

**ITEM 1: ADDITIONAL OR LONGER WASH-UP PERIODS.**

Carriers will be granted reasonable wash-up time.

**ITEM 2: THE ESTABLISHMENT OF A REGULAR WORK WEEK OF FIVE DAYS WITH EITHER FIXED OR ROTATING DAYS OFF.**

- A. All full time regular carriers will have rotating days off.
- B. All carriers who have Saturday through Friday delivery schedules, shall have rotating days off, rotating on a Schedule that includes Friday and Saturday off every third week.
- C. In the event that another full time regular Letter Carrier is added, this item can be renegotiated.

**ITEM 3: GUIDELINES FOR THE CURTAILMENT OR TERMINATION OF POSTAL OPERATIONS TO CONFORM TO ORDERS OF LOCAL AUTHORITIES OR AS LOCAL CONDITIONS WARRANT BECAUSE OF EMERGENCY CONDITIONS.**

Postal management will work in conjunction with the Union to devise Emergency plans and strategies in the event of an emergency (as declared by Federal or local authorities) to ensure the safety and health of all Letter Carriers.

**ITEM 4: FORMULATION OF LOCAL LEAVE PROGRAM.**

Local leave program shall be administered in accordance with the following provisions:

- A. Sign-up for prime vacation will be during the month of November.
- B. The shop steward or steward designee shall be given time daily, on the clock, to sign-up for prime vacation, starting with the senior carrier.
- C. During initial sign-up/s, all vacation choices will be granted on a seniority basis.
- D. The carriers shall make their choice within two (2) working days or be passed over that round.
- E. Carriers who earn 13 days annual leave per year shall be granted up to 10 days of continuous annual leave during the choice period. Carriers who earn 20 to 26 days annual leave per year shall be granted up to 15 days of continuous annual leave during the choice period. This provision shall also apply to non-choice sign-up.
- F. If a carrier is to be gone during the selection period, he/she may submit his/her choices on PS Form 3971 in advance.
- G. If there are any weeks left in the choice period that have not been chosen in the first selection process, the shop steward or steward designee will repeat the selection process once more in the same manner as stated above. Any open periods still available after this process will be bid by seniority in a ten (10) day period following the completion of prime time sign-ups.

- H. Any leave cancelled shall be posted in accordance with Item 4.G - provided such posting and any award can be completed by Tuesday of the preceding service week.
- I. Exchange of leave, in equal weeks, will be allowed after approval by both management and union.

**ITEM 5: THE DURATION OF THE CHOICE VACATION PERIOD.**

The choice vacation period shall begin on the first full week included in the month of June and end on the last full week in the month of October.

**ITEM 6: THE DETERMINATION OF THE BEGINNING DAY OF AN EMPLOYEE'S VACATION PERIOD.**

The beginning day of an employee's vacation period will begin on Monday.

**ITEM 7: WHETHER EMPLOYEES AT THEIR OPTION MAY REQUEST TWO SELECTIONS DURING THE CHOICE VACATION PERIOD, IN UNITS OF EITHER 5 OR 10 DAYS.**

- A. Letter carriers at their option may request one (1) or two (2) selections during the choice vacation period in units of either five (5), ten (10), or fifteen (15) days. First choice units may not be split.

In the event a carrier selects to make two selections, the second selection may not be made until all carriers have had an opportunity to make their first selections.

- B. After this process any vacant weeks left will be bid by seniority.

**ITEM 8: WHETHER JURY DUTY AND ATTENDANCE AT NATIONAL OR STATE CONVENTIONS SHALL BE CHARGED TO THE CHOICE VACATION PERIOD.**

- A. Carriers called for jury duty during the employee's scheduled choice vacation period shall be eligible for another available period, provided this does not deprive another employee of their first choice for scheduled annual leave.
- B. During convention years, prior to the posting of the sign-up sheet, the weeks of the Convention will be blocked off one (01) space for each week.

**ITEM 9: DETERMINATION OF THE MAXIMUM NUMBER OF EMPLOYEES WHO SHALL RECEIVE LEAVE EACH WEEK DURING THE CHOICE VACATION PERIOD.**

In the letter carrier craft, the number of carriers who shall be granted leave per week will be one (1).

