

2016-2019

MEMORANDUM OF UNDERSTANDING

BETWEEN

THE

MAUMEE, OHIO POST OFFICE

AND

THE NATIONAL ASSOCIATION OF LETTER CARRIERS

AFL-CIO

BRANCH 100

TOLEDO, OHIO

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

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

## TABLE OF CONTENTS

ITEM 2 – ESTABLISHMENT OF WORK WEEK

ITEM 3 – EMERGENCY CONDITIONS

ITEM 4 – LEAVE

ITEM 5 – LEAVE

ITEM 6 – LEAVE

ITEM 7 – LEAVE

ITEM 8 – LEAVE

ITEM 9 – LEAVE

ITEM 10 – LEAVE

ITEM 11 – LEAVE

ITEM 12 – LEAVE

ITEM 13 – HOLIDAY SCHEDULE

ITEM 14 – OVERTIME

ITEM 15 – 16 – 17 – ASSIGNMENT OF ILL OR INJURED

ITEM 18 – SECTIONS

ITEM 20 – LEAVE/UNION ACTIVITIES

ITEM 21-22 – POSTINGS

ITEM 21 B – UNIFORMS

ITEM 22 A – REASSIGNMENTS

CONCURRENCE

Eastern Region  
NALC, Branch 100

U.S. Post Office  
Maumee, Ohio

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

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

## ESTABLISHMENT OF WORK WEEK

### ITEM 2

All routes will have rotating days 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 requirement 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.

### ITEM 4

Notice of cancellation of approved annual leave by an employee shall be given at least one week prior to the approved time and said canceled week will be re-posted immediately. The following employee in the seniority list shall have the first bid on the time open and thereon down the seniority then the relative standing list, and then back to the top.

Bidding for open time to be open for forty-eight (48) hours.

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

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

A vacation schedule shall be prepared with all carrier names listed according to the office seniority roster and by route number and then by relative standing roster, and posted on the bulletin board. Each carrier will date and initial this schedule, when he signs for annual leave by seniority and then by relative standing. After completion of the schedule and all carriers have been given the opportunity to sign, the office steward will be given a copy of the schedule. The vacation schedule will not leave the post office.

Exchange of annual leave periods will be permitted only after all carriers between the exchanges have been offered said periods. The supervisor shall be notified ten (10) days in advance in the event of the intent to exchange.

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 May 1<sup>st</sup> through September 30<sup>th</sup>.

#### ITEM 6

The vacation week shall start on a Monday.

#### ITEM 7

The carrier may select 10 or 15 continuous days annual leave (refer to National Working Agreement, Article 10). When making his first choice, the carrier who earns 13 days annual leave per year may, at his option, sign for two (2) selections in the choice period of 5 days each. When making his first choice, the carrier who earns 20 or 26 days annual leave per year may, at his option, sign for two (2) selections in the choice period of units of either 5 working days and 5 working days, or 5 working days and 10 working days.

When making his first choice, the carrier may, at his option, sign for one selection out of the choice period of 10 or 15 continuous days (refer to National Agreement Article 10) and one week (5 days) during the choice period.

#### ITEM 8

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

(b.) Letter carriers on jury duty during the choice period shall be eligible for another available period within the choice vacation period.

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

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

ITEM 9

Fourteen percent (14%) of the carriers will be allowed off on annual leave for each week of the choice period. In those instances where computing the 14% does not result in a whole number, the number will be rounded to the closest whole number. Everything .5 and over would go to the next number.

Eight per cent (8%) of the carriers will be allowed off during each week of the non-choice period.

ITEM 10

Each carrier craft employee will submit, following final selection of his or her choice and non choice. Vacation period, Form 3971 in duplicate, filling in all applicable items. A copy, signed by the responsible supervisor, will be returned to each carrier craft employee within 2 working days.

ITEM 11

The vacation schedule will be posted on November 1<sup>st</sup>, prior to the beginning of the new leave year. Each carrier will be granted two (2) working days to sign for annual leave, when it becomes their turn, in accordance with ITEM 4. The office supervisor will monitor this schedule and bring it to the carrier's attention who is next on the list. 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.

ITEM 12

- (a.) The selection of vacations during the non-choice vacation period shall be made immediately after completion of the procedure for selections during the choice vacation period. Vacation selections during the non-choice period shall be made by the same method used for selections during the choice vacation period.
  
- (b.) An employee seeking leave, other than scheduled leave for choice vacation purposes, shall present to his immediate supervisor a signed PS Form 3971, in duplicate if the employee wishes, indicating the leave requested and return duplicate copy, if requested, to the employee. Such unscheduled leave shall be granted on a first come, first served basis.

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

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

## HOLIDAY SCHEDULE

### ITEM 13

In Establishing and posting schedules for holidays and days designated as holidays, in compliance with Article 11, Section 6 of the National Agreement, the following priorities will be followed:

1. City Carrier Assistants, even if overtime is necessary.
2. Part-time flexible, even if overtime is necessary.
3. Full-time regulars who have volunteered and will be working on what would otherwise be their non-scheduled work day. Selection will be made on a seniority basis.
4. Full-time regulars who have volunteered to work on the holiday or designated holiday when such day otherwise would be part of their work schedule. Selection will be made on a seniority basis.
5. Full-time regulars who have not volunteered and who will be working on what would otherwise be their non-scheduled work day, selected in the inverse order of seniority.
6. All other full-time regulars who have not volunteered selected in the manner as #5 above.

## OVERTIME

### ITEM 14

A chart shall be posted each accounting period with the employees being listed by seniority, indicating accumulated overtime.

## ASSIGNMENT OF ILL OR INJURED

### ITEM 15-16

Management will make every effort to provide light duty assignments for disabled carriers to perform light duty functions commensurate with their physical condition in accordance with Article 13 of the National Agreement.

Every effort will be made to place the disabled carrier in his present craft prior to placing the carrier in another craft.

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

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

ITEM 17

The following will be considered light duty assignments:

1. Casing and setting up route(s)
2. Making carrier case labels
3. Any other light duty assignment commensurate with their physical condition.

**SECTIONS**

ITEM 18

All reference in the National Working Agreement to Section shall be deemed to mean: office, branch, station and/or unit, in this Local Memorandum of Understanding.

**LEAVE/UNION ACTIVITIES**

ITEM 20

Annual leave to attend Union activities requested prior to the determination of the choice vacation schedule (will not) be a part of the total choice vacation period.

**POSTINGS**

ITEM 21 - A.

The senior successful bidder for the vacant position shall be placed in the vacancy within fifteen (15) calendar days; except that during the month of December he shall be placed in the new assignment on the first day of January.

**UNIFORMS**

ITEM 21 - B.

It shall be at the option of the carrier as to which uniforms will be worn, as long as it is clean and the carrier is in full uniform.

**REASSIGNMENTS**

ITEM 22 - A

When a letter carrier route or full-time duty assignment, other than the letter carrier route(s) or full-time duty assignments at that unit held by letter carriers who are junior to

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

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

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 11/14/17 at Maumee, 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.

---

Jaime Isaacs, Postmaster  
For the United States Postal Service

---

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

Eastern Region  
NALC, Branch 100

U.S. Post Office  
Maumee, Ohio

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

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