

LOCAL MEMORANDUM OF UNDERSTANDING

BETWEEN

U.S. POSTAL SERVICE, HAMMONTON NJ, 08037

AND

SOUTH JERSEY AREA LOCAL, APWU

1. Wash-up. Management recognizes that on occasion an employee might be exposed to dirty conditions and/or toxic materials to the extent to warrant wash-up time. On such occasions, the employee may request wash-up time and management will be reasonable when considering such requests.

Management shall grant reasonable wash up time before lunch and at the end of tour consistent with working conditions.

2. The basic work week for full-time regulars will consist of fixed drop days being Saturday and Sunday excluding the second window position which will consist of a fixed Sunday and Monday drop day.

3. It is recognized by both parties that on occasions, 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 operations, 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;

Prior to taking action to curtail the operations, the employer will notify the local APWU designee of its decision. Management will notify affected employees by telephone.

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.

a. The employees of the Hammonton A.P.O. and all subordinate offices will be combined for the purposes of leave scheduling.

5. The duration of the choice vacation period will be from the first full week of May to the third full week in November. To include Thanksgiving week and the week between Christmas and New Years.

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 and/or attendance to State or National Conventions shall not be charged to the choice vacation period.

9. Thirteen (13) percent of the clerk craft complement, will be granted annual leave each week during the choice vacation period. All fractions shall be rounded to the nearest whole number. (Example 1.49 = 1 and 1.50 = 2).

10. In addition to posting the choice vacation schedule, each employee will receive a copy of the 1547 they submitted approving said vacation.

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

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.

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 1 employee will be granted leave. If the submission is less than 4 (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. To include maintenance of 1 employee in that craft.

a. When an employee's request for annual leave is denied, management will keep a record of such requests to include, employee name, date applied for and the submission date. Subsequently, if annual leave may be granted over and above that originally planned, management will offer and grant such annual leave based on date of original submission. Seniority will apply if submission date is same.

13. Holiday Scheduling.

The following sequence will be followed when scheduling employees to work on a holiday or designated holiday provided that such scheduling produces a workforce which meets the operating skill requirements of the holiday or designated holiday:

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 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 order.

14. Regular employees required to work overtime will be in accordance with Article 8, and shall be by section and rout. 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. 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.

- a. When an employee becomes eligible for limited duty, there shall be consultation with the APWU. If possible, the consultation will be held before any decision is made. If not, it will be held as soon as possible after the decision is made.

- b. Every effort shall be made to reassign the concerned employee within the employee's present craft or occupational group, even if such assignment reduces the number of hours of work for the supplemental work force. After all efforts are exhausted in this area, consideration will be given to reassignment to another craft or occupational group within the same installation.

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

19. Parking - All parking spaces will be assigned by overall installation seniority. Clerks without assigned parking spot will park by seniority, in vacant clerks parking spot. This will include drop days and vacation.

20. Annual leave to attend state or national union activities requested prior to determination of the choice vacation schedule shall not be charged to the choice vacation period.

21. Craft items. Those other items subject to local negotiations within the craft will remain as in the National Agreement.

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.

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. Management shall post and furnish a copy of an updated clerk and maintenance seniority list to local union on a quarterly basis. 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. Any additions or changes of 50% or more in duty assignments shall cause an assignment to be reposted unless the incumbent has been in the assignment for one year or more and such change is agreeable to him or her.

a. 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.

Maintenance Supplement

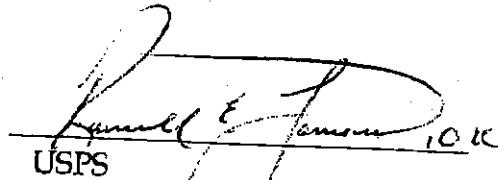
All provisions of this agreement will reflect to the Maintenance Craft unless otherwise noted.

There will be one Maintenance employee off during the choice vacation period.

This Memorandum of Understanding is entered into at the Hammonton NJ, 08037 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.

 B.A.
For the SJAL, APWU

10/17/16
(date)

 Samuel E. Janson
USPS

12/18/16
(date)