter carrier craft who perform dirty work or work with toxic materials should be granted such time as is reasonable and necessary for washing up, in compliance with Article 8 Sec.9.

Item 2: The establishment of a regular work week of five days with either fixed or rotating days off.

All full time route assignments in the Big Rapids office shall be on a rotating days off schedule, running from Saturday through Friday.

Item 3: 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.

In the event that there is a curtailment or termination of postal operations, the following shall apply:

- A. if on duty, carriers will be notified what action to take.
- B. If off duty, the employer shall make every effort to notify carriers by whatever means of communication is deemed necessary.
- C. The employer shall notify the local Union President of its decision and plan of implementation on the above, as soon as practical.
- D. the USPS National Employee Emergency Hot Line will be utilized to keep employees informed of emergency conditions.

Item 4: formulation of local leave program.

1. Date of Notification for Making Choice/Non-Choice Vacation Period Selections.

The Union will create a spreadsheet with Choice/Non-Choice selection slots. This will be known as the Leave Roster. Management will notify the Union of the beginning and ending dates for the upcoming leave year. Management and the Union shall cooperate to establish a leave roster and selection schedule which begins on November 1st and is completed within 45 days.

2. Method for making Choice vacation selections.

Beginning November 1st the Leave Roster shall be passed throughout the carrier workforce by seniority. Full time regular, Part time regular, PTFs and CCAs will indicate his/her selection(s) for the choice vacation period on the roster. Each carrier will have up to 2 days to make choice vacation selections.

3. Method for making Non-Choice leave selection during the Choice vacation leave selection period.

After all carriers have completed the choice selection the leave roster will then start the second round by seniority. All available weeks may be selected on the second round, based on leave earned annually. Any remaining weeks available on the roster after both rounds are completed will be available on a first-come first serve basis, requested on PS Form 3971 in duplicate. Management will update the vacation roster during the year as changes occur.

4. Cancellation of Leave

All cancellations shall be re-posted, on employee bulletin board, within 3 working days of notification of cancellation.

5. Posting of schedule

Management will post the leave roster within 7 days after it has been completed, as well as being signed and dated by representatives of both labor and management, as the official (controlling) document, taking precedent over incorrect 3971s.

6. Number of carriers off during non-choice period

Management shall allow a minimum of one (1) carrier off in any week of the year.

Item 5: The duration of the choice vacation period

Choice vacation period shall be:

- 1.) Spring Break-the first week to coincide with: Public school schedule agreed to by Union and Management, and the following week.
- 2.) The first full week of May through the last full week in September.
- 3.) Deer season: two (2) consecutive weeks in November, beginning with the week containing November 15th.

Item 6: The determination of the beginning day of an employee's vacation period.

Letter carriers will start their vacation on a Monday and end on Sunday.

Item 7: Whether employees at their option may request two selections during the choice vacation period, in units of either 5 or 10 days.

Letter carriers, at their option, may request one (1) or two (2) selections during the choice vacation period in units of either five (5) or ten (10) or fifteen (15) days; total not to exceed 10 or fifteen days on the first pass, in accordance with leave earned annually.

Item 8: Whether jury duty and attendance at Notional or State Conventions shall be charged to the choice vacation period.

Jury duty will not be considered as part of the quota of carriers off during choice vacation period. Attendance at union conventions or assemblies shall not be charged as a vacation selection. At the beginning of vacation selections delegate slots shall be withheld, on the roster, for the appropriate week(s).

Item 9: Determination of the minimum number of carriers (including CCAs, PTFs and Regulars) who shall receive leave each week during the choice vacation period.

There shall be a minimum of two (2) letter carriers granted annual leave each week during the choice vacation period. The weeks containing Memorial Day and Labor Day only one carrier will be granted annual leave.

Item 10: The issuance of official notices to each employee of the vacation schedule approved for such employee.

Each carrier will submit, following selection of his or her choice and non-choice vacation periods, PS form 3971 in duplicate, filling in all applicable items. A copy, signed by the responsible supervisor, will be returned to each carrier.

Item 11: Determination of the date and means of notifying employees of the beginning of the new leave year.

No later than November 1st of each year, management shall post a notice on employee bulletin board to notify carriers of the beginning date of the new leave year.

Item 12: The procedures for submission of applications for annual leave other than the Choice/Non-Choice vacation period: Incidental Leave.

Leave less than five days will be considered incidental leave, and will be granted on availability and on a first-come first-served basis. Requests for incidental leave will be submitted on PS Form 3971 in duplicate, and will be granted whenever a leave vacancy exists. Approval/disapproval will be determined within 3 working days of submission and the duplicate copy returned to requesting carrier. If disapproved, the reason(s) will be noted on 3971 employee's copy.

