

ITEM 1: ADDITIONAL OR LONGER WASH-UP PERIODS.

Each letter carrier will be granted 3 minutes for wash-up after casing the route and prior to delivering on the street. Every letter carrier will also be granted 3 minutes wash-up after returning to the office from the street. Every letter carrier working as a router shall be granted three periods of 3 minutes day for wash-up each work day.

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

Full-time regulars will be on a rotating schedule except for assignments, mutually agreed to by both management and union, that will be assigned fixed 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.

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
leave
choice sign-up.

annual leave per year shall be granted up to 15 days of continuous annual
during the choice period. This provision shall also apply to non-

- 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. Carriers canceling leave shall notify management, in writing, of such cancellation seven (7) days in advance. For unforeseen circumstances, carrier may request to cancel leave with less than a seven (7) day notice only if circumstances are reviewed jointly by union and management, and approved by both. Any leave canceled shall be reposted immediately after management is notified of such cancellation. The cancellation and award will be noted on the vacation schedule posted on the NALC Bulletin Board. The day the leave is canceled, management will provide the shop steward or steward designee with a copy of the written notice of cancellation.
- I. Exchange of leave, in equal weeks, will be allowed after approval by both management and union.
- J. A carrier may defer his/her selection until the turn of a junior carrier, so they can bid on same vacation week(s). The carrier deferring his/her selection may not "bump" any junior carrier(s) who have made their vacation selections.

ITEM 5: THE DURATION OF THE CHOICE VACATION PERIOD.

The choice vacation period shall begin the last week in April and carry through the first week in October.

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

The vacation periods shall begin on Monday and end on Sunday.

ITEM 7: WHETHER EMPLOYEES AT THEIR OPTION MAY REQUEST TWO SELECTIONS DURING THE CHOICE

VACATION PERIOD, IN UNITS OF EITHER 5 OR 10 DAYS.

Employees may, at their option, request two selections during the choice vacation period in units of either five (5) or ten (10) days. First choice units may not be split.

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 the choice vacation period.

B. A carrier attending 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.

Fourteen (14) per cent of the Carrier force shall be allowed off each week during prime time. Anything over .7 or bigger will be rounded to the next number.

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 five (5) 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.

- prime
- 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 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 and be noted, the day it is granted, on the vacation that is posted on the NALC Bulletin Board
 - C. Fourteen (14) per cent of the carrier force will be allowed off at any one time.
 - D. All requests for annual leave will be approved/disapproved, by the supervisor, within five (5) days. All requests for incidental leave will be submitted to the supervisor on Form 3971, in duplicate, with management signing and noting date received. The duplicate Form 3971 to be immediately returned to the submitting carrier.
 - E. Management will make all reasonable efforts to approve requests for emergency leave.
 - F. All requests for annual leave submitted at least 48 hours in advance will be approved in accordance with B, C, and/or G. All requests submitted with less than 48 hours notice may be approved based on management's ability to cover the absence.
 - G. A Leave Book for the unit will be maintained by the shop steward or designee and will consist of the leave roster, notice of leave cancellations, canceled leave postings, current leave balance of the carriers, and any other information concerning the leave program.
 - I. Leave For Less Than One Day
 - 1. Approved leave for less than one day at each unit shall be on a rotating basis starting with the senior carrier. A roster shall be maintained at each unit reflecting leave use in this area. The roster shall be maintained by the shop steward.
 - 2. Implementation of Leave For Less Than One Day will be in accordance with Appendix "A" of the Local Memorandum of Understanding.

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 flexables.
- 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.

The "Overtime Desired" list shall be by craft.

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

Because of the size of this installation, there will be no permanent or temporary light-duty assignments. Management, however, will make every effort to give the employee/s on light duty as many hours as possible, depending on the employee/s' medical capabilities and the amount of work available.

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.

light 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 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 The following shall be considered when establishing light duty assignments for Carrier Craft:

- A. Updating carrier delivery forms.
- B. Doing undeliverable endorsements for carriers.
- C. Relabeling 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.

ITEM 18: THE IDENTIFICATION OF ASSIGNMENTS COMPRISING A SECTION WHEN IT IS PROPOSED TO REASIGN 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-served basis. Management and union officials 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 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 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 his 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.

E. A full-time regular carrier called in to work on a non-scheduled day shall work on the string agrees. assigned where his/her full-time duty assignment provided there is a vacant route to which the utility carrier may be assigned and the utility carrier Otherwise the carrier working on a non-scheduled day will be needed.

E. 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.

F. 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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