

ITEM 1: ADDITIONAL OR LONGER WASH-UP PERIODS

LETTER CARRIERS SHALL BE ALLOWED REASONABLE WASH-UP TIME BEFORE LEAVING THE OFFICE IN THE MORNING, BEFORE LUNCH AND BEFORE LEAVING THE OFFICE IN THE EVENING.

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

ALL REGULAR CARRIERS WHO HAVE SATURDAY THROUGH FRIDAY DELIVERY SCHEDULES SHALL HAVE ROTATING DAYS OFF. THE ROTATION SHALL BE ON A SCHEDULE THAT INCLUDES CONCURRENT FRIDAY AND SATURDAY OFF EVERY SIXTH WEEK.

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 SITUATIONS.

THE SHAFTER POST OFFICE WILL CONSIDER DECLARATIONS BY LOCAL (CITY & COUNTY), STATE AND FEDERAL OFFICIALS IN REGARD TO ANY EMERGENCY THAT MAY BE IN ENDANGERMENT TO THE SAFETY AND HEALTH, OF LETTER CARRIERS, IN THE SHAFTER DELIVERY AREA, AND SHALL CURTAIL SERVICE UPON INSTRUCTIONS FROM THE POSTMASTER OR HIS/HER DESIGNEE.

ITEM 4: FORMULATION OF LEAVE PROGRAM.

1. REPOSTING OF CANCELLATIONS

ALL CANCELLATIONS OF FULL WEEKS SHALL BE POSTED AS SOON AS MANAGEMENT IS NOTIFIED OF THE CANCELLATION.

2. TRADING ANNUAL LEAVE

TRADING ANNUAL LEAVE WILL BE PERMITTED UPON MUTUAL AGREEMENT OF THE CARRIERS INVOLVED AND UPON FINAL APPROVAL OF MANAGEMENT AND THE UNION.

3. VACATION CALL-IN

NO CARRIER WILL BE CALLED INTO WORK WHILE ON ANNUAL LEAVE UNLESS THE CARRIER HAS INDICATED AVAILABILITY ON P.S. FORM 3971 BY NOT CROSSING THE "NO CALL" BOX.

4. **POSTING OF ANNUAL LEAVE SCHEDULE**
MANAGEMENT WILL POST THE LEAVE CHART AS SOON AS IT HAS BEEN COMPLETED IN A MUTUALLY AGREED UPON LOCATION.

5. **DATE OF NOTIFICATION**
MANAGEMENT SHALL NOTIFY ALL CARRIERS AT THE BEGINNING OF THE SECOND WEEK IN NOVEMBER, OF THE BEGINNING AND ENDING DATES OF THE PERIOD FOR MAKING SELECTIONS DURING THE CHOICE VACATION PERIOD.

6. **METHOD FOR MAKING CHOICE SELECTIONS**

THE LEAVE CALENDAR SHALL BE PASSED THROUGHOUT THE CARRIER WORK FORCE BY SENIORITY, BEGINNING ON THE FIRST WORKDAY IN DECEMBER, EACH CARRIER SHALL INDICATE THEIR SELECTION FOR THE CHOICE PERIOD ON THE CALENDAR AND SUBMISSION OF COMPLETED PS FORM 3971, IN DUPLICATE NO CARRIER MAY HOLD UP THE LEAVE CALENDAR FOR MORE THAN TWO (2) WORK DAYS.

ITEM 5: THE DURATION OF THE CHOICE VACATION PERIOD.

THE CHOICE VACATION PERIOD SHALL BEGIN ON THE FIRST MONDAY IN MAY AND END ON THE FIRST SATURDAY IN OCTOBER.

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.

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 ELECTS TO MAKE TWO (2) SELECTIONS, THE SECOND SELECTION MAY NOT BE MADE UNTIL ALL CARRIERS HAVE HAD AN OPPORTUNITY TO MAKE THEIR FIRST SELECTION.

