Memoranda of Understanding

Temple, Pa 19560

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1. A reasonable wash-up time will be allowed on the clock at lunch time and at the end of tour. (5 min. max.)
2. All full-time regular carriers will be on a rotating work schedule.
3. In the event that an emergency condition such as a blizzard or flood makes delivery of mail impossible and this condition is recognized before carriers starting time, carriers will be informed as early as possible so they may be spared a needless trip from home to work through hazardous conditions.

Should adverse weather conditions develop after carriers report, the steward or his/her designee will discuss with the Postmaster or his/her designee whether to or not mail will be curtailed.

During civil disorders, carriers in affected areas will not be required to complete deliveries at the risk of bodily harm and will report the situation to the manager at the earliest possible moment.

Management will retain the right to make a final decision whether or not to curtail deliveries.

1. Starting on the first day of the new leave year, carriers/CCA’s equal to the number permitted to be off weekly during the choice period will submit Form 3971. Thereafter, carriers/CCA’s will submit Form 3971 every three (3) days. Annual leave will be granted to carrier craft employees on the basis of seniority. Following the initial granting of annual leave during the choice period, remaining weeks will be given according to seniority upon submission of Form 3971, to be completed within ten (10) days. Employees rescinding annual leave during the choice period must give Management at least ten (10) calendar days notice with submission of Form 3971 for reposting purposes.
2. The choice period is designated as June 1 through September 30.
3. Vacation weeks will run Monday through Sunday.
4. A carrier/CCA may request two (2) selections at his option during the choice period in the units of five (5) or ten (10) days, total number of days not to exceed fifteen (15). Exceptions not contrary to Article X of the National Agreement may be granted.
5. Carriers/CCA’s called for military or jury or court duty during their choice vacation period shall be permitted other weeks within the choice period. One delegate to the National and State Conventions shall be entitled to other weeks during the choice period.
6. One carrier/CCA will receive annual leave during the choice period each week and additional carriers may be granted leave during the same period if coverage is available to meet the needs of the service. CCA’s leave will be approved for choice vacation selection(s) contingent upon the CCA having the anticipated hours earned at the time of the leave.
7. Each carrier/CCA shall receive official notice on Form 3971 within three (3) days the vacation schedule approved for them during the choice period.
8. Carrier craft will be notified of the starting date of the new leave year by November 1.
9. Carrier/CCA’s may apply anytime on a week’s prior notice for leave outside the choice period by submitting Form 3971 and with the understanding leave will be granted if coverage is available. The Postmaster or his/her designee reserves the right to make the final decision as to the number of employees on leave outside the choice period.
10. Employees designated to work on a holiday will be by inverse seniority.
11. Overtime desired lists will be established within the carrier craft.
12. Light duty assignments will be given in the local office when available with the option to call the General Mail Facility in Reading, Pa. for same. Every effort will be made by management to provide light duty assignments.
13. No full-time carrier will be requested to change any part of his/her assignment to provide light duty work.
14. Light duty assignments will consist of any possible assistance to Management and any normal carrier duties the carrier is able to perform.
15. The entire installation shall comprise the section for reassignment.
16. Parking for the employees is available on the lot in the rear of the facility on the opposite side of the alley with the approval of the landowner. Such approval will be diligently sought by Management.
17. Employees elected to attend organizational conventions, schools, seminars, or other functions of three (3) days or more shall be entitled to other time with the choice period.
18. Supplemental Items
	1. When a letter carriers route or full time duty assist the letter carrier route (s) or full- time duty assignment (s) of the junior employee(s) is abolished at a delivery unit as a result of, but not limited to route adjustments, highways, housing projects, all routes and full time duty assignments at that zone held by letter carriers who are junior to the carrier(s) whose route(s) or full time duty assignment(s) was abolished shall be posted for bid with the posting procedures in this article.
