

2016-2019

MEMORANDUM OF UNDERSTANDING

BETWEEN

THE

SANDUSKY, OHIO POST OFFICE

AND

THE NATIONAL ASSOCIATION OF LETTER CARRIERS

AND

AFL-CIO

BRANCH 100

TOLEDO, OHIO

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Listed below are those items of the 22 items referred to in Article 30-b, which were mutually agreed to by both parties.

Item 1. Additional or longer wash up periods.

- a.) Additional or longer wash-up periods will be governed by Article 8, Section 9 of the National Agreement.

Item 2. The establishment of a regular work week of five days with either fixed or rotating days off.

- a.) All regular carriers shall work on a rotating work schedule.

Item 3. Guidelines for curtailment or termination of postal operations to conform to orders of local authorities or as local conditions warrant because of emergency conditions.

- a.) Whenever an emergency condition exists, i.e. – extreme weather conditions, hazardous driving, bomb threats, etc., the installation head will review, where possible, appropriate federal, state and local governmental recommendations and directives and make a determination as to whether curtailment or termination of delivery services is necessary. In making such determination, the safety of a carrier, the protection of Postal Service property, and other relevant factors will be given appropriate consideration.
- b.) Prior to making a determination, where practical, local management will make every reasonable effort to discuss the circumstance with the Union.
- c.) Procedures to be followed when the installation head has decided to curtail or terminate delivery services after the carriers have left on routes:
 - 1. Management will make every reasonable attempt to contact local radio and television stations, requesting them to announce instructions to carriers, and also requesting the public to convey the message to all carriers.
 - 2. Management will not be responsible for erroneous unofficial information.

Item 4. Formulation of local leave program.

- A.) Starting the first working day in January, management will begin the choice vacation period. Leave forms (3971) will be distributed and carriers will submit their choice period selection(s). 48 hours will be allowed for the first selection. The vacation list will be administered by a union designee.

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B.) Determination of the maximum number of employees who shall receive leave each week during the choice vacation period.

- 1.) 11% of the total work force shall be allowed off during each week of the choice vacation period.
- 2.) A fractional % shall create another employee off.
- 3.) Carriers who become ill while on annual leave during the choice period shall be allowed to have another selection during the choice period.
- 4.) All cancellations of annual leave will be 14 days in advance of scheduled leave. Such leave will be posted for 3 days, beginning with the carrier junior to the carrier canceling. Partial cancellations are permitted for two weeks. Any additional cancellations must be for the entire week with the same posting rules to apply.
- 5.) Exchange of annual leave periods will be permitted only after all carriers between the exchanges have been offered said periods. Exchanges must be approved by the Postmaster and Union.
- 6.) If requested, carriers must be granted the day off for any emergency operations for members of his or her immediate family.
- 7.) No carrier shall be called to work while on annual leave unless a written notice is provided by the carrier stating that they are available to work their scheduled day off.
- 8.) After all eligible employees have made their selection for the choice period; all remaining leave in the choice period will be chosen on a second round seniority basis. 24 hours will be allowed for this second selection.
- 9.) After employees have completed their second selection, management shall notify all carriers that they can turn in vacation slips for the remainder of their leave.
- 10.) Carrier requesting incidental annual leave (case and go home, etc.) must submit Form 3971 in duplicate by 0800. Supervisors will indicate on the Form 3971 the date and the time it was submitted. Management will reply by 0900. Daily leave shall be granted on a seniority basis. Leave in advance shall be granted on a seniority basis.
- 11.) After all career carrier employees have made their selections for the prime time and non-prime selection periods, eligible CCAs will be able to select remaining weeks and/or slots in order of their relative standing. 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 duration of the choice vacation period.

- A.) The prime or choice vacation period will start the second Monday in May for 24 consecutive weeks and include the two weeks of December and the first week of January.

Item 6. The determination of the beginning day of an employee's vacation period.

- A.) Letter carriers will start their vacations on a Monday and return to work on Monday.

Item 7. Whether employees at their option may request two selections during the choice vacation period in units of either five or ten days.

- A.) Letter carriers, at their option, may request one or two selections during the choice vacation period in units of either five or ten or fifteen days in the first round, total not to exceed ten or fifteen days in the first two rounds in accordance with their leave category.

Item 8. Whether jury duty and attendance at National or State Conventions shall be charged to the choice vacation period.

- A.) Letter carriers on jury duty during their choice vacation period shall be eligible for any period within the choice vacation period.
- B.) More than one person going to a State or National Convention will be charged to the choice vacation period.

Item 9. Determination of the maximum number of employees who shall receive leave each week during the choice vacation period.

