

**LOCAL MEMORANDUM OF UNDERSTANDING**

**BETWEEN**

**UNITED STATES POSTAL SERVICE**

**AND**

**NATIONAL ASSOCIATION OF LETTER CARRIERS,  
AFL-CIO**

**BRANCH 30**

**AT**

**KANSAS CITY, MO**

**2011 - 2016**

# TABLE OF CONTENTS

- ITEM # 1 - WASH UP PERIODS
- ITEM # 2 - REGULAR WORK-WEEK
- ITEM # 3 - CURTAILMENT OR TERMINATION OF POSTAL OPERATIONS
- ITEM # 4 - LOCAL LEAVE PROGRAM
- ITEM # 5 - VACATION PERIOD
- ITEM # 6 - BEGINNING DAY OF VACATION PERIOD
- ITEM # 7 - SELECTION OF VACATION PERIOD
- ITEM # 8 - JURY DUTY AND ATTENDANCE AT NATIONAL OR STATE CONVENTIONS
- ITEM # 9 - MAXIMUM EMPLOYEES ON LEAVE DURING CHOICE VACATION PERIOD
- ITEM #10 - APPROVAL OF VACATION SCHEDULE
- ITEM #12 - THE PROCEDURES FOR SUBMISSION OF APPLICATIONS FOR ANNUAL LEAVE DURING OTHER THAN THE CHOICE PERIOD.
- ITEM # 13 - SELECTING EMPLOYEES TO WORK ON HOLIDAY
- ITEM # 14 - WHETHER "OVERTIME DESIRED" LISTS IN ARTICLE 8 SHALL BE BY SECTION AND/OR TOUR
- ITEM # 17 - LIGHT DUTY ASSIGNMENTS
- ITEM # 18 - DEFINITION OF A SECTION
- ITEM # 22 - SENIORITY - RESASSIGNMENTS - POSTINGS

**ITEM 1: ADDITIONAL OR LONGER WASH-UP PERIODS**

IT IS THE POSITION OF THE UNITED STATES POSTAL SERVICE THAT ANY LETTER CARRIER SHALL BE GRANTED SUCH TIME AS IS REASONABLE FOR WASHING-UP AFTER PERFORMING DIRTY WORK OR WORK WITH TOXIC MATERIALS.

**ITEM 2: THE ESTABLISHMENT OF A REGULAR WORK WEEK OF FIVE DAYS WITH EITHER FIXED OR ROTATING DAYS OFF.**

EACH STATION OR DELIVERY UNIT MAY CHANGE TO ROTATING OR FIXED DAYS OFF BY MAJORITY VOTE OF REGULAR ASSIGNED CARRIERS. THE PRESIDENT, BRANCH 30, N.A.L.C., WILL CERTIFY IN WRITING TO THE APPROPRIATE MANAGER CUSTOMER SERVICE OPERATIONS, OF THE DESIRED CHANGE. SERVICE REQUIREMENTS PERMITTING, THE CHANGE WILL BE GRANTED ONE TIME DURING THE LIFE OF THE AGREEMENT.

**ITEM 3: GUIDELINES FOR THE CURTAILMENT OR TERMINATION OF POSTAL OPERATIONS TO CONFORM TO ORDERS OF LOCAL AUTHORITIES OR AS LOCAL CONDITIONS WARRANT BECAUSE OF EMERGENCY CONDITIONS.**

A. POSTAL OPERATIONS WILL NOT BE TERMINATED AT THIS POST OFFICE UNLESS THE POSTMASTER, OR HIS DESIGNEE, DETERMINES THAT CONDITIONS SO WARRANT.

B. IN MAKING THIS DETERMINATION, MANAGEMENT MAY CONSIDER THE SAFETY AND HEALTH OF EMPLOYEES; CIVIL DISORDERS; ACTS OF GOD; HAZARDOUS WEATHER CONDITIONS; AND OTHER CIRCUMSTANCES.

C. MANAGEMENT WILL NOTIFY THE N.A.L.C. BRANCH PRESIDENT AND DELIVERY UNITS AT THE EARLIEST PRACTICABLE TIME OF TERMINATION OR CURTAILMENT OF POSTAL OPERATIONS, WHERE POSSIBLE.

