


Dublin Ohio 43016, 43017



MEMORANDUM OF UNDERSTANDING
BETWEEN
UNITED STATES POSTAL SERVICE
AND
BRANCH #78
NATIONAL ASSOCIATION
OF
LETTER CARRIERS
AFL-CIO
DUBLIN OHIO 43016, 43017
SEPTEMBER 20, 2019
TO MAY 20, 2023



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PREAMBLE

IN THE EVENT THAT LETTER CARRIER OPERATIONS ARE AGAIN INSTITUTED AT THE SHAMROCK STATION, THE SHAMROCK STATION SHALL BE CONSIDERED A SECTION IN AND OF ITSELF FOR PURPOSES OF REASSIGNMENT, OVERTIME ASSIGNMENTS, VACATION SELECTIONS, ASSIGNMENT OF INDIVIDUALS TO WORK ON A HOLIDAY, AND OTHER LEAVE APPORVAL. IN OTHER WORDS, THE SHAMROCK STATION IS DEFINDED AS A SECTION AND THE DUBLIN MAIN POST OFFICE IS DEFINED AS A SECTION, BOTH ARE CONSIDERED AS PART OF THE DUBLIN "INSTALLATION." IN THE EVENT THAT PART-TIME REGULARS ARE INTRODUCED TO THE DUBLIN INSTALLATION, THEY SHALL BE CONSIDERED AS FULL-TIME REGULARS WHERE APPLICABLE AND IN CONSISTENCY WITH NATIONAL AGREEMENT.

Item 1 Wash Up Periods

WASH-UP TIME


1. Wash up time: It is acknowledged by the parties that all City Letter Carriers at the Dublin, Ohio 43016, 43017 Post Office perform dirty work in the office and on the street. Management shall grant reasonable wash-up time to letter carriers who perform dirty work or with toxic materials. The amount of wash-up time shall be considered on an individual basis.

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

- A. Letter carriers in the Dublin Post Office will be granted a non-scheduled workday on a rotating basis, except as provided below:
- B. Business routes shall have a Monday through Friday work week with Saturday as their non-scheduled day.

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.

It is recognized by both parties that on occasion, emergency conditions may exist which would encourage the employer to consider the curtailment of operations. In cases of such emergency conditions, the employer will, prior to making a decision to curtail the operations, take into consideration such factors as:


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- A. The degree of emergency as stated by and acted upon by responsible governmental authorities.
- B. The requirements and reactions of its customers to the emergency.
- C. The accessibility of postal operations and its customers, to the employer and employee and.
- D. The safety and health of its employees.
- E. Any carrier who fears for his/her personal safety or health shall immediately call the office, relate the conditions to his/her immediate supervisor and request further instructions. Prior to taking action to curtail the operations due to emergency conditions, the employer will attempt to notify the union of its decision and plan of implementation.
- F. Responsible postal officials shall examine the situation immediately when local emergency conditions warrant the wholesale closing of businesses and other local industries. In accordance with the impact on employees, postal officials may grant other Paid Leave in accordance with the Employee and Labor Relations Manual (ELM) Section 519 when all available work is completed.
- G. The local union president will be notified as soon as possible when a breakdown of air-conditioning or heating units result in abnormally warm or cold working conditions.
- H. Responsible postal officials shall not only consider temperatures; but also, humidity, air movement and other factors that can affect the climate of the working environment.
- I. Postal Officials will make the safety of the employees their prime concern taking appropriate action to protect employees.

Item 4 Formulation of Local Leave Program

- A. A. Vacation selections will consist of three rounds. The parties agree that management and union representatives shall work together to ensure the timely and proper application of this provision.
- B. Leave forms will be distributed for the first round and all carriers must indicate their first, second, and third preferences for their two (2) selections during the choice period.
- C. Carrier, and city carrier assistance shall make their vacation choices during the period from December 1st to February 15th. First round selections. Request for choice vacation will be made on P.S. Form 1547. Vacation Period Selection forms (P.S. Form 1547) must be presented to employees' immediate supervisor

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within ten (10) days from the date forms are issued by management. Each employee shall select his/her choice vacation in the section to which they are detailed or assigned. This selection shall be honored even though the assignment or detail may be terminated or changed prior to the date scheduled for granting of choice vacation period. The supervisor shall return a copy of PS Form 1547, advising the employee of his/her approved vacation schedule and post vacation schedule on Official Bulletin Boards. Leave selection cannot continue until all first-round choices have been completed.

