

ITEM 1: ADDITIONAL OR LONGER WASH-UP PERIODS.

Carriers will be granted a reasonable wash-up time, when needed.

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

All Carriers who have Monday through Saturday delivery schedules shall have rotation days off.

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.

In the event of an emergency condition declared by local authorities, every reasonable effort shall be made to ensure the safety and health of all letter carriers.

ITEM 4: FORMULATION OF LOCAL LEAVE PROGRAM.

- A. Sign-up for the choice vacation period shall be in the month of November.
- B. Sign-up for non-choice vacation period shall be in November, immediately following the choice vacation sign-up.
- C. Sign-up shall be on Form 3971, in duplicate, and the leave shall be approved or disapproved no later than ten (10) days after the close of the sign-up period.

The carrier will have until the end of the third scheduled work day to make the selection after he has been contacted by the supervisor. If the carrier doesn't submit a selection by that time, the carrier shall be considered as passed for that round.

- D. Sign up for the choice period shall be posted in the month of November of the leave year. The immediate supervisor shall contact each carrier in the office, beginning with the senior carrier in the office. Each succeeding contact down the seniority list will be advised of the weeks that have not already been chosen. Once a senior carrier has made a choice, this cannot be changed until every carrier in the unit has had an opportunity to make his choice. If there are any weeks left in the choice period that have not been chosen in the first selection process, the immediate supervisor will repeat the selection process in the same manner as stated above. Any open periods still available after this process will be bid by seniority in the office, in a 10 day period, immediately following the second round sign-ups.

- E. When a carrier has been scheduled for annual leave and cancels this request, the vacancy in the schedule will be filled by a bid of the senior bidder. Management shall immediately post all canceled leave. Carrier shall notify management of canceled leave as much in advance as possible, preferably 14 days.
- F. Blood donor leave will be covered under Article X of the National Agreement.
- G. If a carrier is to be gone during the selection period, he/she may submit his/her choices on Form 3971, in duplicate.
- H. No carrier shall be called in to work while on vacation.
- 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 be the first Monday in May through the second full week of September.

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

The beginning day for a carrier's vacation shall be 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 carrier shall have, at his option, one selection of five (5) days and one selection of ten (10) days, or one selection of fifteen (15) days during the choice vacation period.

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

- A. Letter carriers who have been selected for Jury Duty or who have been officially named by the Union to State or National Conventions, Seminars or Conferences, can have, at their option, either Annual Leave or Leave Without Pay, which will not be charged to the choice vacation period, nor will affect the number of employees allowed off per week at a unit. As a general rule Management should receive adequate advance notice of Convention attendance and Jury Duty.

One spot shall be blocked off for the State convention.

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

In the Letter Carriers Craft, the maximum number of employees who shall be granted leave per week in the office will be two (2) per week during the choice period.

ITEM 10: THE ISSUANCE OF OFFICIAL NOTICES 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. A minimum of 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) days.
- E. Management will make all reasonable efforts to approve requests for emergency leave.

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

Method of selecting carriers to work on a holiday shall be in the following manner:

- 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 VIII SHALL BE BY SECTION AND / OR TOUR.

An "Overtime Desired" List shall be posted in the office. If a carrier is on the "Overtime Desired" List, and it is his bid route which is vacant and must be covered by a "call in, " then that carrier will be "called in ," regardless of his turn on the "Overtime Desired " List.

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

Each request for light-duty assignment shall be considered on its own merits in accordance with the availability of light-duty work.

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 unit.

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 may 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. Rewriting carrier route books.
- F. Coverage of suitable collection routes.
- G. Labeling inside of apartment boxes.
- H. Any duties which the ill or injured employee may be able to perform without injury to himself or others. Any work deemed appropriate for limited duty will also be deemed appropriate for light duty.

ITEM18: 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 will 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. If any parking restrictions are to be implemented, the union must be contacted for input 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.

Full weeks of 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 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 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 1:00 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. No vehicle will be assigned to a carrier unless it can be reasonably expected to conform to recognized safety standards. Management will keep the vehicle in an acceptable state of cleanliness, including periodic washes.

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

- A. Hold down assignments (opting) 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 in the starting time.
- 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 (or designee) 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 or if carrier elects will be granted annual or leave without pay for one of the non-scheduled days.

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