

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

2015-2018

ITEM ONE: Additional or longer wash-up periods.

Management shall grant reasonable wash-up time to employees consistent with existing practices.

ITEM TWO: The establishment of a regular workweek of five days with either fixed or rotating days off.

- A. When a regular clerk position is created, it will have fixed days off.
- B. As far as practical, the five (5) working days will be consecutive within the service week.

ITEM THREE: Guidelines for curtailment or termination or postal operations to conform to orders of local authorities or as local conditions warrant because of emergency conditions.

Reasonable consideration shall be given to such conditions as:

- A. Safety and Health of employees

Management will notify the employees at the earliest possible time of termination and curtailment of postal operations. Such notification will be by telephone and/or available public media, such as television or radio.

Under the above circumstances, each employee will have the option to request annual leave and/or leave without pay in lieu of annual leave. In situations recognized by local management to be emergencies, local management will abide by guidelines established in the ELM.

ITEM FOUR: Formulation of the local leave program.

- A. A notice shall be placed on the bulletin board the first Monday in February stating the dates of choice vacation period and the number of employees are allowed to take off.
- B. The Postal Service shall canvass employees by seniority and their names will be placed on the leave chart corresponding to the dates selected.
- C. Each employee shall have three (3) working days to complete a PS Form 3971 with his/her choice vacation selections.
- D. Weeks cancelled at least fourteen (14) days in advance shall be posted for bid for a period of seven (7) days.
- E. The cancellation of Choice Vacation Period inside fourteen (14) days shall be permitted with the joint approval of the Union and Management.

- F. Deferring and cancelling employees shall be placed at the bottom of the seniority list.
- G. When an employee requests annual leave, a 3971 will be submitted in duplicate to his/her supervisor and the duplicate copy shall be initialed by the supervisor and show the time and date that the request was submitted and returned to the employee.
- H. Military Leave will not be charged to an employee's Choice Vacation Period.
- I. A craft employee who becomes ill or injured five (5) days or more while on leave during the Choice Vacation Period shall be allowed another selection, if available, during the Choice Vacation Period.
- J. An employee can have but one (1) week that includes a Holiday in his/her first Choice Vacation Period.
- K. Blood Leave will be granted in accordance with Section 519 of the ELM.
- L. If a request for annual leave has not been returned seventy-two (72) hours after submission, the request shall be automatically approved.

ITEM FIVE: The duration of the choice vacation period(s).

The Choice Vacation Period shall begin the third full week of May through the first full week of September and the 7 calendar days following Christmas.

ITEM SIX: The determination of the beginning day of an employee's vacation period.

During the Choice Vacation Period the Employee's vacation will begin on Monday of the Service Week, with the exception of the seven (7) days after Christmas, and shall include the following Saturday and Sunday of such week(s).

ITEM SEVEN: Whether employees at their option may request two selections during the choice vacation period, in units of 5 or 10 days.

Any Craft Employee may, at his/her option, request two (2) selections during the Choice Vacation Period, in units of five (5) or ten (10) days, not to exceed the 10 or 15 Days s/he is entitled to on his/her first selection.

ITEM EIGHT: 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 the Choice Vacation Period complement.
- B. Leave for National, State, or Regional Union Conventions, or Military leave shall not be charged to the Choice Vacation Period complement.

ITEM NINE: Determination of the maximum number of employees who shall receive leave each week during the choice vacation period.

- A. Twenty (20%) percent of Craft employees shall be allowed on annual leave during the choice vacation period.
- B. When applying percentages outlined above, any fraction 0.50 or over will be rounded up to the next higher number. However, in no case will such rounding result in less than one (1) employee in each APWU-represented craft being provided annual leave, if requested, during each week of the choice vacation period.

ITEM TEN: Not applicable, per the 2016 Local agreement.

ITEM ELEVEN: Determination of the date and means of notifying employees of the new leave year.

The employer shall, no later than November 1st of each year, publicize on bulletin boards and by official notice to the local representative of the APWU, the beginning date of the new leave year.

ITEM TWELVE: The procedures for submission of applications for annual leave during other than choice vacation period.