The following is intended to establish and to clarify the procedures for granting daily (incidental) leave, requested throughout the year, after the leave roster has been completed:

Within 30 days of the requested leave date(s), all requests for incidental annual leave will be granted strictly on first-come, first-served basis. In the event of same day submission, seniority will be the tie breaker. The quota for the minimum number of carriers allowed off will apply to each day of each week of the leave year. Management shall not grant incidental leave requests prior to 30 days in advance.

Item 13: The method for selecting employees to work on a holiday

The holiday scheduling default pecking order shall be:

- 1.) All Part time flexible employees to the maximum extent possible, even if payment of overtime is required.
- 2.) All full-time and part-time regular employees who possess the necessary skills and have volunteered to work on their holiday or their designated holiday-by seniority.
- 3.) City Carrier Assistant.

Holiday pecking order cont.

4.) All full-time and part-time regular employees who possess the necessary skills and have volunteered to work on their non-scheduled day-by seniority.

5.) Full-time regulars who **do not** volunteer on what would otherwise be their non-scheduled day-by inverse seniority.

6.) Full time regulars who **do not** volunteer on what would otherwise be their holiday or designated holiday-by inverse seniority.

Item 14: Whether "Overtime desired" list in Article 8 shall be by section and/or tour.

Overtime desired lists will be by Craft.

Item 15: Light Duty Assignments

A "light duty" assignment is any assignment within the physical capability of an employee who is temporarily or permanently incapable of performing his or her normal duties as a result of illness or injury. Light duty requests will be accommodated within the employee's restriction(s) when work is available. Management will utilize a carrier on light duty assignment to first exhaust all carrier craft work, prior to assigning a carrier outside his or her own station or branch.

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.

Article 12, Section 5.C.4 (a) applies and the entire installation will comprise the section.

Item 19: The assignment of employee parking spaces.

Specific spots shall be only assigned if management deems it necessary. Adequate parking for each employee shall be the responsibility of management.

assignment. Management shall notify all eligible craft employees of any temporarily vacant full-time craft duty assignments that do not appear on the yearly vacation roster.

B. Posting of all Assignments of Carriers Junior to the Carrier who's Assignment has been abolished.

When a letter carrier route or full-time duty assignment other than the letter carrier routes(s) or full-time duty assignment(s) of the junior employee(s) is abolished at the delivery unit as a result of, but not limited to, route adjustment, highways, 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 LMOU.

C. Temporary Assignment Change for T-6 assignments.

A full-time regular carrier called in or scheduled to work on a non-scheduled day shall work his or her full-time duty assignment. The T-6 scheduled to work the route that day shall work on another route on the string, if an opening exists. If no opening exists on the string, the T-6 may voluntarily work on a route off the string. If the regular carrier is not able to work their assigned route under these provisions, then they may work an open route of their choice, or move a CCA or PTF off their assignment if they are not on a hold-down.

D. Labor-Management Meetings.

Labor-Management meetings will be held in accordance with the National Agreement. A labor relations committee will represent the local union, consisting of 2 people chosen by the union. Special meetings may be called by mutual agreement, but not more than one a month. The meetings can be changed by mutual agreement only. Both

sides will make every attempt to exchange agenda items for discussion at the meetings at least twenty-four (24) hours before the meetings. Items not on the agenda will be discussed only by mutual consent of both parties.

Labor-Management Meetings Cont.

A copy of all minutes will be prepared by one of the parties and furnished to the representatives within five (5) days after the meeting. Corrections to the minutes, if necessary, will be made as soon as possible and final copy will be signed by both representatives. Additional time will be allowed, subject to agreement of both parties. It is also agreed that the month of December is excluded.

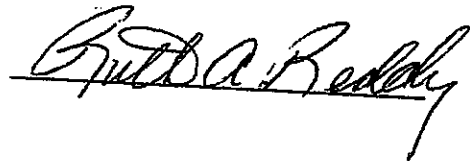
E. Over time Desired List:

Whenever a new full-time carrier (a PTF, CCA converted to regular or a new transfer from another office to the Big Rapids Post Office), begins their assignment after an overtime quarter has begun, the new full-time city carrier may opt by informing management in writing that they request to be added to the overtime desired list (OTDL), at which time they assume the high carrier hours and opportunities for the quarter and will be added to the OTDL.

This agreement entered into on this day, 28th
of this month, November, of this year, 2017



Brandon D. Cox
O.I.C.
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Ruth A. Reddy
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