

2016-2019

MEMORANDUM OF UNDERSTANDING

BETWEEN

THE

SWANTON, 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
Swanton, 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, including but not limited to, fueling and maintenance of any vehicle the carrier may be assigned to operate.

WORK SCHEDULE

ITEM 2

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

The selection of the fixed schedule day off will be made by seniority.

When the senior carrier bids from one route to another route, that carrier shall take his/her selected fixed day off to the new route, if they choose to.

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 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.) 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;

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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.

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 two (2) working days to sign for annual leave, when it becomes their turn, according to the office seniority roster and then by the relative standing roster. The office supervisor will monitor this schedule and bring it to the carrier's attention who is next on the seniority roster and /or relative standing list. The same procedure will be followed in making the next selection for annual leave, until all carriers, at their option, have had the opportunity to use all annual leave for the year.

After all carriers, including par-time flexibles and CCA's, have signed for a first choice, the same procedure will be repeated on a second choice.

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.

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.

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 then by relative standing.

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

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The parties agree that annual leave to attend at least one (1) National, State or Region Union Assembly of one (1) day or less for one (1) union official will not be charged to the choice vacation period.

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 vacation period.

ITEM 10

Management will establish and maintain a leave chart to be posted on the bulletin board. All annual leave will be posted on the leave chart when approved.

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 carrier may sign for one (1) additional week, five (5) working days, outside the choice period, when making his first choice.

When making his first choice, the carrier may, at his option, sign for one (1) selection out of the choice period of ten (10) or fifteen (15) continuous days and one (1) week (5 days) during the choice period.

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 employer. Such unscheduled leave shall be granted on a first come, first serve basis.

The supervisor will indicate numerically the order of receipt of PS Forms 3971 for employees requesting identical days.

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HOLIDAY SCHEDULE

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 holidays or day designated as a holiday – by seniority.
4. Full-time regulars who volunteer to work on their non-scheduled day – by seniority.
5. All other non-volunteer full-time regulars – by inverse seniority.
6. Full-time regulars who did not volunteer on what would otherwise be their non-scheduled day – by inverse seniority.

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 weekly to insure equitable opportunities for overtime.

ASSIGNMENT OF ILL OR INJURED

ITEM 17

The following will be considered Light Duty Assignments:

1. Casing and setting up route(s).
2. Clerical duties.
3. Making carrier case labels or changing labels.
4. Servicing mounted routes where possible.
5. Answering the telephone.

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6. Any other light duty assignment commensurate with their physical condition.
7. Router positions that are not part of a full-time position and that would not displace another carrier.

PARKING

ITEM 19

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

LEAVE

ITEM 21 A

Carriers who become ill while on annual leave during the choice period shall be allowed to have another available selection during the choice period.

LEAVE

ITEM 21 B

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

LEAVE

ITEM 21 C

If any vacation weeks are canceled during the choice vacation period, the carriers must cancel the entire week and this week will be announced and posted, immediately. Any such weeks will be offered, by seniority and then by relative standing, to all carriers junior to the carrier canceling.

POSTING

ITEM 22 A

All full-time carrier assignments shall be posted for ten (10) calendar days.

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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 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.

CONCURRENCE

This Memorandum of Understanding is entered into on _____ at Swanton, 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.

Kathy Caraway, Postmaster
For the United States Postal Service
Swanton, Ohio 43558

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

Eastern Region
NALC, Branch 100

U.S. Post Office
Swanton, Ohio

USPS Initials _____

NALC Initials _____