

**ITEM 1: ADDITIONAL OR LONGER WASH-UP PERIODS.**

Carriers will be granted a reasonable amount of wash-up time.

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

Carriers will have rotating 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 a major emergency, such as an Earthquake or other act of God, management will notify effected employees immediately and advise that employee appropriate actions to be taken. Management will comply with all Postal Regulations on matter.

**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 November.
- B. The shop steward or steward designee shall be given time daily, not to exceed ten (10) minutes, 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 annual leave per year shall be granted up to 15 days of continuous annual leave during the choice period. This provision shall also apply to non-choice sign-up.
- 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. Any leave canceled shall be reposted and awarded by Wednesday of the preceding week after management is notified of such cancellation.
- J. No carrier shall be called into work while on annual leave except in extreme emergencies in accordance with Article 10 of the National Agreement.

**ITEM 5: THE DURATION OF THE CHOICE VACATION PERIOD.**

The choice vacation period shall begin on the first full week included in May and end on the last full week 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.

**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 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 be split during the first round in two (2) units of five days.
- 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 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, with the maximum number to be determined by management.

**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 employee within three 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 employees of the leave year by posting such notification on the bulletin boards at each section 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.
- C. Requests for incidental leave shall be on Form 3971 submitted in duplicate.
- D. A minimum of one carrier will be allowed off at any one time.
- E. All requests for annual leave will be approved/disapproved, by the supervisor, within three (3) days.
- F. Management will make all efforts to approve requests for emergency leave.

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

Method of selecting employees to work on a holiday shall be in accordance with Article XI of the National Agreement.

- A. All casuals with needed skills.
- B. All part-time flexible.
- C. Volunteer full time regulars by seniority.
- D. Non-volunteer full time regulars on their scheduled day off chosen by inverse seniority.
- E. Non-volunteer full time regulars on their scheduled holiday by inverse seniority.

**ITEM 14: WHETHER "OVERTIME DESIRED" LISTS IN ARTICLE 8 SHALL BE BY SECTION AND/OR TOUR.**

Overtime desired list shall be by section.

**ITEM 15: THE NUMBER OF LIGHT DUTY ASSIGNMENTS WITHIN EACH CRAFT OR 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 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 eligible under Article XIII, the needs of the employee and the availability of work shall be reviewed. Management will make every attempt to put all 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 re-assignment 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 afternoon mail, if disability allows.
- E. Making route maps.
- F. Any other duties which ill or injured employees may be able to perform without injury to themselves or others.
- G. Any duty assignment deemed appropriate for limited duty will also be considered or 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.**

effort 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.**

Employee parking will be on a first-come / first-serve basis, except as noted herein. If management has one or more assigned parking spaces, the Branch President will also have assigned space. Management may implement a preferred or reserved parking program in response to the Clean Air Act legislation - provided the Branch President is given a prior opportunity for input at a Labor-Management meeting. The meeting will be chaired by the Regional Environment Coordinator or a member of his/her staff.

**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 employees choice vacation, however union activities requiring a week or more of leave will be 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.**

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- A. In instances where more than one assignments are posted a letter carrier may bid for as many assignments as are posted, stating the carriers preference in the following manner: First choice, Second choice, ect.
  - B. Copies of all Carrier Personnel Change Orders, bid postings, bid awards, including the number of successful bids by an employee during the life of contract, will be mailed to the union as issued.
  - C. The installation head shall meet with 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 2:45 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 two, more by mutual consent, 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 parties. 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.
  - D. The policies to be established by management for the Christmas operation will be the subject of discussion at a timely regularly scheduled Labor/Management Committee meeting.
  - E. Upon timely request, a letter carrier may inspect their Official Personnel Folder in the presence of a Management representative while on the clock.
  - F. Management and union will jointly choose On The Job Trainers (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 carrier's copy.

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

- 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.
- D. All bid jobs are to be posted ten days for bidding.
- 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. Any assignment that has thirty percent or more territory change will be posted for bid.

Filename: Tehachapi Local 2001-2006  
Directory: A:  
Template: C:\Documents and Settings\Rick\Application  
Data\Microsoft\Templates\Normal.dot  
Title: ITEM 1:  
Subject:  
Author: Frank A. Thomasy  
Keywords:  
Comments:  
Creation Date: 10/17/2002 9:11 PM  
Change Number: 2  
Last Saved On: 10/17/2002 9:11 PM  
Last Saved By: Frank Thomasy  
Total Editing Time: 0 Minutes  
Last Printed On: 12/16/2002 11:10 PM  
As of Last Complete Printing  
Number of Pages: 7  
Number of Words: 1,842 (approx.)  
Number of Characters: 10,503 (approx.)