

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

ITEM ONE: Additional or longer wash-up periods.

Employees will have reasonable wash-up time when working with dirty and/or toxic materials.

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

All full-time career employees will have a fixed schedule.

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

In the event that it is determined, by local management, to curtail and/or terminate postal operations due to emergency conditions, postal management will, via local radio and television broadcasts, make every effort to notify affected employees.

ITEM FOUR: Formulation of the local leave program.

A. Period for making selections.

The period for making selections of annual leave for the choice vacation will begin February 1 of every leave year, or the first working day thereafter.

Any subsequent request for the choice period may be requested on a first-come first-served basis, and must be submitted no later than Tuesday the week prior to the dates requested.

B. Limitation on selection time:

Each employee will have up to two (2) full working days to request selections for the choice period. Afterward, the opportunity to do so will pass to the next senior employee. Any employee who has failed to make their selection(s) within the allotted time will be placed at the foot of the seniority list, and will be allowed up to two (2) full working days to make their selection(s) in the choice period after completion of the round.

C. Method of submitting leave requests:

Requests for annual leave, including selections for the choice vacation period, will be made by submitting PS form 3971 in duplicate.

D. After a request has been submitted:

If an employee has submitted a request for annual leave on a PS Form .3971, and after **seventy-two (72) hours no written notice of the action has been given, the request will be approved.**

E. Posting of cancelled leave:

All leave cancelled will be made available for selection by any employee when consistent with the provisions of this agreement, refer to 12-D, and will be posted on the appropriate leave schedules.

F. When two or more employees request leave one the same day for the same time off the rules of seniority will be the tie breaker.

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

The choice vacation period shall begin with the **last full week in May and continue through the fourth full week in September as well as the first three full weeks of November, inclusive of Thanksgiving week.**

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

Monday will be designated as the beginning day of an employee's vacation week during the choice period.

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

Employees, at their option, may request up to two (2) selections of annual leave during the choice vacation period in accordance with Article 10 Section 3.D.3 of the National Agreement.

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

Jury duty will not be charged towards the choice vacation period.

Leave to attend national or state conventions will not be counted as a prime time choice if the following conditions are met:

1. The % allowed off has not been reached.
2. No other clerk is denied annual leave for the same time frame because the % off has been reached.

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

A total of 16% of the clerk craft will be allowed off at one time during the choice vacation period. **One maintenance employee will allowed off during the choice vacation period.**

NOTE: Standard method of rounding will be presumed (.5 or greater is rounded up to the next higher integer, less than .5 is dropped).

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

The employee will submit leave request in duplicate, the approved copy will be returned to the employee, and the choice vacation schedule will be posted on the official leave calendar in all offices.

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

By October 16th of each year management will post the new leave selection chart for the round of selections beginning on November 1st. The new leave year will be posted as soon as it appears in the Postal Bulletin.

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

- A. Selection process for non-prime time will begin November 1st, and must be honored prior to any other non-prime requests. Each clerk may exercise their seniority by indicating their preference of three (3) choices for up to a total of fifteen (15) days annual leave. Each clerk shall have up to two (2) working days within which to submit their request.
- B. Annual leave, other than choice vacation period, shall be granted on a first-come first-serve basis, determined by the date of request, and after the procedure noted in 12-A has been completed. When two or more clerks request leave on the same day for the same time off the rules of seniority will be the tie-breaker.

- C. Requests for annual leave for less than three (3) eight (8) hour days may not be submitted more than three months before the date(s) requested, and no later than Tuesday the week prior to the date(s) requested, except in unusual circumstances, or to comply with the provisions of Article 24.2A of the National Agreement.
- D. Cancellation of leave: Cancellation of annual leave for 8 or more hours will be handled in the following manner:
1. For those weeks in which the % off has been reached, the employee must notify management in writing at least fourteen (14) days prior to the work week of the date(s) originally requested.
 2. For those weeks in which the quota has not been reached, cancellation of any leave must be submitted to management at least by the Monday prior to the week of the cancelled leave. The cancelled leave need not be posted.

The following guidelines will be used for cancelled annual leave:

1. The canceling employee will be ineligible to apply for any portion of the relinquished annual leave until the seven days have passed.
2. Employees will submit PS 3971 for the block of time that is posted.
3. At the end of the seven (7) day posting period, the time period will be awarded in the following manner:
 - a) The senior clerk who submits a PS 3971 for the entire period.
 - b) The senior clerk who submits a request for a time period in blocks of forty (40) hours.
 - c) Individual days by seniority.

Note: If the senior clerk has reached their quota of 10/15 days during the CVP, he/she will be given the opportunity to cancel (in blocks of 40 hours) a time period in order to be awarded all, or part, of the posted time.

Any PS 3971 for the cancelled leave shall be struck by the time clock to verify time of submission. The cancelled leave will be posted for seven (7) days in all stations per item 12 D (1).

- E. A total of fifteen percent (15%) of the clerk craft will be allowed off at one time during non-choice vacation period. Exclusive of the Monday following Thanksgiving to two (2) days prior to the observed Christmas Holiday. Management will also endeavor to let one additional clerk off whenever practical.

Note: Standard method of rounding will be presumed (.5 or greater is rounded up to the next higher integer, less than .5 is dropped).

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

Employees sufficient to work on holidays shall be chosen in the following order:

- A. Part-time flexibles
- B. Full-time regulars who volunteer to work on their holiday, or the day designated as their holiday.
- C. Full-time regulars who volunteer to work on their non-scheduled day, by seniority.
- D. **PSE's even if the payment of overtime is required.**
- E. Full-time regulars who did not volunteer on what would be their non-scheduled day, by inverse seniority.
- F. All other non-volunteer regulars, by inverse seniority.

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

The overtime desired list will be established **by location** in the following manner:

- 1. Non-scheduled day
- 2. Before tour
- 3. After tour

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

Refer to Item 17.

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.

Refer to Item 17.

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

When an ill or injured employee requests light duty work, every effort will be made to provide duties consistent with the employee's capabilities.

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.

All clerks assigned to the Lebanon Post Office will comprise the clerk section.

ITEM NINETEEN: The assignment of employee parking spaces.

Parking spaces will be provided at this facility for its employees on a first-come first-served basis.

ITEM TWENTY: 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 total choice vacation plan.

Union leave requested prior to the determination of the choice vacation schedule will be part of the choice vacation schedule.

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


Whenever any of the following changes are permanently made in a regular craft position, the assignment shall be reposted:

- A. If the starting time changes by more than one hour.
- B. The location of the assignment changes.**


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

A successful bidder must be placed in the new assignment within fourteen (14) days except in the month of December (ARTICLE 37, 3.F.2)

THIS MEMORANDUM OF UNDERSTANDING IS ENTERED INTO ON SEPTEMBER 6, 2011, AT LEBANON, 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.



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