

MEMORANDUM OF UNDERSTANDING
BETWEEN
U. S. POSTAL SERVICE, KEENE, NH
AND
MANCHESTER AREA LOCAL,
AMERICAN POSTAL WORKERS UNION AFL-CIO

2010 – 2015

ITEM 1. ADDITIONAL OR LONGER WASH-UP PERIODS

When an employee performs dirty work or works with toxic materials the employee will be allowed reasonable wash-up time.

ITEM 2. NEWLY ESTABLISHED AND VACANT ASSIGNMENTS

In the event a new or an established duty assignment becomes available on any tour, management must, whenever possible, provide that duty assignment have a Monday through Friday work week.

ITEM 3. GUIDELINE FOR CURTAILMENT OR TERMINATION OF POSTAL OPERATIONS

- A. The parties are aware of their responsibilities for the development of guidelines for the curtailment or temporary halt to postal operations due to emergency conditions.
- B. When a determination has been made that an emergency situation exists, the Postmaster or designee shall consult with the APWU representative as soon as possible concerning the action to be taken regarding the affected employees.
- C. Advice of Local, State and Federal authorities as well as weather forecasts shall be solicited for a final determination as to the action to be taken by the Postmaster or designee.
- D. Management will make every effort to notify affected employees through the use of public media in the above circumstances.

ITEM 4. CHOICE VACATION PERIOD

- A. At the beginning of the leave year, management shall provide to the local union president the current authorized complement and seniority lists and seniority dates for purposes of vacation bidding for the Clerk and Maintenance Crafts.
- B. Form 1547 and a master list of selections previously made shall be distributed to employees in order of vacation seniority.
 - 1. Employees shall submit their prime vacation choice within FOUR (4) days of receiving Form 1547.
 - 2. Employees who fail to submit their prime time selection within the allotted 4 days shall be considered to have waived their rights to bid in prime time. However, an employee who has initially waived his/her bidding rights may reclaim his/her Form 1547 on a first-come, first-serve basis. That employee may then make a selection providing it is not done

in detriment to any employee who has already received their Form 1547. No employee may reclaim Form 1547 after April 30th.

- C. The selection process utilizing Form 1547 shall be completed no later than April 30th. The supervisor in charge of scheduling shall review all leave e forms for accuracy and compliance with seniority principles. The scheduling supervisor shall post the vacation list on the APWU bulletin board by May 10th, and furnish a copy to the APWU President.

ITEM 5. THE DURATION OF THE CHOICE VACATION PERIOD (S)

The choice vacation period shall begin with the full fourth week in May and end with the **third week** in September.

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

Each choice vacation period week shall be seven (7) calendar days, from Monday through the following Sunday.

ITEM 7. WHETHER EMPLOYEES AT THEIR OPTION MAY REQUEST TWO SELECTIONS DURING THE CHOICE VACATION PERIOD, IN UNITS OF EITHER 5 OR 10 DAYS

An employee may at the employee's option request two (2) selections during the choice period(s), in units of either 5 or 10 working days, the total not to exceed the ten (10) or fifteen (15) days, as described in National Agreement Article 10, section 3D 1 and 2.

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 considered part of the total choice vacation plan.
- B. Requested leave for attendance at National or State convention shall not be considered part of the total choice vacation time.

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

- A. Management shall follow the formula below to determine the number of clerk craft employees who shall receive annual leave during the choice vacation period.

Any fraction of .5 or more shall be rounded upward to the next whole number.
Management shall allow one (1) Maintenance Craft employee off per week.

Number of clerk craft employees available for work x 3, divided by
number of weeks in the choice vacation period.

- B. Employees wishing to cancel annual leave selected during choice vacation period shall give management ten (10) days advance notice. Such cancelled leave shall be posted for bid for six (6) days.
- C. When an employee cancels a choice vacation selection, the cancelled week(s) shall be posted for bid on an office wide seniority basis. An employee who bypasses choice vacation period selection shall not be given first consideration.
- D. Such cancelled leave will be posted for employees, on a seniority basis, who did not use the full quota of choice vacation period.
- E. **Management and the Union will meet to determine window staffing needs in conjunction with prime time selections with regards to the number of regular window clerks to be allowed off simultaneously during prime time.**

Nothing in this item shall preclude employees from requesting other than prime time leave as outlined in Item 12.

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

- A. In addition to the choice vacation schedule posted on the bulletin board, employees shall be given a PS Form 3971 indicating the choice vacation time that has been approved for them.

ITEM 11. DETERMINATION OF THE DATE & MEANS OF NOTIFYING EMPLOYEES OF THE BEGINNING OF THE NEW LEAVE YEAR

- A. No later than November 1, of the preceding year, management shall post a notice stating the beginning and ending dates and pay periods of the next leave year. This notice shall be posted on employee and union bulletin boards and a copy shall be provided to the union.