**ITEM 4: FORMULATION OF LOCAL LEAVE PROGRAM.**

A. PS FORM 1547, APPLICATION FOR ANNUAL LEAVE FOR VACATION PLANNING PURPOSES, WILL BE SUBMITTED IN DUPLICATE BY DECEMBER 15. THOSE LETTER CARRIERS WHO DO NOT SUBMIT AN APPLICATION FOR VACATION PERIOD(S) WILL BE SCHEDULED FOR LEAVE BASED ON THE NEEDS OF THE SERVICE

B. CARRIERS WILL BE ALLOWED TO BID BOTH CHOICE AND NON-CHOICE PERIODS AT THE SAME TIME UP TO THE WEEKS EARNED THIS LEAVE YEAR USING FORM 1547. (NOT TO EXCEED 5 WEEKS)

C. IN THE EVENT A LETTER CARRIER WITH APPROVED LEAVE TRANSFERS TO ANOTHER UNIT WITHIN THE INSTALLATION, THE CARRIER SHALL BE ALLOWED TO TAKE THE LEAVES AS SCHEDULED, EXCEPT IN SERIOUS EMERGENCY SITUATIONS.

D. ONLY FULL WEEKS OF CANCELED SCHEDULED ANNUAL LEAVE SHALL BE POSTED FOR BID AND GRANTED TO LETTER CARRIERS BY SENIORITY. CANCELED SCHEDULE LEAVE MUST BE SUBMITTED IN WRITING THE SATURDAY PRIOR TO THE WEDNESDAY SCHEDULE POSTING.

E. ANNUAL LEAVE FOR THE LETTER CARRIERS WILL BE ASSIGNED ON SENIORITY BASIS WITHIN A DELIVERY UNIT; A DELIVERY UNIT IS DEFINED AS THE PHYSICAL LOCATION OR FACILITY OF THE CARRIER'S ROUTE INCLUDING ANY ANNEXES. WHEN DELIVERY UNITS ARE CONSOLIDATED INTO ONE FACILITY, NEW ANNUAL LEAVE BIDDING FOR THAT FACILITY WILL NOT BEGIN UNTIL THE NEXT CALENDAR YEAR. CARRIERS CONSOLIDATING INTO THE NEW UNIT SHALL RETAIN ALL APPROVED LEAVE BID IN THE CURRENT YEAR.

F. AFTER THE FIRST ROUND OF VACATION SCHEDULING HAS CONCLUDED CARRIERS WILL BE ALLOWED TO SUBMIT IN DUPLICATE ON PS FORM 3971 TO MANAGEMENT NO LESS THAN SEVEN (7) CALENDAR DAYS BEFORE THE WEEK(S) REQUESTED. REQUEST WILL BE APPROVED ON 1<sup>ST</sup> COME BASIS PROVIDED THE CARRIER HAS ANNUAL LEAVE TO COVER THE WEEK(S).

**ITEM 5: THE DURATION OF THE CHOICE VACATION PERIOD.**

THE CHOICE PERIOD FOR ASSIGNING ANNUAL LEAVE IN THE LETTER CARRIER CRAFT WILL BE FROM APRIL 15 TO OCTOBER 1.

**ITEM 6: THE DETERMINATION OF THE BEGINNING DAY OF AN EMPLOYEES VACATION PERIOD.**

THE BEGINNING DAY OF VACATION WILL BE ON MONDAY AND END ON SUNDAY.

**ITEM 7: WHETHER EMPLOYEES AT THEIR OPTION MAY REQUEST TWO SELECTIONS DURING THE CHOICE VACATION PERIOD, IN UNITS OF EITHER 5 OR 10 DAYS.**

THE LETTER CARRIER, AT THE CARRIER'S OPTION, MAY REQUEST AND BE GRANTED, BY SENIORITY, TWO (2) SELECTIONS DURING THE CHOICE VACATION PERIOD IN UNITS OF FIVE (5); OR TEN (10) DAYS; OR ONE SELECTION OF FIFTEEN

(15) DAYS, NOT TO EXCEED THE TEN (10) OR FIFTEEN (15) DAY LIMITS SPECIFIED IN THE NATIONAL AGREEMENT.

