

UNITED STATES POSTAL SERVICE
56 WEST MAIN STREET
PENNS GROVE, NEW JERSEY 08069-9998

This Memorandum of Understanding between the representatives of the U.S. Postal Service and the representatives of the South Jersey Area Local APWU is entered into by mutual agreement pursuant to the local implementation provision of the 2015-2018 National Agreement.

1. Wash-up time will be granted as needed on an individual basis.
2. Hours of work for full time regular employees shall be five (5) days with fixed days off. Wherever possible, non-scheduled days will be consecutive.
3. Management will notify the union or local representative if there is a curtailment of operations as a result of emergency conditions.
4. Scheduled leave during choice vacation period shall be administered by seniority. By November 15 a calendar shall be presented to the senior clerk who will have four (4) calendar days to make a selection. If a clerk fails to select their choice in four (4) calendar days, then that choice is forfeited. All leave requests will be submitted on Form 3971.
5. The choice vacation period will be from February 1 to November 30 and December 26 to December 31.
6. The first day of an employee's vacation will be Monday.
7. Each employee may request one (1) selection during the choice vacation period in units of five (5), ten (1) or fifteen (15) days. If on the first selection of choice vacation an employee does not request a maximum of fifteen (15) days, then he/she may at their option request another selection, the aggregate sum not to exceed fifteen (15) days. After all clerks have selected their first

choice, the calendar will then be circulated again for their second choice, if a second is desired, and the same procedure will prevail.

8. Leave for National or State conventions will be considered as first choice. Jury duty shall not be charged to the choice vacation period. Employee(s) will be allowed another choice not in conflict with others.

9. The maximum number of employees on annual leave during choice vacation period shall be one (1).

10. Management shall post the choice vacation schedule on the official bulletin board by January 30 and employees will receive a copy of their PS Form(s) 3971.

11. Employees will be notified of the beginning of the leave year by posting on the official bulletin board November 1st.

12. Requests for annual leave submitted at least one week in advance shall be approved, provided no one else has been granted leave for that time. Management will return signed PS Form 3971 within seventy-two (72) hours.

Same day submissions will be granted by seniority.

13. When it is necessary for employees to work on holidays, they will be scheduled to work in the following order:

- a. Volunteers by seniority, regardless of necessity to pay overtime.
- b. PTF then casual employees, regardless of the necessity to pay overtime.
- c. Non-volunteer career employees by juniority.

14. Regular employees required to work overtime will be in accordance with Article 8, and shall be by section and tour. Employees required to work overtime will be notified two hours in advance where practical.

- a. 1. Overtime list 10 hours

2. Overtime list 12 hours
3. Overtime list non-schedule day list
4. Employees must sign each list he/she wishes to be on.

b. Employees on the "Overtime Desired" list can withdraw their name from the list in writing anytime during the quarter. The withdrawal will be effective the day after the withdrawal was submitted.

c. The OTDL will be administered separately for each individual craft covered by the APWU.

d. The overtime solicitation list will be posted 2 weeks prior to the quarter it is referencing and remain up until the day prior to the start of the new quarter.

e. The Local President or his designee will be provided a copy of the OTDL upon completion of the solicitation period for each quarter.

15.,16., 17. Light duty assignments will be in accordance with Article 13 of the National Agreement. Management will discuss all requests with the APWU

18.

19. Management will attempt to provide a safe area sufficient to provide parking for employees' vehicles.

20. Union activities submitted before the choice selection will not be counted towards the choice schedule.

21. a. There will be two Labor Management meetings per year and additional if requested by either party. Notes from these meeting will be agreed to and signed.

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

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

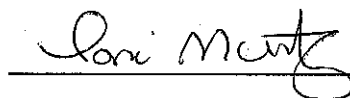
all bids both in-house and through e-reassign to the Local President or his/her Designee upon awarding the job to the successful bidder.

Any assignment for which the starting time has been changed by more than one (1) hour from the original bid starting time shall cause that assignment to be posted.

This Memorandum of Understanding revokes all previous Memorandums of Understanding between both parties.

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For the SJAL, APWU

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USPS

12/19/2016

(date)

1/6/17

(date)