

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

Management will granted reasonable wash-up time to carriers.

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

- A. Full-time regular letter carriers will have rotating days off.
- B. All carriers who have Saturday thru Friday delivery schedules, shall have rotating days off, rotating on a schedule that includes Friday and Saturday off ever 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.**

**Local management is directed to conduct an initial emergency strategy planning meeting with the Branch President or designee.**

**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 continuos 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 continuos 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. Leave canceled shall be reposted immediately after management 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 begin on the first full week included in the month of January and end on the last full week included in the month of December.

**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 in accordance to Article 10 Section 3.

In the event a carrier elects to make two selections, the second selection may not be made until all carriers 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.**

- A. Jury duty shall not be charged to any vacation period.
- B. A carrier elected to a National or State convention during the choice vacation period will be counted in the number of carriers scheduled off during that period.
- C. If a carrier is elected to National or State Convention, one (1) slot will be blocked off for one week each.

**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 number of carriers 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.**

submit 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 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 employees 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. Incidental leave shall be granted on a first-come, first served basis.

C. One (1) carrier will be allowed off at any one time.

D. All requests for annual leave will be approved/disapproved, by the supervisor, within three (3) days.

E. Management will make all reasonable efforts to approve requests for emergency leave.

F. Management shall make every effort to approve leave, by union officials, to attend union activities.

**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 X of the National Agreement.

- A. Casuals
- B. Part-time flexibles.
- 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.**

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.**

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 by management. Management will make every effort 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, 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.**

carrier The following shall be considered when establishing light duty assignments for the 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. 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.

**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 shall make every reasonable effort to eliminate the junior route first.

**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 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 be a part of the total choice vacation period. Management shall make every effort to grant, union officials, leave to attend union activities.

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

- as A. In instances where more than one assignments are posted a letter carrier may bid for many assignments as are posted, stating the carriers preference in the following manner: First choice, Second choice, ect.
- mailed B. Copies of all Carrier Personnel Change Orders, bid postings, bid award including the number of successful bids by an employee during the life of the contract, will be to the union as issued.
- C. The installation head shall meet with appropriate representatives of Branch 782 on the second Friday 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 9:00 am 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).
- be E. 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 discussed only by mutual consent of the parties.
- concurrency F. Minutes shall reflect verbal responses given. Initialing of minutes indicates that responses 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 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.

**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.
- D. Letter carrier assignments shall be posted when there is a change of more than one hour.
- E. A full-time regular carrier called in to work on a non-scheduled day shall work full-time duty assignment provided there is a vacant route on the string to which utility carrier may be assigned and the utility carrier agrees. Otherwise the carrier working on a non-scheduled day will be assigned where needed.
- F. 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.

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