

LOCAL MEMORANDUM OF UNDERSTANDING

BETWEEN

U.S. POSTAL SERVICE, BRIDGETON, NJ, 08302

AND

SOUTH JERSEY AREA LOCAL, APWU

In accordance with the provisions of Article 30, Section B of the 2018 National Agreement, the following items constitute a local memorandum of understanding between the United States Postal Service, Bridgeton, N.J. 08302-9990 and the American Postal Workers Union AFL-CIO, South Jersey Area Local.

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

a. During pandemics, elevated seasons of influenza and other publicly declared health emergencies maintenance employees will be granted up to 15 minutes above customary for wash up purposes prior to lunch and at the end of tour.

Item 2. All full time clerks covered by the provisions of this local memorandum of understanding shall have a regular work week of five days with fixed days off.

Item 3. It is recognized by both parties that on occasion, emergency conditions 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 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.

d. The safety and health of its employees and its obligations to its customers.

Prior to taking action to curtail the operations, the employer will notify the Union of its decision and plan of implementation.

Item 4. Formulation of Local Leave Program

- a. In the clerk craft, employees must submit their request for their first selection from the choice vacation period by the end of second full week in **March**. A calendar will be used, supported by a PS 3971 in duplicate at that time. **Management will start the selection period with the first clerk to ensure compliance with 4.h based on the number of employees on the rolls during the leave year**
- b. Management will notify all employees of the first selection choice vacation approved for them by the end of the third full week in **March**. A copy of PS 3971 will be issued immediately.
- c. In the clerk craft, employees must submit their request for their second selection from the choice vacation period by the end of the third full week in **March**. A calendar will be used, supported by a PS 3971 in duplicate at that time.
- d. Management will notify all employees of the second selection choice vacation approved for them by the end of the fourth full week in **March**. A copy of PS 3971 will be issued immediately.
- e. Should a clerk become ill while on prime time annual, he will be authorized to change his annual leave to sick leave and make another selection from any periods not yet filled.
- f. There shall be no exchange between employees of approved prime time selections.
- g. Once the choice vacation periods are chosen by the clerks and they are approved by management, the clerk is expected to use that leave period. **If a selection is to be cancelled it should be done so no sooner than 7 days prior. If a choice week is cancelled and management is notified, it will be posted for 6 working days. Clerks junior to the person cancelling their leave will have first option by seniority. If no junior clerk selects it then it will go to the top of the seniority list down.**

h. Each employee will have the calendar for no more than 48 (forty-eight) hours for their first selection and no more than 24 hours for their second selection.

i. PSE's will count towards the percentages and will be granted 1 (one) selection of 1 (one) week after career employees have made their second selection

Item 5. The duration of the Choice Vacation Period

a. The clerk choice period shall be the **first** full week in **April** through the last full week in November of each year and the week that includes New Years Day of each year.

Item 6. The determination of the beginning of an employee's vacation period.

a. In the clerk craft all vacation periods shall begin on Monday.

Item 7. Whether employees at their option may request (2) two selections during the choice vacation period in units of either (5) five or (10) ten days.

a. In the clerk craft, employees that earn (20) twenty or (26) twenty-six days of annual leave may at their option make a single selection of up to (15) fifteen consecutive working days from the choice vacation period or they may at their option make (2) two selections from the choice vacation period of either (5) five consecutive working days or (10) consecutive working days.

b. In the clerk craft, employees that earn (13) days of annual leave may at their option make a single selection of up to (10) ten consecutive working days from the choice vacation period or they may at their option make (2) two selections from the choice vacation period of (5) five consecutive working days for each selection.

Item 8. Whether jury duty and attendance at National or State Conventions shall be charged to the choice vacation periods.

a. Clerks who are selected for jury duty or attendance at a National or State Convention during their choice vacation period shall be eligible to make another selection from any available time in the choice period.

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

a. In the clerk craft, (17%) seventeen percent of the authorized clerk complement shall receive choice period leave during each week of the choice vacation period.

b. In the event there is a decimal fraction in the computation using the (17%) seventeen percent factor, less than .5 will be dropped and .5 or more will be considered (1) one additional employee shall receive choice period leave during each week of the choice vacation period.

