

LOCAL MEMORANDUM OF UNDERSTANDING

BETWEEN

U.S. POSTAL SERVICE, HAINESPORT, NJ 08036

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 remain in force and effect during the term of this agreement.

1. Wash-up - Management shall grant a reasonable time as required.
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.

4. Employees will submit their leave request on PS Form 3971. Management will respond to all leave requests by providing the employee with a copy of the 3971 within 48 hours or the leave will be considered approved.

5. Choice Vacation Period - The duration of the choice vacation period will be from the last full week in May to the last full week in September. Also inclusive of Thanksgiving week and December 26th - December 31st.

6. The beginning day of the employee's vacation will be Sunday.

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 (1).

10. Employees will submit 3971's for choice vacation starting on April 1st through April 15th. Management will respond by April 25th and post the leave calendar.

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

12. 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 submission dates 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 one 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. From Dec. 1st through Dec. 24th will be at management's discretion..

14. 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 two hours in advance where practical.

- a.
 1. Overtime list 10 hours
 2. Overtime list 12 hours
 3. Overtime list non-schedule day list
 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 in writing anytime during the quarter. The withdrawal will be effective the day after the withdrawal was submitted.

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

d. The overtime solicitation list 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

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.

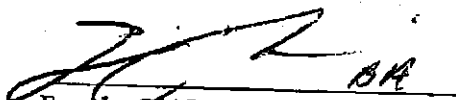
19. Parking, if available, designated spots for union representative. Improving parking facilities such as security, space, lighting, etc. and any other recommendations should be submitted to local management for consideration.

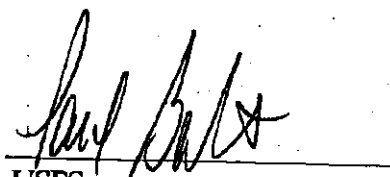
20. Union leave requested prior to the choice vacation selection schedule shall not be a part of the choice vacation plan.

21. The employer shall, no later than November 1st, publicize on Bulletin Boards and other appropriate means, the beginning date of the new leave year, which shall begin with the first day of the first full pay period of the calendar year.

22. 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.

This Memorandum of Understanding is entered into at the Hainesport 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

11/1/2016
(date)

12/21/2016
(date)