

Local  
Memorandum of Understanding  
between  
NALC Branch 258  
and the  
United States Postal Service  
at  
Womelsdorf Pennsylvania 19567

#### Item 1

Up to four (4) minutes wash up time will be allowed after office time, before lunch and at the end of tour on the clock.

#### Item 2

A regular work week of five (5) days will be established at this installation with fixed days off for all regular carriers.

#### Item 3

In the event that an emergency condition makes delivery of mail impossible and the condition is recognized before carriers starting times, carriers will be informed as early as possible so that they may be spared a needless trip from home.

If adverse emergency conditions develop after carriers report, the president of Branch 258 or his designee will discuss with the postmaster or his designee whether or not mail will be curtailed.

Management will retain the right to make a final decision whether or not to curtail deliveries, and, in all cases, will take the safety and health of all employees into consideration.

The union will be notified of management's decision to curtail deliveries due to emergency conditions

#### Item 4

All carriers (Career and CCA's) will be guaranteed a vacation during the choice period. Leave selection shall be by seniority. The vacation list is to be posted for employees to sign. The annual leave selection is for full weeks only. Additional leave by days or weeks will be granted, when possible, through submission of form 3971 as far in advance as possible, on a first come first serve basis.

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 5

Choice vacation period will be from the week in which May 15<sup>th</sup> falls up to and including the week in which September 30<sup>th</sup> falls.

Item 6

Vacation weeks will run from Monday through Sunday.

Item 7

Employee (Career/CCA's) vacation will be in accordance with Article 10, Sec. 3, of the National Agreement.

Item 8

Employees (Career/CCA's) called for Jury Duty, Court Duty or Military Duty during their choice vacation period, shall be entitled to other weeks in the choice period. For convention weeks, the union will notify management of the number of delegates attending and spaces will be reserved for the delegates. Delegates will be entitled to another week in the choice period.

Item 9

One employee (Career/CCA's) per week during choice time.

Item 10

Each employee (Career/CCA's) will submit, following final selection of his/her choice vacation period(s). Form 3971 in duplicate, filling in all applicable items. A copy, signed by the postmaster or his designee, will be returned to each employee within seven (7) days.

Item 11

The employer shall, no later than November 1<sup>st</sup>, publicize on the bulletin boards and by other appropriate means the beginning of the new leave year, which shall begin with the first day of the first full pay period of the calendar year.

Item 12

Applications for annual leave will be on Form 3971 five days in advance due to necessary schedule adjustments.

Item 13

Part-time flexibles and CCA's will be used to the maximum extent possible for Holiday scheduling.

Item 14

In the event a regular carrier on the overtime desired list is requested to work on his non-scheduled day, he shall be given preference to work his assigned route, on an installation wide basis.

Item 15

Every effort will be made to provide light duty assignments if an employee is unable to perform his normal duties due to illness or injury.

Item 16

No regular carrier would be requested to change any part of his assignment to provide light duty work.

Item 17

The sectional center will be contacted to provide any possible additional work.

Item 18

The entire installation 19567 (zip) shall comprise the section for reassignment.

Item 19

All employees will be guaranteed parking spaces on post office property as long as they are available.

Item 20

Paragraph 2, Article 24, of the National Agreement shall apply.

Item 21

Article 5, Section D, Local Memorandum shall be incorporated in the 2016 Local Agreement. The present coffee procedure will be continued.

When a letter carriers route or full-time duty assignment other than the letter carrier route(s) or full time duty assignment(s) of the junior employee(s) is abolished at a delivery unit as result of, but not limited to, route adjustments, highways, housing projects, all routes and full-time duty

assignments at that unit 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 in accordance with the posting procedures in Article 41, Section 3.0 of the National Agreement.

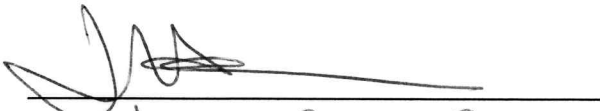
Item 22


Notice inviting bids for letter carrier craft assignments and to such other assignments to which a letter carrier is entitled to bid shall be posted on the official bulletin board for ten (10) days. Copies of the notice shall be given to the local union. When an absent employee has so requested, in writing, stating his or her mailing address, a copy of any notice inviting bids shall be mailed to the employee.

Letter carriers shall make their bids in writing to the postmaster or his designee by 1500 on the final day.

A steward or other Union representative shall be present when the bids are opened.

Letter carrier assignments shall not be posted when there is a change of more than one (1) hour.

  
USPS Jennifer A. Garcia

  
NALC

10/19/17  
Date