

2016-2019

MEMORANDUM OF UNDERSTANDING

BETWEEN

THE

WATERVILLE, OHIO POST OFFICE

AND

NATIONAL ASSOCIATION OF LETTER CARRIERS

AFL-CIO

BRANCH 100

TOLEDO, OHIO

USPS Initials _____

NALC Initials _____

TABLE OF CONTENTS

ITEM 1 – WASH UP TIME

ITEM 2 – WORK SCHEDULES

ITEM 3 – EMERGENCY CONDITIONS

ITEM 4 – LEAVE

ITEM 5 – LEAVE

ITEM 6 – LEAVE

ITEM 8 – LEAVE

ITEM 9 – LEAVE

ITEM 10 – LEAVE

ITEM 11 – LEAVE

ITEM 12 – LEAVE

ITEM 13 – HOLIDAYS

ITEM 15 – ASSIGNMENT OF ILL OR INJURED

ITEM 17 – ASSIGNMENT OF ILL OR INJURED

ITEM 22 – IDENTIFICATION OF SECTIONS FOR REASSIGNMENT

ITEM 22 – B – POSTING

CONCURRENCE

Eastern Region
NALC, Branch 100

U.S. Post Office
Waterville, Ohio

USPS Initials _____

NALC Initials _____

WASH UP TIME

ITEM 1

In accordance with Article 8, Section 9 of the National Agreement, installation heads shall grant reasonable wash-up time to those employees who perform dirty work or work with toxic materials.

WORK SCHEDULE

ITEM 2

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

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.
- (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

A. Every effort will be made to post the vacation schedule for ten (10) working days 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 the carrier's turn, according to the office seniority and then by relative standing roster. The supervisor shall monitor this and bring it to the carrier's attention. This schedule is to include both full-time, part-time, and CCA letter carriers.

B. After all the carriers, including part-time flexibles and CCA's, have signed for a first choice, a second selection will be allowed for leave in non-choice. The carrier, at his or her option, may also sign for remaining unsigned choice periods, provided they do not violate Article 10 Section 3 D.

C. 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 last full week of May and remain through the first two full weeks of September.

ITEM 6

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

ITEM 8

A. 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.

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

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ITEM 10

Each carrier will date and initial this schedule, in ink, when he signs for annual leave by seniority. The schedule will list office carrier personnel by name, seniority and route number and will be posted. This list shall not be taken home by the carrier. Upon completion, the office steward shall be given a duplicate copy. A copy will be posted and the Postmaster will retain the original.

ITEM 11

The employer shall, no later than November 1, 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

When making a second selection, the carrier may, by choice, select ten (10) working days or five (5) and five (5) working days.

ITEM 13

In establishing and posting for holidays and days designated as holidays, in accordance with Article 11, Section 6 of the National Agreement, the following priorities will be followed:

1. City Carrier Assistants
2. Part-time flexible
3. Full-time regulars who have volunteered to work 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 would otherwise be part of their work schedule. Selection will be made on a seniority basis.
5. Full-time regulars who did not volunteer on what would otherwise be their non-scheduled work day, selection by inverse order of seniority.
6. All other full-time regulars who have not volunteered selected in the manner as #5 above.

ASSIGNMENT OF ILL OR INJURED

ITEM 15

Management will make every effort to provide Light Duty Assignments for Disabled Carriers to perform Light Duty functions commensurate with their physical condition in accordance with Article 13 of the National Agreement.

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ITEM 17

- A. Every effort will be made to place the disabled carrier in his present craft prior to placing the carrier in another craft.

- B. 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.

IDENTIFICATION OF SECTIONS FOR REASSIGNMENT

ITEM 22

When a letter carrier route or full-time duty assignments, other than the letter carrier route or full-time duty assignment of the junior employee(s), is abolished at the 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 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 bidding procedures in this Article.

POSTING

ITEM 22 B

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

- B. In instances where several assignments are posted, a letter carrier may bid for as many assignments as are posted, stating his preference in the following manner: First Choice _____, Second choice _____, etc. Multiple bids received from the same carrier which do not clearly indicate first choice, second choice, etc. shall be returned to said carrier.

CONCURRENCE

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

Chad Kleman; Postmaster/OIC
For the United States Postal Service
Waterville, Ohio 43566

Mike Hayden, President
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Branch 100, Northwood, Ohio 43619

Eastern Region
NALC, Branch 100

U.S. Post Office
Waterville, Ohio

USPS Initials _____

NALC Initials _____