

2016-2019

LOCAL MEMORANDUM OF UNDERSTANDING

BETWEEN

THE

U.S. POSTAL SERVICE

NAPOLEON, OHIO

AND

THE NATIONAL ASSOCIATION OF LETTER CARRIERS

AFL-CIO

BRANCH 100

TOLEDO, OHIO

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

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

ITEM 1

Management will grant reasonable wash-up time to carriers who perform dirty work.

ITEM 2

All full-time regular letter carriers in the Napoleon Post Office shall be on a rotating days off schedule.

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 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.) Carriers who cannot make it to work must notify the employer as soon as possible.

ITEM 4

Beginning on November 15th or the first working date thereafter, the first round of vacation bidding will commence with career employees by seniority and continue through CCA's by relative standing. Each carrier will be given two working days to make his or her selection. If a carrier misses his or her selection deadline he/she can submit his/her request at any time later and prior to the end of the second round, but can only select from the weeks available at the time of selecting. After the first round of bidding is completed, a second round will be conducted in the same manner, permitting carriers to bid on remaining available weeks. All cancellations will be crossed off on the vacation chart and will then be available for others to bid on. Carriers will indicate their choice on the vacation chart and submit Form 3971 to their supervisor exchanging of vacation choices will not be permitted without the approval of the Union Steward.

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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 be from January 2<sup>nd</sup> through November 30<sup>th</sup>.

ITEM 6

The leave week during vacation periods shall be Sunday through 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) for fifteen (15) days, total not to exceed ten (10) or fifteen (15) on the first round in accordance with leave earned annually.

ITEM 8

Employees on leave for National of State Union conventions or jury duty will not have such leave charted to choice vacation periods. They may choose other available weeks during the choice vacation period. Management will be notified no later than November 15<sup>th</sup> of the dates for the National and State conventions.

ITEM 9

The number of carriers to receive leave per week during the choice vacation period shall be one. Management will honor additional requests for annual leave if possible in relation to mail volume and assistance availability.

ITEM 10

Each carrier will submit a properly completed PS Form 3971 in duplicate for each vacation choice to the immediate supervisor. Management will return the duplicate copy within two working days showing whether approved or disapproved. If not disapproved or approved in the two days, the employee will consider the leave approved.

ITEM 11

By November 1<sup>st</sup> management will post the vacation chart on the bulletin board. The vacation chart will include the carriers scheduled days to bid.

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ITEM 12

Leave requests shall be granted on a first come, first serve basis. All properly completed requests for annual leave will be submitted on PS Form 3971 to the employees supervisor. Management will act on such requests and provide an answer within two working days. If the request is not approved or disapproved within 2 working days the employee will consider the leave approved

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 non-scheduled day – by seniority.
4. Full-time regulars who volunteer to work on their holidays or day designated as a holiday – 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.

ITEM 14

Overtime desired lists shall be by sections as defined in the Memorandum of Understanding. The Napoleon Post Office has only one section under this contract.

ITEM 15 – 17

A light duty assignment is any assignment within the physical capability of an employee who is temporarily or permanently incapable of performing his or her normal duties as a result of illness or injury. The Postmaster shall make every effort to employ letter carriers in their own station or branch for light duty assignments. Identification of light duty assignments – A “light duty” assignment is any assignment within the physical capability of an employee who is temporarily or permanently incapable of performing his or her normal duties as a result of illness or injury.

ITEM 18

The Napoleon, Ohio Post Office has only one section under this contract

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ITEM 19

The unassigned parking spaces in the Post Office parking lot will be on a first come, first serve basis.

ITEM 20

Annual leave to attend union activities prior to the determination of the choice vacation schedule will not be a part of the total choice vacation plan and will not be available for other carriers to select.

ITEM 21

Letter carrier assignments shall be posted when there is a change in the starting time of more than one (1) hour. When a letter carrier route or full-time duty assignment other than the letter carrier route(s) or full-time duty assignments of the junior employee 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 the 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.

ITEM 22

A full-time regular carrier called in to work on a non-scheduled day shall work his or her full-time duty assignment. The T-6 scheduled to work the route that day shall work on another route on the string that is vacant that day, or if there is no such vacancy, shall be assigned where needed.

**CONCURRENCE**

This Memorandum of Understanding is entered into on 11/8/17 at Napoleon, 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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For the United States Postal Service  
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U.S. Post Office  
Napoleon, Ohio

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