

ITEM 1. ADDITIONAL OR LONGER WASH-UP PERIODS.

Every letter carrier will be granted reasonable wash-up time after casing his/her route and prior to delivering on the street. Every letter carrier will also be granted reasonable wash-up time prior to having lunch and reasonable wash-up time after returning to the office from the street.

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

Full time positions will be posted with fixed calendar days off.

Route 1601 shall have Saturday and Sunday off. Route 1602, if made a regular route, shall have Sunday and Monday as non-scheduled days.

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.

Letter carriers shall not be required to attempt delivery during periods of inclement weather of such severity that civil authorities (e.g., military authorities, state highway police authorities, or state highway administrative authorities) consider road travel hazardous and have advised the public (by radio, television, or other media) not to travel public streets or highways.

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 December.
- B. The shop steward or steward designee shall be given time daily, on the clock, to sign-up carriers 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.

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- 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 once more in the same manner as stated above. Any open periods still available after process will be bid by seniority in a ten (10) day period following the completion of prime time sign-ups.
- H. Any leave canceled shall be reposted immediately after management is notified of such cancellation. Carriers canceling leave shall notify management of such cancellation as much in advance as is possible (preferably 7 days).
- I. Exchange of leave, in equal weeks, will be allowed after approval by both management and union.
- J. Blood donor leave will be as stipulated in Subchapter 510 of the Employee and Labor Relations Manual.
- K. In the event an employee's military leave is scheduled for the same period as the employee's choice vacation and the employee has to cancel choice vacation, the employee may then select an equivalent period in the remaining unselected week(s) in the choice vacation period.

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 August.

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 Sunday 12:01 o'clock midnight.

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. Jury duty shall not be charged to any vacation period.
- B. A carrier attending a National or State convention during the choice vacation period will not be counted in the number of carriers scheduled off during that period.

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 minimum number of employees 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 employee within two (2) days after the close of the vacation sign-up period annotated to show management's approval/disapproval. In addition, the approved vacation schedule will be posted at the applicable unit.

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

Management shall notify employees of the leave year by posting such notification on the bulletin boards at each section 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. Requests for incidental leave shall be on Form 3971 submitted in duplicate.
- D. A minimum of one carrier will be allowed off at any one time.
- E. All requests for annual leave will be approved/disapproved, by the supervisor, within three (3) days.
- F. Management will make all efforts to approve requests for emergency leave.

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. All part-time flexible.
- C. Volunteer full time regulars.
- D. Non-volunteer full time regulars on their scheduled day off. Chosen by inverse seniority.
- E. Non-volunteer full time regulars on their scheduled holiday.

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

Overtime desired list shall be by section.

ITEM: 15 THE NUMBER OF LIGHT DUTY ASSIGNMENTS WITHIN EACH CRAFT OR OCCUPATIONAL GROUP TO BE RESERVED FOR TEMPORARY OR PERMANENT 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 eligible under Article 13, the needs of the employee and the availability of work shall be reviewed. Management will make every attempt to place all ill or injured carriers on light duty assignments within their own craft and/or units.

When it is not possible to assign an ill or injured employee, 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. Updating carrier delivery forms.
- B. Doing undeliverable endorsements for carriers.
- C. Re labeling cases.
- D. Casing morning and after noon mail, if disability allows.
- E. Making route maps.
- F. Any other duties which ill or injured employees may be able to perform without injury to themselves or others.

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 reasonable effort to excess the junior carrier first. When a letter carrier(s) route or full-time duty assignment(s), other than the junior carrier's, is abolished, all routes and full-time duty assignments held by letter carriers that are junior to the carrier(s) whose route(s) or full-time duty assignment(s) was abolished, shall be posted for bid.

ITEM: 19 THE ASSIGNMENT OF EMPLOYEE PARKING SPACES.

officials Employee parking will be on a first-come, first-serve basis. Management and union will have assigned parking spaces. If any parking restrictions are to be implemented, the union must be contacted for approval prior to implementation.

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 not be a part of the total choice vacation period. Requests for leave to attend union activities will not be denied.

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 carriers preference in the following manner: First choice, Second choice, ect.
- B. All carrier bid assignments shall be posted 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 appropriate representatives of Branch 782 on the second Tuesday, quarterly, or at any time as may be requested. Meetings may be changed only by mutual agreement. Meetings shall be convened at 9:30 am 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 one (3).

It is agreed that agenda items for discussion at the meeting shall be exchanged by the President of Branch 782 (or his/her designee) and the Postmaster (or his/her designee) the Friday prior to the scheduled meeting. Items not placed on such agenda shall be discussed only by mutual consent of the parties. Minutes shall reflect verbal responses given. Initialing of minutes indicates concurrence that responses reflects verbal failure to initial indicates one party does not believe the written response reflects the verbal response.

- E. The policies to be established by management for the Christmas operation will be the subject of discussion at a timely regularly scheduled Labor/Management Committee meeting.
- F. Upon timely request, a letter carrier may inspect their Official Personnel Folder in the presence of a management representative, while on the clock.
- G. Management and union will jointly choose the On The Job Trainers (OJI).
- H. Any disciplinary or administrative action taken by management will denote, on the written notice, the date and time of issuance on the carrier's copy.

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 utility 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.
- 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 if carrier elects will be granted annual or leave without pay for one of the non-scheduled days.

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