

Wernersville Pa. 19565

2016-2019

Local Memorandum of Understanding

Item 1- Employees will be allowed five (5) minutes wash-up time before lunch and when clocking off duty. Any employee who performs dirty work or work with toxic materials will be granted additional time as necessary, with the approval of the appropriate supervisor

Item 2- A regular work week of five (5) days will be established with fixed days off, for all full time regular employees

Item 3- It is recognized by both parties that on occasion emergency conditions may exist which would encourage the employer to consider curtailment of mail. In cases of such emergency conditions, the employer will take into consideration such factors as:

- a. The degree of emergency as stated by and acted upon by responsible government authorities.
- b. The requirement and reactions of its customers to the emergency.
- c. The accessibility of postal installations to customers and employees, and the ability of the postal employee to the service customers.
- d. The safety and health of its employees and its obligations to its customers

Prior to taking action to curtail the mail, the employer will notify the Shop Steward of its final decision and plan of action.

Item 4- A chart will be posted by January 15 with the weeks beginning with the week in which February 1 falls through the week in which November 30 falls, and the week of December 26 to January 1.

Management will post a vacation schedule prior to March 1 showing each employees date to sign the vacation chart.

Beginning March 1, the employees (Career/CCA's) will begin signing the chart for annual leave, both inside and outside of the choice vacation period, according to seniority as shown on the posted schedule showing their sign-up date

Each employee (Career/CCA's) will be allowed one (1) week in which to sign the chart for his/her vacation

No employee will sign this chart inside choice period until his/her sign-up date on the schedule.

It is the responsibility of the employee (Career/CCA's) to sign during his/her designated week. If an employee is on leave, Management will contact the employee and consult with the Shop Steward before placing the name of the employee on the annual leave chat. Such actions will be initialed by both management and the Shop Steward.

The Monday following the last day for signing, according to the sign-up schedule, the remaining weeks in the choice vacation period will be open for signature by any employee on his/her appropriate list.

After the initial sign-up period, employees may sign up any time up to 0900 hours on the Monday preceding the week desired on the respective chart.

Item 5- The choice vacation period shall be from the week in which May 1 falls through the week in which September 30 falls.

Item 6- The annual leave week shall be Monday through Sunday.

Item 7- An employee (Career/CCA's), at his/her option may request fifteen (15) consecutive days or two (2) selections during the choice period in units of five (5) or ten (10) working days; the total not to exceed ten (10) or fifteen (15) days.

Item 8- Jury Duty and attendance at the National or State conventions will not be charged to the choice vacation period.

Item 9- One (1) employee (Career/CCA's) will be allowed off each week during the choice period.

Item 10- An employee's signature on the vacation schedule, as posted will serve as official notice of approved vacation. A Form 3971 will be submitted for administrative purposes and returned and acted upon within three (3) business days. 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.

Item 11- Management will post, at all time clocks, a notice informing all employees when the new leave year begins. This notice will be posted by November 1 of each year.

Item 12- Application for annual leave made during other than the initial sign-up period will be done by submitting a Form 3971, on a first come, first granted basis, subject to approval.

Item 13- When selecting employees to work on a holiday, the procedure will be as follows;

- a. CCA's
- b. Voluntary, by seniority.
- c. Involuntary, by reverse seniority.

Item 14- Overtime desired list will be posted according to craft. List will be posted two (2) weeks prior to the start of each calendar quarter for a period of seven (7) days.

Item 15, 16 and 17- Each Application for light duty will be considered on an individual basis and the Union will be consulted before assignments are made within the craft, from the craft, or into the craft.

Every effort will be made to provide light duty work within the installation. If no light duty work is available within the installation, the employee will be allowed to seek an assignment through the MSC.

Item 18- N/A

Item 19- N/A

Item 20 – Annual Leave to attend Union activities, requested prior to the determination of the choice vacation period is not to be part of the total choice vacation plan.

Item 21 and 22 – Newly created vacant assignment will be posted for a period of ten (10) days.

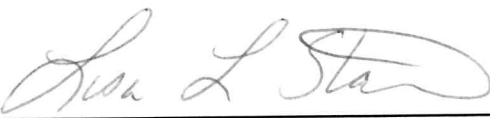
The successful bidder to the vacant assignment will be placed in the new assignment within ten (10) working days after the closing of the bid period.

A copy of all bid notices will be provided to the NALC shop steward.

When the starting time for any duty assignment is changed by one (1) hour, the assignment will be reposted.


Management will provide a copy of an updated seniority list to the Local Union every time that a change is made to the list. (additions/deletions, etc.)

This Memorandum of Understanding is entered into on October 19, 2017 at the Wernersville, Pa. 19565 Post Office between the representative of the USPS and the representative of NALC Branch 258 Reading, Pa.



Lisa Staman

USPS Representative



Richard P. McDonough

NALC Representative

10/19/17

Date