

Memorandum of Understanding

This Memorandum of Understanding entered into on **April 19, 1999** between the representatives of the East Greenville Post Office, United States Postal Service and the designated representatives of the American Postal Workers Union, AFL-CIO, Lehigh Valley Area Local pursuant to Article 30 of the 1998 National Agreement. This Memorandum of Understanding constitutes the entire agreement on matter relating to conditions of employment.

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This Local Memorandum of Understanding will take affect on the date of signature of both parties, and will remain in affect until the end of the next period of local negotiations provided for at the National Level.

ITEM #1 WASH UP TIME

The parties agree to allow the clerks the necessary time to wash-up prior to lunch break and end of tour.

ITEM #4 FORMULATION OF LOCAL LEAVE PROGRAM

1. Choice Vacation period will be from the first day of the new year up to and including the first week of December, and the week following December 25th.
2. The maximum number of clerk(s) who will be granted leave during the Choice vacation period will be **two (2)**.
3. The vacation week for clerks will begin on Monday and end on Sunday, or at the employees option based on service needs.
4. Choice Vacation Selections must be made in order of seniority. In the first round of bidding a clerk may, at his/her option, request two (2) or three (3) consecutive weeks, or two selections in unit of either five (5) or ten (10) days. Selection of three individual weeks in the first round will not be permitted.
5. Employees who earn 13 days Annual Leave per year shall be granted up to ten (10) days of continuous Annual Leave during the choice vacation period. Employees who earn 20 or 26 days Annual Leave shall be granted up to fifteen (15) days of continuous Annual Leave.
6. Bidding for choice Vacation period will begin no later than January 5th and end no later than January 31st. At the end of the bidding process management must post a list of each week and the clerks(s) off.
7. All clerks must submit their PS Form 3971 for awarded week(s), no later than 21 days from the end of the bidding process. Management must return the approved PS Form 3971 within 5 days.
8. Annual Leave submitted after Choice Vacation selections must be submitted at least 30 days in advance of the date requested. The request will be approved if the maximum number in 4.2 above has not been reached, and may only be denied if granting such leave will result in an obvious delay of the mail. Such request (PS Form

3971) must be returned to the employee within 72 hours, or the leave will be considered approved.

9. Once annual leave has been approved, it may not be canceled by management unless the President, Lehigh Valley Area Local is notified of the reason why.
10. Jury Duty shall not be charged to the Choice Vacation Period.
11. Part-Time Flexible employees will only be required to use the amount of annual leave that they would have been normally scheduled to work during that day or week.
12. Any clerk desiring to forfeit a Choice Vacation week must do so at least 14 days in advance of the scheduled week. Such week must be offered to the clerk craft in order of seniority for bid.

ITEM #13 THE METHOD OF SELECTING EMPLOYEES TO WORK ON A HOLIDAY

1. Clerks may volunteer to work any particular holiday by notifying management prior to the holiday posting.
2. The following is the order in which qualified employees will be scheduled to work on a holiday, or a day designated as their holiday:
 - A. Casuals, even if overtime is necessary.
 - B. Part-time Flexible employees, even if overtime is necessary
 - C. Volunteers on their designated holiday, by seniority.
 - D. Volunteers on their non-scheduled day, by seniority.
 - E. Non-volunteers on their designated holiday, by juniority.

ITEM #15-17 LIGHT DUTY ASSIGNMENTS

1. In the event a clerk requests a light duty assignment, in writing, management must contact the President, Lehigh Valley Area Local to discuss such request.
2. Requests for light duty will be granted, providing there is productive work available, which is within the physical limitations of the employee.

3. no request for light duty from another craft will be approved, prior to management contacting the President and discussing the length of assignment, physical restrictions and possible alternatives.

ITEM #19 PARKING

1. Management will continue parking practices as they have in the past.

ITEM #22 POSTING / BIDDING

1. **No changes in non-scheduled days or duties shall be made to an existing bid job without prior consultation with the Local President.**

ART. 17 LABOR / MANAGEMENT

1. Labor / Management meetings will be held at the request of either party as needed / monthly.
2. An agenda for such meeting, must be furnished by the party requesting the meeting no later than three (3) days prior to the meeting.
3. Minutes from such meetings may be hand written, and both parties are required to sign the approved minutes. Each party will receive a copy of the minutes.
4. Management will grant the union 15 minutes on the clock time to address the clerks in the office, on a semi-annual basis. Management shall establish such times for meetings.
5. Management will meet with the union as needed / semi-annually to discuss safety / health issues in the office.