

Local Memorandum of
Understanding
2016 - 2019
United States Postal Service
Boonsboro, MD
and
The National Association
of
Letter Carriers
Merged
Branch 3825

ITEM 1

ADDITIONAL OR LONGER WASH-UP PERIODS

- A, Each carrier will be granted reasonable amount of wash-up.

ITEM 2

THE ESTABLISHMENT OF A REGULAR WORKWEEK OF FIVE DAYS WITH EITHER FIXED OR ROTATING DAYS OFF

- A. All Letter Carriers will have fixed days off assigned to their routes.

ITEM 3

GUIDELINES FOR THE CURTAILMENT OF POSTAL OPERATIONS TO CONFORM TO ORDERS OF LOCAL AUTHORITIES OR AS LOCAL CONDITIONS WARRANT BECAUSE OF EMERGENCY CONDITIONS

- A. When an employee is unable to report to work because of an Act of God, and all proper postal procedures have been initiated, a liberal annual leave program may prevail.
- B. No letter carrier may be required to deliver mail when their personal safety would be imperiled. Employees safety shall supersede any other consideration.
- C. In the event postal operations are curtailed because of weather, Act of God or civil disturbances, scheduled employees may be granted administrative leave until operations resume.
- D. Management may consider information from local authorities in regard to any emergency, storm, flood, fire, etc, that may be an endangerment to life or limb of the people in the affected area.

ITEM 4

FORMULATION OF A LOCAL LEAVE POLICY

- A. Beginning January 5, city carriers and CCA carriers will be consulted in order of seniority for their Choice vacation period selections. This process will be completed by January 19.
- B. The leave book shall be passed throughout the city carrier and CCA carrier workforce by seniority.
- C. A prime time selection may be cancelled no later than 10 days prior to the beginning date of the week in question. Except in justifiable circumstances to be determined jointly by management and the affected employee.

D. No choice vacation period may be cancelled by an employee without notifying the Postmaster or the person acting in higher level in the absence of the Postmaster.

E. Surrendering of choice vacation periods must be in units of full weeks. All cancellations will be open to other city carriers and CCA carriers.

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

A. The choice vacation period will be from the third Monday in January through the last full week in September.

**ITEM 6
THE DETERMINATION OF THE BEGINNING OF AN EMPLOYEE'S
VACATION PERIOD**

A. The beginning day of an employee'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**

- A. City Lettercarriers will be granted two selections during the Choice vacation period, one per each round, in units of 5 or 10 consecutive days, the total not to exceed the 10 to 15 consecutive days allowed under Article 10, section 3D, 1 and 2 of the National Agreement.
- B. Following the career carrier choice leave selection process, City Carrier Assistant employees (CCA) will be consulted in relative standing order, to select 5 consecutive days of available annual leave during the choice vacation period. Approval of such a request is contingent on the employee having an anticipated earned annual leave balance of at least forty (40) hours of annual leave at the time the leave is taken. If at the time the leave is taken the employee is short up to two (2) days of leave, the shortage of leave will be considered non-scheduled for the remainder of the leave period

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 count against the Choice vacation period.
- B. Attendance at National and/or State conventions shall not be charged to the Choice vacation period.

ITEM 9

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

- A. The number of carriers granted annual leave during the choice vacation period shall be calculated on the basis of a minimum of 10% of the total city carrier work force, each week, including CCA carriers.
- B. In instances where computing the percent does not result in a whole number the next whole number shall be considered the correct figure.

ITEM 10

THE ISSUANCE OF OFFICIAL NOTICES TO EACH EMPLOYEE OF THE VACATION SCHEDULE APPROVED FOR SUCH EMPLOYEE

- A. Official notice of approved vacation selections shall be the duplicate PS Form 3971 submitted and approved by Management for each employee.

ITEM 11

DETERMINATION OF THE DATE AND MEANS OF NOTIFYING EMPLOYEES OF THE BEGINNING OF THE NEW LEAVE YEAR

- A. As soon as management receives official notification of the beginning of the new leave year the carriers will be notified.

