

LOCAL MEMORANDUM OF UNDERSTANDING

BETWEEN

U.S. POSTAL SERVICE, SEWELL, NJ 08080

AND

SOUTH JERSEY AREA LOCAL

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

2. The establishment of a regular work week of five (5) days with fixed days off.

3. Curtailment of Operations

a. 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:

b. The safety and health of its employees,

c. The accessibility of postal operations to the employees.

d. Notify the Union (APWU) as soon as possible of action taken.


4. Formulation of Local Leave Program

a. Employees will submit a form 3971 for choice vacation and these will be honored on a basis of seniority. Applications 3971 for vacations will be submitted by February 1st and completed by **March 20th** with no more than (4) days to each employee to make his/her choice. The 3971s will be completed by seniority in duplicate and copy returned to employee by April 30th.

b. Except when a valid reason is given, acceptable by both management and the union, employees party to this agreement must exercise fully their chosen vacation period in its entirety (e.g., deaths, severe family emergencies, extended illness).

c. Cancellation of Prime Time Vacation

1. Picks must be returned in full week increments

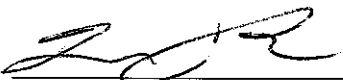

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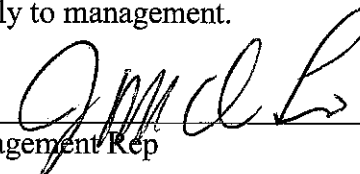
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2. Notification of a cancellation **should** be done at least ten (10) days prior to the starting date of the vacation.
3. Only abandoned weeks that were previously maxed out will be reposted and chosen by seniority beginning with the person immediately junior to the person abandoning the leave. If the pick gets down to the junior clerk and still hasn't been selected, the selection will go to the senior clerk and continue on down until it reaches the person senior to the person abandoning the leave.
4. Only those clerks who have not used all of their vacation selections (i.e. they had passed on any of their prime time picks) will be eligible to bid on an abandoned week(s).
5. The duration of the choice vacation period will be from the third full week of May to the last full week of September and include Thanksgiving, Christmas and New Years weeks.
6. Clerks will begin vacation periods on Monday.
7. **Employees earning 13 days may make an initial selection of up to 10 days. Employees earning 20 or 26 days may make a selection of up to 15 days.** Employee, at their option, may request a second selection during the choice vacation period in units of either 5 or 10 days providing all employees have had an opportunity of obtaining a first choice, per ARTICLE 10 of the National Agreement.
8. The necessity of taking military training or performing jury duty by an employee will not pre-empt him from additionally choosing a vacation period to which he would be entitled on a basis of his seniority.
9. 15% Clerk Craft will be off per week.
10. Management will give notice of approval or disapproval of vacations in conjunction with completion of #4 **and post the vacation calendar no later than March 31st.**
11. **By November 1st there will be a posting notifying the employees of the duration of the upcoming leave year.**
12. Leave other than choice vacation period. Leave will be granted up to the maximum amount of time credited to an employee on first come, first service basis. It is mandatory upon Management that all forms 3971 (Application for Leave) be returned to the applicant within two (2) working days after receipt if it is going to be disapproved. This applies to all forms 3971 personally submitted to immediate supervisor **no sooner than one-hundred and twenty days (120) before and** at least four (4) days in advance in duplicate. All 3971s must be handed personally to management.


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a. Every effort shall be made to allow members of the South Jersey Area Local leave to attend Local Union Meetings and Assemblies.

b. It will be the policy of this office to offer Full-time employees in craft, the choice of annual leave before releasing **Postal Support Employees (PSE's)** when the volume of mail warrants reduction of any crew. This is when **PSE's** are not gainfully employed up to 40 hours per week.

c. The reasons for disapproval of form 3971 shall be explicitly stated.

d. Management shall give every consideration of granting annual leave to employees for religious and memorial holidays.

e. The objective to be pursued is to grant annual leave wherever practical, as desired by the employee at his/her request throughout the year with approval by Supervision.

f. There will be a minimum of 10% allowed off on annual leave during other than choice vacation period.

g. One (1) Maintenance Employee shall be granted leave at all times, choice and other than choice

13. Holidays – Management will determine the number and categories by tour and qualifications employees needed for Holiday work, then schedule them to work on the holiday or designated holiday (employees will be listed by name).

a. Full-time volunteers – on their designated holiday or holiday by seniority.

b. Full-time volunteers on their non-scheduled work day by seniority.

c. **PSE's** – even if overtime is involved.

d. Non-volunteers Full-time on the holiday by juniority in rotating order.

f. To the maximum extent possible, no employee will be compelled to work on his cut-off day due to holiday scheduling.

14. The overtime desired list as per Article 8 shall be by section and tour.

a) The OTDL will consist of choices for 10hr, 12hr and Drop Days

b) The OTDL solicitation sheet will be posted 2 weeks prior to the start of the quarter it will cover and be taken down the day before the start of that quarter begins.

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c) Employees may opt to have their name removed from the OTDL, their request will take effect on the next business day after making said request to be removed.

d) The Local President or his designee will receive a copy of the quarterly OTDL within 5 days of the end of the solicitation period.

15. 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 pursuant to provisions of Article 13.

16. When an employee becomes eligible for temporary/permanent light duty, or other assignments, before any decision is made there shall be a consultation with the Local APWU Union. Light duties will be by craft.

17. Light duty assignments will be in the following categories or work areas:

a. Modify or change the employees present assignment commensurate with physician's recommendations.

b. Project work.

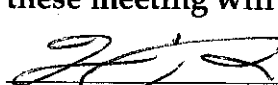
18. Re-assignments for sections within the installation shall be by seniority within that installation.


19. Parking – **Main Parking Lot (Center St and Mantua Blvd) will have the following reserved number of parking spots; 1-APWU Steward, 1-Late Clerk/Dispatch, 2-AM Opening Clerks.** Once completion of the new parking lot is done then all other parking spots will be on a first come, first serve basis. Improving parking facilities such as security, space, lighting, etc. and any other recommendations should be submitted to local management for consideration.

20. Union activities – Management shall allow one (1) delegate time off to attend District, State and National Assemblies and shall not be charged to the choice vacation period, provided such leave does not seriously adversely affect the service needs of the installation.

21. Craft items. Those other items subject to local negotiations within the craft--none available.

a) The parties agree to hold 2 Labor Management Meetings per year, addition ones will be held if requested by either party. The notes from these meeting will be signed off on by the parties

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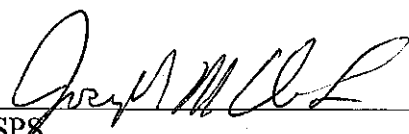
b) Management will provide a bulletin board for the exclusive use of the APWU

22. Seniority Re-assignment Posting – Any full-time regular assignment shoes starting time is changed more than one (1) hours from the original posting will require that assignment to be posted.

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.

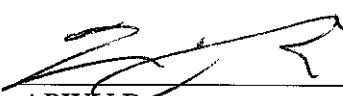
This Memorandum of Understanding is entered into at the Sewell Post Office between the representatives of the U.S. Postal Service and designated agents of the South Jersey Area Local, APWU, AFL-CIO, pursuant to the Local Implementation provisions of the 1990 National Agreement. This Memorandum constitutes the entire agreement on matters relating to local conditions of employment.

For the SJAL, APWU

USPS 

(date)

11/1/16
(date)


APWU Rep

11/1/16
Date

Management Rep

Date