

LOCAL MEMORANDUM OF UNDERSTANDING

BETWEEN

U.S. POSTAL SERVICE , MULICA HILL NJ, 08062

AND

SOUTH JERSEY AREA LOCAL, APWU

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

2. The basic work week for full-time regulars will be five days with fixed days off. At present only three part-time flexibles.

3. It is recognized 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 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;

c. The accessibility of postal operations and its customers to the employer and employee.

Prior to taking action to curtail, the employer will notify the unions designee of its plan of implementation. Management will notify the affected employees by use of the telephone as soon as possible.

4. Local leave program to include: Each employee will submit Form 3971 no later than February 28th. This will be for the choice vacation selection and it will be returned to them no later than March 7th.

5. The duration of the choice vacation period will be from May 1st to September 30 and includes Thanksgiving week and the week from Christmas to New Years (December 25 through January 1).
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. The number of employees to be off during the choice vacation period each week will be one.
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 will post the start of the upcoming new leave by November 1st.
12. Non-Choice Leave may be requested up to 90 days in advance. Seniority will take precedence if leave requests are made on the same day. Leave requests submitted within 7 days of the requested leave will have approval at management's discretion. Otherwise, 1 employee will be granted off during the Non-Choice period per selection. It is mandatory that management return all 3971 forms to the applicant within forty-eight (48) hours after receipt. This applies to all 3971s submitted to management at least seven (7) days in advance in duplicate. Any reason for disapproval of form 3971 must be explicitly stated.
13. The method of selecting employees to work on a holiday will be:
 - 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 their holiday ranked in seniority order, and selected in seniority order.
 - c. All full-time regular employees who volunteer to work their non-scheduled day, ranked in seniority order and selected in seniority order.

14. The overtime desired list as per Article 8 shall be by section and tour.
 - a. The solicitation list will be posted 2 weeks prior to the start of the quarter for which it will reference and be taken down the day before the start of the quarter.
 - b. The OTDL will consist of sign up spots for 10 hour, 12 hour and drop day.
- 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. Before any decision is made there shall be consultation with the local APWU representative.
18. Re-assignments for sections within the installation shall be by seniority within the installation.
19. All employees may park within the Perimeter of the Post Office Grounds.
20. Annual leave for union activities requested prior to the choice vacation selection schedule shall not be a part of the choice vacation plan.
21. Craft items. Those other items subject to local negotiations within the craft such as:
 - a. The local union will receive a copy of an updated seniority list, any regular job postings and the successful bidder of any job postings.
 - b. There will be a bulletin board for the exclusive use of the APWU
 - c. The parties will hold 2 Labor Management Meetings (LMM) per year and more if requested by either party. The parties will agree to and sign off on notes from the LMM.
22. Any assignment for which the starting time or duration has been changed by more than one (1) hour from the original bid starting time shall cause that assignment to be posted.

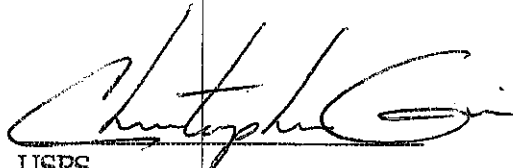
Any additions or changes in duty assignments shall cause an assignment to be posted unless the incumbent has been in the assignment for one (1) year or more and such change is agreeable to him/her.

Notices of vacancies involving PWU assignments shall be posted for a period of ten (10) days. However a shorter period can be allowed if mutually agreed upon between management and the local APWU representative.

The Local President will receive copies of all jobs when posted and will also receive copies of the successful bidder notice once the job is awarded.

This Memorandum of Understanding is entered into at the Mullica Hill NJ, 08062 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)

12/22/16
(date)