

# Memorandum of Understanding

This Memorandum of Understanding entered into on **April 15, 1999** between the representatives of the East Stroudsburg 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.

## TABLE OF CONTENTS

Item #1	Wash Up Time
Item #4	Formulation of Local Leave Program
Item #13	The Method of Selecting Employees to Work on a Holiday
Item # 15 – 17	Light Duty Assignments
Item #19	Parking
Item #21	Hours of Work
Item #22	Seniority / Posting / Bidding
Article XVII	Labor / Management

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.    **The Choice Vacation Period will be from the first full week in January through the first full week in December, and the week following December 25<sup>th</sup>.**
2.    The maximum number of clerk(s) who will be granted leave during the Choice vacation period will be one (1) with the exception that two (2) will be granted leave for the months of May, June, July and August and the weeks of Memorial Day, 4<sup>th</sup> of July, Labor Day, Thanksgiving and the week following December 25th.
3.    The vacation week for clerks shall begin on Monday and end on Sunday.
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 **October 1<sup>st</sup>** of each year. 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) at the time they make a selection on the calendar. Management must return the approved PS Form 3971 within three days.
8.    Annual Leave submitted after Choice Vacation selections **may be submitted no sooner than 30 days in advance of date requested. Management will grant at least one clerk off on annual leave.** Such request (PS Form 3971) must be returned to the employee within 72 hours, **of being properly submitted to immediate supervisor** or the leave will be considered approved.

**For the purpose of this section, management is not required to approve leave for the period of December 10<sup>th</sup> - 25<sup>th</sup> each year.**

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. Clerks junior to the most junior clerk awarded the week will be given first opportunity to be awarded the week based on seniority.

**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 #21 HOURS OF WORK**

1. An overtime desired list will be established by office. Any clerk desiring to be added to the overtime desired list, must notify management in writing prior to the beginning of each quarter (October, January, April, July).
2. Those listing their names will be selected in order of seniority, on a rotating basis. Management will comply with Article 8, with regard to overtime opportunities.
3. Overtime opportunities for part-time flexibles, will be distributed equally.
4. Management will attempt to notify affected clerks, at least one (1) hour in advance if they will be required to work overtime.
5. Management will continue to provide clerk craft employees with breaks as per past practices, and daily service needs.

**ITEM #22 SENIORITY / POSTING / BIDDING**

1. Management will provide the President, Lehigh Valley Area Local, a copy of any job posting, abolishment notice, reversions or changes to present positions.
2. If the duties of a bid job are changed to the extent of twenty five (25) percent or more from the original posting, such bid job must be re-posted for bid, unless mutually agreed by the President and **the Postmaster.**

3. If the starting time of a bid job is changed by more than one (1) hour from the original starting time, such bid job must be re-posted for bid, **unless mutually agreed by the President and the Postmaster.**

**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.