

2016-2019

MEMORANDUM OF UNDERSTANDING

BETWEEN

THE

LAKESIDE, MARBLEBEAD, OHIO POST OFFICE

AND

THE 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
Lakeside Marblehead, 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 SCHEDULE

ITEM 2

The parties agree to the establishment of a regular work week of five (5) days with fixed days off selected by the carrier by seniority.

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 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;
- 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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LEAVE

ITEM 4

The vacation schedule will be posted by December 1st, prior to the beginning of the new leave year. Each carrier will be granted up to Ten (10) working days to sign for annual leave, when it becomes their turn, according to the office seniority roster and then by the relative standing roster. 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 annual leave, until all carriers, at their option, have had the opportunity to use all annual leave for the year.

After all carriers have signed for a first choice, the same procedure will be repeated on a second choice.

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 be from the week of Memorial Day to the week of Labor Day.

ITEM 6

The beginning day of the carrier's vacation period shall be Sunday and run continuous through the following Saturday.

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.

ITEM 8

One (1) week or one (1) slot on the vacation schedule shall be reserved during 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 choice period shall be eligible for another available period within the choice vacation period.

The parties agree that 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.

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ITEM 9

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

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 1st, 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 the carriers have signed for a first choice, the same procedure will be repeated on a second choice until all vacation periods have been exhausted 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.

HOLIDAY SCHEDULE

ITEM 13

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

1. City Carrier Assistants
2. Part-time flexible.
3. Full-time regulars who volunteer to work on their holidays or day designated as a holiday – by seniority
4. Full-time regulars who volunteer to work on their non-scheduled day – 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.

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OVERTIME

ITEM 14

Overtime desired list shall be posted where all carriers may observe it at all times.

A chart shall be posted showing the hours of overtime worked and red numerals shall be entered for overtime offered and refused and updated weekly to insure equitable opportunities for overtime.

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 carriers 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.

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.

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 the choice period shall be allowed to have another available selection during the choice period.

LEAVE

ITEM 21 B

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.

LEAVE

ITEM 21 C

If any vacation days are canceled during the choice or non-choice vacation period, the carrier may cancel 1-6 days and any canceled days will be announced and posted, immediately. Any such days or weeks will be offered by seniority/relative standing, to all carriers junior to the carrier canceling.

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.

Every effort shall be made by management to eliminate the junior man's route, if it is necessary to eliminate a route in this office.

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CONCURRENCE

This Memorandum of Understanding is entered into on 11/14/2017 at Lakeside Marblehead, 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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Eastern Region
NALC, Branch 100

U.S. Post Office
Lakeside Marblehead, Ohio

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