

LOCAL MEMORANDUM OF UNDERSTANDING

BETWEEN

U.S. POSTAL SERVICE, COLUMBUS, NJ 08022

AND

SOUTH JERSEY AREA LOCAL, APWU

The parties mutually agree, in accordance with the provisions of Art. 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 a reasonable wash-up time up to 5 minutes.
2. The basic work week for full time regulars will be five days with fixed days off.
3. Curtailment of Operations - 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 postmaster 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 the MSC Manager.
  - b. The safety and health of its employees;
  - c. The accessibility of postal operations and its customers to the employer and employees.

Management will notify the affected employees.

5. Choice vacation period - The duration of the choice vacation period will be from Memorial Day Week through the last full week in September, also inclusive of Thanksgiving Week and the week between Christmas and New Years

6. The beginning day of the employee's vacation will be Monday, except for the week between Christmas and New Years

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.

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.

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

11. There will be a posting notifying the employees of the duration of the present leave year.

12. Other than Choice Time Vacation.

a) All applications for annual leave or leave without pay (LWOP) for other than choice vacation period will be approved or disapproved within seventy-two (72) hours, Sunday and Holidays excluded, and returned to the applicant. Failure to notify employee within the seventy-two (72) hour limit shall constitute approval of leave. All Form 3971's will be personally handed to immediate supervisor and initialed by supervisor.

1. 3971's will be submitted no more than 90 days in advance except when employee shows just cause such as a wedding invitation or advance reservations slip, etc.

a) A minimum of 1 employee will be granted leave per day upon proper request during the non-choice period.

15, 16 & 17. Light Duty - The number of light duty assignments will be limited to one clerk, and 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.

19. Parking, if available, designated spots for union representative (at present there is no union representative). Parking for all employees is available on postal premises

20. Union leave requested prior to the choice vacation selection schedule shall not be a part of the choice vacation plan (at present there is no union representative).

**21. Other items subject to local negotiations:**

**a) The parties will hold 2 Labor Management Meeting per year, more if requested by either party. Notes will be taken at these meetings and signed of on by the parties.**

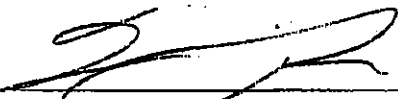
**b) Management shall provide a bulletin board for exclusive use by the APWU**

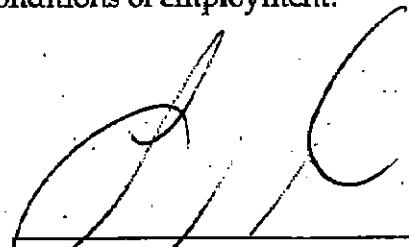
22. Seniority, re-assignment posting. - Any full time regular assignment whose starting time is changed more than one hour from the original posting will require that assignment to be posted (at present there are no full time regulars).

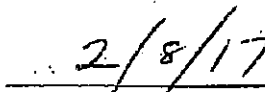
**a) The Local President or his/her designee will receive a copy of all vacant job bids upon their posting and also a copy of any successful bidders upon awarding a job.**

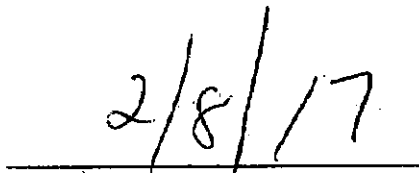
**b) The Local President or his/her designee shall receive an updated seniority list yearly and when there is a change**

This Memorandum of Understanding is entered into at Columbus, NJ between the representatives of the U.S. Postal Service and the designated agents of the South Jersey Area Local, APWU, 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.

  
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For the SJAL, APWU

  
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USPS

  
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