	2. Letter carriers assignments shall not be posted when there is a change of less than one (1) hour starting time.
	3. The shop steward shall be notified whenever management intends to hire part time flexible and or CCA.
	4. The subject of maximizing the number of full time employees in the craft is the proper subject for discussion at the Labor- Management meetings.
	5. Should the T-6 program be implemented during this agreement, Management and the union may enter into discussion on the program.
	6. No vehicle shall be placed in service or permitted to be operated unless it is in a safe condition. Another vehicle shall be assigned to an employee until it is determined by the Supt. of Vehicle Maintenance, that the allegedly unsafe vehicle is safe. No employee shall be required to work in unsafe equipment or in unsafe condition.
	7. Carriers are responsible for tagging vehicles with PS 4565 for defects, and the Manager will be responsible to notify the Supt. VMF to have the defects corrected.
	8. Safety meetings will be held for all carriers as materials are available, as conditions warrant and if possible will be conducted by the Postmaster, Temple Pa. 19560
	9. In addition to the inspection procedure outlined in POD # 76, an additional safety check shall be made on all vehicles by the immediate supervisor or his designee, with the driver at least once a month, in addition to the daily safety checks by the driver.
	10. Vehicles shall be assigned to the same route each day to the extent practicable in accordance with the existing provision.
	11. Management shall be responsible for the maintenance and cleanliness of the workroom floors, drinking fountains, swing rooms, lavatories, and carrier cases in accordance with instructions outlined in Handbook MS#47, and to be ensure adequate light, heat and ventilation in all units. Branch #258 recognizes that it is every employee’s responsibility to assist in maintaining a clean and healthy working environment.
	12. No carrier shall be permitted to deliver mail where dogs or other animals interfere with delivery.
	13. The names of Doctors and Medical Facilities shall be posted in a prominent place in facility.
	14. No carrier shall be permitted or required to enter any premise or perform any duty which he sincerely believes might result in bodily harm. Other assignments, if available in lieu thereof will be offended after consultant with management.
	15. A copy of notices to employees relating to policy or matters which effect employees of the carrier craft shall be furnished to the Shop Steward of the Temple Post Office at the time of issuance.
	16. Minutes of the Labor-Management Meeting shall be kept by management and initialed by the parties for verification.
	17. The steward or his designee shall be afforded prompt, proper and due recognition in the Temple Post Office in carrying out their duties, responsibilities and obligations under the Memoranda of Understanding and the National Agreement.
	18. The Steward of the Temple Post Office Carrier Craft shall have the right to use the Post Office telephone for purpose of performing official duties related to the National Agreement and this Memoranda of Understanding.
	19. Any Official printed notices, (including but not limited to Postal, Regional or local bulletins or memoranda) which have a direct bearing on Carriers shall be posted and explained to all letter carriers by management. Said action shall be accomplished within three (3) working days of the issuance of such notice.
	20. Notices shall be posted on the appropriate bulletin boards and upon request of Management they will be initialed by the carriers.
	21. The observation of Carriers on the street will be conducted in accordance with Part 122.722- Observing Carriers of the Methods Handbook M-39, Supervision of City Delivery Service.
	22. No minimum sick leave shall be established below which an employee sick leave record would be considered unsatisfactory.
	23. Uniforms will be worn as weather conditions prevail.
	24. During the month of November, the Postmaster or his designee and the Shop Steward shall meet on the clock to discuss the local Christmas operations.
19. Other Items
	1. Bids will be submitted in sealed envelopes and given to Management, the Shop Steward will be present at the opening of bids for the posted positions.
	2. In the event a regular assigned Carrier is requested to work on his non-schedule work day, he shall be assigned to his own route.
	3. An updated roster listing the carriers in order of seniority will be posted once every six (6) months in the facility.

This Memo of Understanding is entered on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

At Temple, Pa. 19560, between the representative of the U.S. Postal Service and the designated Shop Steward of Branch # 258, NALC, pursuant to the local implementation Provision of the National Agreement 2016-2019

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ For the USPS

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ For the NALC