

**LOCAL MEMORANDUM OF UNDERSTANDING
2019-2023**

BETWEEN

**UNITED STATES POST OFFICE
GRAND RAPIDS, MICHIGAN INSTALLATION**

AND

**NATIONAL ASSOCIATION OF LETTER CARRIERS,
BRANCH 56**

LMOU BETWEEN GRAND RAPIDS AND BRANCH 56

Article 8 Hours of Work (Item 1, 2)

Section 2.C. Work Schedules

1. All full-time regular carriers and router positions now on a Sunday and rotating-day-off work schedule will continue. Future router positions may be posted with fixed days off (Sat/Sun or Sun/Mon) and letter carriers may bid those positions in accordance with the provisions set forth in the National Agreement. Vacant rotating router positions may be posted with fixed days off (Sat/Sun or Sun/Mon).

Section 4 Overtime Work (Item 14)

1. A uniform chart shall be posted on the workroom floor in each carrier work location (station, branch, annex, etc.) listing the Overtime Desired List employees for each overtime section, the overtime hours worked, and opportunities offered. This chart shall be updated and posted weekly.
2. If an employee is contacted for overtime two hours or further into the carrier's regular scheduled tour, and does not work, that carrier will not be credited with an overtime opportunity.
3. Scheduling of overtime assignments on an equitable basis shall be reviewed weekly upon the NALC Steward's request with the Station Manager or Designee.
4. Utility Assignments:
 - a. When a regular carrier assigned to a route is called in on a non-scheduled day for a guaranteed eight hours of overtime work, that carrier shall be used on his/her bid assignment and the utility carrier (T-6) shall be reassigned within the T-6's group of routes (swing).

LMOU BETWEEN GRAND RAPIDS AND BRANCH 56

- b. When more than one assignment is available within the T-6 carrier's swing, the T-6 shall have the choice of routes on the swing. Under these circumstances the T-6 carrier shall have the right to displace a CCA or PTF who has exercised the right to bid as per Article 41 of the National Agreement, if no other route on that T-6's swing is vacant.
 - c. When a T-6 is called in on a non-scheduled day for a guaranteed eight hours of overtime work, that T-6 shall be used on the T-6's bid assignment and have the right to displace a CCA or PTF in accordance to 'b' above.
 - d. In the event there is no vacancy within the T-6's swing, the carrier working a non-scheduled day will be given the choice of vacant routes. Seniority will prevail.
5. Overtime Desired Lists:
- a. One Overtime Desired List (ODL) will be maintained for each Zip Code area (zone). For all OTDL purposes, zones with 11 or fewer routes will be combined with the zone closest in geographic proximity within the carrier work location.
 - b. Upon request, a copy of the sign-up sheet for the quarterly ODL will be furnished to the steward in each zone within two days of the beginning of each quarter.
 - c. ODL's will be posted by zone (or combined zones as per 'a') in each work location in an area mutually agreed to by management and the union.

Article 10 Leave

Section 3 Choice of Vacation Period

LMOU BETWEEN GRAND RAPIDS AND BRANCH 56

1. The leave year for the purpose of vacation planning begins with the first complete pay period in a calendar year. The leave year ends on the day before the first Monday of the first complete pay period in the following calendar year. **(Item 11)**
2. The Choice and Non-Choice Vacation periods are concurrent with the leave year. **(Item 5)**
3. Choice and Non-Choice Vacation Selection:
 - a. The Choice and Non-Choice Vacation selection period will be from November 1st through November 30th of the year preceding the year in which the leave is being requested. **(Item 4)**
 - b. Each Career and City Carrier Assistant (CCA) letter carrier will receive on or before November 1st blank forms entitled "Choice Vacation Selections" and "Non-Choice Vacation Selections". **(Item 4)**
 - c. Each letter carrier (Career and CCA) will complete the forms and return them to their immediate supervisors no later than November 30th. **(Item 4)**
 - d. All employees will be notified of the approval and/or disapproval of their Vacation Selections by December 24th of the year preceding the leave year. **(Item 11)**
4. Allocation of Choice and Non-Choice Vacation Selections:
 - a. Allocation of Choice and Non-Choice annual leave shall be by city-wide seniority and CCA relative standing.
 - b. City Carrier Assistants (CCA's) will be granted up to one week of Choice Vacation and one week of Non-Choice Vacation. Granting

LMOU BETWEEN GRAND RAPIDS AND BRANCH 56

this leave is contingent upon the employee having a sufficient leave balance (40 hours) when the leave is taken. **(Item 7)**

- c. Career employees who earn 13 days of annual leave shall be granted up to 10 days of continuous annual leave as Choice Vacation selections. The number of days of annual leave, not to exceed 10, shall be at the option of the employee. **(Item 7)**
- d. Career employees who earn 20 or 26 days of annual leave shall be granted up to 15 days of continuous annual leave as Choice Vacation selections. The number of days, not to exceed 15, shall be at the option of the employee. **(Item 7)**
- e. Each Career City Carrier will be granted two selections of Choice Vacation (not to exceed 3 weeks) and four selections of Non-Choice Vacation (not to exceed 4 weeks). **(Item 7)**
- f. The following formula has been agreed to indicating the percent of Career employees who are entitled to receive leave each week during each month of the leave year:

January 7.1%, February 7.3%, March 9%, April 10.1%, May 11%, June 11.7%, July 11.7%, August 11.7%, September 11%, October 9.2%, November 8%, December 5% .

