

**2015 LOCAL MEMORANDUM OF UNDERSTANDING
BETWEEN
AMERICAN POSTAL WORKER'S UNION
SOUTH JERSEY AREA LOCAL 526
AND
UNITED STATES POSTAL SERVICE
SJ P&DC
Bellmawr, NJ 08031**



2015-2018 Local Memorandum of Understanding

APWU Local #526 and USPS, SJ P&DC, Bellmawr, NJ

UNION RECOGNITION

In accordance with the provisions of Article I of the National Agreement, the employer recognizes the APWU as the designated exclusive bargaining representative for all employees in the Clerk, Motor Vehicle, and Maintenance Craft Bargaining Unions for which each has been certified and recognized at the National level.

ITEM 1 - ADDITIONAL OR LONGER WASH-UP PERIODS

The parties recognize that all craft represented by the APWU, workers may engage in work which can be identified as being dirty or toxic work. It will be incumbent upon the individual supervisor in the unit or sections concerned to grant reasonable wash-up time to employees consistent with their day-to-day assignment.

Management also recognizes a responsibility to consistently evaluate all positions in order to determine whether an employee assigned to any position is, on a consistent basis, exposed to dirty and/or toxic material to the extent to justify regularly-scheduled wash-up time. In such cases, management will be reasonable in granting such regularly-scheduled wash-up times.

ITEM 2 - ESTABLISHMENT OF REGULAR WORK WEEK OF FIVE DAYS WITH EITHER FIXED OR ROTATING DAYS OFF

Clerk Supplement

The regular work week of five (5) days shall have fixed days off. All job assignments will have two (2) consecutive drop days where practicable.

Maintenance Supplement

The regular workweek shall consist of five (5) days with fixed days off. All job assignments will have two (2) consecutive drop days where practicable.

Motor Vehicle Supplement

The establishment of regular workweek with fixed days off.

ITEM 3 - GUIDELINES FOR THE CURTAILMENT OR TERMINATION OF POSTAL OPERATIONS TO CONFORM TO ORDERS OF LOCAL AUTHORITIES OR AS LOCAL CONDITIONS WARRANT BECAUSE OF EMERGENCY CONDITIONS

1. 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 employee will, prior to making a decision to curtail the operation take into consideration such factors as:

2015-2018 Local Memorandum of Understanding

APWU Local #526 and USPS, SJ P&DC, Bellmawr, NJ

- a) The degree of emergency as stated by and acted upon by reasonable governmental authorities.
- b) The safety and health of its employees
- c) The accessibility of Postal Operations and its customers to the employer and Employees

2. Management will notify the Union President as soon as practical in the event a decision is made to curtail postal operations.

3. Management will notify affected employees not currently on the worksite by use of the local news media, (e.g., TV, Radio (KYW), etc.) in the event a decision is made to curtail postal operations.

ITEM 4 - FORMULATION OF THE LOCAL LEAVE PROGRAM

1. It will be the policy of this office to offer full-time employees the choice of annual leave before releasing part-time flexible employees when the volume of mail warrants reduction of any crew. It is understood that this practice cannot result in overtime payment to the part-time flexible employee or the delay of mail movement. This paragraph will apply when it becomes apparent part-time flexible employees are not being employed forty (40) hours per week.

2. Every possible consideration for appropriate leave shall be given to employees in situations of personal emergency.

3. It is mandatory upon Management that all PS Forms 3971 (Request For, Or Notification Of Absence) be returned to the applicant by the end of the employee's tour on their next scheduled work day or within forty-eight (48) hours after receipt, whichever is less, if it is going to be disapproved. This applies to all PS Forms 3971 personally submitted to the immediate supervisor at least four (4) days in advance in duplicate.

4. The reasons for disapproval of all PS Forms 3971 for annual leave personally submitted to Management must be explicitly stated. "Needs of the Service", "Services required", etc., shall not be an acceptable explanation.

5. When an employee's request for annual leave is denied, Management will keep a record of such requests to include employee's name, date applied for and submission date. Subsequently, if annual leave may be granted over and above that originally planned, Management will offer and grant such annual leave based on date of original submission. Seniority will apply if submission date is the same.

