

LOCAL MEMORANDUM OF UNDERSTANDING

BETWEEN

U.S. POSTAL SERVICE, PITMAN, NJ 08071

AND

SOUTH JERSEY AREA LOCAL, APWU

1. Additional or longer wash-up periods.

Management shall grant reasonable wash-up time before lunch and at the end of the tour consistent with dirty or toxic working conditions.

2. The establishment of a regular work week of five days with either fixed or rotating days off.

Fixed schedule will continue.

3. Emergency curtailment of operations.

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 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 and plan of implementation.

4. Formulation of the local leave program.

A. Forms 3971 in duplicate for the choice vacation period will be submitted to management no later than March 1.

B. While it is expected that choice vacation period leave will be taken as approved, the parties recognize that circumstances may cause an employee to request a change in choice vacation leave. In such cases, an employee may change their leave with the approval of both local union and management.

C. Choice vacation period selections vacated because of transfer or separation will be available by seniority, starting with the employee immediately junior to the person vacating the leave.

5. The duration of the choice vacation period.

From first Monday in May through the second full week in October, **also inclusive of Thanksgiving Week and the week between Christmas and New Years.**

6. The beginning day of an employee's choice vacation.

The beginning of an employee's choice vacation will be Monday, except Christmas week, which will begin on December 26.

7. Whether employees at their option may request two selections during the choice vacation period, in units of five or ten days.

Employees at their option may select up to fifteen continuous days leave, or split into periods of five and/or ten 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. Whether jury duty and attendance at National or State Conventions shall be charged to the choice vacation period.

Whether jury duty and attendance at National or State Conventions shall be changed to the choice vacation period.

Attendance at state and national conventions will not be charged to choice vacation. **(previous language stating continuation has been deleted)**

9. Determination of the maximum number of employees who shall receive leave each week during the choice vacation period.

The maximum amount of employees who shall receive leave each week during the choice vacation period shall be 15%. Fractions .10 will be rounded to the next whole number. (Example 1.10 equals 2).

10. The issuance of official notices to each employee of the vacation schedule approved for them.

Duplicates of forms 3971 submitted by employees will be returned no later than March 15, and the vacation schedule will be posted by April 1.

11. Determination of the date and means of notifying employees of the beginning of the new leave year.

A notice will be placed on the bulletin board by November 1.

12. The procedures for submission of applications for annual leave other than choice vacation periods.

Annual leave other than choice vacation period will be granted on a first-come-first-served basis, based on seniority and needs of service. Seniority will apply if submission dates are the same. Any forms 3971 submitted at least five working days in advance of requested leave will be returned in 48 hours.

13. The method of selecting employees to work on a holiday.

- A. PSE's, even if overtime is needed.
- B. Part-time flexes, even if overtime is needed.
- C. Volunteers on their holiday or designated holiday by seniority.
- D. Volunteers on their non-scheduled day by seniority.
- E. Non-volunteers on their non-scheduled day by juniority on a rotating basis.
- F. Non-volunteers on their holiday by juniority on a rotating basis.

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, and 17. The number, method and identification of light duty assignments within each craft or group to be reserved for temporary or light duty assignments.

Every effort will be made to insure that light-duty assignments will not be to the detriment of the craft. The local union will be notified of all light-duty assignments.

18. The identification of assignments comprising a section, when it is proposed to reassign within an installation, employees excess to the needs of the section.

Reassignments for sections within the installation shall be by seniority within the installation.

19. The assignment of parking spaces.

If available, designated spots for union representatives. Improving parking facilities such as security, space, lighting, etc. and any other recommendations should be submitted to local management for consideration.

20. The determination as to whether union annual leave to attend union activities requested prior to determination of choice vacation period is to be part of the total choice plan.

This shall not be charged to choice vacation period.

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

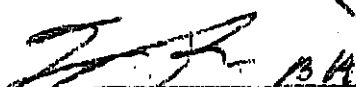
b) Management will provide a bulletin board for the exclusive use of the APWU

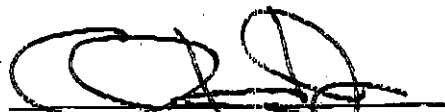
22. Seniority re-assignment posting. Any full time, regular assignment whose starting time is changed more than one hour from the original posting will require that assignment to be posted. Re-assignment consistent with National Agreement.

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 Pitman 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 2000 National Agreement.

This Memorandum constitutes the entire agreement on matters relating to local conditions of employment, subject to those items which have been submitted to the impasse resolution procedures.


For the SJAL, APWU


USPS

12/9/2016
(date)

