

ARTICLE 30

2000 National Agreement

Local Implementation

Memorandum of Understanding

Between

Management, Amherst, N.H. 03031

And

Manchester Area Local, American Postal Workers Union,

AFL-CIO

ITEM 1: Additional or longer wash up periods.

Management shall grant reasonable wash-up time to those employees who perform dirty work or work with toxic materials.

ITEM 2: The establishment of a regular workweek of five (5) days with either fixed or rotating days off.

ITEM 3: Guidelines for the curtailment of termination of postal operations to conform to orders of local authorities or as local conditions warrant because of emergency conditions.

- A. The parties are aware of their responsibilities for the development of guidelines for the curtailment of temporary halt to Postal Operations due to emergency conditions.
- B. If a management decision is made to terminate or curtail operations, the local APWU or its designee will be consulted as soon as possible as to the action to be taken regarding those workers affected.

ITEM 4: Formulation of local leave program.

- A. Application for the choice vacation period must be submitted by March 1st of that calendar year. In the event that the employee has not decided and does not give the employer any leave requests, his or her name will automatically go to the bottom of the seniority list.
- B. The vacation week shall consist of seven (7) consecutive days for each week. An employee's seven (7) day vacation pick in the prime time vacation period shall not be interrupted except in the case of extreme emergency.
- C. A notice shall be placed on the bulletin board no later than the 1st of February stating the weeks included in the choice vacation period, the number of employees allowed off each week, the amount of leave employees are entitled to, and the guidelines for submitting leave requests for the choice vacation period.
- D. The approved choice vacation leave will be posted no later than March 21st.
- E. Military leave shall not be considered a part of the employee's choice vacation period.
- F. Leave for blood donations will be in accordance to section 519.251, the Employee and Labor Relations Manual (ELM).
- G. Requests for annual leave shall be acted upon within seventy-two (72) hours.
- H. Any leave cancellation request must be submitted on writing ten (10) days prior to posted selection. The vacated leave period on an office wide seniority basis for a period of six (6) days. Such cancelled leave will be posted for individuals on a seniority basis, who did not use the full quota of prime vacation period. Employees who bypass prime time will not be given first consideration.

ITEM 5: The duration of the choice vacation period(s).

The choice vacation period will consist of twenty- four (24) weeks starting with the third week of April and ending with the last week in September.

ITEM 6: The determination of the beginning day of an employee's vacation period. The beginning day of The employee's choice vacation period will be Monday.

ITEM 7: Whether employees at their option may request two selections during the choice vacation period, in units of either five (5) or ten (10) days.

The employee may take leave in units of either five (5) and five (5), five (5) and ten (10), ten (10) and five (5) or fifteen (15) consecutive days in no more than two choices during the choice vacation period.

ITEM 8: Whether jury duty and attendance at National or State Conventions shall be charged to the choice vacation period.

Jury duty, National and State Conventions will not be part of the employee's choice vacation period.

ITEM 9: Determination of the maximum number of employees who shall receive leave each week during the choice vacation period. One employee per week will be allowed off during the choice vacation period.

ITEM 10: The issuance of official notices to each employee of the vacation schedule approved for such employee.

The return of PS Form 1547 will be the official notice of the approved choice vacation selection for that employee.

ITEM 11: Determination of the date and means of notifying employees of the beginning of the new leave year.

Management will notify employees of the beginning of the new year as soon as information is available by posting on craft bulletin board and by verbal announcement.

ITEM 12: The procedures for submission of applications for annual leave during other than the choice vacation period.

Application for annual leave other than the choice vacation period will be accepted no earlier than five (5) weeks prior to the date requested. If more than one application is received, leave if granted, will be according to seniority.

ITEM 13: The method of selecting employees to work on a holiday.

The method of selecting employees to work on a holiday shall be in accordance with Article 11, of the National Agreement

ITEM 14: Whether "Overtime Desired" lists in Article 8 shall be by section and/or tour.

The Overtime Desired Lists revealed in Article 8 shall be by tour. (Tour hours are defined as 4:30 A.M. to 6:15 P.M.)

ITEM 15: The number of light duty assignments within each craft or occupational group to be reserved for temporary or permanent light duty assignment.

When an employee has met all the requirements for a light duty assignment management shall consult with local Union officials before making a final decision.

ITEM 16: The method to be used in reserving light duty assignments so that no regularly assigned member Off the regular work force will be adversely affected.

A. A Light duty assignment will not be used to bump an employee from a regular bid job.

B. Employees represented by the APWU shall be given priority in light duty assignments.

C. When a qualified employee within the clerk craft becomes ill or injured, the employee from another craft must relinquish the light duty assignment to the craft member.

ITEM 17: The identifications of assignments that are to be considered light duty within each craft represented in the office.

Shall be in accordance with Article 13, the National Agreement.

ITEM 18: The identification of assignments comprising a section, when it is proposed to reassign within an installation, employees excessed to the needs of a section.

The Amherst post office from this date will be considered a section.

ITEM 19: The assignment of employee parking spaces.

Parking for employees will be on a first come, first serve basis.

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 local choice vacation period.

ITEM 21: Those other provisions, which are subject to local negotiations as provided in the craft provisions of this agreement.

Not negotiated

ITEM 22: Local implementation of this Agreement relating to seniority, reassignments and posting.

A. Principles of seniority, posting and reassignments.

(1) When the working hours of any position are changed by sixty-one (61) minutes or more, the position shall be reposted.

(2) Positions shall be posted for a period of seven (7) day

(3) A successful bidder shall be assigned to the job within ten (10) days or sooner when possible.

(4) Management shall include the time of lunch breaks on all job bids, with the understanding that lunch breaks will be changed if needed, due to unforeseen circumstances with as much notice as possible.

SEVEN REASONS FOR REVISED SCHEDULES

1. UNION BUSINESS
2. MEDICAL REASONS
3. SELF HELP PROGRAMS
4. EDUCATION
5. MILITARY DUTY
6. JURY DUTY
7. CRAFT DETAILS

Peter

FYI

Don Morrison

UNITED STATES
POSTAL SERVICE

October 10, 2002

MEMORANDUM FOR ALL F/T CLERK EMPLOYEES

SUBJECT: CHANGE OF SCHEDULE REQUESTS

Pls. be advised that all future requests for Changes of Schedules need to be APPROVED by the APWU and Management. SEVEN reasons have been identified by Management and the APWU as appropriate reasons for such requests. Documentation will need to be provided when you submit a request to the APWU and Management.



Peter B. Cwener
Postmaster
Amherst, NH 03031

FAX:

Hand delivered
to B. Stre
at 6:00 on

