

ITEM 1. ADDITIONAL OR LONGER WASH-UP PERIODS.

Installation heads shall grant carriers a reasonable wash-up time.

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

- A. All full time regular carriers will have rotating days off.
- B. Beginning 11-10-87, all regular carriers who have Saturday through Friday delivery schedules, shall have rotating days off, rotating on a schedule that includes Friday and Saturday off every fourth 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.

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 emergency and particular circumstances of that emergency. Management will comply with all Postal Regulations on this matter.

ITEM: 4 FORMULATION OF LOCAL LEAVE PROGRAM.

- A. Sign-up for the choice vacation period shall be in the month of February.
- B. The leave calendar shall be passed throughout the carrier force by office seniority and each carrier shall indicate their selection for the choice period on the calendar and submit the completed PS Form 3971. No Carrier may hold up the leave calendar for more than five (5) days.
- C. A carrier failing to submit his/her request during the month of February shall be placed on the bottom of the seniority list.
- D. Management will post the leave chart as soon as it has been completed.
- E. Any carrier scheduled for annual leave during the choice or non-choice vacation period may cancel that leave providing the carrier does so in writing ten (10) days prior to the start of the scheduled leave week. Full week(s) of canceled scheduled leave will be posted for bid and shall be filled by the senior carrier bidding. Portions of a scheduled leave week can be canceled by a carrier but will not be posted for bid. Cancellations after ten (10) day period will be given consideration by management when an emergency exists.

ITEM: 5 THE DURATION OF THE CHOICE VACATION PERIOD.

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

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 not be split. In the event a carrier selects to make two selections, the second selection may not be made until all employees have had an opportunity to make their first selections.

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 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 (1).

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 (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 employees of the leave year by posting such notification on the bulletin boards 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 during the month of March and shall be by seniority. sign-up shall be on PS Form 3971, in duplicate, and the leave shall be approval or disapproval no later than three (3) days after the close of the sign-up period. All other requests for leave shall be submitted on PS Form 3971 no later than the Wednesday prior to the workweek and will be approved or disapproved by the supervisor within three (3) days.
- (B) Management will make all reasonable efforts to approve requests for emergency leave.
- (C) During the non-choice period the minimum number of carriers who shall be granted leave per week will be One (1).

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 11 of the National Agreement.

- A. All part-time flexibles.
- B. Volunteer full time regulars.
- C. Non-volunteer full time regulars on their scheduled day off. Chosen by inverse seniority.
- D. Non-volunteer full time regulars on their scheduled holiday.

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

- A. Overtime shall be granted regular carriers whose name is on the "Overtime Desired" list according to seniority.
- B. Quarterly list shall be posted showing names and seniority of carriers.
- C. Carriers shall be advised of sign-up for overtime prior to posting of said list as per Article VIII, Section 5a.
- D. Carriers shall have the right to refuse overtime due to list, only two (2) times, his/her name then to be removed from the list.

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 place all ill or injured carriers on light duty assignments within their own craft and/or 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, then management will give consideration 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 when establishing light duty assignments for the carrier craft.

- A. Updating carrier delivery forms.
- B. Doing undeliverable endorsements for carriers.
- C. Re labeling cases.
- D. Casing morning and after noon mail, if disability allows.
- E. Making route maps.
- E. Any other duties which ill or injured employees may be able to perform without injury to themselves or others.
- G. Any duty assignments 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.

The employer will make every reasonable effort to provide sufficient parking spaces for employees

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 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, ect.
- B. All carrier bid assignments 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 may be 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). 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 (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 response reflects verbal response; failure to initial indicates one party does not believe the written response reflects the verbal response.
- F. 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 meeting.
- F. Upon timely request, a Letter Carrier may inspect their Official Personnel Folder in the presence of a management representative while on the clock.
- G. Management and Union will jointly choose On The Job Trainers (OJI).
- H. 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 re-posting.
- B. The employer shall consult with the Union, to consider the union's proposals in each case where 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. Any assignment where the scheduled days off have been changed shall be re-posted for bid.
- G. All bid jobs are to be posted ten (10) days for bidding.
- F. Any assignment that has thirty percent (30%) or more territory changed will be re-posted for bid.

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