ITEM 12

THE PROCEDURES FOR SUBMISSION OF APPLICATIONS FOR ANNUAL LEAVE DURING OTHER THAN CHOICE VACATION PERIOD

- A. Other annual leave, granted during the year, shall be granted on a first come, first served basis, with seniority prevailing when two or more requests are received at the same time for the same period.
- B. Annual leave will be granted unless Form 3971 is returned with refusal prior to forty-five days before beginning date of vacation requested.

ITEM 13

THE METHOD OF SELECTING EMPLOYEES TO WORK ON A HOLIDAY

- A. Management will select carriers to work on holidays in the following order:
 - 1. City Carrier Assistants
 - 2. Part-time flexible employees
 - 3. Full-time regulars and part-time regular employees who volunteer in order of seniority
 - 4. Full-time and part-time regular employees who do not volunteer to work on their non-scheduled day in order of inverse seniority
 - 5 Full-time and part-time regular employees who do not volunteer to work on their holiday or designated holiday in order of inverse seniority.

ITEM 14

WHETHER OVERTIME DESIRED LISTS IN ARTICLE 8 SHALL BE BY SECTION OR TOUR

- A. Overtime desired lists shall be by section.
- B. Sections will be defined as:
 - 1. Main Post Office Boonsboro, Maryland
 - 2. Any new delivery unit, station or branch.

ITEM 15

THE NUMBER OF LIGHT DUTY ASSIGNMENTS WITHIN EACH CRAFT OR OCCUPATIONAL GROUP TO BE RESERVED FOR TEMPORARY OR PERMANENT LIGHT DUTY ASSIGNMENTS

- A. Management will make every reasonable effort to place any carrier on temporary or permanent light duty into a light duty assignment.

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

- A. The employee must submit a written request for light duty assignment to the Installation head. Every effort will be made to provide such employee with light duty work within their own craft, section or tour while not adversely affecting any member of the regular work force.

ITEM 17

THE IDENTIFICATION OF ASSIGNMENTS THAT ARE TO BE CONSIDERED LIGHT DUTY WITHIN EACH CRAFT REPRESENTED IN THIS OFFICE

- A. Light duty assignments for carrier craft employees will include, but are not limited to:
 1. Casing and delivery of the individuals own assignment within their restrictions
 2. Delivering Express Mail
 3. Providing auxiliary assistance
 4. Updating carrier route books
 5. Parcel delivery and/or pick up

ITEM 18

THE IDENTIFICATON OF ASSIGNMENTS COMPRISING A SECTION WHEN IT IS PROPOSED TO REASSIGN WITHIN AN INSTALLATION EMPLOYEES EXCESS TO THE NEEDS OF THE SECTION

- A. It is agreed that the Boonsboro Post Office and its stations and branches shall be known as an installation.
- B. The entire installation shall comprise a section.

ITEM 19

THE ASSIGNMENT OF EMPLOYEE'S PARKING SPACES

- A. The private use of parking spaces available to letter carriers will be permitted on a first-come, first-served basis.

ITEM 20

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

- A. Leave requested prior to the determination of the choice vacation schedule will not 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

- A. When a letter carrier route or full-time duty assignment, other than letter carrier route(s) or full-time duty assignment(s) of the junior employee(s) is abolished at the delivery unit as a result of, but not limited to route adjustments, highway, housing projects, all routes and full-time duty assignments at that unit held by letter carriers who are junior to the letter 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.
- B. No Assignment will be posted when there is a change in starting time of more than one (1) hour.

ITEM 22

LOCAL IMPLEMENTATION OF THIS AGREEMENT RELATING TO SENIORITY, REASSIGNMENTS AND POSTINGS

- A. Two ten minute breaks are allowed on the street, in accordance with the 1998, M- 39 handbook, section 242.341
- B. Notices inviting bids shall be on an installation-wide basis.