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

1. JURY DUTY WILL NOT BE CONSIDERED AS PART OF THE QUOTA OF CARRIERS OFF DURING THE CHOICE VACATION PERIOD.
2. CONVENTION DATES WILL BE RESERVED FOR THOSE DELEGATES WHO WILL OFFICIALLY ATTEND SUCH STATE AND NATIONAL CONVENTIONS. MANAGEMENT WILL BE NOTIFIED OF CONVENTION DATES BY NO LATER THAN THE LAST DAY OF NOVEMBER.
3. IN THE EVENT THAT THERE IS NO ELECTED DELEGATE FROM THE SHAFTER OFFICE, RESERVED DATES WILL BE IMMEDIATELY POSTED UPON NOTIFICATION FROM BRANCH 782 PRESIDENT OR HIS/HER DESIGNEE.

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

IN THE SHAFTER POST OFFICE TWELVE PERCENT (12) SHALL BE ALLOWED OFF DURING EACH WEEK OF THE CHOICE VACATION PERIOD. IN THOSE INSTANCES WHERE COMPUTING THE TWELVE PERCENT DOES NOT RESULT IN A WHOLE NUMBER, AND THE FRACTIONAL RESULT IS 0.5 OR HIGHER THE NEXT WHOLE NUMBER SHALL BE CONSIDERED THE CORRECT FIGURE. E.G., 1.5 AND ABOVE WOULD BECOME TWO (2) EMPLOYEES. AT NO TIME WOULD THERE BE LESS THAN ONE (1) EMPLOYEE ALLOWED OFF.

IN THE LEAVE YEAR OF 1993, THE PERCENTAGE WILL INCREASE TO THIRTEEN PERCENT (13%) FOR THE REMAINDER OF THIS LOCAL AGREEMENT.

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

EACH CARRIER CRAFT EMPLOYEE WILL SUBMIT, FOLLOWING FINAL SELECTION OF THEIR CHOICE VACATION PERIOD (S), PS FORM 3971 IN DUPLICATE. A COPY, SIGNED BY THE SUPERVISOR WILL BE RETURNED TO THE EMPLOYEE WITHIN TWO (2) WORK DAYS NOTIFYING APPROVAL/DISAPPROVAL.

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

NO LATER THAN NOVEMBER 1ST OF EACH YEAR, MANAGEMENT WILL NOTIFY ALL CARRIER CRAFT EMPLOYEES OF THE BEGINNING DATE OF THE NEW LEAVE YEAR BY POSTING NOTIFICATION AT A MUTUALLY AGREED LOCATION..

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

1. THE SIGN-UP FOR THE NON-CHOICE LEAVE PERIOD WILL BEGIN AS SOON AS THE SIGN-UP FOR THE CHOICE PERIOD IS COMPLETED AND SHALL BE HANDLED IN THE SAME MANNER AS THE SIGN-UP FOR THE CHOICE PERIOD. AFTER DECEMBER, ALL LEAVE WILL BE BID ON A FIRST COME, FIRST SERVE BASIS. ALL BIDS WILL BE MADE ON PS FORM 3971, IN DUPLICATE. AFTER THE MONTH OF DECEMBER, MANAGEMENT WILL NOTIFY CARRIERS OF APPROVAL OR DISAPPROVAL WITHIN FIVE (5) WORKING DAYS.

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

MANAGEMENT WILL SELECT CARRIERS TO WORK ON HOLIDAYS SHALL BE IN ACCORDANCE WITH ARTICLE 11 OF THE NATIONAL AGREEMENT.

1. CASUALS
2. PART-TIME FLEXIBLES
3. FULL-TIME REGULARS WHO VOLUNTEER TO WORK ON THEIR NON-SCHEDULED DAY OFF BY SENIORITY.
4. FULL-TIME REGULARS WHO DID NOT VOLUNTEER ON WHAT WOULD OTHERWISE BE THEIR NON-SCHEDULED DAY BY INVERSE SENIORITY.
5. FULL-TIME REGULARS WHO DID NOT VOLUNTEER ON WHAT WOULD OTHERWISE BE THEIR HOLIDAY BY INVERSE SENIORITY.

6. ALL OTHER NON-VOLUNTEER FULL-TIME REGULARS BY INVERSE SENIORITY. IF, AFTER THE POSTING PERIOD, A NEED DEVELOPS FOR ADDITIONAL OR REPLACEMENT EMPLOYEES, EMPLOYEES SHALL BE SELECTED ACCORDING TO THE SAME ORDER AS ABOVE.