2015-2018 Local Memorandum of Understanding

APWU Local #526 and USPS, SJ P&DC, Bellmawr, NJ

6. If an employee's leave request is disapproved leave under Items 4 and 12, their name and the date the application was made shall be recorded in the leave log under the day requested so it can be determined who is next in line to have leave approved in the event there is a cancellation. The Union shall be allowed to review the leave log upon request.

7. The objective to be pursued is to grant annual leave wherever practicable, as desired by the employee at this request throughout the year.

8. Except when a valid reason is given, acceptable by both Management and the Union, employee's party to this agreement must exercise fully their chosen vacation period.

Clerk Supplement

Employees will submit a Form 1547, in duplicate, by February 20th, and these will be honored on the basis of seniority on each tour and section.

After approved vacation list has been posted, a PS Form 3971 may be submitted for open vacation slots of five (5) or ten (10) working days. Applications for open vacation slots will be accepted from March 17th to March 25th. These will be honored by seniority on a day-by-day basis within this week. Seniority will prevail if duplicate applications are submitted. Management will notify employees of approval or disapproval by posting by March 30th, as long as the total does not exceed the maximum allowable time. (Dates for the above may vary after agreed by both management and the Union).

All requests for annual leave on PS Form 3971 shall be submitted no sooner than three (3) months in advance of date(s) requested.

The Clerk Craft will be permitted the following percentage of annual leave during the choice and non-choice vacation periods, by section, by tour:

- a. The month of January - 8%
- b. The month of February - 7%
- c. The month of March - 7%
- d. The month of April - 7%
- e. Easter Week (Good Friday) and the following week (Easter Sunday) - 10%
- f. Month of May - 10%
- g. Month of June - 13%
- h. Month of July - 13%
- i. Month of August - 13%
- j. First week of September - 13%
- k. Last 3 weeks of September - 10%
- l. First 3 weeks of October - 10%
- m. The last week of October - 8%
- n. The month of November (before Thanksgiving) - 7%
- o. Thanksgiving Week - 7%

2015-2018 Local Memorandum of Understanding

APWU Local #526 and USPS, SJ P&DC, Bellmawr, NJ

- p. December 26th thru 31st - 10%
 - q. December 26th thru January 2nd (Tour 1 only) - 10%
- **In any section containing 15 employees or less, the permitted percentage of Annual Leave during the choice vacation period will be 13%**

SECTIONS BY TOUR

1. Manual Section **By Level**: all letters, flats, pouches, Priority, Express Mail, Nixie area, Registry, expeditors, and platform work.
2. AFSM 100 Section - Flat Sorter Operations - All Mail Processors
3. Automation - All Mail Processors
4. BMEU - all clerks
5. Window Service - all clerks
6. Administrative clerks in 501 building and in the P&DC are identified as being in separate sections according to the particular work area to which they are assigned.

If percentage is not a whole number, Management will go to the next rounded number

Maintenance Supplement

All requests for annual leave on PS Form 3971 shall be submitted no sooner than three (3) months in advance. It is mandatory upon management that all PS Form 3971 be returned to the applicant by the end of the employees tour on their next scheduled work day or within forty-eight (48) hours after receipt, whichever is less, if it is going to be disapproved. This applies to all PS Form 3971 personally submitted to the immediate supervisor at least four (4) days in advance in duplicate.

Motor Vehicle Supplement

1. After approved vacation list has been posted, a PS Form 3971 may be submitted for open vacation slots of five (5) or ten (10) working days. Applications for open vacation slots will be accepted from April 17th to April 25th. These will be honored by seniority on a day-by-day basis within this week. Seniority will prevail if duplicate applications are submitted. Management will notify employees of approval or disapproval by posting by April 30th, as long as the total does not exceed the maximum allowable time. (Dates for the above may vary after agreed by both management and the Union).

2015-2018 Local Memorandum of Understanding

APWU Local #526 and USPS, SJ P&DC, Bellmawr, NJ

2. **Additional leave off shall be granted during choice vacation period up the percentage agreed too based on a first come first serve basis. In the event of a conflict, seniority will decide.**
3. Requests for daily annual leave shall be granted on a first-come, first-serve basis. In the event of a conflict, seniority will decide.
4. Request for leave of an emergency nature shall be granted whenever possible.