**ITEM 8: WHETHER JURY DUTY AND ATTENDANCE AT NATIONAL OR STATE CONVENTIONS SHALL BE CHARGED TO THE CHOICE VACATION PERIOD.**

A LETTER CARRIER WHO ATTENDS JURY DUTY OR A NATIONAL, STATE OR REGIONAL CONVENTION DURING THE CHOICE VACATION PERIOD IS ELIGIBLE FOR ANOTHER AVAILABLE PERIOD, PROVIDED, THIS DOES NOT DEPRIVE ANY OTHER LETTER CARRIER OF THE CARRIER'S CHOICE FOR SCHEDULED VACATION.

**ITEM 9: DETERMINATION OF THE MAXIMUM NUMBER OF EMPLOYEES WHO SHALL RECEIVE LEAVE EACH WEEK DURING THE CHOICE VACATION PERIOD.**

A. THE MAXIMUM NUMBER OF LETTER CARRIERS TO BE ALLOWED OFF DURING THE CHOICE VACATION PERIOD SHALL BE 14% OF THE LETTER CARRIER CRAFT COMPLEMENT AT THAT UNIT. IN THOSE INSTANCES WHERE COMPUTING THE 14% DOES NOT RESULT IN A WHOLE NUMBER, AND THE FRACTIONAL RESULT IS FIVE TENTHS (.5) OR HIGHER, THE NEXT WHOLE NUMBER SHALL BE CONSIDERED THE CORRECT NUMBER.

B. A MAXIMUM OF 14% OF LETTER CARRIERS SHALL RECEIVE LEAVE IN OTHER THAN THE CHOICE VACATION PERIOD EXCLUDING DECEMBER. IN THE MONTH OF DECEMBER, A MAXIMUM OF 6% OF LETTER CARRIERS SHALL BE ALLOWED OFF.

**ITEM 10: THE ISSUANCE OF OFFICIAL NOTICES TO EACH EMPLOYEE OF THE VACATION SCHEDULE APPROVED FOR SUCH EMPLOYEE.**

MANAGEMENT SHALL PROVIDE OFFICIAL WRITTEN NOTICE TO EACH LETTER CARRIER OF THE VACATION SCHEDULE APPROVED FOR THE LETTER CARRIER AS SOON AS POSSIBLE, BUT NO LATER THAN JANUARY 10.

**ITEM 12: THE PROCEDURES FOR SUBMISSION OF APPLICATIONS FOR ANNUAL LEAVE DURING OTHER THAN THE CHOICE PERIOD.**

SEE ITEM 4

**ITEM 13: THE METHOD OF SELECTING EMPLOYEES TO WORK ON A HOLIDAY.**

1. PART TIME FLEXIBLES
2. VOLUNTEERS FOR THEIR HOLIDAY OR DAY DESIGNATED AS THEIR HOLIDAY BY SENIORITY.

3. CCA'S IF ANY
4. VOLUNTEERS ON THEIR NON-SCHEDULED DAY BY SENIORITY.
5. NON-VOLUNTEERS ON THEIR NON-SCHEDULED DAY.
6. NON-VOLUNTEERS ON THEIR HOLIDAY OR DAY DESIGNATED AS THEIR HOLIDAY.

**ITEM 14: WHETHER "OVERTIME DESIRED" LISTS IN ARTICLE 8 SHALL BE BY SECTION AND/OR TOUR**

OVERTIME WILL BE BY SECTION WITH SECTIONS BEING DEFINED AS A STATION, OR BRANCH. IF TWO OR MORE STATIONS, OR BRANCHES ARE CONSOLIDATED, THERE SHALL BE A NEW OVERTIME DESIRED LIST CREATED TO COVER THAT UNIT. THE NEW LIST SHALL BE POSTED FOR SIGNING WITHIN THE FIRST WEEK AFTER PHYSICAL CONSOLIDATION. THE LIST SHALL STAY UP FOR 10 DAYS FOR THE CARRIERS OF THE NEWLY CONSOLIDATED UNIT TO SIGN. THE NEW OVERTIME DESIRED LIST CREATED SHALL GO INTO EFFECT BEGINNING THE FIRST SATURDAY FOLLOWING THE 10 DAY SIGN UP PERIOD. MANAGEMENT OF THE UNITS CONSOLIDATING WILL ATTEMPT TO EQUALIZE OVERTIME OPPORTUNITIES WITHIN THE UNIT BEFORE CONSOLIDATION OCCURS.

