

**LOCAL MEMORANDUM OF UNDERSTANDING**

**BETWEEN**

**U.S. POSTAL SERVICE, MAGNOLIA NJ, 08049**

**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.
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 responsible governmental authorities;
  - b. The requirements and reactions of its customers to the emergency;
  - c. The accessibility of Postal Operations and its customers to the employer and employees; and
  - d. The safety and health of its employees and its obligation to its customers.

Prior to taking action to curtail the operations, the employer will notify the union of its decision as soon as possible and plan of implementation.

4. Local leave program to include: Each employee will submit Form 3971 no later than March 31. This will be for the choice vacation selection and it will be returned to them no later than April 10.
5. The duration of the choice vacation period will be from **Memorial Day Week** to the **Second full week** of September and including Thanksgiving week and the week between Christmas and New Year's as per item 6.
6. The beginning day of the employee's vacation will be Monday, **except for the week between Christmas and New Years**
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. There will be a posting notifying the employees of the duration of the present leave year, **this will be posted by November 1st.**
12. Annual leave other than the choice vacation period will be granted to an employee on a first-come first-served basis based upon seniority and the needs of the service. Seniority will apply if submission dates are the same. (Return of 3971's to employee.) This applies to all Forms 3971 submitted to management by Thursday of preceding week of date requested and **no sooner than 90 days before the requested date.** All form 3971's will be returned to applicant within 48 hours after receipt.
  - a) One employee per day per request will be granted leave during non-choice
13. **Holiday Scheduling** - The sequence will be followed when scheduling employees to work on a holiday provided that such scheduling produces a work force 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 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.

d. All full-time regular employees who did not volunteer to work their holiday or non-scheduled day shall be combined into a single group and selected in inverse seniority order.

14. Overtime: Management shall post an OTDL solicitation sheet two weeks prior to the start of the quarter for which it is to cover and take the solicitation sheet down one day prior to the start of the quarter.

a) The OTDL will consist of the following sign up choices: 10hr, 12hr and drop day

b) Management will make every effort to notify the employee of the need for overtime at least 2 hours prior to the employee's end tour

c) Management will supply the Local President or his designee with a copy of the quarterly OTDL within 5 days of the solicitation period ending.

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.

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

19. All employees normally may park within the Postal Perimeter.

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 be sent an updated seniority list and any new or changed full time regular job postings.

b) The parties will hold 2 Labor Management Meeting per year, more if requested by either party. Notes will be taken at these meetings and signed of on by the parties.

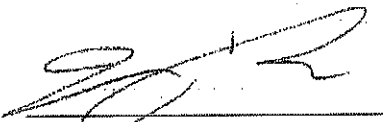
c) Management shall provide a bulletin board for exclusive use by the APWU

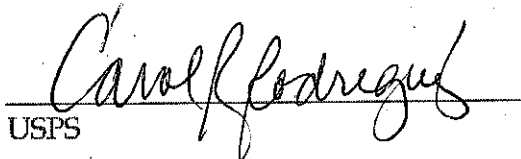
22. Seniority, re-assignment postings. Any full time regular assignment who's starting time is changed more than one hour from the original posting will require that assignment to be posted.

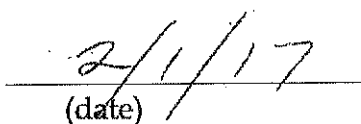
Re-assignments consistent with National Agreement.

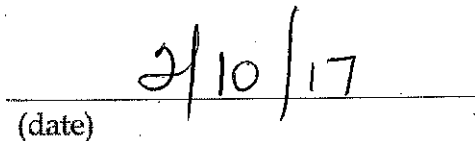
a) The Local President or his/her designee will receive a copy of all vacant job bids upon their posting and also a copy of any successful bidders upon awarding a job.

This Memorandum of Understanding is entered into at the Magnolia NJ, 08049 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 1990 National Agreement. This Memorandum constitutes the entire agreement on matters relating to local conditions of employment.

  
For the SJAL, APWU

  
USPS

  
(date)

  
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