ITEM 5 - THE DURATION OF THE CHOICE VACATION PERIOD(S)

Clerk Supplement

The choice vacation period will consist of twenty-nine (29) weeks. The 29 weeks will consist of Easter Week (Good Friday) and the following week (Easter Sunday); the months of May, June, July, August and September; the first three (3) weeks of October; Thanksgiving Week (the week in which Thanksgiving falls); and December 26th thru December 31st

Maintenance Supplement

The choice vacation period will begin with the week including May 15th and end with the week including September 15th; Thanksgiving Week; and December 26th thru 31st

Motor Vehicle Supplement

Choice vacation period will begin with the first full week in May until the end of the last full week in September, and also Thanksgiving Week, and December 26th thru December 31st.

ITEM 6 - THE DETERMINATION OF THE BEGINNING DAY OF AN EMPLOYEES VACATION

Clerk Supplement

The beginning of an employee's vacation will start on one of the following (at the employee's option.)

- a. First day following the employee's drop days, if consecutive.
- b. First day following first day off, if other than consecutive; and.
- c. Beginning of basic work week (Saturday).

2015-2018 Local Memorandum of Understanding

APWU Local #526 and USPS, SJ P&DC, Bellmawr, NJ

Maintenance Supplement

Employees with consecutive days off may, at their option, begin leave on the first day following their off days, or on the first day of the service week

Motor Vehicle Supplement

1. The beginning of an employee's vacation will start on one of the following (at the employee's option):

- a. First day following the employees' drop days, if consecutive.
- b. First day following first day off, if other than consecutive; and;
- c. Beginning of basic work week (Saturday).

2. Part-time Flexible employees will start vacation period on Monday and will return to work the following Monday.

ITEM 7 - WHETHER EMPLOYEES AT THEIR OPTION MAY REQUEST TWO SELECTIONS DURING THE CHOICE VACATION PERIOD, IN UNITS OF EITHER FIVE (5) OR TEN (10) DAYS.

A. Employee Earning 20 to 26 days Annual Leave:

1. A single selection up to 15 working days (3 consecutive weeks): or.
2. Two selections: (a) 1 of 5 working days (1 week) and 1 of 10 working days (2 consecutive weeks); or (b) 2 selections of 5 days (1 week each)

B. Employee Earning 13 Days Annual Leave:

1. A single selection of up to 10 working days (2 consecutive weeks); or:
2. Two selections of 5 days (1 week each).

ITEM 8 - WHETHER JURY DUTY AND ATTENDANCE AT NATIONAL OR STATE CONVENTIONS SHALL BE CHARGED TO THE CHOICE VACATION PERIOD

1. Jury Duty or attendance at National or State Convention shall not be charged to the choice vacation period.

2. The necessity of taking military training or performing jury duty by an employee will not pre-empt him/her from additionally choosing a vacation period, if available, to which he/she would be entitled on the basis of his/her seniority.

2015-2018 Local Memorandum of Understanding

APWU Local #526 and USPS, SJ P&DC, Bellmawr, NJ

ITEM 9 - DETERMINATION OF THE MAXIMUM NUMBER OF EMPLOYEES WHO SHALL RECEIVE LEAVE EACH WEEK DURING THE CHOICE VACATION PERIOD

Clerk Supplement

- See Item 4 for Choice Vacation percentages

Maintenance Supplement

1. Applications for vacations will be submitted by April 1st for the first round of vacation selections. Employees will submit a Form 1547, in duplicate, and selections will be awarded on the basis of seniority on total Maintenance Craft career service in the installation in occupational groups of each tour. Management shall give notice of approval or disapproval by April 15th.

2. After the approved vacation list has been posted, a Form 3971, in duplicate, may be submitted for open vacation slots of five (5) or ten (10) days by May 7th, as long as the total does not exceed the maximum allowable time, as per Article 10, Section 3. Service Seniority (Craft) will prevail if duplicate applications are received. Management will notify employees of approval or disapproval by May 15th.

3. The employees of any occupational group shall be granted annual leave by seniority based on total Maintenance Craft career service in the installation during each week of the choice vacation period in accordance with the following formula (all fractions will be rounded-off to the next highest whole number):

Example: 1 to 5 employees = 1 employee granted leave
 6 to 12 employees = 2 employees granted leave
 13 to 19 employees = 3 employees granted leave
 20 to 25 employees = 4 employees granted leave

Seniority will prevail when identical requests exist. Every possible consideration for appropriate leave shall be given to employees in situations of personal emergencies.

