

LOCAL MEMORANDUM OF UNDERSTANDING

BETWEEN

UNITED STATES POSTAL SERVICE

AND

NATIONAL ASSOCIATION OF LETTER CARRIERS, AFL-CIO  
BRANCH 30

AT

BLUE SPRINGS, MISSOURI 64015

NOVEMBER 21, 2011- MAY, 20, 2016

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**ITEM 1: Additional or longer wash-up periods.**

- A. Article VIII, Section 9, provides reasonable wash-up time for a letter carrier who performs dirty work.
- B. It is the position of the United States Postal Service that any letter carrier should be granted such time as is reasonable and necessary after performing dirty work or incident to personal needs as currently established.

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

Full time regular carriers with bid assignments shall have rotating days off.

**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.**

The orders of civil authorities and local conditions such as ice storms, snow, etc., will be considered by management in determining whether any part of postal operations are to be curtailed or terminated.

**ITEM 4: Formulation of local leave program.**

- A. PS forms 1547, application for annual leave for vacation planning purposes, will be submitted in duplicate by January 1. 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. Cancellation of annual leave will be allowed if the following criteria is met:
  - 1. Bidders at the first of the year must have sufficient annual to cover the full week that they are bidding.
  - 2. No more than 2 cancellations per year per carrier (partial or complete week cancellations)

If the cancellation is 30 days or more, the carriers name that cancelled will be crossed off the vacation schedule that is posted, and a notice will be posted at the time clock for other carriers to sign for bidding the canceled annual.

If the cancellation is less than 30 days, the vacated spot is used according to management and union agreement at that time. (each cancellation will be different due to sickness, emergencies and any scheduling conflict that might occur)

C. Scheduled annual leave shall not be canceled, except with prior approval of management. Subject to the needs of the service, any canceled scheduled annual leave during the prime vacation time will be granted, by seniority.

**ITEM 5: The duration of the choice period.**

- A. The choice vacation period for annual leave in the letter carrier craft at the Blue Springs Post Office will be from April 15 to October 1.
- B. To set and interpret local policy regarding the local leave program. After vacation bidding has concluded and if there are weeks that are still available, letter carriers will be allowed to bid these weeks if they meet the following criteria:
  - 1. Carriers must submit a request at least 30 days prior to the week in question. These requests will be on a seniority basis.
  - 2. Carriers bidding on these weeks must have sufficient annual leave to cover these weeks. These requests will not be denied as long as the station does not exceed the maximum percentage that is allowed off per the local memorandum of understanding.

**ITEM 6: The determination of the beginning day of an employees vacation period.**

The beginning day of a carriers vacation period will start 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.**

A carrier may at their option request and be granted, by seniority, two (2) selections during the choice period in units of either 5 or 10 working days; the total not exceed the ten or fifteen days to which they are entitled.

**ITEM 9: Determination of the maximum number of employees who shall receive leave each week during the choice period.**

- A. The number of carriers who shall be off during the choice vacation period shall be 12% of the letter carrier craft complement at the Blue Springs Post Office. In those instances where computing the 12% 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. If the needs of the service allow, management may increase these percentages to allow more employees to be off.
- B. In the Blue Springs Post Office, 12% of the letter carrier craft shall receive leave in other than the choice vacation period excluding December. In the month of December, 6% of the 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 February 10.

**ITEM 11: Determination of the date and means of notifying employees of the beginning of the new leave year.**  
The new leave year will be publicized by posting on the bulletin board, in accordance with the National Agreement.

**ITEM 12: The procedures or submission of applications for annual leave during other than the choice vacation period.**  
The policy on submission of applications for annual leave during the non-choice vacation period will be resolved locally at the Blue Springs Post Office between the NALC and local management.

**ITEM 13: The method of selecting employees to work on a holiday.**  
In accordance with the provisions of Article XI section 6 of the National Agreement.

**ITEM 14: Whether "Overtime Desired" lists in Article VIII shall be by section and or tour.**  
Overtime desired list shall be by section

**ITEM 17:**                   **The identification of assignments that are to be considered light duty within each craft represented in the office.**

Carriers on light duty will be offered available work assignments commensurate with their ability to perform these assignments within accepted standards.

**ITEM 19:**                   **The assignment of employee parking spaces.**

Parking spaces excess to the needs of the Postal Service will be provided to employees on a first come first served basis.

**ITEM 21:**                   **Those other items which are subject to local negotiations as provided in the craft provisions of this agreement.**

- A. 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 adjustment, 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 this article.
- B. Seniority list of employees in the letter carrier craft shall be provided to Branch #30 in accordance with the national agreement.

**ITEM 22:**                   **Local implementation of this agreement relating seniority, reassignments and posting.**

The senior bidder installation wide shall be the successful bidder on open routes.

This memorandum of understanding is entered into Nov. 7<sup>th</sup>, 2013 at Blue Springs, 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.



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For the United States Postal Service  
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For the National Association of Letter Carriers, AFL-CIO  
David A. Teegarden, President Branch 30