

2016-2019

MEMORANDUM OF UNDERSTANDING

BETWEEN

THE

CLYDE, OHIO POST OFFICE

AND

NATIONAL ASSOCIATION OF LETTER CARRIERS

AFL-CIO

BRANCH 100

TOLEDO, OHIO

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CONCURRENCE  
Eastern Region  
NALC, Branch 100

U.S. Post Office  
Clyde, Ohio

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## WASH – UP TIME

### ITEM 1

Article 8, Section 9, provides reasonable wash-up time for a letter carrier who performs dirty work.

It is the position of the U.S. Postal Service that letter carriers shall be granted such time as is reasonable and necessary for washing up after performing dirty work.

## WORK SCHEDULES

### ITEM 2

The parties agree to the establishment of a regular work week of five (5) days with a rotating day off.

## EMERGENCY CONDITIONS

### ITEM 3

It is recognized by both parties that on occasion, emergency conditions may exist which would encourage the employer to consider the curtailment of mail. In cases of such emergency conditions, the employer will, prior to making a decision to curtail the mail, take into consideration such factors as:

- (a.) The degree of emergency as stated by and acted upon by responsible governmental authorities;
- (b.) The requirements and reactions of its customers to the emergency.
- (c.) The accessibility of postal operations and its customers to the employer and employee, and;
- (d.) The safety and health of its employees;
- (e.) In the event sirens indicate a tornado warning, carriers shall immediately take shelter and call the office as soon as possible for further instructions;
- (f.) Any carrier who fears for his/her personal safety or health due to the above mentioned reasons, shall immediately call the office, relate the conditions to his/her immediate supervisor and request further instructions.

Prior to taking action to curtail the mail due to emergency conditions, the employer will attempt to notify the union of its decision and plan of implementation.

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## LEAVE

### ITEM 4

- (a.) The employer shall, no later than November 1, publicize on bulletin boards and by other appropriate means the beginning date of the new leave year, which shall begin with the first day of the first full pay period of the calendar year.
- (b.) Management will establish and maintain a leave chart to be posted on the bulletin board. All annual leave will be posted on the leave chart when approved.
- (c.) Every effort will be made to post the vacation schedule for ten (10) working days prior to the beginning of the sign up period. Each carrier will be granted three (3) working days to sign for annual leave, when it becomes his/her turn, according to the station seniority roster, and then by relative standing, beginning the first (1st) full week in December.
- (d.) The choice vacation period shall begin with the first full week of May and remain through the last full week of September.
- (e.) 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 in accordance with leave earned annually as outlined in Article 10, Section 3 of the National Agreement.
- (f.) The carrier may sign for one (1) additional week, five (5) working days, outside the choice period, when making his/her first choice.
- (g.) When making his/her first choice, the carrier may, at his/her option, sign for one (1) selection out of the choice period of ten (10) or fifteen (15) continuous and one (1) week (5days) during the choice period.
- (h.) After all carriers have signed for a first choice, the same procedure will be repeated on a second choice in accordance with Item 4(c.)

When a CCA is approved for a week of annual leave, they must have a leave balance sufficient enough to cover the leave at the start of the week that was requested.

- (i.) A. There shall be one (1) carrier allowed off each week during the choice and non-choice vacation period.
- (j.) Subject to the needs of the service, management will make every effort to allow an additional carrier off during the choice vacation period.

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- (k.) One (1) week or one (1) slot on the vacation schedule shall be reserved during the choice vacation period for a carrier attending a National or State Convention. If no carrier uses his/her option to use this period for a convention, this week shall be posted for bid and selected by seniority **then by** relative standing.
- (l.) Letter carriers on jury duty or military service during the choice period shall be eligible for another available period within the choice vacation period.
- (m.) Carriers who become ill while on annual leave during the choice period shall be allowed to have another available selection during the choice period.
- (n.) The parties agree that using annual leave to attend at least one (1) National, State or Region Union Assembly of one (1) day or less for one (1) union Official will not be charged to the choice vacation period.
- (o.) The beginning day of the carrier's vacation period shall be Sunday and run continuous through the following Saturday.
- (p.) Exchange of annual leave will be permitted after all carriers between the exchanges have been offered said periods. The supervisor shall be notified five (5) days in advance in the event of the intent to exchange.
- (q.) If any vacation weeks are canceled during the choice vacation period, the carrier must cancel the entire week within 10 days prior and this week will be announced and posted within the office for seven (7) consecutive days. Any such weeks will be offered, by seniority **then by** relative standing, to all carriers junior to the carrier canceling.
- (r.) (1.) An employee seeking leave other than scheduled leave shall present to his/her immediate supervisor a signed PS Form 3971, in duplicate, indicating the leave requested. The immediate supervisor shall, within two (2) calendar days grant or deny such request and return one (1) copy of PS Form 3971 to the employee. Such leave shall be granted on a first come, first serve basis.
- (2.) The supervisor will indicate numerically the order of receipt of Forms 3971 for employees requesting identical days.

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## HOLIDAY SCHEDULE

### ITEM 13

Management will select carriers to work on holidays in the following order:

1. City Carriers Assistants.
2. Part-time Flexibles
3. Full-time regulars who volunteer to work on their non-scheduled day – by seniority
4. Full-time regulars who volunteer to work on their holidays or day designated as a holiday – by seniority.
5. Full-time regulars who did not volunteer on what would otherwise be their non-scheduled day – by inverse seniority.
6. All other non-volunteer full-time regulars – by inverse seniority.

## OVERTIME

### ITEM 14

In accordance with Article 8, Section 5, of the National Agreement, the “overtime desired list” shall be by tour in the Letter Carrier Craft.

## ASSIGNMENT OF ILL OR INJURED

### ITEM 16

Management will make every effort to provide a temporary light duty assignment to a carrier recuperating from an injury, surgery or illness.

### ITEM 17

Temporary light duty assignments that the ill or injured employee may be able to perform, as certified by a physician will consist of, but not limited to, the following:

1. Casing mail
2. Labeling cases.
3. Other assigned duties that the ill or injured employee may be able to perform.

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## PARKING

### ITEM 19

Employees shall be allowed use of existing parking space on a first-come, first-serve basis.

## POSTING

### ITEM 22

- A. Letter Carrier assignments shall not be reposted when there is a change of more than one (1) hour.

## REASSIGNMENT

### ITEM 22

- B. 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 adjustments, 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.

**CONCURRENCE**

This Memorandum of Understanding is entered into on \_\_\_\_\_, at Clyde, Ohio, between the representatives of the United States Postal Service, and the designated agent of the National Association of Letter Carriers, Branch 100, pursuant to the Local Implementation Provision of the 2016-2019 National Agreement.

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Allen Hamm, Postmaster  
For the United States Postal Service

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Mike Hayden, President  
For the National Association of Letter Carriers  
Branch 100, Northwood, Ohio 43619

Eastern Region  
NALC, Branch 100

U.S. Post Office  
Clyde, Ohio

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