**ITEM 17: THE IDENTIFICATION OF ASSIGNMENTS THAT ARE TO BE CONSIDERED LIGHT DUTY WITHIN EACH CRAFT REPRESENTED IN THE OFFICE.**

ANY AVAILABLE WORK WITHIN THE CARRIER CRAFT THAT IS WITHIN CARRIER PHYSICAL LIMITATIONS MAY BE CONSIDERED LIGHT DUTY WORK, CONSISTENT WITH ARTICLE 13 OF THE NATIONAL AGREEMENT.

**ITEM 18: THE IDENTIFICATION OF ASSIGNMENTS COMPRISING A SECTION, WHEN IT IS PROPOSED TO REASSIGN WITHIN AN INSTALLATION EMPLOYEES EXCESS TO THE NEEDS OF A SECTION.**

EACH STATION; BRANCH; CARRIER DIVISION OF THE GENERAL POST OFFICE; AND PARCEL POST AND COLLECTION DIVISION OF THE KANSAS CITY, MISSOURI POST OFFICE IS AN INDIVIDUAL UNIT AND ALL UNITS COMPRISE THE LETTER CARRIER'S SECTION.

**ITEM 22: LOCAL IMPLEMENTATION OF THIS AGREEMENT RELATING SENIORITY, REASSIGNMENTS AND POSTING.**

A. A VACANT OR NEWLY ESTABLISHED DUTY ASSIGNMENT NOT UNDER CONSIDERATION FOR REVERSION SHALL BE POSTED WITHIN 14 CALENDAR DAYS FROM THE DAY IT BECOMES VACANT OR ESTABLISHED. THE SENIOR BIDDER, INSTALLATION WIDE, SHALL BE THE SUCCESSFUL BIDDER ON OPEN ROUTES.

B. POSTING:

1. A LETTER CARRIER MAY BID ON AS MANY ROUTES AS DESIRED. IF MORE THAN ONE ROUTE IS BID ON IN ANY ONE NOTICE, CHOICE SHALL BE STATED AS TO JOB NUMBER.

2. LETTER CARRIERS BIDDING ON VACANT DUTY ASSIGNMENTS CAN BID THROUGH ANY OF THE FOLLOWING OPTIONS: PHONE BIDDING, A USPS KIOSK, AND USPS eJOB BIDDING SYSTEM THROUGH LITEBLUE WEBSITE. AUTOMATED BIDDING IS AVAILABLE 24 HOURS A DAY – 7 DAYS A WEEK DURING POSTINGS BID PERIOD.

3. TO BE ELIGIBLE FOR CONSIDERATION, THE BID MUST BE RECEIVED THROUGH USPS AUTOMATED eJOB BIDDING OR BY PHONE BIDDING NO LATER THAN THE CLOSING TIME AND DATE POSTED.

4. PRIOR TO THE CLOSING OF THE BID, THE BIDDER SHALL HAVE THE RIGHT TO WITHDRAW THE BID THROUGH USPS AUTOMATED eJOB BIDDING "WITHDRAW JOB BID" TOOL BAR OR BY PHONE BIDDING NO LATER THAN THE CLOSING TIME AND DATE POSTED.

5. NO ROUTE SHALL BE REPOSTED WHEN THERE IS A CHANGE IN STARTING TIME.

C. A SENIORITY LIST OF EMPLOYEES IN THE LETTER CARRIER CRAFT WILL BE PROVIDED SEMI-ANNUALLY TO THE PRESIDENT OF BRANCH 30.

D. IN ACCORDANCE WITH ARTICLE XLI, SECTION 3, (0) OF THE NATIONAL AGREEMENT:

"WHEN A LETTER CARRIER 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 A RESULT OF, BUT NOT LIMITED TO, ROUTE ADJUSTMENTS, HIGHWAY, HOUSING PROJECTS, ALL ROUTES AND FULL-TIME DUTY ASSIGNMENTS AT THAT UNIT HELD BY LETTER CARRIER(S) WHO ARE JUNIOR TO THE CARRIERS WHOSE ROUTE(S) OR FULL-TIME DUTY ASSIGNMENT(S) WAS ABOLISHED SHALL BE POSTED FOR BID IN ACCORDANCE WITH THE POSTING PROCEDURES IN THIS ARTICLE".

