

LOCAL MEMORANDUM OF UNDERSTANDING

BETWEEN

THE NATIONAL ASSOCIATION OF LETTER CARRIERS

BRANCH 56

GRAND RAPIDS MICH 49504

AND

THE UNITED STATES POSTAL SERVICE

GRANDVILLE/JENISON MI 49418

MAY 2017

ONE – WASH UP PERIODS

Wash up time of five (5) minutes will be granted to employees.

TWO – REGULAR WORK WEEK

Regular carriers will have rotating days off.

THREE – 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

Management agrees to inform the union, as soon as possible, of any curtailment of postal operation to conform with local authorities or as local conditions warrant under emergency conditions.

FOUR – FORMULATION OF LOCAL LEAVE PROGRAM

- A. Annual leave for the year will be recorded in an annual leave book.
- B. Annual leave book will be viewed on the clock, and will be kept in an agreed upon area.
- C. No carrier shall be required to work during their period of scheduled annual leave, unless determined necessary by the district manager.
- D. Prime Time Leave Procedures
 - 1. Prime Time selection will begin December 1, or the first working day thereafter with the senior Regular carrier. Each regular letter carrier will be allowed (3) scheduled work days to submit their selections. The carrier's selection period begins when management hands the selection sheet to the carrier. Selection sheets will be handed out in order of seniority.
 - 2. All prime-time annual leave is bid on a leave selection sheet during 1st, 2nd, and 3rd round selections; all other annual leave is bid on a form PS-3971.
 - 3. The first round of selections will encompass full time regulars. After the first round is completed, CCA's may select one week in prime time, by relative standing. After CCA selection, Round two and three will be restricted to career employees.
 - 4. All remaining prime time annual leave, after the third round, will be updated in the leave book. Requests for this leave will be approved or disapproved and awarded to the carrier with the highest seniority within three (3) working days of the bid. The leave book will be updated within 24 hours. If more than one carrier submits a bid on the same day, the carrier with the highest seniority will be awarded the bid.
- E. All cancelled annual leave bid(s) will be turned in on a form PS-3971 and posted in the annual leave book according to the following guide lines:
 - 1. Within 24 hours from the receipt of the PS 3971 by management for all prime-time selections(s) whether week(s) or day(s).
 - 2. Within 24 hours from the receipt of the PS 3971 is received by management for all non-prime time complete week(s) bids.
 - 3. Any full week(s) turned in can be awarded up to 60 days prior to the first calendar day(s) of the bid.
 - 4. Single day selections can be submitted up to 60 days prior of the date requested, and will be approved or disapproved within 72 hours of the date of receipt of the PS-3971 by management.

5. All PS-3971 forms requesting annual leave will be dated and signed by Management in the appropriate box (on the PS 3971) and a copy made by the end of the day. The copy will be provided to the carrier upon the carrier's request.
6. Scheduled Days Off (SDO) are considered part of the whole week bid.
7. A full prime time week of annual leave turned in and rebid must be maintained as a full week bid until 60 days prior of that date.
8. All requests for remaining unbid prime time annual leave, after the third round, will be approved or disapproved by seniority within three working days of submission of the PS 3971.
9. Only one turned-in prime time whole week bid can be awarded per carrier annually until all city carriers have had an option to receive one turned-in prime time whole week bid.

F. Two weeks before the beginning of any week(s) selections of annual leave, management agrees to check the annual leave balance of the carrier(s) approved to receive annual leave bid(s) to determine:

1. If the individual carrier has enough annual leave to support the approved annual leave request.
2. If individual carrier desires to shorten or turn-in day(s) or week(s) of approved annual leave.

FIVE ---PRIME TIME DURATION

Prime time is all the weeks with calendar days in April, May, June, July, August, September, and November.

SIX---BEGINNING DAY OF EMPLOYEE'S VACATION PERIOD

The beginning of a letter carrier's annual leave week will begin Monday and end Saturday.

SEVEN---PRIME-TIME BIDDING OPTIONS

Seniority will be considered during the three rounds of the prime-time period selections. During the first round, letter carriers may request two (2) selections in units of five (5) or ten (10) days of continuous annual leave, not to exceed a total of fifteen (15) days of continuous annual leave. During the second round, letter carriers may also request two (2) selections in units of five (5) or ten (10) days of continuous annual leave, not to exceed a total of fifteen days (15) days of continuous annual leave. During the third round, letter carriers may request single days until the prime-time period is exhausted.

EIGHT---JURY DUTY AND ATTENDANCE AT NATIONAL OR STATE CONVENTIONS

An employee who is called for jury duty during the employee's scheduled choice vacation period or who attends a National, State or Regional Convention (Assembly) during the choice vacation period is eligible for another available period provided this does not deprive another employee of first choice for scheduled vacation.

NINE---PRIME-TIME LEAVE COMPLIMENT

A. During prime-time annual leave:

1. Thirteen (13) percent (%) of the career letter carrier compliment (full-time, PTF.); will be allowed off on annual leave per day during all the week(s) with calendar days in April, May, June, July, September, and November.

