

LOCAL MEMORANDUM OF UNDERSTANDING

BETWEEN

U.S. POSTAL SERVICE, RUNNEMEDE, NJ 08078

AND

SOUTH JERSEY AREA LOCAL, APWU

1. Management shall grant a reasonable wash-up time consistent with working conditions.
2. The basic work week for full-time regulars will be five (5) days with fixed days off.
3. It is recognized by both parties 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 the operation, take into consideration such factors as:
 - a. The degree of emergency as stated by and acted upon by reasonable governmental authorities;
 - b. The safety and health of its employees; and
 - c. The accessibility of Postal operations and its customers to the employer and employees.

Management will notify employees by phone as soon as possible if operations are curtailed.

4. Employees at their option may request two selections during the choice vacation period. These selections will be in units of either five (5), ten (10) or fifteen (15) days as outlined in Article 10, Section 2, D1 and D2 of the National Agreement, according to seniority. A vacation list will be given out by seniority,

starting December 1st. Each clerk will have the list for four (4) days only to make a selection.

5. The choice vacation period will begin with the week containing the Memorial Day Holiday for a continuous period until the end of the last full week of September. Thanksgiving week and the week between Christmas and New Years will also be considered choice vacation periods.

6. It is agreed that choice vacation periods will begin on Monday.

7. Employees at their option may select up to fifteen (15) continuous days leave or split it in periods of five (5) or ten (10) days consistent with the National Agreement. Employees by seniority may have two (2) selections at one (1) time.

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

9. The number of employees off during choice vacation period will be a minimum of one (1).

10. Upon approval of choice vacation schedule, it will be posted. Each employee will receive a copy of the PS 3971 of their approved 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. Submission of applications for annual leave other than approved vacation time.

A. Annual Leave other than choice vacation will be granted to an employee on a first come first serve basis. Seniority will apply if the submission date(s) 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 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

B. Reason for disapproval of form 3971 shall be explicitly stated.

13. The method of selecting employees to work on a holiday will be as per National Agreement.

14. The overtime desired list will be by entire craft.

15., 16. and 17.

When an employee becomes eligible for temporary light duty, there shall be a consultation with the local APWU representative before a decision is made.

A. Temporary light duty assignments will be:

1. Any assignment which conforms to the limits set forth by the employee's attending physician.

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

19. Should spaces become available, management will discuss assigned parking with the Union.

20. Annual leave to attend Union activities requested prior to determination of the choice vacation period will not be charged to choice vacation.


21. A. 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.

B. 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. 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.

B. 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.

This Memorandum of Understanding is entered into at the Runnemede Post Office between the representatives of the U.S. Postal Service and the 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

10/31/16
(date)

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