

Local Memorandum of Understanding (LMOU)

Between

The United States Postal Service

Rockford, Michigan 49341



And

The National Association of Letter Carriers

Branch 56



2023-2026

LMOU BETWEEN ROCKFORD AND BRANCH 56

1. Article 8, Section 9

Wash up time:

Installation Heads shall grant reasonable wash-up time to those employees who perform dirty work or work with toxic materials.

2. Article 41, Section 1.A.3

Days Off:

- A. Letter carriers in the Rockford Post Office, 49341 will be granted fix days off. Each route will receive Sunday off. City route 1 will get Saturdays and Sundays off. City route 2 will get Sundays and Tuesdays off. City route 3 will get Sundays and Mondays off. The work week begins on Saturday and runs to Friday. This can be changed by the parties.

3. Article 14, 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:

- A. When the curtailment of postal operations is necessary, the Employer will make efforts to keep the employees and Union President informed of any action taken or planned action to be taken.

4. Article 10, Section 5 – 12 and 20

Local Leave:

- A. Management shall notify all carriers by November 30 each year that selections for choice and non-choice vacation periods begin November 30 and end December 30 each year.
- B. A Calendar shall be passed through the carrier workforce and each carrier will indicate their selection for the choice period on this calendar. The Calendar shall be passed as follows for three (3) days per carrier:
 - a. Full Time carriers based on seniority.
 - b. Part Time Flexible (PTF) carriers based on seniority.
 - c. City Carrier Assistant (CCA) based on Relative Standing.
- C. After all choice selections have been made; the calendar shall be passed again for all non-choice leave selections. The method shall be the same for non-choice as is for choice.
- D. Each Carrier has up to four (4) Divisions between choice and non-choice vacation. One day in a week can count as a full division.

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- E. The Calendar will be held by the Postmaster or designee and will be made available upon request after it is complete.
- F. For non-choice periods there shall be one (1) City carrier off per week.

5. Article 10, Section 3.C

Choice vacation Period:

The choice vacation period shall begin May 27 and run through September 7 of each year. Also November 15 through November 30 of each year is Choice vacation. Additionally, the week of Christmas each year will be choice vacation period. Note: No annual leave will be granted between December 8 up to the choice week of Christmas.

6. Article 10, Section 3.E

Beginning Day of an employee's vacation period:

The leave week for choice and non-choice vacation periods shall begin on Monday and end on Saturday.

7. Article 10, Section 3.D.3

Selection during choice vacation and duration:

Each Letter Carrier will be granted two (2) selections at their option during choice vacation period; based on Article 10 section 3.D. Those selections can be as follows:

- A. A choice of one (1) week and one (1) week
- B. A choice of two (2) weeks and one (1) week

8. Article 10, 8

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.

9. Article 10 in general

Maximum number of employees off during choice vacation periods:

There shall be one (1) City carrier off per week during choice periods.

10. Article 10 in general

Official Notice of vacation selections:

Upon completion of the vacation calendar, both choice and non-choice, each carrier will be notified of their selections by a signed PS Form 3971. The Postmaster or designee will sign the PS Form 3971 and return it to each carrier within one (1) week of the completion of the vacation calendar.

11. Article 10, Section 4.A

Beginning of the new leave year:

The leave year for purpose of vacation planning shall be the first complete pay period in a calendar year. It ends on the day before the first day of the first complete pay period in the following calendar year.

12. Article 10, Section 3.D.4

Submission for annual leave other than choice and non-choice on calendar:

Carriers requesting other annual leave must submit PS Form 3971 not more than sixty (60) days in advance. Postmaster or designee will indicate on PS Form 3971 the date it was received. Management will reply within four (4) days following receipt of the received PS Form 3971. If denied, the request will be kept on file and will be considered in order received. Same day annual leave requests shall be granted on a first come, first serve basis, while annual leave requested in advance shall be granted on a first come, first serve basis also.

