

Memorandum of Understanding

This Memorandum of Understanding entered into on **May 23, 2002** between the representatives of the Emmaus Post Office, United States Postal Service and the designated representatives of the American Postal Workers Union, AFL-CIO, Lehigh Valley Area Local pursuant to Article 30 of the **2000** National Agreement. This Memorandum of Understanding constitutes the entire agreement on matter relating to conditions of employment.

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APWU, Lehigh Valley Area Local

Date: 5-23-02


USPS, Emmaus Post Office

Date: 5/24/02

ITEM #1 **WASH-UP TIME**

The parties agree to allow the clerks the necessary time to wash-up prior to lunch break and end of tour.

ITEM #4 **FORMULATION OF LOCAL LEAVE PROGRAM**

1. Choice Vacation period will be from January 1st till December 8th each year, and the period of December 26th to the end of the leave year. **Additionally, one person will be allowed off each day from December 9th to December 24th.**
2. The maximum number of clerk(s) who will be granted leave during the Choice vacation period will be 15%. **(Any fraction amount .5 or greater is considered another person). This will be based on the career clerk compliment as of the beginning of the new leave year.** Annual Leave will be awarded on strict seniority basis.
3. The vacation week for clerks will begin on Monday and end on Sunday.
4. Choice Vacation selections will be made in order of seniority. In the first round of bidding, a clerk may, at his/her option, request two (2) consecutive weeks or two selections of either five (5) days.
5. Bidding for Choice Vacation Period will begin no later than Monday after the new leave year begins of each year and last no longer than 30 days. At the end of the bidding process management must post a list of each week and the clerks(s) off, on the bulletin board.
6. All clerks must submit their PS Form 3971 for awarded week(s) no later than 21 days from the end of the bidding process. Management must return the approved PS Form 3971 within five days.
7. Requests for Annual Leave less than forty (40) hours shall be honored if the numbers in 4.2. have not been met. Such request may be submitted no earlier than 16 days from the first day of the leave requested. Requests received on the 16th day will be honored by seniority, after that on a first come, first served basis.
8. Management must return a properly submitted request for less than forty hours of annual leave within 72 hours. **For properly submitted 3971's of less than 72 hours, management will act on the request within 2 hours.** If management fails to return the

PF Form 3971 within the above stated timeframes, the Annual Leave will be considered approved.

NOTE: Properly submitted is defined as the supervisor having initialed and annotated date and time received in "Signature of Supvr., and Date notified" block of Form 3971.

9. Once Annual Leave has been approved it must not be canceled unless the President, Lehigh Valley Area Local is notified of the reason why.
10. Jury duty shall not be charged to the Choice Vacation Period.
11. Part-time flexible employees will only be required to use the amount of Annual Leave that they would have been normally scheduled to work during that day or week.
12. All requests for emergency leave shall be granted upon due explanation of same. Request for emergency leave, duplicate shall be returned immediately.
13. Any clerk wishing to relinquish a bid week must do so, in writing to the Postmaster, at least 21 days prior to such bid week. The week will then be posted for a period of five (5) days to the Clerk Craft. First opportunity will go to those clerks junior to the clerk relinquishing the week. If no junior clerks bids the week, it will be awarded in order of seniority.

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

1. A notice requesting application from volunteers who desire to work holidays during the next calendar quarter shall be posted for ten (10) days prior to the end of each quarter. Any clerk requesting to work a holiday must notify the Postmaster in writing at this time.
2. The following is the order in which qualified employees will be scheduled to work on a holiday or day designated as their holiday:
 1. Casuals, even if overtime is necessary.
 2. Part-time flexible employees, even if overtime is necessary.
 3. Volunteers on their designated holiday, by seniority.
 4. Volunteers on their non-scheduled day, by seniority.
 5. Non-volunteers on their designated holiday, by juniority

ITEM #14 OVERTIME DESIRED LIST

1. An Overtime Desired List will be established by facility. Any clerk desiring to sign the OTDL must do so in writing within the two week period proceeding the start of the quarter (January, April, July and October).
2. Employees shall not be allowed to sign after the beginning of the quarter, unless absent for the entire sign up period or part time flexibles converted to full time shall submit in writing within 10 days of their conversion, their desire to be added to the overtime desired list.
3. Those listing their names will be selected in order of seniority on a rotating basis. Management will comply with Article 8 with regard to overtime opportunities.
4. Management will attempt to notify affected clerks at least one (1) hour in advance if they will be required to work overtime.

ITEM #15 -17 LIGHT DUTY ASSIGNMENTS

1. In the event a clerk requests a light duty assignment, management must contact the President, Lehigh Valley Area Local to discuss such request.
2. A request for light duty will not be unreasonably denied, unless management can prove it will have an adverse effect on the operation of the facility.
3. No request for light duty from another craft will be approved prior to management contacting the President and discussing length of the assignment, physical restrictions and possible alternatives.

ITEM #19 PARKING

1. Management will continue parking practices as they have in the past.

ITEM #22 SENIORITY / POSTING / BIDDING

1. Management will provide the President, Lehigh Valley Area Local, a copy of any job posting, abolishment notice, reversions or changes to present positions.
2. If the duties of a bid job are changed to the extent of twenty five (25) percent or more from the original posting, such job must be re-posted for bid, unless mutually agreed by the President and the Postmaster.

3. If the starting time of a bid job is changed by more than one (1) hour from the original starting time, such bid job must be re-posted for bid, unless mutually agreed by the President and the Postmaster
4. Split shifts for part-time flexible employees should be avoided whenever possible, as business conditions exist.

ARTICLE 14 SAFETY AND HEALTH

1. Management will meet with the Union as needed / semi annually to discuss safety / health issues in the office.

ARTICLE 17 LABOR / MANAGEMENT

1. Labor / Management meetings will be held at the request of either party as needed / monthly.
2. An agenda for such meeting must be furnished by the party requesting the meeting no later than five days prior to meeting.
3. Minutes from such meeting may be hand written and both parties are required to sign the approved minutes. Each party will receive a copy of the minutes.
4. Management will grant the Union 15 minutes on the clock time to address the clerks in the office, on a semi-annual basis.

ARTICLE 21 HOURS OF WORK

1. Work schedules for the following week must be posted by Wednesday, noon.
2. Window clerks lunch period should overlap by fifteen (15) minutes.