- A. Requests for leave shall be submitted no sooner than sixty (60) days prior to the date(s) requested.
 - 1. Leave requests more than sixty (60) days in advance will be reviewed by both parties on an individual basis.
- B. The number of employees allowed off during the non-choice vacation period shall be in accordance with the following:
 - 1. Fifteen (15) percent of each APWU-represented craft shall be allowed off on annual leave in weekly increments, on a first come, first serve basis by seniority,

provided that a PS Form 3971 has been submitted seven (7) days prior to the week requested.

2. Except for the month of December, fifteen (15) percent of the clerk craft shall be allowed off daily on annual leave, provided the requirements of 2A have not been met. Requests must be submitted on a PS Form 3971 at least 48 hours in advance. Requests will be made on a first come, first serve basis. If more than two requests are submitted at the same time seniority will determine who gets the approved leave.
- C. Leave applications shall be handed to the Postmaster or designee, in duplicate, on Form PS 3971. Immediately upon receipt, the Postmaster or designee shall initial the duplicate copy, noting the date and time received, and return it to the employee. A decision will be rendered on all leave requests within seventy-two (72) hours of submission.

ITEM THIRTEEN: The method of selecting employees to work on a Holiday.

- A. Management will canvass all employees by craft for volunteers to work their holiday or designated holiday.
- B. Employee sequence scheduling for holidays:
 1. Full-time Regular volunteer employees on their Holiday or designated Holiday, by seniority.
 2. Full-time Regular volunteer employees on their non-scheduled day.
 3. PTF volunteer employees, by seniority.
 4. PTF non-volunteers.
 5. Full-time Regular non-volunteer employees on their non-scheduled day, by juniority.
 6. Full-time Regular non-volunteer employees on their Holiday, by juniority.
- C. Management shall post the holiday schedule on the Tuesday of the week preceding the holiday.

ITEM FOURTEEN: Whether “Overtime Desired” lists in Article 8 shall be by section and/or tour.

The "Overtime Desired" list shall be by section. The Hollis Post Office shall be considered a section. A reasonable effort shall be made to afford an employee at least a two (2) hour notice of request to work overtime after tour.

Overtime will be administered as follows:

- A. The two overtime desired lists are defined as: work day and non-scheduled day.
- B. When overtime is required, management will schedule regulars on the appropriate overtime desired list prior to utilizing part-time flexibles.

ITEM FIFTEEN: 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 SIXTEEN: 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 SEVENTEEN: The identification of assignments that are to be considered light duty within each craft represented in the office.

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

ITEM EIGHTEEN: The identification of assignments comprising a section, when it is proposed to reassign within an installation employee's excess to the needs of a section.

The entire Hollis Post Office will be considered one section.

ITEM NINETEEN: The assignment of employee parking spaces.

Parking for craft employees will be on a first-come, first-served basis in the area designated as employee parking.

ITEM TWENTY: Not applicable, per the 2016 Local agreement.

ITEM TWENTY-ONE: Those other items which are subject to local negotiations as provided in the craft provisions of this agreement.

- A. When the working hours of any position are changed sixty-one (61) minutes or more, the position shall be reposted.
- B. Management shall post and furnish the Union copies of the seniority list by January 10th and July 10th of each year.
- C. Successful bidders will be placed as soon as possible but no later than twenty-one (21) days after the bids have closed.


ITEM TWENTY-TWO: Local implementation of this agreement relating to seniority, reassignments, and posting.

- A. Information on Posting Notices are to include those provisions pursuant to Article 37, Section 3E of the 2015-2018 National Agreement.
- B. A copy of all notices and/or requests for bids shall be given to the Local Union.
- C. The length of posting shall be seven (7) days.
- D. When an absent employee has so requested (in writing) stating his/her mailing address, a copy of any notice inviting bids shall be mailed out to the employee.

THE MEMORANDUM OF UNDERSTANDING IS ENTERED INTO ON NOVEMBER 7, 2016, AT MANCHESTER NEW HAMPSHIRE, BETWEEN THE REPRESENTATIVES OF THE UNITED STATES POSTAL SERVICE AND THE DESIGNATED AGENT OF THE MANCHESTER AREA LOCAL, PURSUANT TO THE LOCAL IMPLEMENTATION PROVISION OF THE 2015 NATIONAL AGREEMENT.



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