

MEMORANDUM OF UNDERSTANDING BETWEEN MANAGEMENT

NEWMARKET, N.H. 03857 AND REPRESENTATIVE OF APWU LOCAL #4505

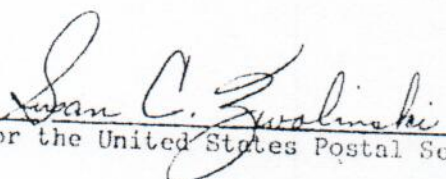
NEWMARKET, N.H. 03857.


1991-1995

1. A reasonable amount of wash-up time will be allotted to clerks during their scheduled shift.
2. The present policy of a regular work week with fixed days off shall remain in effect.
3. When emergency conditions exist that require the curtailment of mail, management will notify union members of the decision and full time regular clerks will receive administrative leave for the duration of their eight hour day.
4. The selection period for choice vacation leave will be April 1-30.
5. The choice vacation period will be May 23-September 15.
6. The first day of an employees choice vacation leave will be on Monday.
7. Each employee may select up to ten days of choice vacation leave on the first round of choice.
8. Jury duty and attendance at state and National conventions will not be charged to the choice vacation period.
9. Only one clerk will be allowed off during the choice vacation period.
10. There will be a calendar posted on the workroom floor by May 7 with the choice vacation period leave schedule. Clerks may choose another 5 or 10 day period after everyone has had their first choice. Leave slips will be handed to a supervisor and a signed copy will be returned to the clerk within 48 hours.
11. Management will inform clerks by November 1 of the balance of all leave.
12. The procedure for annual leave other than choice vacation periods as follows: After a request for annual leave is submitted in hand to a supervisor the employee will be notified within 48 hours (except Sundays and holidays) or the leave is to be considered approved. The 3971 must be noted with the date and time submitted to the supervisor. The 48 hour notification period can be waived as per mutual agreement between the employee and management. Clerks will be granted annual leave on a first submitted basis.
14. An overtime desired list will be posted prior to the beginning of each quarter.
15. Light duty will be assigned on a per case basis in accordance with the ability of the incapacitated person.

- 16.-20. As per National Agreement.
22. All vacancies within the clerical craft will be posted for 5 days unless senior employees to the bidder are canvassed by management.

THIS MEMORANDUM OF UNDERSTANDING IS ENTERED INTO ON OCTOBER 31, 1991 AT NEWMARKET, N.H. BETWEEN THE REPRESENTATIVES OF THE UNITED STATES POSTAL SERVICE AND THE DESIGNATED AGENT OF THE AMERICAN POSTAL WORKERS UNION, BRANCH #4505, PURSUANT TO THE LOCAL IMPLEMENTATION PROVISION OF THE 1991-1994 NATIONAL AGREEMENT.


For the United States Postal Service


For the American Postal Workers Union