

2016-2019

MEMORANDUM OF UNDERSTANDING

BETWEEN

THE

PERRYSBURG, 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
Perrysburg, Ohio
Carriers

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WORK SCHEDULE

ITEM 2

All carriers in this office who have full-time duty assignments will have rotating off days.

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 and reactions of its customers to the emergency;
- 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.

ITEM 4

After all carriers, including part-time flexibles and CCAs, have signed for a first choice, the same procedure will be repeated for a second choice until all vacation periods have been exhausted, according to the provisions of Section 3B.

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.

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ITEM 5

The choice vacation period shall begin the first full week of May through the first full week of October, the last week in November and the first week of December, and 2 slots the week before and after Easter.

ITEM 6

The starting day of leave periods is Monday.

ITEM 7

The carrier may select 10 or 15 continuous days annual leave (refer to national Working Agreement, Article 10). When making 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.

ITEM 8

One (1) week or one (1) slot of 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 and in accordance with Item 4.

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

ITEM 9

The number of carriers to be granted leave will be 15% on the first selection, rounded off, up or down, to the nearest whole number.

On the second choice the available spaces will be reduced to 8%.

ITEM 11

Every effort will be made to post the vacation schedule for ten (10) working days prior to the beginning of the leave year. Each carrier will be granted twenty-four (24) hours to sign for annual leave, when it becomes their turn, according to the station seniority roster, no later than the first (1st) full week in January.

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ITEM 12

The selection of vacation during the non-choice vacation period shall be made in conjunction with the first selection.

An employee seeking leave other than scheduled leave shall present to his immediate supervisor a signed, properly prepared, PS Form 3971, in duplicate, indicating the leave requested. The immediate supervisor shall, acknowledge receipt, and within two (2) working days grant or deny such request and return one (1) copy of PS Form 3971 to the employee. If the supervisor fails to approve or disapprove within two days the employee is to consider the request approved. Such unscheduled leave shall be granted on a first come, first serve basis during the current leave year.

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.
- 2.) Part-time flexible, even if overtime is necessary.
- 3.) Full-time regulars who have volunteered and who 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 bases.
- 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 of #5 above.

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ASSIGNMENT OF ILL OR INJURED

ITEM 16

Management will make every effort to provide light duty assignments for disabled carriers to perform light duty function 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.

ITEM 17

The following will be considered light duty assignments:

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

ITEM 19

Parking spaces will be reserved in accordance with the following criteria:

- 1.) U.S. Postal Vehicles
- 2.) Postal Lease Vehicles
- 3.) Rural Carrier Vehicles
- 4.) Supervisors Vehicles
- 5.) Employee Vehicles – first come, first serve basis.

LEAVE

ITEM 21 A

If an employee desires to cancel scheduled annual leave, he must do so at least ten (10) days prior to the scheduled leave. The entire week must be canceled and will be posted. Any such weeks will be offered, by seniority, to all carriers junior to the carrier canceling the leave, then offered to the senior on down.

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COMMUNICATION

ITEM 21 B

Employer and union will meet at least once every two (2) months if written request is made by either party and meetings will be on a day and time mutually agreed upon. One union representative will be on the clock, other on annual leave, leave without pay or off the clock. Meetings may be canceled or additional meetings scheduled by mutual agreement of employer and union.

LEAVE

ITEM 21 C

Exchange of annual leave will be permitted after all carriers between the exchangers have been offered said periods. The supervisor shall be notified 5 days in advance in the event of the intent to exchange.

UNIFORMS

ITEM 21 D

Changing from winter to summer, or summer to winter, uniforms will be dictated by the weather. Complete uniform will be worn at all times when an employee is on duty.

POSTING

ITEM 22 A

Vacancies will be posted for ten (10) working days unless a shorter period is agreed to by the employer and union.

REASSIGNMENT

ITEM 22 B

“When a letter carrier route or full-time duty assignment, 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(2) whose route(2) 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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ITEM 22 C

A full-time regular carrier called in to work on a non-scheduled day shall work his or her full-time duty assignment provided there is an open or opted route on the string to which the T-6 carrier may be assigned. Otherwise the carrier working on a non-scheduled day will be assigned where needed.

CONCURRENCE

This Memorandum of Understanding is entered into on 11/14/2017 at Perrysburg, 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.

Jennifer Hufford, Postmaster
For the United States Postal Service
Perrysburg, Ohio 43551

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

Eastern Region
NALC, Branch 100

U.S. Post Office
Perrysburg, Ohio

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