**ITEM 10: THE ISSUANCE OF OFFICIAL NOTICE TO EACH EMPLOYEE OF THE VACATION SCHEDULE APPROVED FOR SUCH EMPLOYEE.**

When leave for the choice and non-choice period is signed for on the sign-up sheet, the carrier will submit a PS Form 3971 in duplicate. The duplicate will be returned to the carrier within three (3) days after the close of the vacation sign-up period annotated to show management's approval. The approved vacation schedule will be posted on the NALC bulletin board.

**ITEM 11: DETERMINATION OF THE DATE AND MEANS OF NOTIFYING EMPLOYEES OF THE BEGINNING OF THE NEW LEAVE YEAR.**

Management shall notify carriers of the leave year by posting such notification on the NALC bulletin board by November 1st.

**ITEM 12: THE PROCEDURES FOR SUBMISSION OF APPLICATIONS FOR ANNUAL LEAVE DURING OTHER THAN THE CHOICE VACATION PERIOD.**

- A. The sign-up period for non-choice vacation will be immediately after the completion of the prime vacation sign-up. The same method utilized for prime vacation sign-up shall also be followed for non-choice sign-up.
- B. Incidental leave shall be granted on a first-come, first served basis.
- C. One (1) carrier will be allowed off at any one time.
- D. All requests for annual leave will be approved/disapproved, by the supervisor, within three (3) working days.
- E. Management will make all reasonable efforts to approve requests for emergency leave.
- F. Carriers will not be called in to work while on annual leave unless the carrier notifies management and union in writing that he/she is willing to come in.

**ITEM 13: THE METHOD OF SELECTING EMPLOYEES TO WORK ON A HOLIDAY.**

Method of selecting employees to work on a holiday shall be in accordance with Article 11 of the National Agreement.

- A. Casuals.
- B. Part-time flexible.
- C. Volunteer full-time regulars by seniority.
- D. Non-volunteer full time regulars on their scheduled day off by juniority.
- E. Non-volunteer full time regulars on their scheduled holiday by juniority.

**ITEM 14: WHETHER "OVERTIME DESIRED" LISTS IN ARTICLE 8 SHALL BE BY SECTION AND/OR TOUR.**

Overtime desired list shall be by zip code delivery unit.

**ITEM 15: THE NUMBER OF LIGHT DUTY ASSIGNMENTS WITHIN EACH CRAFT OR OCCUPATIONAL GROUP TO BE RESERVED FOR TEMPORARY OR PERMENANT LIGHT DUTY ASSIGNMENT.**

Light duty assignments shall be made on a case by case basis.

**ITEM 16: THE METHOD TO BE USED IN RESERVING LIGHT-DUTY ASSIGNMENTS SO THAT NO REGULARLY ASSIGNED MEMBER OF THE REGULAR WORK FORCE WILL BE ADVERSELY AFFECTED.**

When a letter carrier requests, in writing, an assignment to light duty and is under Article 13, the needs of the employee and the availability of work shall be reviewed by management. Management will make every attempt to put all ill or injured carriers on light duty assignments within their craft and units.

When it is not possible to assign an ill or injured carrier covered by Article 13 in a temporary or permanent light duty assignment within the letter carrier craft, consideration will be given to reassignment to another craft.

**ITEM 17: THE IDENTIFICATION OF ASSIGNMENTS THAT ARE TO BE CONSIDERED LIGHT DUTY WITHIN EACH CRAFT REPRESENTED IN THE OFFICE.**

The following shall be considered when establishing light duty assignments for the carrier craft.

- A. Any other duties which ill or injured employees may be able to perform without injury to himself or others. Any duty assignment deemed appropriate for limited duty will also be deemed appropriate for light duty.
- B. Updating carrier delivery forms.
- C. Doing undeliverable endorsements for carriers.
- D. Relabeling cases.
- E. Casing morning and afternoon mail, if disability allows.
- F. Rewriting carrier route books.
- G. Coverage of suitable collection routes.
- H. Labeling inside of apartment boxes.

**ITEM 18: THE IDENTIFICATION OF ASSIGNMENTS COMPRISING A SECTION WHEN IT IS PROPOSED TO REASSIGN WITHIN AN INSTALLATION EMPLOYEES EXCESS TO THE NEEDS OF A SECTION.**

A section shall be defined as a Zip Code delivery area. If there is a necessity to eliminate a carrier route in a section, management shall make every effort to eliminate the junior route first.

