

**LOCAL MEMORANDUM OF UNDERSTANDING
BETWEEN
U.S. POSTAL SERVICE, VINELAND, N.J. 08360
AND
SOUTH JERSEY AREA LOCAL, APWU**

1. Additional or Longer Wash-Up Periods

a) Management shall grant 5 minutes wash-up time before lunch and 5 minutes at the end of tour.

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

a) Regular clerks shall be granted fixed days off

b) Senior clerk will be off on Saturday, where possible, subject to instructions from higher authority

3. Emergency curtailment of operations. 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 safety and health of its employees; and

c. The accessibility of postal operations and its customers to the employer and employees.

Prior to taking action to curtail the operation, the employer will notify the Union's designee of its plan of implementation. Management will make every attempt to notify the affected employee by use of the news media (e.g. TV, radio - KYW, tel. etc.).

4. Formulation of Local Leave Program'

a) All requests for leave will be submitted on form 3971

b) *Language deleted but this line is left as a marker"

c) All employees with leave in excess of the maximum allowable hours must submit a leave request by October 1st, for all of those excess hours or risk the chance of forfeiting them at the end of the year

d) Incidental leave during the choice period will automatically be approved if all slots are not filled for that period.

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e) If a week of choice 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.

5. Duration of Choice Vacation

a) The duration of the choice vacation period will be from first full week of April to the second full week in September and include the week of Thanksgiving as well as the week between Christmas and New Years.

b) Management will start solicitation for choice in the following manner:

1. On the Monday of the second full week of January, Management will provide the calendar to the senior employee for their selection

2. Each employee will have 2 days, not counting Sundays and Holidays to make their selection and then management will provide the calendar to the next employee by seniority

a. If there is no response by the employee within the allotted two days then management will move the calendar to the next employee by seniority

3. Employees will submit a 3971 to management at the time of their selection. Management will then sign the employee's 3971 upon completion of the employee's pick and return a copy to the employee.

4. Management will complete the vacation calendar no later than February 28th.

6. The beginning of the employee's vacation will be Monday, except for the week between Christmas and New Years

7. Choice of 5, 10, or 15 Days

a) Employees earning 13 days of leave may select up to 2 weeks during choice

b) Employees earning 20 or 26 days may select up to 3 weeks during choice

8. Jury duty and/ or attendance to State or National conventions shall not be charged to the choice vacation employee choice,

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9. Number of Employees Off During Choice:

- a) 13% will be allowed off during the choice period, except for the week between Christmas and New Year's which will be 10%.

10. Management will post the vacation calendar at all offices no later than March 15th.

11. There will be a posting notifying the employees of the duration of the upcoming leave year, this will be posted by November 1st.

12. Other than Choice Time Vacation.

- a) All applications for leave for other than the choice vacation period will be approved or disapproved within seventy-two (72) hours, Sunday and Holidays excluded, and returned to the applicant. Failure to notify employee within the seventy-two (72) hour limit shall constitute approval of leave.

- 1) All Form 3971's will be personally handed to immediate supervisor and initialed by supervisor, with the exception as listed below

- 2) **For employee's at offices with no supervisor present, they will have the option of either inputting it through ERMS, which will count as their submission date/time or they may send a hard copy and either send a group management text/email notifying management of the slip coming and this group email/text will count as their submission date/time.**

- b) **3971's will be 'submitted no more than 120 days in advance except when employee shows just cause such as a weddings, graduations or other special circumstances. If the reason is not either a wedding or graduation then it must receive the concurrence of both management and the Union to be granted.**

- c) 7% of each craft, no less than 1, shall be granted leave during the nonchoice period

13. Method of Selecting Employees to Work a Holiday

- a) Volunteer Regulars Will be first to work a holiday, PSE's will be second to work a holiday, PTF Clerks will be third to work a holiday (if a change is made allowing them to work at this level office), all others Will be by junior nonscheduled regulars rotating. However, the junior regular that must work one holiday will be skipped the following holiday and will not be forced to work if not voluntarily.

14. Overtime Desired List

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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 & 17. Assignment of Ill or Injured Work Force

a) For any employee who may be ill or injured, modification of their actual job will be made in order for them to perform whatever actual job they can under the conditions. There will be no set number of light duty assignments.

18. Re-assignments

a) Re-assignments for sections within the installation shall be by seniority within that installation,

19. Parking

a) Parking spaces will be given as conditions warrant

b) The APWU will receive one (1) designated parking spot with signage at the DDC

21. Craft items and other items subject to Local Negotiations

a) The parties will hold 2 Labor Management Meeting per year, more if requested by either party. Notes will be taken at these meetings and signed off on by the parties.

b) Management shall provide a bulletin board for exclusive use by the APWU

22. Seniority re-assignment posting.

a) 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.

b) Copies of all job postings and awards are to be sent to the Local

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President or his/her designee upon management's receipt.

Maintenance Craft Supplement

All provisions of this Memorandum of Understanding apply to the Maintenance Craft. With regards to choice vacation, one employee will be allowed off each week.

Subordinate offices: All subordinate offices. (RMPO's, etc..) under Vineland's Administration shall be counted as covered under this agreement.

This Memorandum of Understanding is entered into at the Vineland 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 2021 National Agreement. This Memorandum constitutes the entire agreement on matters relating to local conditions of employment.



For the SJAL, APWU

10/14/2022
(date)



USPS

7/18/2023
(date)