Motor Vehicle Supplement

1. The Motor Vehicle Craft will be permitted 14% off on annual leave during the choice vacation period in the following sections:

- a. Motor Vehicle Operators & Tractor Trailer Operators
- b. Motor Vehicle Maintenance

It is agreed that no more than one (1) employee from the administrative sections of Motor Vehicle Maintenance may be off during the same choice vacation period. If no employee in the administrative section the vacant period(s) will then be made available to an employee in Motor Vehicle Maintenance.

If percentage is not a whole number, management will go to the next rounded whole number rounded off at .4 and above.

2. Employees will submit Form 1547, in duplicate, by March 20th and these will be honored on the basis of seniority.

2015-2018 Local Memorandum of Understanding

APWU Local #526 and USPS, SJ P&DC, Bellmawr, NJ

ITEM 10 - THE ISSUANCE OF OFFICIAL NOTICES TO EACH EMPLOYEE OF THE VACATION SCHEDULE APPROVED FOR SUCH EMPLOYEE

Clerk Supplement

Management will notify all employees of their vacation by posting of vacation lists on Bulletin Boards of the employees' respective tours by March 10th. In addition, duplicate copies of Form 1547 will be returned to the employees by March 10th.

Maintenance Supplement

Management shall notify all employees of their vacation dates by posting the vacation lists on Bulletin Boards of the respective tours by April 30th. In addition, duplicate copy of the Form 1547 submitted will be returned to the employee by April 30th.

Motor Vehicle Supplement

Management will notify all employees of their vacation by posting of vacation lists on Bulletin Boards of the employees' respective tours by April 10th. In addition, duplicate copy of PS Form 1547 will be returned to employee by April 10th.

ITEM 11 - DETERMINATION OF THE DATE AND MEANS OF NOTIFYING EMPLOYEES OF THE BEGINNING OF THE NEW LEAVE YEAR

The employer shall, no later than November 1st, publicize on Bulletin Boards, and by other appropriate means, the beginning date of the new leave year, which shall begin with the first day of the first pay period of the calendar year.

ITEM 12 - THE PROCEDURES FOR SUBMISSION OF APPLICATIONS FOR ANNUAL LEAVE DURING OTHER THAN THE CHOICE VACATION PERIOD

Clerk Supplement

All requests for annual leave on PS Form 3971 shall be submitted no sooner than three (3) months in advance of date(s) requested.

- See Item 4 for leave percentages for other than choice vacation period.

Maintenance Supplement

1. Requests for annual leave during periods other than the choice vacation period will be granted on a first-come, first-served basis up to maximum time credited to any employee based upon the needs of the Service, with the exception of Easter Week (service week including Easter Sunday) where leave will be granted using the following formula:

- 1 to 6 employees = 1 employee granted leave
- 7 to 14 employees = 2 employees granted leave

2015-2018 Local Memorandum of Understanding

APWU Local #526 and USPS, SJ P&DC, Bellmawr, NJ

15 to 21 employees = 3 employees granted leave

22 to 27 employees = 4 employees granted leave

Seniority will prevail when identical requests exist. Every possible consideration for appropriate leave shall be given to employees in situations of personal emergencies.

Motor Vehicle Supplement

The Motor Vehicle Craft will be permitted 10% off on annual leave during other than choice vacation period, with a minimum of 1, in the following sections:

- a. **Motor Vehicle Operators and Tractor Trailer Operators**
- b. **Motor Vehicle Maintenance**
- c. **Administrative sections of Motor Vehicle Maintenance**
- d. **DSIs**

If the percentage is not a whole number, management will go to the next rounded whole number rounded off at .4 and above.

ITEM 13 - THE METHOD OF SELECTING EMPLOYEES TO WORK ON A HOLIDAY

- **The Union will receive a copy of the Holiday Posting and the solicitation lists for each Holiday.**

Clerk Supplement

The following sequence will be followed when scheduling employees to work on a holiday provided that such scheduling produces a workforce which meets the operating skill requirements of the holiday or designated holiday.

- a. All Full-Time Regular Employees who volunteer to work their holiday ranked in seniority order and selected in seniority order.
- b. **All Full-Time Regular Employees who volunteer to work their first non-scheduled day, ranked in seniority order and selected in seniority order;**
- c. **All PSE Clerks**
- d. **All Full-Time Regular Employees who volunteer to work their second non-scheduled day, ranked in seniority order and selected in seniority order;**
- e. 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.

