

2016-2019

MEMORANDUM OF UNDERSTANDING

BETWEEN THE

GENOA OHIO POST OFFICE

AND

NATIONAL ASSOCIATION OF LETTER CARRIERS

AFL-CIO

BRANCH 100

TOLEDO, OHIO

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

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

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CONCURRENCE

Eastern Region  
NALC, Branch 100

U.S. Post Office  
Genoa, Ohio

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## WASH-UP TIME

### ITEM 1

The installation head shall grant reasonable wash-up time to those employees who perform dirty work or work with toxic materials.

## WORK SCHEDULES

### ITEM 2

The parties agree to the establishment of a regular work week of five (5) days with a fixed day off for full-time regular letter carriers. The selection of the fixed day off shall be made by seniority with management's approval.

## 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, take into consideration such factors as:

- a.) The safety and health of its employees
- b.) The degree of the emergency as stated by and acted upon by responsible governmental authorities.
- c.) In the event sirens indicate a tornado warning, carriers shall immediately take shelter and call the office as soon as possible for further instructions.
- d.) Any employee who fears for his or her personal safety or health, shall immediately call the office, relate the conditions to his/her immediate supervisor, and request further instructions.

### ITEM 4

The vacation schedule will be posted on December 1<sup>st</sup>, prior to the beginning of the new leave year. Each carrier will be granted three (3) working days to sign for choice annual leave for their first selection starting from highest to lowest seniority, then followed by CCA's by highest to lowest relative standing. The office supervisor will monitor this schedule and bring it to the carrier's attention who is next on the seniority/relative standing roster. The same procedure will be followed in making the next selection for non-choice annual leave, until all carriers, at their option, have had the opportunity to use all annual leave for the year.

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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 will consist of the entire year for the first selection.

ITEM 6

The beginning day of the carrier's vacation period shall be Monday and run continuous through the following 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), ten (10) or fifteen (15) days; total not to exceed ten (10) or fifteen (15) days in accordance with leave earned annually as outlined in Article 10, Section 3 of the National Agreement. Carrier may not make 3 selections of five (5) days [three separate weeks] in the choice vacation period.

ITEM 8

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 their option to use this period for a convention, this week shall be posted for bid and selected by seniority/relative standing.

Letter carriers on jury duty or military service during the vacation period shall be eligible to choose another available vacation period.

The parties agree that annual leave to attend at least one (1) National, State of Regional Union Assembly of one (1) day or less for one (1) union official will not be charged to the choice vacation period.

ITEM 9

There shall be one (1) carrier allowed off each week during the choice and non-choice vacation periods.

Subject to the needs of the service, management will make every effort to allow an additional carrier off during the vacation periods.

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ITEM 10

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.

ITEM 11

The employer shall, no later than November 1<sup>st</sup>, 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.

ITEM 12

After all carriers have signed for the choice vacation period, the entire year will become non-choice and a second selection will be afforded in accordance with Item 4.

An employee seeking leave other than scheduled leave shall present to his 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 unscheduled leave shall be granted on a first come, first serve basis.

The supervisor will indicate numerically the order of receipt of PS Forms 3971 for employees requesting identical days.

**ASSIGNMENT OF ILL OR INJURED**

ITEM 16

Management will make every effort to provide light duty assignments for disabled carriers to perform light duty functions commensurate with their physical condition and there shall be no discrimination against any carrier upon that carrier request for a light duty assignment.

Every effort will be made to place the disabled carrier in the carrier craft commensurate with that carrier's physical condition prior to placing the carrier in another craft, including placing the carrier in more than one section.

**PARKING**

ITEM 19

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

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## LEAVE

### ITEM 21 A

Carriers who become ill while on annual leave during their vacation period shall be eligible to choose another available vacation period.

### ITEM 21 B

If any vacation weeks are canceled, the carrier must cancel the entire week in writing 10 days prior to the scheduled week and this week will be announced and posted, immediately and shall remain posted for 5 days. Any such weeks will be offered, by seniority/relative standing, to all carriers junior to the carrier canceling and will then be offered by relative standing to all CCA's.

## POSTING

### ITEM 22 A

All full-time carrier assignments shall be posted for ten (10) calendar days.

Letter carrier assignment(s) 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 assignments, 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.

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**CONCURRENCE**

This Memorandum of Understanding is entered into on \_\_\_\_\_ at Genoa, Ohio between the representatives of the United States Postal service and 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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Dawn Broski, Postmaster  
For the United States Postal Service  
Genoa, Ohio 43430

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

Eastern Region  
NALC, Branch 100

U.S. Postal Service  
Genoa, Ohio

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