

ITEM 1. ADDITIONAL OR LONGER WASH-UP PERIODS.

Installation heads shall grant reasonable wash-up time to Carriers who perform
dirty work or work with toxic materials.

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

A. All full time regular carriers will have rotating days off.

B. All carriers who have Saturday through Friday delivery schedules, shall have rotating days off, rotating on a schedule that includes 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 CONDITIONS.

The decision for curtailment or termination of Postal Operations to conform to the orders of city or county authorities, or as local conditions warrant because of emergency conditions, shall be made by the installation head. When the decision
has been reached to curtail Postal Operations, to the extent possible, management will notify and seek the cooperation of local radio and television stations to inform employees prior to taking action to curtail or terminate Postal Operations, the employer will make a reasonable effort to notify the Local Union of it's decision
and plan of implementation.

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. During initial sign-up/s, all vacation choices will be granted on a seniority basis.

C. The carriers shall make their choice within two (2) working days or be passed over that round.

D. During the choice period, letter carriers who earn 13 days annual leave per year shall be granted up to 10 days continuous annual leave during the choice period. The number of days of annual leave, not to exceed ten (10), shall be at the option of the letter carrier. Letter 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. The number of days of annual leave, not to exceed fifteen (15), shall be at the option of the letter carrier

- E. If a carrier is to be gone during the selection period, he/she may submit his/her choices on PS Form 3971 in advance.
- F. The first round of bidding will be afforded to letter carriers to make their selection in the choice period. Any remaining weeks that are vacant, following the first round, shall be offered for a second round of bidding.

The selection process for vacant weeks, following the initial selection for the choice period, will be conducted in the same manner as was used during the first selection, as specified in 4.B. and 4.C., above. The local shop steward or designee will work with management to insure the avoidance of disputes in this process. Any remaining open weeks, shall remain open for selection at any time, on a first come first served basis, with seniority determining the successful applier, in case of a tie.

For any week which is open for selection/bidding process for vacation weeks, wherein, due to the percentages agreed to in Item 9, the letter carriers craft would normally only be allowed one open slot, if no clerk has already been approved annual leave for that week, the letter carrier craft will be afforded up to two slots for selection/bidding.

- G. Any carrier scheduled for annual leave may cancel that leave providing the carrier does so in writing.
- H. Any full weeks of leave cancelled shall be reposted immediately after management and the Branch President or shop steward is notified of such cancellation.
- 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 entire leave year, excluding the first two (2) weeks in December. During the last two weeks of December only one (1) letter carrier shall be allowed annual leave.

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

The beginning day of letter carrier's vacation period 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 his/her option, may request one (1) or two (2) selections during the initial round of bidding in the choice vacation period in units of either five (5), or ten (10) days, the total not to exceed ten (10) or fifteen (15) days, depending on the letter carrier's category as described in Article 10, Section 3.D.1 or Section 3.D.2. of the National Agreement.

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

1. An employee called for jury duty during the employee's scheduled choice vacation period is eligible for another available period provided this does not deprive any other employee of their first choice for scheduled vacation.
2. The dates of the state and National Conventions will be blocked out on the choice vacation sign-up calendar for those delegates scheduled to officially attend such state and National conventions. Management will be notified of the convention dates prior to circulating the choice vacation sign-up calendar. Only one letter carrier attending a National or State convention during any week will not have his/her absence counted as a filed vacation slot.

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

At the Taft Post Office the maximum number of letter carriers granted annual leave during the choice vacation period shall not exceed 12% of the career carrier work force.

In those instances where computing to 12% does not result in a whole number, and the fractional result is .5 or higher, the next whole number shall be considered the correct figure. E.g. 2.5 and above would become (3) three employees.

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

When leave for the 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. The approved vacation schedule will be posted on a mutually agreed upon 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. Any leave days unbid during the choice vacation sign-up, shall be considered incidental leave.
- B. Incidental leave shall be granted on a first-come, first served basis.
- C. Only one letter carrier will be afforded annual leave during the last two full weeks in December. Management may grant incidental leave at any time and/or during the first two full weeks in December, subject to business conditions and the equitable consideration of such leave applications.
- D. All requests for annual leave will be approved/disapproved, by the supervisor, within two (2) working days.
- E. All canceled leave weeks shall be immediately posted for bid. The senior bidder with sufficient leave to cover such entire period will be awarded that week(s).

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

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

- A. Casuals.
- B. Part-time flexibles.
- C. Volunteer full-time regulars by seniority.
- C. Non-volunteer full time regulars on their scheduled day off by juniority.
- D. 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.

Overtime desired list shall be by zip code delivery unit.

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

Article Light duty assignments shall be made on a case by case basis consistent with 13 of the Collective Bargaining Agreement. The Union will have an opportunity for input on any requested light duty assignments.

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.

is 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 by management. Management will make every attempt to put all ill or injured carriers on light duty assignments, within their own craft, and unit. 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, then consideration will be given to reassigning work in 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. 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. Reviewing waste mail.
- I. Filing carrier change of address cards.
- J. Distributing mail to carrier routes if restrictions allow.
- K. Any duties which the ill or injured employee may be able to perform without injury to himself or others.

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.

For purposes of applying Article 12 of the National Agreement, a section shall be defined as a Zip Code delivery area.

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.

Annual leave to attend Union activities prior to the determination of the choice vacation schedule will be a counted as part of the total choice vacation plan.

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

- A. Copies of all Carrier Personnel Change Orders (hiring, firing, transfer, retirement, ect.), 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.

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- B. The installation head shall meet as a Labor-Management meeting, with appropriate representatives of Branch 782 on the second Wednesday of 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 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 two (2).
 - C. 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 his/her designee) the Friday prior to the scheduled meeting. Items not such agenda shall be discussed only by mutual consent of the parties.
 - D. 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.
 - 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. As far in advance as practicable, the local President or designee shall notify local management of which Union representatives will be in attendance at Labor/Management meeting. The appropriate supervisors will then be notified.
 - G. Upon timely request, a letter carrier may inspect their Official Personnel Folder in the presence of a management representative while on the clock. The request will be approved and inspection of OPF must be allowed within a reasonable amount of time.

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

- A. Hold down assignments will be posted for bid the Wednesday proceeding 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 indicate a preference to work the assignments will be awarded the assignments by seniority. If a Holiday is involved, the posting will close at the end of tour on the following Monday, six calendar days. 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.
- B. 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,

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highways, housing projects, all routes and full-time duty assignments at that held by letter carriers who are junior to the carrier(s) whose route(s) or duty assignment(s) was abolished shall be posted for bid in accordance with the posting procedures in this Article. The local Branch may, on a one time basis during the life of this agreement, at their option, choose to delete this provision from this local agreement.

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needed.

- C. 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 which the utility carrier may be assigned and the utility carrier agrees. the carrier working on a non-scheduled day will be assigned where

D1. 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: 1st choice, 2nd choice, etc.

- 1. D2. All carrier bid assignments, including T-6 assignments, where appropriate, shall be posted (10) calendar days.

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