

**LOCAL MEMORANDUM OF UNDERSTANDING**  
**BETWEEN**  
**U.S. POSTAL SERVICE, HADDON HEIGHTS, NJ 08035**  
**AND**  
**SOUTH JERSEY AREA LOCAL, APWU**

Union Recognition

A. In accordance with the provisions of Article I National Agreement the employer recognizes the APWU as the designated exclusive bargaining representative for all employees in the Clerk, Motor Vehicle, Maintenance and Special Delivery Messengers Craft bargaining Unions for which has been certified and recognized at the National level.

B. The Employer shall consult and exchange information with the South Jersey Area Local Representative at Local Labor Management meetings and also at other times when such consultation and exchanges can be beneficial to management/employee relations.

C. All articles of this agreement shall encompass the APWU crafts party to this agreement except where specifically noted in the local craft supplement.

1. Wash-up - Management shall grant a reasonable wash-up time before lunch and at end of tour consistent with working conditions.

2. The establishment of a regular work week for regulars of five (5) days with two (2) days off. All job assignments shall have two consecutive drop days.

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 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 reasonable 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.

Management will notify employees by phone as soon as possible if operations are curtailed.

#### 4. Leave

- a. Clerks will sign for choice vacation selection beginning on March 1st and ending March 31st. PS Form 3971 will be used for application of choice vacation period.
  - b. Management will give notice of approval or disapproval of vacations no later than April 15th.
  - c. It will be the policy of this office to offer full-time employees in craft the choice of annual leave before releasing part-time flexible employees when the volume of mail warrants reduction of any crew. It is understood that this practice cannot result in overtime payment to the part-time flexible employee or the delay of the mail movement. This paragraph will apply when it becomes apparent part-time flexible employees are not being employed forty hours per week.
  - d. Every possible consideration for appropriate leave shall be given to employees in situations of personal emergency.
5. Choice vacation period shall begin the first full week in May for a continuous period until the end of the last full week in September, Easter Week (the week following Easter Sunday), Thanksgiving Week, and the week between Christmas and New Year's. Note - Bold will start in the year 2000.
6. The beginning day 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.

8. Jury duty shall not be charged to the choice vacation period.

9. It is agreed that one clerk craft employee will be permitted off per week for their choice vacation period.

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

**11. The employer shall, no later than November 1, publicize on bulletin boards and other appropriate means, the beginning date of the new leave year, which shall begin with the first full pay period of the calendar year.**

12. Leave other than choice time

- a. Annual leave other than choice time vacation may be granted up to the maximum amount of time credited to an employee on a first come, first served basis. Form 3971 will be used.
- b. It is mandatory upon management that all forms 3971 (applications for leave) be returned to the applicant within seventy-two (72) hours. This applies to all forms 3971 personally submitted to immediate supervisor at least seven (7) days in advance in duplicate.
- c. The reasons for disapproval of PS Form 3971's shall be explicitly stated.
- d. If an employee does not receive a 3971 approval or disapproval within 72 hours (working days) specified in 12B above, approval will be guaranteed.

13. Holidays

Management will determine the number of categories by tour and qualifications of employees needed for holiday work, then schedule them to work on the holiday or designated holiday (employees will be listed by name):

**1. Part-Time Flexibles**

**2. Full Time Regulars who volunteer to work on their non-scheduled day by seniority.**

**3. Full Time Regulars who volunteer to work on their holiday or day designated as their holiday by seniority.**

**4. Full Time Regulars who did not volunteer to work on their holiday or their non-scheduled day combined into a single group in inverse seniority order**

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

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 only shall be by seniority within that installation.

19. Parking - Spaces are limited and are first come, first serve.

20. Management shall allow one (1) delegate time off to attend district, state and national conventions. During the year of the national convention management will be notified of the week it is to be held in advance of the vacation calendar sign up. This week will be excluded from prime time choice for vacation; unless and until it is determined that a member of the bargaining unit will not attend the convention. This week will not be charged to the employee's choice vacation time.

**21. Other Items Subject to Local negotiations**

**A.** Labor management meetings will be held upon request of the union who will also submit agenda. Meetings and dates will be mutually set and will not be during the months of July, August and December.

**B.** The employer will furnish a separate bulletin board for the exclusive use of the APWU. This bulletin board will be placed in an area accessible to all employees.

**22. Posting**

- a. Any assignment for which the starting time or duration has been changed by more than one hour from the original bid starting time shall cause that assignment to be posted.
- b. Notice of vacancies involving APWU assignments shall be posted for a period of ten (10) days.
- c. 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.
- d. The union will receive a copy of present and updated seniority lists.

**Maintenance Supplement**

- a. Choice time vacation will be in accordance with the clerk craft dates.
- b. Management will allow one (1) maintenance employee off per week during that period.

This Memorandum of Understanding is entered into at the Haddon Heights NJ 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.

  
APWU Representative

  
Haddon Heights NJ Post Office  
Management Representative

10/18/16  
(date)

10/18/16  
(date)