2015-2018 Local Memorandum of Understanding

APWU Local #526 and USPS, SJ P&DC, Bellmawr, NJ

Maintenance Supplement

1. The following sequence will be followed when scheduling employees to work on a holiday or designated holiday provided that such scheduling produces a workforce which meets the operating skill requirements of the holiday or designated holiday.

- a. Frill-time Regular Employees who volunteer for a holiday or designated holiday will be selected by Total Maintenance Craft career service in the installation by occupational group. Custodians who volunteer for a holiday or designated holiday will be selected by Total Maintenance Craft career service in the installation.
- b. Full-time Regular Employees who volunteer to work on their non-scheduled day will be selected by Total Maintenance Craft career service in the installation by occupational group. Custodians who volunteer to work on their non-scheduled day will be selected by Total Maintenance Craft career service in the installation.
- c. All Full-time Regular Employees who do not volunteer to work their holiday or non-scheduled day shall be selected in inverse Total Maintenance Craft career service in the installation by occupational group.

The Maintenance Craft Director will be provided with copies of all holiday schedules and volunteer list.

Motor Vehicle Supplement

Employees to work on a holiday or designated holiday provided that such scheduling produces a workforce which meets operating skill requirements of the holiday or designated holiday;

- a. 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 **by tour and seniority**
- c. All Full-time Regular Employees who volunteer to work their non-scheduled day, ranked in seniority order and selected in seniority order **by tour and seniority** and,

2015-2018 Local Memorandum of Understanding

APWU Local #526 and USPS, SJ P&DC, Bellmawr, NJ

d. All Full-time Regular Employees who did not volunteer to work their holiday or nonscheduled day shall be combined into a single group and selected in inverse seniority order **by tour and seniority**

ITEM 14 - WHETHER "OVERTIME DESIRED" LISTS IN ARTICLE 8 SHALL BE BY SECTION AND/OR TOUR

1. Management will adhere to and keep in mind the principle of "fair share" in accordance with Article 8 of the National Collective Bargaining Agreement.
2. Notice of overtime shall be given at least one (1) hour before the employee's end of tour.
3. Annual Leave may be granted in sections working overtime.
4. **Once the quarterly ODL is posted, the only additions shall be as follows:**
 - a. **PTF or PSE employees are converted to full time**
 - b. **Successful bidder. Will sign up prior to effective date.**
 - c. **Absences that encompass at least the last day of the solicitation period. Must be done within 24 hours upon return**
 - d. **Management changes tour hours**
 - e. **Any employee whose hours or nonscheduled days are involuntarily changed or who is involuntarily moved, will be allowed to sign the ODL**
 - f. **Any employee attending off-site training during any part of the solicitation period**
5. **The Union will receive a copy of the overtime lists and the solicitation each quarter**

Clerk Supplement

1. Four (4) Overtime Desired Lists will be established by section and by tour. The Overtime Desired Lists shall be as follows:
 - a) OTDL before Tour
 - b) OTDL after Tour
 - c) OTDL Non-Scheduled Days
 - d) OTDL in excess of ten (10) hours

An employee may select Lists a, b or c in any combination, however, when an employee selects List d, it shall apply to Lists a, b and c.

2015-2018 Local Memorandum of Understanding

APWU Local #526 and USPS, SJ P&DC, Bellmawr, NJ

2. When during the Quarter, the need for overtime arises, employees with the necessary skills, having listed their names, will be selected in order of their seniority, on a rotating basis. Those absent, or on leave, shall be passed over.

SECTIONS BY TOUR

- a) Manual Section **by level first**: all letters, flats. Pouches, Priority. Express Mail, Nixie area, Registry, expeditors, and platform work.
- b) AFSM 100 Section - Flat Sorter Operations - All Mail Processors
- c) Automation - All Mail Processors
- d) BMEU - all clerks
- e) Window Service - all clerks
- f) Administrative clerks in 501 building and in the P&DC are identified as being in separate sections according to the particular work area to which they are assigned.

3. For the purpose of working outside of their section, employees will be selected by seniority in a rotating order prior to forcing an employee in any section to work mandatory overtime

Employees will be permitted to sign a supplemental overtime list for sections which they are not bid. This will be considered an "Auxiliary List"

The Auxiliary List will be utilized after the overtime list for a section has been maximized and additional employees are still needed.

