

LOCAL MEMORANDUM OF UNDERSTANDING  
BETWEEN  
U.S. POSTAL SERVICE, MT.EPHRAIM NJ  
AND  
SOUTH JERSEY AREA LOCAL  
AMERICAN POSTAL WORKERS UNION

ARTICLE 30

ITEM #1

Management will grant a reasonable wash-up time consistent with working conditions.

ITEM #2

Full-time clerks basic work week will be five days with fixed days off.

ITEM #3

Curtailment of Operations:

1. 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 the responsible postal authorities;
- b. The safety and health of its employees;
- c. The accessibility of postal operations and its customers to the employer and employees.

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

#### ITEM #4

Formulation of local leave program:

1. Annual leave other than vacations will be granted in minimum units up to the amount of time credited to any employee based upon seniority and needs of the service.

#### ITEM #5

The prime time vacation period shall be the first full week in May for continuous period until the end of the last full week in September.

In addition the following periods will be included for the purpose of Prime time vacations:

1. Thanksgiving week (The week in which Thanksgiving falls)
2. The period December 26 through January 1

Applications (PS Form **3971**) for vacations will be submitted by March 20 and will be returned to the employee no later than April 20.

#### ITEM #6

The beginning day of the employee's vacation will be on Monday. All employees will return on Monday except for the full time regular clerks that have Monday off, they will return on Tuesday or if a holiday is Monday then employees will return on Tuesday.

#### ITEM #7

Employees at their option may select up to fifteen (15) days leave or may choose periods of five (5) and/or ten (10) days.

#### ITEM #8

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

ITEM #9

One employee per craft will be off per week during the prime time vacation period.

ITEM #10

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

ITEM #11

The employer shall not later than November 1, publicize on bulletin boards and by other appropriate means the beginning date of the new leave year.

ITEM #12

Annual leave other than vacations will be granted to a employee on a first come first serve basis based upon seniority and needs of the service. Seniority will apply if submission date is the same. (Return 3971 to employee)

It is mandatory upon Management that all Forms 3971 (Application for leave) be returned to the applicant within forty-eight (48) hours after receipt if it going to be disapproved. This applies to all Forms 3971 submitted personally to immediate supervisor at least four (4) days in advance.

ITEM #13

Management will determine the number and 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. PSEs - Even if overtime is involved
2. Part-time Flexibles - Even if overtime is involved
3. Full-time Regular volunteers - On their designated Holiday or Holiday by seniority.
4. Full-time Regular volunteers - On their non scheduled day by seniority.
5. Non-volunteers Full-time regulars on the Holiday by juniority in a rotating order.
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ITEM #14

The Overtime Desired List shall be by section and tour.

ITEM #15, #16 & #17

Light Duty

1. When an employee becomes eligible for temporary light duty, before any decision is made, there shall be consultation with the Local APWU Union.
2. Temporary light duty assignments will be in the following categories or work areas:
  - a. Modify or change the employees present assignment if commensurate with physicians recommendations.
  - b. Project work.

ITEM #18

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

ITEM #20

Annual leave requested for Union Business prior to the Choice Vacation selection schedule shall not be part of the Choice Vacation plan.

ITEM #21

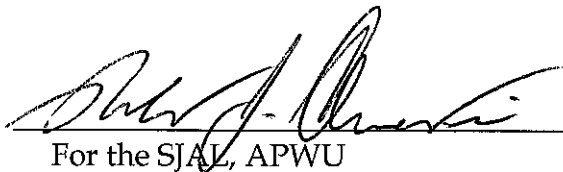
- A) The employer will furnish a separate bulletin board for the exclusive use of the APWU. This bulletin board will be placed in an area accessible to all employees.**
- B) The parties will hold two (2) Labor Management Meetings per year and also when requested by either party. The notes from these meetings will be signed off by both parties.**

ITEM #22

Any full-time regulars assignment whose starting time is changed by more than one hour from the original posting will require that assignment to be posted.

- A) Management will provide the Local President or his/her designee with a copy of the seniority list at the beginning of each year and if/when changes take place.
- B) 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 Mt. Ephraim NJ 08059 Post Office, between the representatives of the United States Postal Service and designated Agents of the South Jersey Area Local, American Postal Workers Union, 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.

 9/28/16  
For the SJAL, APWU Date

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For the United States Postal Service - Postmaster Date

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 9/28/16  
For the SJAL, APWU Date

 10/18/16  
For the United States Postal Service - Postmaster Date