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ITEM 1: ADDITIONAL OR LONGER WASH-UP PERIODS.

Management will grant reasonable amount of wash-up time to letter carriers consistent with Article 8 Section 9.

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

All full-time regular carriers shall have rotating schedules.

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 a major emergency, such as an earthquake or other act of God, management will notify effected employees immediately and advise that employee on appropriate actions to be taken. Administrative leave or other appropriate leave will be granted as determined by the type of emergency and particular circumstances of that emergency. Management will comply with all Postal Regulations on this matter. 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.

- (a) The choice vacation period shall be posted in each unit by November 1.
- (b1) Sign up for choice period will begin in November and will be completed by December 31.
- (b2) The Shop Steward shall contact each carrier, beginning with the senior carrier. Once a carrier has been contacted by his or her Shop Steward, the carrier will have until the end of the next scheduled work day to state his or her choices on form 3971 in advance in duplicate. 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 choice cannot be changed until every carrier in the unit has had an opportunity to make his or her choice.
- (c) Any carrier scheduled for annual leave during the choice vacation period may cancel that leave providing the carrier does so in writing 14 days prior to the start of the scheduled leave week.
- (d) Employee's approved vacation will not be canceled except in an emergency situation.

- (e) Incidental leave is granted in the order leave requests are received (first-come, first-served).
- (f) All advance leave requests are to be submitted in advance through the use of two (2) copies of PS Form 3971. One copy will be signed and returned to the requester upon receipt by management, as being notified.
- (g) Employee will be notified, by stand-up and bulletin board, notices of the beginning of the sign-up period, one month prior to the sign-up period.

ITEM 5: THE DURATION OF THE CHOICE VACATION PERIOD.

The choice vacation period will last from the first full week included in May through the last full week included in September.

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. Flexible employees with split days off will be scheduled with consecutive days off during their vacation period.

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 two selections during the first round of the choice vacation period in units of either (5) five (10) ten or (15) fifteen days on the first choice.
- (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.

Letter carriers who have been selected for jury duty, or who have been officially named by the union as delegates to State or National Conventions, will have at their option either annual leave or leave without pay, which will not be charged to the employee's

choice vacation period. An employee who is called for jury duty during the employee's scheduled choice vacation period shall be eligible for another available period provided this does not deprive any other employee of that employee's first choice for scheduled vacation.

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 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 employee within three (3) 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 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 CHOICE VACATION PERIOD.

(a) The sign-up period for non-choice vacation period will begin after the completion of the sign-up for choice vacation period, and shall be completed by December 31.

- (b) Form 3971 shall be submitted in duplicate, with the duplicate being returned to the employee within 72 hours of submission, with approval or disapproval. If disapproved, a reason for disapproval must be given.
- (c) Leave submission, for this period will be approved on a first serve basis on Form 3971. In case of a tie, seniority will prevail.
- (d) Management will make all reasonable efforts to approve requests for emergency leave.
- (e) During the non-choice period the minimum number of carriers who shall be granted leave per week will be one (1).
- (g) The same method utilized for prime vacation sign-up shall also be followed for non-choice sign-up.
- (h) Requests for leave to attend union activities shall not be unreasonably denied.

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

Method of selecting employees to work on their 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 VIII SHALL BE BY SECTION AND / OR TOUR.

The "overtime desired" list shall be by section. A section is defined as a Zip Code delivery area. The following are the Zip Code delivery areas: 93501-93505. Employees from one section may request overtime within another section and such requests will be given due consideration.

ITEM 15: THE NUMBER OF LIGHT-DUTY ASSIGNMENTS WITHIN EACH CRAFT OF 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 USED IN RESERVING LIGHT DUTY ASSIGNMENTS SO THAT NO REGULARLY ASSIGNED MEMBER OF THE REGULAR WORK FORCE WILL BE ADVERSELY AFFECTED.

When a carrier requests, in writing, an assignment to light duty and is eligible under Article XIII, the needs of the employee and the availability of work shall be reviewed. Management will make every attempt to put ill or injured carriers on light duty assignments within their own craft and tour. When it is not possible to assign an ill or injured employee covered by Article XIII 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, but not limited to, when establishing light duty assignments for the carrier craft;

- (a) Updating carrier delivery forms.
- (b) Doing undeliverable endorsements for carriers.
- (c) Relabeling cases.
- (d) Casing morning and afternoon mail, if disability allows.
- (e) Correcting schemes and making or correction schemes and maps.
- (f) Assist in all station duties if disability allows.
- (g) Any other duties which the ill or injured employee may be able to perform without injury to himself or others.
- (h) Rewriting carrier route books.
- (i) Coverage of suitable collection routes.

- (j) Labeling inside of apartment boxes.
- (k) Any work deemed appropriate for limited duty will also be deemed appropriate for light duty.

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.

ITEM 19: THE ASSIGNMENT OF EMPLOYEE PARKING SPACES.

Open parking will be on a first-come, first serve basis. 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.

Choices are not considered part of employee's choice vacation.

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, etc.
- (b) All carrier bid assignments shall be posted for ten (10) calendar days.
- (c) The installation head shall meet with appropriate representatives of Branch 782 the second Wednesday of each month, or any time as

may be mutually agreed upon. Meetings shall be convened at 2:00 p.m. and shall end at 3:00 p.m. unless mutually agreed to extend the time limit. The total number of union representatives that can attend on the clock shall not exceed one. Labor will furnish a copy of their agenda 48 hrs. prior to the meeting.

- (d) Upon timely request, a letter carrier may inspect their official personnel folder in the presence of a management representative while on the clock.
- (e) 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.
- (f) Management and union will jointly choose on the job trainer (O.J.I.)
- (g) Any disciplinary or administrative action taken by management will denote, on the written notice, the date and time of issuance on the carriers copy.

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

- (a) The employer shall consult with the union to consider the union's proposals, in each case where a vacant assignment is to be changed before reposting for bid.
- (b) The employer shall consult with the union to consider the union's proposal in each case where a new assignment is to be established.
- (c) Any assignment that is to be changed more than one hour in starting time, or has any part of the assignment description changed, shall be re-posted for bid.
- (e) All bid jobs are to be posted seven (7) days for bidding.
- (f) Vacation vacancy's and available full time craft duty assignments, of five (5) days or more, will be posted for bid at both units 13 days prior to vacancy and will close Friday prior to posting of schedule. Carriers who indicate a preference to work the assignment will be awarded by seniority.
- (g) In the event that circumstances such as emergency annual leave or sick leave do not allow for a thirteen (13) day posting period, the assignment will be posted for the balance of the period.
- (h) 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

was abolished
procedures in this
to delete the provision
time basis.

carrier(s) whose route(s) or full-time duty assignment(s)
shall be posted for bid in accordance with the posting
Article. The local Branch may at their option chose
from this local agreement, on a one

- (i) Letter carrier assignments shall be posted when there is a change of more than one hour.
- (j) 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/T-6 may be assigned and the utility carrier/T-6 agrees. Otherwise the carrier working on a non-scheduled day will be assigned where needed.
- (k) President Branch 782/designee must be notified in writing of any proposed permanent change to any carrier assignment prior to the implementation of proposed change for union input.

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