The Auxiliary List will be utilized prior to forcing Non-ODL employees to work.

Maintenance Supplement

1. Four Overtime Desired Lists (OTDL) shall be established which will be administered by section, by tour:

- A. OTDL Before Tour
- B. OTDL After Tour
- C. OTDL Non-Scheduled Days
- D. OTDL in excess of Ten (10) Hours

An employee may select list a, b, c or d in any combination or multiple. However, an employee must select list a, b, or c. before he/she can select list d. An employee is considered "off" any list(s) he has not signed. Each list will have a separate and distinct rotation based on total Maintenance Craft service seniority within the installation. The non-scheduled day OTDL shall also be rotated based on the specific day of the week.

2015-2018 Local Memorandum of Understanding

APWU Local #526 and USPS, SJ P&DC, Bellmawr, NJ

2. The Overtime Desired List shall be administered by sections within tours. Overtime scheduling will use seniority based on total Maintenance Craft service in the installation. For the purpose of overtime only, the following sections by tour are established:

- A. Electronic Technicians
- B. Area Maintenance Technicians
- C. Mail Processing Equipment Mechanics
- D. Building Equipment Mechanic
- E. (Field) Maintenance Mechanics (PS-7)
- F. (Plant) Maintenance Mechanics (PS-7)
- G. Maintenance Support Personnel
- H. Building Services Personnel
- I. **Painter**

3. Any new positions added to the Maintenance Craft will be separated by each occupational group and special qualifications where necessary.

4. The Maintenance Craft Director will be provided with copies of the Overtime Desired Lists and volunteer lists.

Motor Vehicle Supplement

An Overtime Desired List will be established by tour for each of the following Occupational groups:

- a. Mechanics
- b. Bodymen
- c. Garagemen
- d. **Driving Instructors**
- e. Stock Room Employees
- f. Office Employees
- g. Motor Vehicle and Tractor Trailer Operators

3. Overtime outside a particular occupational group shall be rotated among employees on the OTDL who possess the necessary skills only after the occupational group OTDL has been used to the maximum and additional personnel is needed

ITEM 15 - THE NUMBER OF LIGHT DUTY ASSIGNMENTS WITHIN EACH CRAFT OR OCCUPATIONAL GROUP TO BE RESERVED FOR TEMPORARY OR PERMANENT LIGHT DUTY ASSIGNMENT

Clerk Supplement

The minimum light duty assignments shall be 5% of the Clerk Craft.

2015-2018 Local Memorandum of Understanding

APWU Local #526 and USPS, SJ P&DC, Bellmawr, NJ

ITEM 16 - THE METHOD TO BE USED IN RESERVING LIGHT DUTY ASSIGNMENTS SO THAT NO REGULARLY ASSIGNED MEMBER OF THE REGULAR WORKFORCE WILL BE ADVERSELY AFFECTED

1. Light duty is duty which can be performed by ill or injured employees within their restrictions without creating a hazard to themselves or to other employees. Such assignment could include duties involving desk work, sitting on a flat rest bar, no prolonged walking, standing or heavy lifting, minimum use of stairs, or other typical features of a position.
2. Organization Assistance to Employees - The organization party to this contract agrees to establish a committee to assist employees to determine their need and to prepare their written request for light duty assignment off-the-clock.
3. When an employee becomes eligible for limited duty, there shall be consultation with the APWU and Human Resources. If possible, the consultation will be held before any decision is made: if not, it will be held as soon as possible after the decision is made.
4. The Manager, Distribution Operations shall not assign specified days off until he/she has consulted with the APWU President, Craft Director or Chief Steward.
5. Every request from employee(s) will be given full and equitable consideration and light duty assignments shall be made to the maximum extent possible.
6. The employee must present documentary evidence every thirty (30) days.
7. Every effort shall be made to reassign the concerned employee within the employee's present craft or occupational group, even if such assignment reduces the number of hours of work for the supplemental workforce. After all efforts are exhausted in this area, consideration will be given to reassignment to another craft or occupational group within the same installation.
8. In the event a light duty assignment area is established, Management will confer with the Union on the formulation of the area.
9. In the event an employee becomes ill due to extremes of heat or cold caused by the faulty heating and air conditioning system in the facility, that employee shall be permitted to leave the job assignment to seek medical assistance provided by the Postal Service. If the medical authorities determine that the employee is too ill to continue working, the employee shall be granted the appropriate leave.

