

LOCAL MEMORANDUM OF UNDERSTANDING

BETWEEN

U.S. POSTAL SERVICE, ATCO, N.J. 08004

AND

SOUTH JERSEY AREA LOCAL, APWU

1. Wash-up- Management shall grant reasonable wash-up time before lunch and at end of tour consistent with working conditions.
2. The basic work week for full-time regulars will be five days with fixed days off.
3. Emergency curtailment of operations. It is recognized by both parties that on occasion, emergency conditions exist which would encourage the employer to consider the curtailment of operations. In cases of such emergency conditions, the employer will, prior to making a decision to curtail the operation, take into consideration such factors as:
 - a. The degree of emergency as stated by and acted upon by responsible governmental authorities;
 - b. The safety and health of its employees; and
 - c. The accessibility of postal operations and its customers to the employer and employees.

Prior to taking action to curtail the operation, the employer will notify the Union's designee of its plan of implementation. Management will notify the affected employee by use of the news media (e.g. TV, radio - KYW, etc.).

4. Local leave program to include: Each employee will submit form 3971 no later than April 1. This will be for the choice vacation selection and it will be returned to them no later than April 15.

5. The duration of the choice vacation period will be from May 1 or first full week of May to the last full week of September and include Thanksgiving week and the week between Christmas and New Years.
6. The beginning of the employee's vacation will be Monday.
7. Employees at their option may select up to 15 continuous days leave or split in periods of 5 and/or 10 days. If a split is selected, the employee may not make their second selection until all other employees have had an opportunity for their initial selection. Once choice is selected there will be no change unless agreed to between union and management.
8. Jury duty and/or attendance to State or National conventions shall not be charged to the choice vacation period.
9. The number of employees to be off during the choice vacation period each week will be one (1).
10. In addition to posting the choice vacation schedule, each employee will receive a copy of the 3971 form they submitted approving said vacation.
11. There will be a posting notifying the employees of the duration of the present leave year.
12. Annual leave other than choice vacation will be granted to an employee on a first come first serve basis. Seniority will apply if the submission date(s) are the same. Employees must submit their request no sooner than 90 (ninety) days and no later than 7 (seven) days prior to the beginning of their requested date. If submitted within this time frame then 1 employee will be granted leave. If the submission is less than 7 (seven) days of the selected beginning date then approval will be up to management's discretion. Management will respond approved or denied within 72 (seventy-two) hours of submission.
13. Holiday schedule. The following sequence will be followed when scheduling employees to work on a holiday provided that such scheduling produces a work force which meets the operating skill requirements of the holiday or designated holiday:
 - a. All PSE and PTF employees to the maximum extent possible, regardless of the necessity to pay overtime premiums.

b. All full-time regular employees **who volunteer** to work either their holiday or their non-scheduled day shall be combined into a single group, ranked in seniority order, and selected in seniority order;

c. All full-time regular employees who did not volunteer to work their non-scheduled day in inverse seniority order;

d. All full-time regular employees who did not volunteer to work their holiday in inverse seniority order.

14. The overtime desired list as per Article 8 shall be by section and tour.

a. The Local President or his/her Designee will receive a copy of the quarterly Overtime Desired List upon the closing of the solicitation period for each quarter upon request from the local.

15, 16 & 17. The number of light duty assignments will be determined by the written requests made by the employee to local management. Assignments and duties to be contingent upon physical limitations and physician recommendations of which management will make every effort to accommodate same.

18. Re-assignments for sections within the installation shall be by seniority within that installation.

19. Parking. If available, designated spots are for union representative. Improving parking facilities such as security, space, lighting, etc. and any other recommendations should be submitted to local management for consideration.

20. Annual leave to attend union activities requested prior to the choice vacation selection schedules shall not be a part of the choice vacation plan.

21. Craft items. Those other items subject to local negotiations within the craft--none available.

a. The parties will hold two (2) Labor Management Meetings per year and also when requested by either party. The notes from these meetings will be signed off by both parties.

22. Seniority re-assignment posting. Any full time, regular assignment whose starting time is changed more than one hour from the original posting will

require that assignment to be posted. Re-assignment consistent with National Agreement.

a. Management will provide the Local President or his/her Designee with a copy of the seniority list at the beginning of each year and if/when changes take place.

b. The Local President or his/her Designee will receive a copy of all bid notices at the time of posting. Management will also provide the results of all bids both in-house and through e-reassign to the Local President or his/her Designee upon awarding the job to the successful bidder. Email is agreeable.

This Memorandum of Understanding is entered into at the Atco Post Office between the representatives of the U.S. Postal Service and the designated agents of the South Jersey Area Local, APWU, AFL-CIO, pursuant to the Local Implementation provisions of the 2015 National Agreement. This Memorandum constitutes the entire agreement on matters relating to local conditions of employment.


For the SJAL, APWU


USPS

10/17/16
(date)

10.21.16
(date)