

2011 - 2016

MEMORANDUM OF UNDERSTANDING

BETWEEN

SYLVANIA, OHIO POST OFFICE

AND

THE NATIONAL ASSOCIATION OF LETTER CARRIERS

AFL-CIO

BRANCH 100

TOLEDO, OHIO

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CONCURRENCE

Eastern Region
NALC, Branch 100

U.S. Post Office
Sylvania, Ohio

Initials:_____

WORK SCHEDULES

ITEM 2

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

EMERGENCY CONDITIONS GUIDELINES FOR THE CURTAILMENT OR TERMINATION OF POSTAL OPERATIONS

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 such cases, 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.) Prior to taking action to curtail the mail, the employer will notify the union of its decision and plan of implementation.

LEAVE

ITEM 4

No employee's first choice of leave shall include more than one (1) paid holiday.

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.

This provision in no way changes the number of carriers permitted off per week as agreed upon in Item 9 of this Local Agreement, provided that any agreed percentage or fixed number for prime time and non-prime is based on the career compliment only.

Initials: _____

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 period shall be four (4) slots during Easter break, then the last week of April through the last full week of October, including four (4) slots in the last week of November and two (2) slots during Christmas week in December.

ITEM 6

Leave week shall be Monday through Saturday.

ITEM 7

Choice of picks can be as follows:

3

2-1

In accordance with Article 10 of the National Agreement.

ITEM 8

Military leave will not count as part of a carrier's selections for the choice vacation period, nor will it count against the carrier's allowance for the choice period.

Jury duty – letter carriers n jury duty during the choice vacation period shall be eligible for another available period within the choice period.

Jury duty will not be considered as part of the number of carriers allowed off during the choice vacation period.

ITEM 9

The number of carriers off at one time during the choice period shall be 12% of the on rolls workforce.

ITEM 10

In view of necessary absence at time of selection period, the carrier has the option of a selection in writing prior to absence or may be permitted to make his/her selection out of order in the next available selection period at the time of his/her return to duty.

Initials: _____

ITEM 11

The leave schedule shall be posted as selection shall start mid October for the following year. Choice leave time selection shall be by seniority allowing one (1) working day of each carrier. Upon his/her choice of dates, the dates of his/her selection shall be posted and passed to the next eligible carrier. No indiscriminate annual to be until all carriers have had their second choice.

Any carrier failing to make his/her choice within the designated time period shall forfeit and revert to their second choice position.

Leave requests shall be submitted on PS Form 3971 in duplicate. The supervisor will confirm the request and return one (1) copy to the employee within one (1) working day.

ITEM 12

Carriers requesting annual leave outside the choice period must submit PS Form 3971, in duplicate, not less than 24 hours in advance. Management will reply, indicating approval or disapproval, within 24 hours, excluding Sundays, holidays, and scheduled days off, after the supervisor has been physically handed the leave application. Leave will be granted on a first come, first serve basis. Supervisor will date PS Form 3971 when the request for leave is made, honored in numerical order, when all requests cannot be honored.

HOLIDAY SCHEDULING

ITEM 13

Management will select carriers to work holidays in the following order:

1. T.E.'s
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 their holiday, or day designated as a holiday, by seniority.
5. Full-time regulars who did not volunteer to work on what would be their non-scheduled day, by inverse seniority.
6. All other non-volunteer full-time regulars, by inverse seniority.

Initials:_____

If after the schedule is posted, a need develops for additional or replacement employees, employees shall be selected according to the same order as above.

ASSIGNMENT OF ILL OR INJURED

ITEM 16

Within the letter carrier craft, temporary light duty assignments, which the ill or injured employee may be able to perform as certified by a physician will consist of, but not limited to, the following:

ITEM 17

1. Casing mail or labeling cases.
2. Other assigned duties which the ill or injured employee may be able to perform.

ITEM 21

Ill during vacation – Carriers who become ill for a sufficient time to require a doctor’s certificate while on annual leave during the choice vacation period will be allowed to have another selection within the choice period, if available.

There shall be no exchanging of leave.

If an employee desires to cancel scheduled prime time annual leave, he/she must do so at least ten (10) days prior to the scheduled leave. The entire week must be canceled and will be announced by posting on the bulletin board. Any such weeks will be offered by seniority, to all carriers junior to the carrier canceling. Choices must be made in accordance to Article 10 of the National Agreement.

POSTING

ITEM 22-A

In instances where several assignments are posted, a letter carrier may bid for as many assignments as are posted, stating his/her preferences in the following manner: first, second, third, etc.

Letter carriers applying for an assignment shall make a sealed bid in writing to his/her supervisor during the period the notice is posted.

Initials:_____

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(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-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 a vacant 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.