2015-2018 Local Memorandum of Understanding

APWU Local #526 and USPS, SJ P&DC, Bellmawr, NJ

ITEM 17 - THE IDENTIFICATION OF ASSIGNMENTS THAT ARE TO BE CONSIDERED LIGHT DUTY WITHIN EACH CRAFT REPRESENTED IN THE OFFICE

Clerk Supplement

Temporary and permanent light duty assignments will be in the following categories or work areas including, but not limited to:

- a. Modify the employee's present assignment;
- b. Relief work in all letter case assignments;
- c. Relief work in all flat case assignments;
- d. Nixie area;
- e. Survey work;
- f. Any of the administrative units in the Plant or District; or,
- g. Any combination of the above.

Maintenance Supplement

1. Light duty assignments may be in the following categories or work area including, but not limited to:

- a. Modify present assignments
- b. Survey work
- c. Clerical Duties
- d. Cleaner duties
- e. Work in Stock Room
- f. Any combination of the above

2. The Maintenance Craft Director shall be notified when management is considering placing a light/limited duty assignment within the maintenance craft

Motor Vehicle Supplement

1. Permanent and Temporary Light Duty assignments will be in the following categories or work areas including, but not limited to:

- a. Modify present job assignments
- b. Office and Clerical Work
- c. Work in the Stock Room
- d. Shuttling vehicles
- e. Survey Work
- f. Any combination of the above

6. The small overall size of the craft precludes the reserving of any separate assignment. The union Agrees that Management may consider detailing ill or injured members of the Craft to any available work within the Craft.

2015-2018 Local Memorandum of Understanding

APWU Local #526 and USPS, SJ P&DC, Bellmawr, NJ

ITEM 18 - THE IDENTIFICATION OF ASSIGNMENTS COMPRISING A SECTION, WHEN IT IS PROPOSED TO REASSIGN WITHIN AN INSTALLATION EMPLOYEES EXCESS TO THE NEEDS OF A SECTION.

Tours will be defined in accordance with PSDS Handbook 132.221 as follows:

- Tour 1 -- Starting Time after 8:00 PM
- Tour 2 -- Starting Time after 4:00 AM
- Tour 3 -- Starting Time after 12:00 Noon

Clerk Supplement

1. For the purpose of excessing, pursuant to Article 12 of the National Agreement, employees holding Best Qualified Positions will be in a separate category by position and the entire installation will be considered a section.

Pursuant to the objective of Article 12 of the National Agreement, sections will be established according to the principal work involved. As a minimum requirement, sections will be established according to the following Sections by Tour:

(Impasse agreement 1/23/03) Sections for Reassignment

SECTIONS BY SALARY LEVEL BY TOUR COMPRISING THE FOLLOWING ASSIGNMENT AREAS:

1. Manual, Automated Letters and Automated Flats
2. BMEU - all clerks
3. Window Service - all clerks
4. Administrative - All administrative Clerks in the 501 building and in the P&DC are identified as being in separate sections by Functional Area (e.g. In Plant Support, Mail Processing, Human Resources, Finance etc.) for the purpose of excessing.

Maintenance Supplement

Maintenance sections will be established according to tour, occupational group, and level.

Motor Vehicle Supplement

When it is proposed to reassign within an installation, employees excess to the needs of the section:

- a. motor Vehicle Operations
- b. Motor Vehicle Maintenance

2015-2018 Local Memorandum of Understanding

APWU Local #526 and USPS, SJ P&DC, Bellmawr, NJ

ITEM 19 - THE ASSIGNMENT OF EMPLOYEE PARKING SPACES

The employer will designate parking spaces for the following:

- a. Handicapped Employees
- b. Medical and Emergency Vehicles
- c. Five (5) APWU spaces
- d. Bicycle Rack

Motor Vehicle Supplement

Two (2) parking spots will be designated in the Parking Lot adjacent to VMF Building for APWU Representatives.

ITEM 20 - THE DETERMINATION AS TO WHETHER ANNUAL LEAVE TO ATTEND UNION ACTIVITIES REQUESTED PRIOR TO DETERMINATION OF THE CHOICE VACATION SCHEDULE IS TO BE PART OF THE TOTAL CHOICE VACATION PLAN

Every effort shall be made to allow members of the South Jersey Area Local APWU to attend local union meetings.