13. Article 11, Section 6

Holiday Schedule:

The holiday schedule will follow the National default pecking order as shown below:

- A. All Part-time flexible employees to the maximum extent possible, even if the payment of overtime is required.
- B. City Carrier Assistant employees.
- C. 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.**
- D. 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.**

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- E. Full-time regulars who DO NOT volunteer on what would otherwise be their non-scheduled day—by inverse seniority.
- F. Full-time regulars who DO NOT volunteer on what would otherwise be their holiday or designated holiday—by inverse seniority.
- G. Pre-approved incidental leave
- H. Pre-approved prime time (choice vacation)

14. Article 8, Section 5.B

Overtime Desired List:

The overtime desired lists (ODL) shall be by installation. It shall cover all of Rockford, MI 49341 Installation. The overtime desired list shall be placed two (2) weeks prior to the start of each quarter. This is the only time carriers may sign the overtime desired lists. The carriers(s) shall remain on the same list as previous unless a new choice is made. During the quarter the only choice is to the eight (8) hour list.

15. Article 13, Item 15

Number of Light Duty Assignments:

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

16. Article 13, Item 16

Method of Reserving Light Duty Assignment:

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.

17. Article 13, Item 17

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:

- a. Assisting routes by setting up mail
- b. Relabelling carrier cases
- c. Updating carrier route books
- d. Coverage if suitable collection routes

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- e. Delivery of Express Mail
- f. Answering phones

18. Article 12, Item 18

Reassigning within the Installation and Excessing out of Installation:

Per the National Agreement – Article Twelve

19. Article 20, Item 19

Employee Parking – On Site Parking:

Parking spaces in excess of USPS and Management needs will be available on a first come first served basis.

20. Article 10, Item 20

Union Activities part of Choice:

Annual leave to attend Union activities requested prior to December 1, will not count as part of the carriers' selection for the choice period, but it will count towards eliminating a slot or slots in the prime-time annual leave book/schedule.

21. Article 41 (Items 21, 22) Sections 1.A.3, 1.A.4, 1.B.3, 1.C.4, 3.O and Article 12, Section 5.C.4

Other Items, Seniority, Reassignments and Postings:

- A. Each vacant or newly established duty assignment not under consideration for reversion shall be posted within fourteen (14) calendar days from the day it becomes vacant or established.
- B. Notice inviting bids shall be posted on an Installation wide basis.
- C. Notice inviting bids shall remain posted for ten (10) days.
- D. Management shall fill temporary vacant full-time craft duty assignments of anticipated duration of five (5) days or more.
 - a. Full time reserve, unassigned regular, Full time flexible, part time flexible and city carrier assistant may indicate their preference for such assignments until twenty-four (24) hours before an assignment commences.
 - b. Twenty-four (24) hours before the assignment commences, the senior career carrier or the city carrier assistant with the highest relative standing, as applicable, having indicated their preference shall be notified that he or she is awarded the assignment.
- E. The union incorporates Article 41.3.O which reads:

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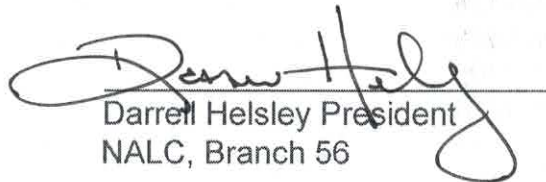
When a letter Carrier route or full time assignment other than the letter carrier route(s) or full time duty assignment(s) of the junior employee(s) is abolished at a delivery unit as a result of, but limited to, route adjustments, highways, house projects, all routes and full time duty assignments at that unit held by letter carriers who are junior to the carrier(s) whose route(s) or full time duty assignments(s) was abolished shall be posted for bid in accordance with the posting procedures in the Article.

This Memorandum of Understanding is entered into on 6-5-2025 at Rockford, MI 49341 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 2023 to 2026 of the National Agreement with the National Association of Letter Carriers.

This Local Memorandum of Understanding shall be in full force and effect until midnight May 22, 2026, 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.



Phil Watkins Postmaster
Rockford, MI



Darrell Helsley President
NALC, Branch 56