In addition, a number of Leave "slots" will be added to all leave weeks excluding June, July, August, November and December. The total number of these slots will be equal to 1.5 times the number of CCA's rounding up to the nearest whole. Weeks that include designated Holiday schedules will be excluded. These slots will be added as equally as possible to each eligible week. Remainders will be allocated one per eligible week, from the beginning of the leave calendar, until exhausted.

LMOU BETWEEN GRAND RAPIDS AND BRANCH 56

The number of employees for Annual Leave purposes will be determined by Seniority Reports dated no earlier than October 25 of the year preceding the leave year. **(Items 4 & 9)**

- g. The vacation selections begin on Monday. **(Item 6)**
 - h. Upon being notified of their approved vacation selections, carriers (Career and CCA) should then submit to their immediate supervisors completed PS Forms 3971 (Request for or Notification of Absence) covering their approved vacation selections. **(Item 10)**
 - i. Employees who serve jury duty or attend National, State, or Regional NALC conventions shall not have this time charged as their Choice vacation selections. **(Items 8, 20)**
5. Procedure for Other Annual Leave Requests **(Item 12):**
- a. Carriers (Career and CCA) will submit in duplicate completed PS Forms 3971 (Request For or Notification of Absence) to their immediate supervisors indicating the vacation periods for which they wish to be considered. Requests must be submitted not more than sixty days prior to the date of the first day of the requested leave week. Notification of approval or disapproval will be given to the requester not later than 14 calendar days after the request.
 - b. Approved annual leave requests for less than five days will not be charged to the quota for the month in which they fall. Requests received under this procedure will be submitted at least fourteen days prior to the days requested and will be considered on a first-come first-served basis. Seniority and relative standing will prevail in the event that requests are received on the same date. Notification of approval or disapproval will be given to the requester not later than one week prior to the first day of requested annual leave.

LMOU BETWEEN GRAND RAPIDS AND BRANCH 56

- c. It is the responsibility of letter carriers (Career and CCA) to submit PS Forms 3971 (Request For or Notification of Absence) to their immediate supervisors within the agreed time limits.
6. Leave Cancellations (Item 4)
- a. Cancellations of an entire week or entire weeks of annual leave including retirements will be posted within 48 hours after receipt by the scheduling supervisor. Employees wishing to cancel scheduled annual leave must submit a PS Form 3971 indicating the week or weeks they wish to cancel at least fourteen days in advance of the scheduled leave.
 - b. Allocations of leave cancelled fourteen or more days in advance will be by city-wide seniority after a forty-eight hour posting period.
 - c. Annual leave which is cancelled less than fourteen days in advance of the scheduled annual leave may be allocated on a first come first-served basis after a forty-eight hour posting period.

Article 11 Holidays (Item 13)

Section 6 Holiday Schedule

1. The method of selecting city carriers to work on a holiday will be:
 - a. Volunteers by seniority, from the regular carriers who have the holiday as a regularly scheduled work day.
 - b. All CCA's or PTF's.
 - c. Volunteers by seniority, from the regular carriers who have the workday preceding the holiday as a scheduled day off and whose holiday is the normal holiday.

LMOU BETWEEN GRAND RAPIDS AND BRANCH 56

- d. Carriers shall be used on their bid assignments and the T-6 shall be reassigned in a manner consistent with Article 8.
 - e. If the above steps do not provide enough carriers to meet the service needs, additional carriers will be recruited on a non-voluntary, city-wide basis by inverse seniority from the remainder of 'c' above.
2. CCA's will be scheduled on a rotating basis by juniority for non-delivery holidays and Sundays.
 - a. The rotation will be based on relative standing and qualification.
 - b. CCA's not qualified will be added to the rotation once they have achieved qualification, or completed the probationary period.
 - c. A sufficient number of CCAs will be trained and qualified to perform non-delivery day tasks.
 - d. CCA's on break or leave will be passed over in the rotation.

Article 12 Principles of Seniority, Posting and Reassignments (Item 18)

Section 4 Principles of Reassignments

1. A section is defined as a "Zip Code Area" when it proposed to reassign within an installation employees excess to the needs of a section.