- E. WHEN A CARRIER ROUTE, WITHIN A GROUP OF ROUTES, SERVED BY THE SAME ASSIGNED CARRIER OR ASSIGNED UTILITY CARRIER BECOMES VACANT, THE CARRIERS WITHIN THIS GROUP, INCLUDING THE T-6 (UTILITY CARRIER), MAY ACQUIRE THE OFF DAY OF THE VACANT ASSIGNMENT BY SENIORITY BID. THIS DOES NOT INCLUDE SPLIT UTILITY ROUTES OR VIM ROOMS.
- F. NO CARRIER WILL BE REQUIRED TO WORK OVERTIME ON A NON-SCHEDULED DAY IMMEDIATELY PRECEEDING OR FOLLOWING SCHEDULED ANNUAL LEAVE.

**THE FOLLOWING ITEMS ARE CARRIED FORWARD  
FROM PRIOR LOCAL MEMORANDA OF UNDERSTANDING.**

- A. LABOR-MANAGEMENT MEETINGS.
  - 1. N.A.L.C. BRANCH 30 SHALL BE ALLOWED TWO (2) ADDITIONAL REPRESENTATIVES OFF-THE-CLOCK TO BE PRESENT AT THESE MEETINGS AS OBSERVERS ONLY, WITH NO ACTIVE PARTICIPATION UNLESS BY MUTUAL CONSENT. (PRESIDENT, BRANCH 30, WILL BE SPOKESMAN IF PRESENT.)
  - 2. MEETINGS SHALL BE HELD AT A PLACE DESIGNATED BY THE POSTMASTER ON THE 2ND TUESDAY OF EACH MONTH (EXCEPT DECEMBER) AT 2:00 PM.
  - 3. IT IS AGREED THAT AN AGENDA OF APPROPRIATE ITEMS FOR DISCUSSION AT SCHEDULED MEETINGS SHALL BE EXCHANGED BY PARTIES TO THIS AGREEMENT NOT LATER THAN NOON, TUESDAY OF THE WEEK PRECEDING THE MEETING. ITEMS NOT PLACED ON SUCH AN AGENDA SHALL BE DISCUSSED ONLY BY MUTUAL CONSENT OF THE PARTIES.
  - 4. THE MINUTES OF THE AGENDA ITEMS OF THE MEETINGS AND DECISIONS SHALL BE PUBLISHED, AND TWO COPIES GIVEN TO THE PRESIDENT OF BRANCH 30 BY THE FIRST OF THE FOLLOWING MONTH.
- B. WHEN ROUTE ADJUSTMENTS CAUSE TERRITORIAL CHANGES OF MORE THAN 50% OF ROUTE INVOLVED, MANAGEMENT WILL MAKE EVERY PRACTICABLE EFFORT TO ASSIGN TERRITORY TO CARRIERS INVOLVED IN CHANGES ACCORDING TO SENIORITY.
- C. IN ACCORDANCE WITH ARTICLE VIII, SECTION 5C2C OF THE NATIONAL AGREEMENT, A CHART SHALL BE POSTED AND UPDATED PERIODICALLY IN EACH WORK LOCATION INDICATING EACH EMPLOYEE'S ACCUMULATED OVERTIME. AN EMPLOYEE WHO HAS BEEN CONTACTED TO WORK OVERTIME AND IS EXCUSED BY MANAGEMENT AND THUS DOES NOT WORK OVERTIME SHALL BE CREDITED ON THE CHART AS IF THEY DID WORK THE OVERTIME.



D. AT REASONABLE INTERVALS, A LETTER CARRIER SHALL BE GRANTED THE OPPORTUNITY, UPON TIMELY REQUEST TO INSPECT THEIR PERSONNEL JACKET (EXCEPT HIGHLY CONFIDENTIAL ITEMS) IN THE PRESENCE OF A MANAGEMENT REPRESENTATIVE, PROVIDED SUCH INSPECTION OCCURS OFF-THE-CLOCK.

E. THE POLICIES TO BE ESTABLISHED BY MANAGEMENT OF THE CHRISTMAS OPERATION WILL BE A SUBJECT OF DISCUSSION AT A TIMELY REGULARLY SCHEDULED JOINT-LABOR-MANAGEMENT MEETING.

