

**LOCAL MEMORANDUM OF UNDERSTANDING
BETWEEN
U.S. POSTAL SERVICE, LUMBERTON, NJ 08048
AND
SOUTH JERSEY AREA LOCAL, APWU**

In accordance with the provisions of Article 1 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 each has been certified and recognized at the National Level.

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

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 stand of tour consistent with working conditions.
2. The basic work week for full-time regulars will be five days with fixed days off.
3. Emergency Curtailment of Operations. 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 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 a form 3971 and these will be honored on basis of seniority. Applications 3971 for vacations will be submitted by April 15th.

- a. Clerks will sign for periods beginning on April 1.
 - b. Every effort shall be made to allow members of the South Jersey Area Local, leave to attend Local Union meetings and assemblies.
 - 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 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 (40) hours per week.
 - d. Every possible consideration for appropriate leave shall be given to employees in situations of personal emergency.
 - e. Management shall give every consideration of granting annual leave to employees for religious and memorial holidays.
5. Choice vacation period shall begin the 1st full week in May, for a continuous period until the end of the last full week in September. Also the week of Thanksgiving and December 26th through 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 spit 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. 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, 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 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..

13. The overtime desired list as Per Article 8,, shall be by section and tour.

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.

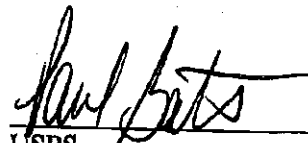
15, 16. & 17.

- a. 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.

- b. When an employee becomes eligible for light duty, before any decision is made, there shall be consultation with the Local APWU Union.
- c. Light duty assignments will be in the following categories or work areas:
 - 1. Modify or change the employee's present assignment in commensurate with physician's recommendations.
 - 2. Project work.
- 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 annual leave requested prior to the choice vacation selection schedule shall not be a part of the choice vacation plan.
- 21. a. 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.
b. 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.
- 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 Lumberton 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


USPS

11/1/2016
(date)

12-21-16
(date)