Article 13 Assignment of Ill or Injured Regular Workforce Employees (Items 15, 16, 17)

Section 3 Local Implementation

LMOU BETWEEN GRAND RAPIDS AND BRANCH 56

1. To insure that no regularly assigned member of the regular workforce is adversely affected, light duty assignments will be established from part-time hours to consist of eight hours or less in a service day, and forty hours or less in a service week.
2. Light duty assignments shall be those carrier duties within part-time hours which can be performed within the physical capabilities of the employee.

Article 14 Safety and Health (Item 3)

Section 1 Responsibilities

1. Guidelines for Curtailment or Termination of Postal Operations:
 - a. The parties recognize that the Postal Service is a vital part of the communications industry of America and that historically this post office has provided uninterrupted service to the public.
 - b. Therefore, as a matter of policy, postal operations will not be terminated unless the postmaster determines that conditions so warrant. Reasonable consideration will be given to, but not limited to such conditions as:
 1. The safety and health of employees
 2. Civil disorders
 3. Acts of God
 4. Hazardous weather conditions
 5. Advice of local authorities
 - c. Management will notify employees at the earliest possible time of termination or curtailment of postal operations. Such notification will be by any available media.

LMOU BETWEEN GRAND RAPIDS AND BRANCH 56

Section 2 Cooperation

1. The names of doctors and medical facilities where carriers can report in the event of accidental injuries or dog bites will be posted in a prominent place in all work locations, and employees may go to the nearest available doctor or medical facility for emergency treatment.

Article 20 Parking (Item 19)

1. Available parking spaces for city carriers will be assigned on the basis of office-wide seniority of all crafts.

Article 22 Bulletin Boards

1. One bulletin board for each work location will be provided by Management. The size of the bulletin boards will be 48" by 36".
2. A copy of local notices and assignments affecting the letter carrier craft will be sent to the Branch President. Regional Bulletins will be sent to the Branch President, if possible.

Article 41 Letter Carrier Craft (Items 21, 22)

Section 1 Posting

1. A letter carrier route will not be posted when there is a change of more than one hour in starting time.
2. Bidding for vacant assignments will be restricted to letter carriers of the installation with seniority as the determining factor in awarding bids.
3. When several assignments are posted, carriers may bid for as many assignments as are posted and state their preference(s) for desired vacancies.

LMOU BETWEEN GRAND RAPIDS AND BRANCH 56

4. Carriers applying for assignments will submit bids on PS Forms 1717a or electronically in accordance with Article 41 of the National Agreement.
5. All vacant full-time carrier assignments will be posted for eleven calendar days.
6. Successful bidders will not have retreat rights to their prior assignments.


Section 3 Miscellaneous Provisions

1. 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 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 Article.

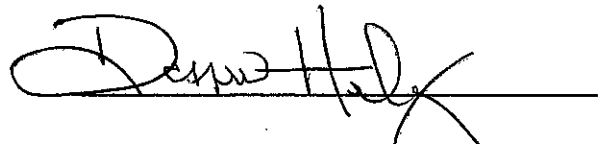
LMOU BETWEEN GRAND RAPIDS AND BRANCH 56

This Memorandum of Understanding is entered into on 5/21/21 at Grand Rapids, MI between the representatives of the United States Postal Service and the designated agent of NALC Branch 56, pursuant to the Local Implementation Provisions of the 2019 National Agreement.

This Local Memorandum of Understanding shall be in full force and effect until midnight May 20, 2023, unless extended by agreement between the parties at the National level. The terms of this Memorandum of Understanding are subject to the grievance procedure as contained in the National Agreement.



William Rowe Postmaster
Grand Rapids, MI 5/21/21



Darrell Helsley President
NALC, Branch 56 5/21/21



2019-2023 LMOU IMPASSE SETTLEMENT

INSTALLATION: GRAND RAPIDS, MI

<u>NALC IMPASSE NUMBER:</u>	<u>USPS IMPASSE NUMBER:</u>	<u>ITEM NUMBER:</u>
0608000	21256252	21

The above listed impasse cases are settled as follows:

The following language will be added to the 2019-2023 Grand Rapids, MI LMOU under Article 41, item 21 section 3

Section 3 Miscellaneous Provisions

2. The parties agree that the Grand Rapids, MI Installation has nineteen (19) full-time Reserve Letter Carrier Positions (assignments) which include a specific Job ID and a local NALC color calendar for rotating days off.

3. These nineteen (19) full-time Reserve Letter Carrier Positions (assignments) will be posted for bid in accordance with local procedures and per the Local Memorandum of Understanding (LMOU) in Grand Rapids, MI under Article 41 item 21.

4. Management must follow the provisions of the National Agreement if any of the Reserve Letter Carrier Positions are reverted, and the local parties must discuss each position prior to management's determination if reversion is warranted.

Catherine Porter 8/4/2021

 USPS DATE

Catherine Porter,
USPS Central Area Labor Spec.

[Signature] 8-4-2021

 NALC DATE

Kyle Inosencio,
NALC Region 6 Admin. Assist.