

2016-2019

MEMORANDUM OF UNDERSTANDING

BETWEEN

THE  
PORT CLINTON, OHIO POST OFFICE

AND

THE NATIONAL ASSOCIATION OF LETTER CARRIERS

AFL-CIO

BRANCH 100

TOLEDO, OHIO

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

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CONCURRENCE

Eastern Region  
NALC, Branch 100

U. S. Post Office  
Port Clinton, 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 any letter carrier should be granted such time as is reasonable and necessary for washing up after performing dirty work or incident to personal needs as currently established.

## WORK SCHEDULES

### ITEM 2

Full-time letter carriers assigned to routes shall have a regular work week of five (5) days with rotating days off unless mutually agreed to by the union and management.

## 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 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 their personal safety or health due to the above mentioned reasons, shall immediately call the office, relate the conditions to their immediate supervisor and request further instructions.

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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 CCA's, have signed for a first choice, the same procedure will be repeated on a second choice until all vacation periods have been exhausted.

All letter carriers shall sign the annual leave request list within two (2) working days, when it becomes their turn, according to the installation seniority roster and then by the relative standing roster. A schedule may be set up with the Local Union to give carriers advance notice of their turn to sign the vacation list.

Vacations schedule for annual leave request shall remain in the Post Office at all times.

If all vacation slots for a given week have been filled and an employee desires to cancel scheduled leave, they must do so in writing, with a copy to the local, at least 14 days prior to the scheduled leave. The entire week must be canceled. The canceled leave will be announced and posted for a period of three (3) working days. Such weeks shall be granted by seniority/relative standing, starting with carriers junior to the carrier canceling.

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 the entire calendar year and weeks shall be selected by seniority.

Two (2) slots only will be available beginning Thanksgiving week, running to the end of the leave year.

#### ITEM 6

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

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ITEM 7

The carrier may select ten (10) or fifteen (15) continuous days annual leave. When making their first choice, the carrier who earns thirteen (13) days annual leave per year may, at their option, sign for two (2) selections in the choice period of five (5) days each. When making their first choice, the carrier who earns or accumulates twenty (20) or twenty-six (26) annual days in a leave year may, at their option, sign for three (3) selections in the choice period in units of five (5) working days.

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.

Any letter carrier being selected to serve on jury duty during the time of their selected choice annual leave shall be allowed to cancel that annual leave selection and make another selection in the choice period, as long as no other carrier is deprived of a selection already made, in their first selection of annual leave.

ITEM 9

If the carrier craft total goes below ten (10) persons, the number of carriers allowed leave shall be fifteen (15%) percent.

If there are fifteen (15) or more carriers employed there shall be twenty (20%) percent allowed annual leave.

For any number between ten (10) carriers and fifteen (15) carriers there shall be two (2) carriers allowed annual leave.

ITEM 12

Carriers receiving the list the second time may sign up for the balance of leave received in the year. This second selection shall be considered out of prime.

Application for annual leave in the carrier craft, other than the above selections, during the remainder of the current leave year shall be granted on a "first come, first serve" basis, with no requests unreasonably denied. An employee who is called for military training during their scheduled choice vacation period will be allowed to take an equal amount of annual leave during the choice period. Carriers will be notified, in writing, by the next working day of approval or disapproval.

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## **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. CCA's, 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 a 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**

All "overtime hours" accumulated in one (1) quarter shall be posted by name. A copy of both the "overtime desired list" and "the accumulated overtime" for each quarter shall be presented to the "union steward" five (5) days after the close of each quarter.

## **ASSIGNMENT OF ILL OR INJURED**

### **ITEM 16**

Management will make every effort to provide a temporary light duty assignment to a carrier recuperating from an injury, surgery or illness.

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ITEM 17

Temporary light duty assignments described above (that the carrier may be able to perform) as certified by a physician in writing, are, but not limited to:

- 1.) Casing mail.
- 2.) Labeling carrier cases.
- 3.) Other assigned duties which they may be able to perform.

**EMPLOYEE PARKING**

ITEM 19

Parking shall be for permanent employees assigned to this office and shall be on a "First come, first serve" basis.

**LETTER CARRIER BREAKS**

ITEM 21 A

Carriers may choose to take one (1) ten minute break on office time in lieu of one of their ten minute breaks on the street. This option must be noted on Form 1564-A in Carrier Route Book.

**TRAINING**

ITEM 21 B

The local shall be allowed input in furnishing, selecting and training letter carriers as on the job instructors for instructing and training new employees of the letter carrier craft.

**POSTING**

ITEM 22 A

All full-time assignments shall be posted for ten (10) working days. Expedited bid processing may be used if mutually agreed to by Union and Management

Bidding for vacant assignments will be restricted to full time regular carriers of the installation in which the vacancy occurs, with seniority as the determining factor.

In instances where several assignments are posted, a letter carrier may bid for as many assignments as are posted, stating their preference in the following manner, First Choice \_\_\_\_\_, Second Choice \_\_\_\_\_, and so forth.

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## REASSIGNMENT

### ITEM 22 B

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

"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 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 11-08-2007 at Post Clinton, 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 2006 National Agreement.

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, Postmaster  
For the United States Postal Service  
Port Clinton, Ohio 43452

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

Eastern Region  
NALC, Branch 100

U.S. Post Office  
Port Clinton, Ohio

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