**ITEM 19: THE ASSIGNMENT OF EMPLOYEE PARKING SPACES.**

Employee parking will be on a first-come/first-serve basis - except as noted herein. If management has one or more assigned parking spaces, the Branch President will also have an assigned space. Management may implement a preferred or reserved parking program in response to Clean Air Act legislation - provided Branch President is given a priority opportunity for input at a Labor-Management meeting. The meeting will be chaired by Regional Environmental Coordinator or a member of his/her staff.

**ITEM 20: THE DETERMINATION AS TO WHETHER ANNUAL LEAVE TO ATTEND UNION ACTIVITIES REQUESTED PRIOR TO DETERMINATION OF THE CHOICE VACATION SCHEDULE IS TO BE PART OF THE TOTAL CHOICE VACATION PLAN.**

Annual leave to attend Union activities requested prior to the determination of the choice vacation schedule will be a part of the total choice vacation period. Management will make every effort to approve requests for leave to attend union activities.

**ITEM 21: THOSE OTHER ITEMS WHICH ARE SUBJECT TO LOCAL NEGOTIATIONS AS PROVIDED IN THE CRAFT PROVISIONS OF THIS AGREEMENT.**

- A. In instances where several assignments are posted, a letter carrier may bid for as many assignments as are posted, stating the carrier's preference in the following manner: First Choice, Second Choice, ect.
- B. All carrier bid assignments, including T-6 assignments, where appropriate, shall be posted for ten (10) calendar days.
- C. Copies of all Carrier Personnel Change Orders, bid postings, bid awards, including the number of successful bids by an employee during the life of the contract, will be mailed to the Union as issued.
- D. The installation head shall meet with the appropriate representatives of Branch 782 on the second Wednesday of each month, or at any time as may be mutually agreed upon. Meetings may be changed only by mutual agreement. Meetings shall be convened at 2:30 pm and, except for unusual situations, shall run for such time that it is necessary to dispose of all business. The total number of Union representatives that can attend on non-official time shall not exceed five (5).

- E. It is agreed that agenda items for discussion at the meeting shall be exchanged by the President of Branch 782 (or his designee) and the Postmaster (or his designee) the Friday prior to the scheduled meeting. Items not placed on such agenda shall be discussed only by mutual consent of the parties.
- F. Minutes shall reflect verbal responses given. Initialing of minutes indicates concurrence that response reflects verbal response; failure to initial indicates one party does not believe the written response reflects the verbal response.
- G. The policies to be established by management for the Christmas operation will be the subject of discussion at a timely regularly scheduled joint Labor/Management Committee meeting.
- H. Upon timely request, a Letter Carrier may inspect their Official Personnel Folder in the presence of a management representative while on the clock.
- I. As far in advance as practicable, the local President shall notify local management of which Union representatives will be in attendance at each Labor/Management meeting. The appropriate supervisors will then be notified.

**ITEM 22: LOCAL IMPLEMENTATION OF THIS AGREEMENT  
RELATING TO SENIORITY, REASSIGNMENTS AND POSTING.**

- A. Hold down assignments will be posted for bid as of the Wednesday preceding the required posting date of the weekly schedule and will close at the end of the tour on the following Tuesday, seven (7) calendar days. Carriers who indicated a preference to work the assignments will be awarded the assignments by seniority.
- B. In the event that circumstances such as emergency annual leave or sick leave do not allow for a seven (7) day posting period, these assignments will be posted for the balance of the period.
- C. 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 adjustment, 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. The local Branch may at their option chose to delete the provision from this local agreement.
- D. Letter carrier assignments shall be posted when there is a change of more than one hour.
- E. A full-time regular carrier called in to work on a non-scheduled day shall work his/her full-time duty assignment provided there is a vacant route on the string to which the carrier may be assigned and the utility carrier agrees. Otherwise the carrier working on a non-scheduled day will be assigned where needed.
- F. President Branch 782 must be notified in writing of any proposed change to any carrier assignment prior to the implementation of proposed change for union input.

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- G. When opting for assignments results in carrier scheduled with more than one non-scheduled day, the carrier will have the choice as to which non-scheduled day elected or if carrier elects will be granted annual or leave without pay for one of the non-scheduled days.

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