

Local Memorandum of Understanding

Between

United States Postal Service

And

National Association of Letter Carriers, AFL-CIO

Branch 30

At

Richmond, Missouri

November 21<sup>st</sup> 2011 - May 20<sup>th</sup> 2016

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

A. ARTICLE 8, 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 CURRENT ESTABLISHED.

**ITEM 2: THE ESTABLISHMENT OF A REGULAR WORK WEEK OF FIVE (5) DAYS, WITH EITHER FIXED OR ROTATING DAYS OFF**

THE LETTER CARRIER CRAFT AT THE RICHMOND POST OFFICE MAY CHANGE TO ROTATING OR FIXED DAYS OFF BY MAJORITY VOTE OF REGULAR ASSIGNED CARRIERS. THE PRESIDENT, BRANCH 30, NALC, WILL CERTIFY IN WRITING TO DIRECTOR, FIELD OPERATIONS, OF THE DESIRED CHANGE. SERVICE REQUIREMENTS PERMITTING, THE CHANGE WILL BE GRANTED ONE (1) TIME DURING THE LIFE OF THE AGREEMENT.

**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 JANUARY 31. 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. ANNUAL LEAVE FOR LETTER CARRIERS DURING THE CHOICE VACATION PERIOD WILL BE ASSIGNED ON A SENIORITY BASIS.

C. ALL LEAVE CANCELLATIONS DURING THE CHOICE VACATION PERIOD, IF CANCELLED TWO (2) WEEKS PRIOR TO THE SCHEDULED LEAVE DATES, SHALL BE REPOSTED BY SENIORITY.

D. THE PERSON BIDDING ON THE CANCELLED LEAVE MUST SUBMIT A REQUEST, NO LATER THAN THE DAY PRIOR TO THE POSTING OF THE SCHEDULE, FOR THE SERVICE WEEK THAT INCLUDES THE CANCELLED LEAVE.

**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 EMPLOYEE'S 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 (2) SELECTIONS DURING THE CHOICE VACATION PERIOD, IN UNITS OF EITHER FIVE (5) OR TEN (10) DAYS**

LETTER CARRIERS, AT THEIR OPTION, MAY REQUEST ONE (1) OR TWO (2) SELECTIONS DURING THE CHOICE VACATION PERIOD IN UNITS OF EITHER FIVE (5), TEN (10), OR FIFTEEN (15) DAYS, THE TOTAL NOT TO EXCEED TEN (10) OR FIFTEEN (15) DAYS ON THE FIRST CHOICE, IN ACCORDANCE WITH LEAVE EARNED ANNUALLY.

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

A LETTER CARRIER WHO ATTENDS 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 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 28.

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

IN ACCORDANCE WITH THE PROVISIONS OF THE NATIONAL AGREEMENT, ARTICLE 11, SECTION 6.

**ITEM 21: THOSE OTHER ITEMS WHICH ARE SUBJECT TO LOCAL NEGOTIATIONS AS PROVIDED IN THE CRAFT PROVISIONS OF THIS AGREEMENT**

A. THE SENIOR QUALIFIED APPLICANT FOR A VACANT ASSIGNMENT SHALL BE PLACED IN THE NEW ASSIGNMENT WITHIN TEN (10) DAYS OF THE CLOSING OF THE BIDS, UNLESS ON LEAVE, EXCEPT THAT DURING THE MONTH OF DECEMBER, HE SHALL BE PLACED ON THE FIRST WORK DAY IN JANUARY.

B. UTILITY ASSIGNMENT VACANCIES ARE TO BE POSTED AND BID FOR IN THE SAME MANNER, AND SUBJECT TO THE SAME PROVISIONS AS PROVIDED ABOVE.

C. THE SUCCESSFUL BIDDER SHALL NOT HAVE RETREAT RIGHTS TO HIS PRIOR ASSIGNMENT.

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

A. MANAGEMENT SHALL NOT SEARCH A LETTER CARRIER'S LOCKER OR PERSONAL BELONGINGS UNLESS SAID CARRIER IS PRESENT TO WITNESS SUCH ACTION, UNLESS DIRECTED TO DO SO BY THE UNITED STATES POSTAL INSPECTION SERVICE.

B. DURING THE MONTH OF NOVEMBER, REPRESENTATIVES OF MANAGEMENT AND OF BRANCH 30 SHALL MEET FOR THE PURPOSE OF CONSULTING AND PREPARING A LOCAL MEMORANDUM OF UNDERSTANDING ON THE POLICIES TO BE ESTABLISHED IN THE LOCAL CHRISTMAS OPERATION.

C. NO LETTER CARRIER SHALL BE PERMITTED TO PERFORM ANY DUTIES UNLESS HE IS ON OFFICIAL TIME.

FEBRUARY 28, 2003



National Association of Letter Carriers  
Heart of America Branch No. 30  
304 West 10<sup>th</sup> Street  
Kansas City Missouri 64105

To Whom It May Concern:

The local steward, Mike Farnan, and the Postmaster, Tammie Sullard, have agreed to the following changes to be made in the local agreement at the Richmond Missouri Post Office.

ITEM 2: THE ESTABLISHMENT OF A REGULAR WORK WEEK OF FIVE (5) DAYS, WITH EITHER FIXED OR ROTATING DAYS OFF

(The first paragraph remains unchanged. Add the following paragraph to ITEM 2.)

The Letter Carrier Craft at the Richmond Post Office have a flexible starting time of 7:15 am To 7:30 am. Starting times outside this time frame must be pre-approved by management. [Subject to the availability of the mail due to transportation and or automation at which time the flexible start time window will be renegotiated.]

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 January 31. Management will process the requests beginning February 1 through February 15 and will communicate with the craft if their choices are not available and give them the option to modify their choices. 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.

(The rest of ITEM 4 remains unchanged.)

If you have any questions please call. (816) 470-3811.

Sincerely,

Handwritten signature of Tammie Sullard in cursive.

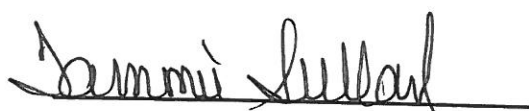
Tammie Sullard  
Postmaster

Handwritten signature of Mike Farnan in cursive.

Mike Farnan  
NALC

RICHMOND POST OFFICE  
209 S COLLEGE  
RICHMOND MO 64085  
(816) 776-3391

The provisions of the Local Memorandum of Understanding between the United States Postal Service and the National Association of Letter Carriers at the Richmond, Missouri Installation are carried forward through May 2016.



For the United States Postal Service  
Tammie Sullard Postmaster  
Richmond, Missouri 64085



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

Date: 06/20/2013