F. JOINT SAFETY AND HEALTH COMMITTEE.

1. WHEN ESTABLISHING A JOINT SAFETY AND HEALTH COMMITTEE AS PROVIDED FOR IN ARTICLE XIV OF THE NATIONAL AGREEMENT, THE PRESIDENT OF THE N.A.L.C. BRANCH OR HIS DESIGNEE WILL SERVE AS A COMMITTEE MEMBER. MEETING OF THE COMMITTEE SHALL BE HELD AT LEAST QUARTERLY AND AT SUCH OTHER TIMES AS DESIGNATED BY THE CHAIRMAN.

2. THE EMPLOYER WILL MAKE A REASONABLE EFFORT TO ASSIGN THE SAME VEHICLE TO THE SAME FULL-TIME ROUTE EACH DAY, IF OPERATIONAL REQUIREMENTS PERMIT. MANAGEMENT MAY INTERCHANGE VEHICLES TO EQUALIZE MILEAGE AND TO REFLECT THE MAIL VOLUME FOR THE VARIOUS ROUTES. IT IS THE EMPLOYER'S INTENT THAT VEHICLES BE MAINTAINED IN AN ACCEPTABLE STATE OF CLEANLINESS, INCLUDING PERIODIC WASHES.

3. HEALTH SERVICES AVAILABLE TO LETTER CARRIERS FOR THE TREATMENT OF JOB RELATED INJURIES OR ILLNESSES WILL BE DETERMINED BY THE EMPLOYER AND A LIST WILL BE POSTED IN EACH SECTION.

G. CARRIER UNIFORM

1. WINTER UNIFORMS WILL BE WORN FROM DECEMBER 1 THROUGH MARCH 31 AND SUMMER UNIFORMS FROM MAY 1 THROUGH SEPTEMBER 30. DURING APRIL, OCTOBER AND NOVEMBER, EITHER COMPLETE SUMMER OR WINTER UNIFORM MAY BE WORN AS DICTATED BY WEATHER. (A SUMMER UNIFORM MAY INCLUDE A SUMMER OUTER JACKET, COAT OR SWEATER.)

2. COMPLETE PRESCRIBED APPROPRIATE SEASONAL UNIFORM SHALL BE WORN AT ALL TIMES, EXCEPT THAT AN EMPLOYEE MAY REMOVE HIS COAT AND CAP WHILE PERFORMING OFFICE WORK. THE CARRIER MAY ALSO REMOVE THEIR TIE AS LONG AS THEY ARE NOT IN VIEW OF THE PUBLIC.

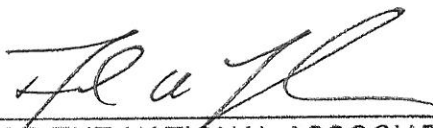
THIS MEMORANDUM OF UNDERSTANDING IS ENTERED INTO January 7, 2015 AT KANSAS CITY, MISSOURI BETWEEN THE REPRESENTATIVES OF THE UNITED STATES POSTAL SERVICE AND THE DESIGNATED AGENT OF THE NATIONAL ASSOCIATION OF LETTER CARRIERS, AFL-CIO BRANCH 30 PURSUANT TO THE LOCAL IMPLEMENTATION ARTICLE OF THE 2011-2016 NATIONAL AGREEMENT. THIS MEMORANDUM CONSTITUTES THE ENTIRE AGREEMENT ON MATTERS RELATING TO LOCAL CONDITIONS OF EMPLOYMENT.

THE PROVISIONS OF THE 2011-2016 LOCAL MEMORANDUM OF UNDERSTANDING BETWEEN THE UNITED STATES POSTAL SERVICE AT KANSAS CITY, MISSOURI AND THE NATIONAL ASSOCIATION OF LETTER CARRIERS AFL-CIO, BRANCH 30 ARE AGREED AS WRITTEN.



---

FOR THE UNITED STATES POSTAL SERVICE  
JEFF DRAKE, POSTMASTER  
KANSAS CITY, MISSOURI 64108



---

FOR THE NATIONAL ASSOCIATION OF LETTER CARRIERS, AFL-CIO  
DAVID A. TEEGARDEN  
PRESIDENT, BRANCH 30