

2011-2016

MEMORANDUM OF UNDERSTANDING

BETWEEN

THE

DEFIANCE, OHIO POST OFFICE

AND

NATIONAL ASSOCIATION OF LETTER CARRIERS

AFL-CIO

BRANCH 100

USPS Initials \_\_\_\_\_

NALC Initials \_\_\_\_\_

**TABLE OF CONTENTS**

ITEM 2 – WORK WEEK

ITEM 3 – EMERGENCY CONDITIONS

ITEM 4 – LEAVE

ITEM 5 – LEAVE

ITEM 6 – LEAVE

ITEM 7 – LEAVE

ITEM 9 – LEAVE

ITEM 12 – LEAVE

ITEM 13 – HOLIDAY SCHEDULING

ITEM 21 – POSTING AND SCHEDULING

CONCURRENCE

Eastern Region  
NALC, Branch 100

U.S. Post Office  
Defiance, Ohio

USPS Initials \_\_\_\_\_

NALC Initials \_\_\_\_\_

## **WORK SCHEDULES**

### **ITEM 2**

All regular carriers will be on a fixed work schedule, as opposed to a rotating work schedule.

## **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 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 to 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;
- (g.) 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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ITEM 4

- (a.) The posting of the new leave year will be on the time-clock bulletin board.
- (b.) The prime vacation period sign-up sheet will be circulated by seniority starting February 1st of each calendar year.

Each employee will be granted three (3) calendar days to make their choice.

- (c.) One employee will be allowed off on annual leave each full week outside the choice period. Letter Carriers, at their option, may request one (1) or two (2) selections in units of five (5) or ten (10) days. The weeks selected shall not exceed the number of weeks accrued in the leave year.
- (d.) If an employee cancels scheduled annual leave during the choice/non-choice vacation period, at least ten (10) calendar days prior to the scheduled leave, the entire week must be canceled and will be posted for bid for one (1) week.

Any such weeks will be offered, by seniority, to all beginning with carriers junior to the carrier canceling leave.

The employee winning the open time must relinquish equal time if he/she has already had two (2) choices which total three (3) weeks during the prime vacation period.

- (e.) Mutual exchanges of annual leave periods may be permitted. In the event of exchange, supervision shall be notified seven (7) days in advance.

Exchanges of annual leave periods will be permitted after all carriers between the exchangers have been offered said periods.

If the scheduled leave is canceled with less than 10 days notice, the week of leave will not be eligible for bid.

- (f.) After all career carrier employees have made their selections for the prime time and non-prime selection periods, eligible CCAs will be able to select remaining weeks and/or slots in order of their relative standing.

This provision in no way changes the number of carriers permitted off per week as agreed upon in Item 4 of this agreement.

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.

ITEM 5

The choice vacation period shall start on the third full week in May and run for seventeen (17) consecutive weeks.

ITEM 6

A letter carrier vacation period shall be Sunday through Sunday.

ITEM 7

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 ten (10) or fifteen (15) days on the first choice, in accordance with leave earned annually.

ITEM 9

The number of carriers granted leave weekly during the choice vacation period shall be determined by the maximum number of weeks necessary to grant each carrier the leave he/she is eligible for during their choice period.

ITEM 12

Incidental leave.

- (a.) 3971's must be handed to the immediate supervisor.
- (b.) Leave shall be granted by earliest date requested if submitted on same day, seniority prevails.
- (c.) No leave slip for incidental leave should be turned in prior to two (2) calendar months. An exception may be granted by mutual agreement between management and the Branch President or his designee.
- (d.) Leave slips will be approved or disapproved within 72 hours and returned by hand to the employee, or to the union steward if the employee is not available to receive the 3971 copy.

## **HOLIDAY SCHEDULE**

### **Item 13**

The following sequence will be followed when scheduling employees to work on a holiday or designated holiday, providing that such scheduling produces a work force which meets the operating skill requirements of the holiday or designated holiday.

- (a.) Part-time flexible employees to the maximum extent possible, regardless of the necessity to pay overtime premiums.
- (b.) All full-time regular employees who volunteer to work either their holiday or their non-scheduled day shall be combined into a single group, ranked in seniority order, and selected in seniority order.
- (c.) All full-time regular employees who did not volunteer to work their holiday in inverse seniority order.
- (d.) All City Carrier Assistants (CCA's)
- (e.) All full-time regular employees who did not volunteer to work their holiday in inverse order.

## **POSTING AND SCHEDULING**

### **ITEM 21**

- (a.) All full-time carrier assignments, including utility assignments where appropriate, shall be posted for ten (10) working days.
- (b.) Non-scheduled days shall be posted and bid (prior to, separately from) letter carrier assignments.
- (c.) A full-time regular carrier called into work on a non-scheduled day shall work his or her full-time duty assignment provided there is a vacant route on the string to which the Carrier Technician carrier may be assigned. For the purpose of this agreement, an opted route is not considered vacant. Otherwise the carrier working on a non-scheduled day will be assigned where needed.

(d.) 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(2) 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 union 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 Defiance, 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 2011-2016 National Agreement.

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