ITEM 14: WHETHER OVERTIME DESIRED LIST SHALL BE BY SECTION OR BY TOUR.

OVERTIME DESIRED LIST SHALL BE BY ZIP CODE.

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

THERE SHALL BE NO ESTABLISHED 8-HOUR LIGHT DUTY ASSIGNMENTS IN THIS OFFICE. MANAGEMENT, THROUGH CONSULTATION WITH THE UNION, WILL MAKE EVERY EFFORT TO ASSIGN WORK, AS AVAILABLE, TO AN ILL OR INJURED EMPLOYEE, WITHIN THE EMPLOYEES MEDICAL LIMITATIONS.

ITEM 16: THE METHOD TO BE USED IN RESERVING LIGHT DUTY ASSIGNMENTS FOR LETTER CARRIERS MAY INCLUDE, BUT ARE NOT LIMITED TO THE FOLLOWING PROVIDED 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. MANAGEMENT WILL MAKE EVERY REASONABLE ATTEMPT TO PUT ALL ILL OR INJURED CARRIERS ON LIGHT-DUTY ASSIGNMENTS WITHIN THEIR 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 ASSIGNMENT OF WORK IN ANOTHER CRAFT.

ITEM 17: IDENTIFICATION OF LIGHT DUTY ASSIGNMENTS

A LIGHT DUTY ASSIGNMENT IN THE CARRIER CRAFT SHALL BE ANY WORK THAT IS AVAILABLE, AND MAY BE PERFORMED BY THE REQUESTING EMPLOYEE, WITHIN THEIR MEDICAL LIMITATIONS AND RESTRICTIONS.

1. ASSISTING ROUTES BY SETTING UP MAIL
2. CARRIER MARK-UPS
3. RELABELING CARRIER CASES
4. REWRITING CARRIER ROUTE BOOKS
5. HELPING TRAIN NEW EMPLOYEES WHEN POSSIBLE.
6. UPDATING CARRIER DELIVERY FORMS
7. CASING MORNING AND AFTERNOON MAIL, IF DISABILITY ALLOWS.
8. ANY OTHER DUTIES WHICH THE ILL OR INJURED EMPLOYEE MAY BE ABLE TO PERFORM WITHOUT INJURY TO HIM/HERSELF OR TO 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 ASSIGNMENTS IN A ZIP CODE DELIVERY AREA.

ITEM 19: THE ASSIGNMENT OF EMPLOYEE PARKING SPACES.

THE EMPLOYER SHALL ALLOW USE OF AVAILABLE SPACES FOR EMPLOYEE PARKING ON A FIRST COME FIRST SERVE BASIS. BEFORE ANY DECISION IS MADE ON MANDATED CAR POOLING THE UNIONS INPUT MUST BE CONSIDERED.

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

ANNUAL LEAVE FOR UNION ACTIVITIES REQUESTED PRIOR TO THE DETERMINATION OF THE CHOICE VACATION SCHEDULE SHALL BE PART OF THE TOTAL CHOICE VACATION PLAN. CARRIERS WHO USE LEAVE FOR UNION ACTIVITIES DURING THE CHOICE PERIOD WILL STILL RETAIN THEIR TOTAL CHOICE VACATION ENTITLEMENT PER ARTICLE 10.3 OF THE NATIONAL AGREEMENT.

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

1. LABOR MANAGEMENT/MEETING

- A. THE INSTALLATION HEAD SHALL MEET WITH APPROPRIATE REPRESENTATIVES OF BRANCH 782 ON A THURSDAY, QUARTERLY, OR AT ANY TIME AS MAY BE MUTUALLY AGREED UPON. MEETINGS MAY BE CHANGED ONLY BY MUTUAL AGREEMENT. MEETINGS SHALL BE CONVENED AT 2:00 PM AND, EXCEPT NECESSARY TO DISPOSE OF ALL BUSINESS. THE TOTAL NUMBER OF UNION REPRESENTATIVES THAT CAN ATTEND ON NON-OFFICIAL TIME SHALL NOT EXCEED THREE (3). ONE (1) UNION OFFICIAL WILL BE ON THE CLOCK.