ITEM 21 - THOSE OTHER ITEMS WHICH ARE SUBJECT TO LOCAL NEGOTIATIONS AS PROVIDED IN THE CRAFT PROVISIONS OF THIS AGREEMENT

DISCIPLINE PROCEDURE

Customer Complaints--No disciplinary action to be taken against an employee on unsubstantiated complaints.

REPRESENTATION

1. If business conditions prohibit immediate action to a problem by a steward, it should be the responsibility of the supervisor who denied permission to notify the steward when "business conditions" permit leaving his work.
2. There will be Joint Labor Management Committee Meeting once a month. The meeting will be held on the 3rd Thursday of each month, except July, August and December, unless mutually agreed to be scheduled on another date.
3. Organization will submit an Agenda one (1) week before scheduled meeting.
4. A copy of the minutes will be supplied to APWU.

2015-2018 Local Memorandum of Understanding

APWU Local #526 and USPS, SJ P&DC, Bellmawr, NJ

Maintenance Supplement

1. Employees who are on a detail assignment who have requested in writing, stating their mailing address, shall have a copy of any applicable notice of intent mailed to them on the day of the posting.

2. An Emergency Snow Removal List will be maintained opened to all maintenance occupational groups. This list will be used for emergency snow removal and is separate and distinct from the "Overtime Desired List". Selection will be based on those with the necessary skills and by craft seniority within the installation with priority given in the following order:

- a. Custodian - LDC 38
- b. Building Equipment - LDC 37
- c. Mail Processing Equipment -LDC 36

Motor Vehicle Supplement

MVS Drivers should attend Trailer Driving School before any member of another craft.

ITEM 22 - LOCAL IMPLEMENTATION OF THIS AGREEMENT RELATING TO SENIORITY, REASSIGNMENTS AND POSTING

1. The installation Head shall furnish an updated Seniority List **and a PSE Seniority/Ranking** to the Union on a quarterly basis. The Seniority List **and the PSE Seniority/Ranking** will be by Craft and Pay Location and it shall include all employees in that craft and identify those that hold "best qualified positions".

Clerk Supplement

1. Any assignment for which the starting time has been changed by more than one (1) hour shall cause that assignment to be posted, unless the incumbent has been in the assignment more than one (1) year. If the incumbent has been in the assignment more than one (1) year, the incumbent shall be given the option of accepting the new assignment, provided that the starting time has not been changed by more than two (2) hours.

2. Notices of vacancies involving APWU assignments shall be posted for a period of ten (10) days.

3. The successful bidder must be placed in the new assignment within fourteen (14) days from the date of posting of successful bidder(s) except during the month of December.

2015-2018 Local Memorandum of Understanding

APWU Local #526 and USPS, SJ P&DC, Bellmawr, NJ

4. In the event the successful bidder fails to qualify upon assignment to a preferred position, the employee shall be notified, in writing, if request is made as to the reason or reasons for such failure.

Any additions or deletions of scheme requirements and/or skills, and/or keying, or principal assignment area (geographic change) will cause an assignment to be posted.

Maintenance Supplement

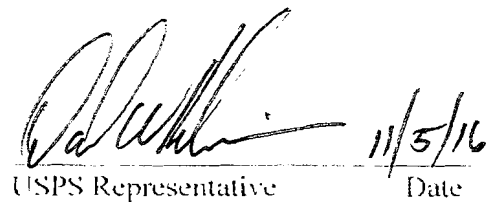
The Maintenance Craft Director will be provided a copy of all notices of intent, job postings, awards and registers.

1. When the starting time of an assignment awarded through bid (P.A.R.) is changed more than two (2) hours, the assignment shall be re-posted.

Motor Vehicle Supplement

1. MVS Route positions will be posted two (2) times a year in March and September.
2. Any MVS assignment for which the starting time has been changed by more than one (1) hour shall cause that assignment to be reposted.
3. When forty percent (40) of the core duties change this will cause the duty assignment to be reposted. This applies to Motor Vehicle Operator and Tractor Trailer Operator positions.
4. The posting period for all positions will be ten (10) calendar days
5. Successful Bidders will be placed in the duty assignment within fourteen (14) calendar days or the beginning of the first full pay period following the posting of the successful bidder.


APWU Representative Date 11/5/16


USPS Representative Date 11/5/16