

2016-2019

MEMORANDUM OF UNDERSTANDING

BETWEEN

THE

MONTPELIER, OHIO POST OFFICE

AND

THE 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
Montpelier, 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 or work with toxic materials.

ITEM 2

The parties agree to the establishment of a regular work week of five (5) days with a fixed day off. A day off is assigned to each route.

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 an acted upon by responsible governmental authorities;
- b.) The safety and health of its employees;
- 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 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;
- e.) 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.

LEAVE

ITEM 4

The vacation schedule will be posted on December 1st, prior to the beginning of the new leave year. Each carrier will be granted three (3) working days to sign for annual leave, when it becomes their turn, according to the office seniority roster and then by their relative standing roster. The office supervisor and the shop steward will monitor this schedule and bring it to the carrier's attention who is next on the seniority roster.

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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 shall begin with the first full week of June and remain through the first full week of September and also include the week of Thanksgiving and the week of Christmas.

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, 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.

No carrier may select more than one of the following holidays during the choice vacation selection period: Fourth of July, Labor Day, Thanksgiving, Christmas.

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.

ITEM 9

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

Subject to the needs of the service, management will make every effort to allow an additional carrier off 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 scheduled leave will be posted on the leave chart when approved.

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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

The non-choice period will be the remainder of the year.

The selections of vacation during the non-choice vacation period shall be made immediately after completion of the procedure for selections during the choice vacation period. Selections during the non-choice period shall be made by the same method used for selections during the choice vacation period.

After the non-choice selection procedure is complete, any available weeks of the year may be selected by the same method in a third round of bidding.

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 when practicable on a first come, first serve basis.

HOLIDAY SCHEDULE

ITEM 13

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

1. CCA's
2. Part-time flexible
3. Full-time regulars who volunteer to work on their non-scheduled day – by seniority.
4. Full-time regulars who volunteer on what would otherwise be their non-scheduled day – by inverse 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 quarterly to insure equitable opportunities for overtime.

ASSIGNMENT OF ILL OR INJURED

ITEM 16

Management will make every effort to provide light duty assignments for 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 alight duty assignment.

Every effort will be made to place the carrier in the carrier draft 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

The light duty assignment will be based on carrier restrictions and limitations and the needs of the service.

PARKING

ITEM 19

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

ITEM 21 B

Exchange of annual leave will be permitted after all carriers between the exchangees have been offered said periods. The supervisor shall be notified five (5) days in advance in the event of the intent to exchange. The agreement of exchange shall be completed in writing.

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ITEM 21 C

If any vacation weeks are canceled during the choice vacation period, the carrier must cancel the entire week and this week will be announced and posted, immediately, provided such selection is consistent with Article 10, section 3-D. Vacation must be canceled seven (7) days prior to selected week. Any such weeks will be offered, by seniority, to all carriers junior to the carrier canceling.

POSTING

ITEM 22 A

All full-time carrier assignments shall be posted for eight (8) calendar days.

Letter carriers assignment(s) shall not be re-posted 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.