- B. IT IS AGREED THAT AGENDA ITEMS FOR DISCUSSION AT THE MEETING SHALL BE EXCHANGED BY THE PRESIDENT OF BRANCH 782 (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 PARITIES. MINUTES SHALL REFLECT VERBAL RESPONSES GIVEN. INITIALING OF MINUTES INDICATES CONCURRENCE THAT RESPONSES REFLECTS VERBAL RESPONSE; FAILURE TO INITIAL INDICATES ONE PARTY DOES NOT BELIEVE THE WRITTEN RESPONSE REFLECTS THE VERBAL RESPONSE.

2. A FULL TIME REGULAR CARRIER CALLED INTO 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 IF THE UTILITY CARRIER AGREES. OTHERWISE THE CARRIER WORKING ON A NON SCHEDULED DAY WILL BE ASSIGNED WHERE NEEDED.

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

1. NOTICE INVITING BIDS FOR LETTER CARRIER CRAFT ASSIGNMENTS AND TO SUCH OTHER ASSIGNMENTS TO WHICH A LETTER CARRIER IS ENTITLED TO BID, SHALL BE POSTED ON THE OFFICIAL BULLETIN BOARD FOR SIX (6) WORK DAYS. COPIES OF THE NOTICE SHALL BE GIVEN TO THE LOCAL UNION. WHEN AN ABSENT EMPLOYEE HAS SO REQUESTED, IN WRITING, STATING HIS OR HER MAILING ADDRESS, A COPY OF ANY NOTICE INVITING BIDS SHALL BE MAILED TO THE EMPLOYEE.
2. LETTER CARRIERS SHALL MAKE THEIR BIDS IN WRITING TO THE MANAGER IN CHARGE, BY 3:00PM ON THE FINAL DAY. WHEN MORE THAN ONE ASSIGNMENT IS POSTED, LETTER CARRIERS SHALL HAVE THE RIGHT TO BID FOR ALL ASSIGNMENTS, STATING THEIR PREFERENCE (I.E. 1ST CHOICE___, 2ND CHOICE___, AND 3RD CHOICE___). A STEWARD OR OTHER UNION REPRESENTATIVE SHALL BE PRESENT WHEN THE BIDS ARE OPENED.
3. THE NOTICE INVITING BIDS SHALL REMAIN POSTED FOR SIX (6) WORK DAYS.
4. LETTER CARRIER ASSIGNMENTS SHALL NOT BE POSTED WHEN THERE IS A CHANGE OF MORE THAN ONE (1) HOUR.
5. MANAGEMENT SHALL POST ALL TEMPORARY VACANT FULL-TIME CRAFT DUTY ASSIGNMENTS OF ANTICIPATED DURATION OF FIVE (5) DAYS OR MORE, ONE (1) WEEK IN ADVANCE OF THE ANTICIPATED VACANCY.

- A. PART-TIME FLEXIBLE LETTER CARRIERS MAY INDICATE THEIR PREFERENCE, IN WRITING, FOR SUCH AN ASSIGNMENT, UP UNTIL THE MONDAY BEFORE THE WORK WEEK BEGINS.
- B. ON WEDNESDAY, WHEN THE SCHEDULE IS POSTED, IT SHALL SHOW THE SENIOR PTF BIDDING, AS HAVING RECEIVED THE ASSIGNMENT.
- C. WHEN A VACANCY OCCURS AFTER THE SCHEDULE IS POSTED, MANAGEMENT WILL POST THE TEMPORARY VACANCY AS SOON AS THE DURATION OF SUCH VACANCY IS KNOWN. PART-TIME FLEXIBLE CARRIERS WILL INDICATE THEIR PREFERENCE FOR SUCH ASSIGNMENT, IN WRITING, BY NO LATER THAN 5:00PM OF THE LAST DAY THE TEMPORARY VACANCY IS POSTED. THE ASSIGNMENT WILL BE AWARDED AND NOTIFICATION GIVEN TO THE SENIOR PART-TIME FLEXIBLE, WHO HAS SUBMITTED HIS/HER REQUEST, BY THE END OF THE WORK DAY. NOTIFICATION WILL BE GIVEN IN PERSON OR BY PHONE.
- D. 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.

6. COPIES OF ALL 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..

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