2. Sixteen (16) percent (%) of the career letter carrier compliment (full-time, PTF,) will be allowed off on annual leave per day during the week(s) with calendar days in the month of August.

3. CCA's will not be included in the above. Additionally, CCA 5 day breaks will be annotated in the annual leave book and excluded from CCA selection.

B. When applying the percentage of letter carriers, any fraction of 0.50 or above will be rounded to the next higher whole number and any fraction less than 0.50 will be rounded to the next lower whole number.

TEN---ANNUAL LEAVE APPROVING

A. All prime-time 1st, 2nd, and 3rd round annual leave is bid on a Leave Selection sheet. A copy of the Leave Selection sheet showing the individuals approved prime-time annual leave will be returned to the carrier before bidding will continue.

B. Letter carriers shall submit all other leave requests in duplicate on a form PS-3971, to their unit supervisor. Management will provide the carrier with the duplicate approved or disapproved up to 72 hours of the date of submission. The time requested will be automatically approved if the Form PS-3971 is not returned to the carrier within 72 hours.

ELEVEN---DETERMINATION OF DATE AND MEANS OF NOTIFYING EMPLOYEES OF THE BEGINNING OF THE NEW LEAVE YEAR

The leave year will be January 1 through December 31

TWELVE---NON-PRIME TIME ANNUAL LEAVE

A. One letter carrier (full-time, PTF) will be allowed off on annual leave per week or per day in December.

B. Thirteen (13) percent (%) of the career letter carrier compliment (full-time, PTF) will be allowed off on annual leave on a daily basis. Management will provide the carrier with the duplicate 3971; approved or disapproved up to 72 hours of the date of submission.

C. Non-Prime Time Bidding Guidelines

1. Bids for full week(s) will be submitted up to one year in advance and will be approved or disapproved within 72 Hours of the date of submission on a form PS-3971.

2. If more than one carrier submits a bid on the same day, the carrier with the highest seniority will be awarded the bid.

3. Single day selections will be submitted up to 60 days prior of the date requested and will be approved or disapproved within 72 hours of the submission date on a form PS-3971.

4. A full non-prime time week of annual leave turned in and rebid must be maintained as a full week bid, until 60 days prior to the date available.

5. Turned-in non-prime annual leave will be posted in the book by management before managements ends tour (ET) on the next day.

THIRTEEN---HOLIDAY SCHEDULING ORDER

A. Non-Career

B. Part-time Letter Carriers to the extent possible, even if payment of overtime is required.

C. Regulars who volunteer to work their holiday, or day designated as a holiday, by seniority.

D. Regulars who volunteer to work on their non-scheduled day, by seniority.

- E. Regular non-volunteer letter carriers who did not volunteer on what would be their non-scheduled day, by inverse seniority.
- F. All other non-volunteer regulars by inverse seniority.

FOURTEEN---OVERTIME DESIRED LIST

Per National Agreement – Article Eight

FIFTEEN---NUMBER OF LIGHT DUTY ASSIGNMENTS

The Postmaster shall make every effort to employ letter carriers in their own office for light duty assignments.

SIXTEEN---METHOD OF RESERVING LIGHT DUTY ASSIGNMENTS

Identification of 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.

SEVENTEEN---IDENTIFICATION OF ASSIGNMENTS TO BE CONSIDERED LIGHT DUTY

Identification of Light Duty Assignments – it is agreed that light duty assignments within the office, for letter carriers, may include but not be limited to:

1. Assisting routes by setting up mail
2. Relabeling carrier cases
3. Updating carrier route books
4. Coverage of suitable collection routes
5. Delivery of Express Mail
6. Answering phones

EIGHTEEN---REASSIGNING WITHIN THE INSTALLATION AND EXCESSING OUT OF INSTALLATION

Per the National Agreement---Article Twelve

NINETEEN---EMPLOYEE PARKING---ON SITE PARKING

- A. Management will take steps based on specific needs of Postal Service Vehicles, and management vehicles, to provide employee parking on any remaining space on a first come first serve bases on Postal premises.
- B. Management shall continue to make arrangements to keep the employee(s) parking area available during the winter months to maintain safety.
- C. Union officials shall be allowed to park on Postal premises when on Union business.

TWENTY---UNION ACTIVITIES

Annual leave to attend Union activities requested prior to December 1, will eliminate a slot or slots in the prime time annual leave book/ schedule.

TWENTY-ONE---OTHER ITEMS

- A. In the event there is no vacancy within the utility carrier’s group of routes, the carrier working his/her non-scheduled day will be given his/her choice of the vacant route. Seniority will prevail.

B. Carriers may use annual leave when the carrier's day off rotation changes for any reason due to action caused by management.

TWENTY-TWO---RELATED TO SENIORITY, REASSIGNMENTS AND POSTINGS

Management will comply with the National Agreement, Article 41.1.A.1 and Article 41.3.0.

POSTMASTER

Michele L. Hagg

Michele L. Hagg 11/22/2017

Jenison Post Office 11/14/17

NALC UNION PRESIDENT

Kyle Inosencio

Joseph Jay for Kyle Inosencio 11/22/2017

**BRANCH 56 11/14/17
GRAND RAPIDS MI 49504**