ITEM 12. ANNUAL LEAVE OTHER THAN CHOICE VACATION LEAVE

- A. Purpose: To outline a definite procedure for requesting annual leave other than choice vacation leave.
- B. Applications for annual leave other than choice vacation leave shall be granted on a first-come, first-serve basis, based on the needs of the service.
- C. Any employee desiring any annual leave other than that bid off during choice time must complete Form 3971, in duplicate, punch the forms at the time clock in the upper right hand corner above the words "No. of Hours Requested", and present them to a supervisor within 30 minutes (.50) of the time clock ring.
- D. The supervisor to whom presented shall check the date of request and insure that the forms have been completed by that date, and presented within 30 minutes. The supervisor shall initial both Forms 3971 to the left of the time clock ring to certify that the request has been properly submitted.
- E. The forms 3971 shall then be given to the supervisor responsible for making up schedules.
- F. The supervisor in charge of scheduling must notify the employee whether the request for leave has been approved or disapproved by completing the duplicate Form 3971 and returning to the employee.
- G. Annual leave slips submitted seven (7) days before the time requested shall be approved or disapproved within 72 hours from the time of submission. No employee shall be subsequently granted annual leave until each employee who has previously been denied leave for the same time has been given the opportunity to take his/her requested leave. This leave shall be offered to each employee based on the order of original submission of their leave slip.
- H. Any emergency leave requests received by a supervisor may be approved without following the above procedures; but the supervisor receiving an emergency request must make a note of the time received and the emergency condition which occasioned the request. The decision as to an emergency condition will be determined by the supervisor. The supervisor will enter the time received and "Emergency" under the remarks section of the Form 3971.
- I. The supervisor in charge of scheduling shall file the Forms 3971 where the Union Steward can check the forms at any time upon proper notice to his supervisor that he wished to do so. No other employee shall be allowed to examine this file.
- J. Forms 3971 for annual leave will not be submitted more than one year in advance of the date requested.

- K. Forms 3971 submitted before or during the prime selection process for times falling within the prime time vacation season shall either be granted or be held in abeyance until the completion of the selection process, at which time they shall immediately be acted upon in accordance with the provisions of this article.
- L. Requests for other leave received for increments of five (5) days will have priority over requests for less than five (5) days for PS 3971's submitted for prime time prior to the vacation posting or received on the same day.
- M. The maximum number of employees allowed off other than the choice vacation period shall be determined by the number of clerk craft positions with Sat/Sun non scheduled days using the following formula:
 - 5 or more (1) off at one time – (One additional employee will be considered if the approved leave is for an employee with a Sat/Sun non-scheduled)
 - 4 or less (2) off at one time

ITEM 13. HOLIDAY SCHEDULING

- A. Management will canvass all employees by craft for volunteers to work their holiday or designated holiday.
- B. Management shall select employees to work on the holiday or designated holiday in the following order:
 - 1. Volunteers, **FTR** employees by seniority.
 - a. Whose regular schedule includes that day.
 - b. Whose regular schedule does not include that day.
 - 2. All **PSE's** even if overtime is necessary.
 - 3. Non-volunteers, **FTR** employees by inverse seniority.
 - a. **Whose regular schedule does not include that day.**
 - b. **Whose regular schedule includes that day.**
- C. Management shall make every attempt to post the holiday schedule as soon as possible on the **Tuesday** of the week preceding the holiday.

ITEM 14. OVERTIME

- A. An overtime desired list should be established by craft and tour.
- B. A notice soliciting fulltime employees "desirous of overtime" shall be posted on the clerk bulletin board each quarter.
- C. Any fulltime employee desiring to be on the "Desired Overtime List" must sign his/her name on the list during the two weeks prior to that quarter.

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

Management will consult with the local representative of the APWU before reserving any assignments for temporary or permanent light duty.

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. A light duty assignment will not be used to displace an employee from a bid assignment.
- B. Employees represented by the APWU shall be given priority in light duty assignments over other bargaining unit employees for assignments involving APWU craft work.
- C. When an employee within the clerk craft becomes eligible for light duty, an employee from another craft assigned to light duty in the clerk craft must relinquish the light duty assignment to the clerk craft employee if no other light duty assignment is available within the clerk craft.

ITEM 17. THE IDENTIFICATION OF ASSIGNMENTS THAT ARE TO BE CONSIDERED LIGHT DUTY WITHIN EACH CRAFT REPRESENTED IN THE OFFICE

- A. When the need arises for the identification of a light duty assignment within an APWU represented craft, Management shall consult with the local APWU representative and such assignments shall be in accordance with Article 13 of the National Agreement.

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.

The entire Keene Post Office shall be considered a section.

ITEM 19. PARKING

- A. Management shall continue to provide parking for all employees as in the past.
- B. Management shall provide, for use by the employees at least one (1) rack suitable for securing bicycles. This rack shall be adequately protected from the weather.

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


A. PRINCIPLES OF POSTING AND REASSIGNMENTS:

- 1. Management shall consult with the union representative prior to posting newly created positions.
- 2. Management shall provide the union with a copy of all new assignments the day prior to posting.
- 3. Positions shall be posted for bid on Tuesdays at 2:00 pm and shall remain posted for a period of seven (7) days.
- 4. When the starting time of any bid position is changed by sixty-one (61) minutes or more, the position shall be reposted for bid.
- 5. When the duties of any bid position are changed by more than fifty (50) % the position shall be reposted for bid.
- 6. The successful bidder shall be placed in the new assignment within ten (10) days or sooner when possible.
- 7. The time of lunch breaks shall be included on all job bids. Lunch times stated on job bids will be subject to change when required to meet daily operational needs.


B. PRINCIPALS OF SENIORITY:

1. Every reasonable effort shall be made, under normal conditions, by Management to honor seniority on all issues affecting employees represented by the APWU, as long as such applications of seniority in no way conflicts with established provisions of the National Agreement.

THIS MEMORANDUM OF UNDERSTANDING IS
ENTERED INTO ON SEPTEMBER 30, 2011, AT KEENE,
NEW HAMPSHIRE, BETWEEN THE REPRESENTATIVES
OF THE UNITED STATES POSTAL SERVICE AND
DESIGNATED AGENT OF THE MANCHESTER AREA
LOCAL, AMERICAN POSTAL WORKERS UNION,
PURSUANT TO THE LOCAL IMPLEMENTATION
PROVISION OF THE 2010 NATIONAL AGREEMENT.



Mathew Rodeck, Postmaster
Keene, NH



Patricia Ahern, President
Manchester Area Local,
American Postal Workers Union, AFL-CIO