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

a. In the clerk craft, all employees shall be issued a carbon copy of PS Form 3971 for approved selections for the choice vacation periods.

b. In addition a chart will be prepared and posted showing all approved choice vacation periods selections.

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

a. Not later than November 1, of each year a written notice will be posted on the APWU South Jersey Area Local bulletin board to notify all clerks of the beginning date of the new leave year.

Item 12. The procedures for submission of applications annual leave during other than the choice vacation period.

a. **All forms 3971 will be handed personally to the immediate supervisor. It is mandatory upon management that all forms 3971 be returned to the applicant within 48 (forty eight) hours excluding Sundays and holidays after receipt if it is going to be disapproved.**

b. **All such requests must be submitted within 90 (ninety) days and no later than 5 (five) days prior to the start of the employee's desired leave**

c. Exception to "b" (above) annual leave request may be accepted with verification and documentation of commitment showing date and times when leave is necessary (i.e. advance purchase airline tickets, layout of monies)

- d. Whenever the number of requests received at the same time exceeds the number of employees that can be granted leave, craft seniority will be used to determine which employee will receive leave.
- e. All leave requests will be handed personally to the immediate supervisor. It is mandatory upon management that all forms 3971 be returned to the applicant within forty-eight (48) hours excluding Sundays and holidays after receipt if it is going to be disapproved.
- f. There will be a guarantee of one (1) person granted incidental annual leave

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

- a. In the clerk craft the following order will be used to select those clerks needed to work on a holiday or designated holiday in order to meet operational needs.
 - 1. All **PSE** clerk craft employees
 - 2. All PTF clerks
 - 3. All full time regular clerks who volunteer to work on their holiday or designated holiday
 - 4. All full time regular clerks who volunteer to work on their non-scheduled day
 - 5. All full time regular clerks who do not wish to work on their non-scheduled day, with the first opportunity assigned to the junior clerk on a rotating basis.
 - 6. All full time regular clerks who do not wish to work their holiday or designated holiday, with the first opportunity assigned to the junior clerk on a rotating basis.

Item 14. Regular Employees required to work overtime will be in accordance with Article 8, and shall be by section and tour.

- a. **1. Overtime list 10 hours**
2. Overtime list 12 hours
3. Overtime list non-scheduled day
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 at anytime during the quarter. The withdraw will be effective the day after written submission of their request is submitted**
- c. **The OTDL will be administered separately for each craft covered by the APWU**
- d. **The OTDL solicitation sheet 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**

Item 15, 16, 17. Light Duty Assignments

- a. **In accordance with Article XIII of the 1994 National Agreement, every effort shall be made by management to create a light duty assignment within the employee's craft, commensurate with the employee's individual capabilities and physicians restrictions.**
- b. **When a light duty assignment is deemed necessary, and crossing of craft is anticipated, the Union will be notified as to the duration and duty assignment and there will be consultation on same.**

Item 18. The Identification of

- Item 22.**
- a. **Any assignment for which the starting time has been changed by more than (1) hour shall cause that assignment to be posted.**
 - b. **By seniority PTFs shall have the option of holding down a full time regulars job assignment, when the full time regular will be out for**

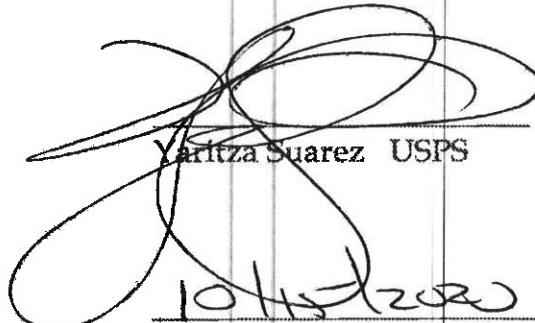
anticipated duration of one week or more, if they have the necessary skills.

- c. The Local President or his 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 designee upon awarding the job to the successful bidder
- d. Management will provide the Local President or his designee a copy of the seniority list at the beginning of each year and if/when changes take place
- e. Employees will be granted two 10 (ten) minute breaks per shift in addition to any identified meal breaks (lunch)

This Memorandum of Understanding is entered into at the Bridgeton 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 2018 National Agreement. This Memorandum constitutes the entire agreement on matters relating to local conditions of employment.


Frank Bollinger APWU

10/15/2020
(date)


Yaritza Suarez USPS
10/15/2020
(date)