

**LOCAL MEMORANDUM OF UNDERSTANDING**

**BETWEEN**

**U.S. POSTAL SERVICE, BEVERLY, N.J. 08010**

**AND**

**SOUTH JERSEY AREA LOCAL, APWU**

The parties mutually agree, in accordance with the provisions of Article XXX of the National Agreement, that the following provisions of the Memorandum of Understanding shall remain in force and effect during the term of this agreement.

1. Wash-up- Management shall grant reasonable wash-up time consistent with working conditions
2. All regular full time clerks will be on a fixed schedule.
3. Curtailment or Termination Guidelines - It is recognized by both parties that on occasion, emergency conditions may 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. a. A roster/calendar listing each employee by seniority will be made available, by management, to the employees for selection of choice vacation during the first week of March. Selections will be made in seniority order. Selections and submissions of 3971's will be completed by March 20th.

b. The completed roster shall be posted within ten days after submission.

5. Choice vacation - The choice vacation period will be for 24 weeks, commencing on the second Monday in May and ending on the first Sunday in October, PLUS the week before and the week after Easter, and the Thanksgiving week and the week after Christmas (Dec. 26th - Dec. 31st).

6. The vacation week shall commence on Monday and end on Sunday.

7. Either one or two choices may be granted during the choice period. Employees earning 13 days may be granted one choice of 10 days or two choices of five days. Employees earning 20 or 26 days may be granted one choice of 15 days or two choices of 5 & 10 days.

8. The 24 weeks shall not include Military leave, Jury Duty, and attendance at National or State Conventions.

9. Thirteen percent of the clerks may be scheduled off each week during the choice vacation period. (2.1 will be rounded up to 3).

10. In addition to posting the choice vacation schedule, each employee will receive a copy of the 3971 they submitted approving said vacation.

11. The employer shall post on bulletin boards, no later than November 1st, the beginning date of the new leave year

12. Leave outside choice vacation period

Annual leave other than the choice vacation period will be granted to an employee on a first come-first served basis. Seniority will apply if the submission dates are 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 timeframe 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 48 (forty-eight) hours of submission.

### 13. Holiday Scheduling

- a. All PSE and part-time flexible employees to the maximum extent possible, regardless of the necessity to pay overtime premiums.
- b. All full-time and regular employees who volunteer to work their holiday, ranked in seniority order and selected in seniority order.
- c. All full-time regular employees who volunteer to work their non-scheduled day, ranked in seniority order and selected in seniority order.
- d. All full-time regular employees who did not volunteer to work their holiday or non-scheduled day shall be combined into a single group and selected in inverse seniority order.

### 14. Overtime List

Regular Employees required to work overtime will be in accordance with Article 8, and shall be by section and tour. Employees required to work overtime will be notified 2 hours in advance where practical.

- A) 1. Overtime list 10 hours
- 2. Overtime list 12 hours
- 3. Overtime list non-scheduled day
- 4. Employees must sign each list he/she wishes to be on

B. Employees on the "Overtime Desired" list can withdraw their name from the list at anytime during the quarter. The withdraw will be effective the day after written submission of their request is submitted

C. The OTDL will be administered separately for each craft covered by the APWU

D. The OTDL solicitation sheet will be posted 2 weeks prior to the quarter it is referencing and remain up until the day prior to the start of the new quarter.

E. The Local President or his designee will be provided a copy of the OTDL upon completion of the solicitation period for each quarter

## 15, 16 & 17. Light Duty

a. It is understood that due to the nature of clerk work that the number of light duty assignments shall depend upon adjustments of the normal assignments, adjustment of part time assignments consistent with the needs of the service and not adversely affecting the regular work force.

b. Such assignments shall consist of:

1. Distribution of mail

2. Dispatching

3. Other assignments within the Clerk Craft in accordance with Article XIII of the National Agreement.

18. a) The entire installation will be considered a section

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

20. An employee who is called for military or jury duty, who attends a National, State, or Regional Convention (Assembly) during his choice vacation period is eligible to take another available period provided this does not deprive any other employee of his first choice for scheduled vacation.

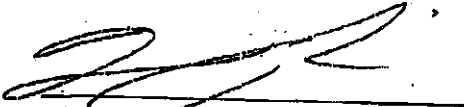
## 22. Clerk Seniority List


a. The clerk seniority list shall include the following: Clerk's name, office seniority date, job title, full-time regular, or part-time flexible.

b. Clerk seniority list to be mailed at least once a year, or when changes take place, to the South Jersey Area Local, 900 Route 168, Suite D-3, Blackwood, N.J. 08012.

c. The Local President or his 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 designee upon awarding the job to the successful bidder

This Memorandum of Understanding is entered into at the Beverly Post Office between the representatives of the U.S. Postal Service and 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

2/5/17  
(date)

Feb 10, 2017  
(date)