- A.) 11% of the total work force shall be allowed off during each week of the choice vacation period.
- B.) A fractional % shall create another employee off.

Item 10. The issuance of official notices to each employee of the vacation schedule approved for him.

- A.) Approved selected vacation periods will be posted to the master chart showing all approved carrier vacations. Employees will submit in duplicate Form 3971 for all vacations. Duplicate Form 3971 to be returned in 48 hours.

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Item 11. Determination of the date and means to notifying employees of the beginning of the new year.

- A.) As soon as management received official notification of the beginning of the new leave year, it shall be placed on the order book. This must be no later than November 1st.

Item 12. The procedure for submission of applications for annual leave during other than the choice vacation period.

- A.) All requests for annual leave outside prime time will be granted by seniority on day received by management. Requests of one to four days to be submitted no more than 90 days in advance. All employees will select enough time to get down to the permissible 440 hour carryover and this will be posted on the vacation chart. A minimum of 7% of the total workforce shall be allowed off outside the choice period. A fraction of a % shall create another employee off.
- B.) No extra annual leave will be granted during the choice period for such things as taking children to college or attendance at weddings, etc.; unless an emergency situation arises. These things should be taken into consideration before selecting the vacation.
- C.) Starting December 1st, Letter Carriers may submit Form 3971 for all annual leave outside of the choice vacation period, full weeks only.

Item 13. The method of selecting employees to work on a holiday.

- A.) A list or lists will be compiled to determine whether any employee wishes to work on a holiday or day designated as such. Employees will be selected as follows:
- 1.) All City Carrier Assistants and flex-schedule employees to the maximum extent even if overtime is required.
 - 2.) Full-time regular employees who have volunteered to work on their holidays, by seniority.
 - 3.) Full-time regular employees who have volunteered to work on their regularly scheduled off day where that day is the holiday or designated holiday for some other employee, by seniority.
 - 4.) Full-time regulars who have not volunteered to work on their regularly scheduled off day, by juniority.
 - 5.) Full-time regulars who have not volunteered to work on their holiday, by juniority.

Item 14. Whether "Overtime Desired" list in Article 8 shall be by section and/or tour.

- A. The "Overtime Desired" list will be on an office-wide basis.

Item 17. The identification of assignments that are to be considered light duty within each craft represented in the office.

- A. It is agreed that light duty assignments within the Sandusky, Ohio office for letter carriers may include but not be limited to:
1. Casing Mail.
 2. Re-labeling carrier cases
 3. Rewriting carrier route books.
 4. Coverage of suitable collection routes.
 5. Labeling inside of apartment boxes (NDCBU).
 6. Training new employees.

Item 21. Those other items which are subject to local negotiations as provided in the craft provisions of this agreement.

- A. When a letter carrier route or full-time duty, assignment, other than the letter carriers route(s) or full-time assignment(s) of the junior employee(s) is abolished at a delivery unit as a result of, but not limited to, route adjustments, highway and 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) for full-time duty assignment(s) was abolished, shall be posted for bid in accordance with the posting procedures in this article.
- B. All carriers at Sandusky, Ohio will take both breaks on street time.
- C. No letter carrier shall be required to enter the premises or perform any duty which he believes might result in bodily harm; e.g. vicious dogs, picket lines, un-repaired sidewalks, icy steps, etc.

Item 22. Local implementation of this agreement relating to seniority, reassignments and posting.

- A. A letter route shall not be posted for bid when there is a change of more than one hour in starting time.


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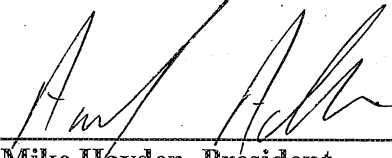
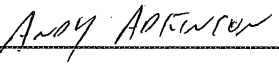
- B. A new or reassigned carrier shall be trained on a route by a mutually determined on the job trainer.
- C. Posting procedures will conform to Article 41. Assignments will be posted for ten (10) days.
- D. Opting
 - 1. Carriers eligible to opt shall submit PS Form 1717 twenty-four hours before the schedule is posted.
 - 2. Any assignments that become available after the schedule is posted must be made available to all carriers eligible to opt.
- E. Temporary assignment change for T-6 assignments.
 - 1. 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. A carrier ordered in on a non-scheduled day shall work their bid assignment.

CONCURRENCE

This memorandum of understanding is entered on 11-14-2017, between the representatives of the United States Postal Service and the National Association of Letter Carriers, Branch 100, pursuant to the local implementation provision of the 2016-2017 National Agreement.



Edward J. Andres, Jr,
Officer in Charge
Sandusky Post Office
USPS Sandusky, Ohio

For  

Mike Hayden, President
NALC Branch 100

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