- D. The second and third rounds will be made by progressing through the seniority roster allowing each person two days (48hrs) to select one week during the second and third rounds. The vacation roster will be updated after each selection before being presented to the next junior individual. This process will continue until both rounds have been completed. Each employee may select up to the number of weeks of annual leave earned per year.
- E. After all regular carriers have selected their third-round selection City Carrier Assistants (CCAs) will then be permitted to sign the vacation schedule for one (1) week of vacation leave based on their relative standing in either choice or non choice period. When a CCA is approved for a week of annual leave, they must have a leave balance sufficient enough to cover the leave at the start of the week that was requested.
- F. Individuals must have sufficient annual leave to cover the entire period of their vacation selection prior to the time their vacation begins. If not, they shall be required to Relinquish any full week(s) of vacation which they do not have sufficient annual leave to cover. Those periods of leave shall be rebid to those carriers' junior to that individual who have sufficient annual leave to cover the entire week. Full weeks will be posted, 3971's must be submitted within 72 hours of posting. If no one bids the entire week, the leave will be posted in 8-hour increments and available to all. All carriers must submit a 3971 prior to scheduled annual, at least one week prior to the period requested, to be considered for any vacation posting that is forfeited for the week following his/her scheduled vacation. It is a carrier's responsibility to contact their immediate supervisor to verify approval/disapproval.
- G. The remainder of the employee's annual leave may be granted at other times during the year, as requested by the employee. The employer will make a reasonable effort to grant the annual leave.


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- H. Employee becoming ill while on annual leave may have leave charged to sick leave upon request.
- I. Exchanging of leave is not permitted without the approval of the union and management.
- J. No carrier will be called in to work while on vacation but may inform the management team if he/she wishes to work the day off during the vacation period.
- K. Any carrier transferring to another station shall be granted his/her vacation period as was assigned and the losing station shall not rebid the vacation assignment.
- L. Military leave will not count as a part of a carrier's selections for the choice period, nor will it count against the branch's quota for the choice period.
- M. Each carrier craft employee will submit, two weeks prior to scheduled vacation, Form 3971 in duplicate, filling in all applicable items. A copy, signed by the responsible supervisor, will be returned to each carrier craft employee within 72 hours.
- N. The intent of the vacation schedule is to allow letter carriers the opportunity to select their yearly earned vacation within the rounds of selection. Every effort will be made to accomplish this task by the specified time of January 1 of each year.


Item 5- The Duration of the choice vacation period(s)

CHOICE VACATION PERIOD

The choice vacation period will be from January 1 through the last week that has a day in November in it.

SCHEDULED VACATION PERIODS

Vacations shall begin January 1 and shall continue through the last week that has a day in November in it.


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Item 6- The determination of the beginning day of an employee's vacation period.

A letter carrier's vacation period will begin on Monday and continue until Sunday. Exceptions will be granted at the request of the carrier and agreement by the Postmaster based on service obligations.

Item 7 LIMITATION OF VACATION

Vacations shall be granted in one (1) week periods by seniority beginning on Monday and continue until Sunday. Reasonable variations may be made provided they are consistent with local service requirements and the employee's desire. An employee may take as many consecutive weeks as he/she desires if he/she has the seniority to do so, as long as it does not conflict with the National Agreement. An employee may at his/her option request two (2) selections during the choice period in units of either five (5) or ten (10) working days, the total not to exceed the ten (10) or fifteen (15) working days allowed

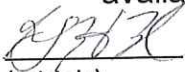
Item 8- Jury Duty / NALC National or State Convention Leave

- A. Jury Duty and attendance at National or State Conventions will not be counted in the complement of employees, agreed upon, to be simultaneously let off during the choice vacation period.
- B. Jury Duty - In order to have uniformity and consistency, schedules shall be revised to include both hour changes as well as a change in non-scheduled days in accordance with the provisions outlined in Chapter 516.334 of the Employee and Labor Relations Manual.

Item 9- Determination of the maximum number of employees off who shall receive leave each week during the vacation period.

The choice vacation period shall begin January 1 and end with the last week that has a day in November in it. 12% shall be allowed off during the period encompassing the first full week of April, through the last full week of September. 9% shall be allowed off for the remaining choice period. Percentages shall be rounded to the nearest whole number, greater than or equal to .5 will be rounded up. In addition, to the weekly quota off on vacation, one (1) additional opening for vacation shall be provided for the week of the Thanksgiving Day holiday.

Leave slots remaining open after the choice selection period has ended will be available for application under incidental leave, up to 9% and 12%. Carriers must


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make an application no later than 2 weeks prior to the leave date to secure an open slot. The request may not be denied the bid if is submitted more than 2 weeks in advance and an open slot remains on the vacation schedule. Once someone bids on an open slot and the request is granted the slot is considered filled and no longer available. Should the leave be applied for with less than 2 weeks' notice, the leave approval/disapproval will be at management's discretion.

Individuals must have sufficient annual leave to cover the entire period of their vacation selection prior to the time their vacation begins. If not, they shall be required to Relinquish any full week(s) days of vacation which they do not have sufficient annual leave to cover. Those periods of leave shall be rebid to those carriers who have sufficient annual leave to cover the entire week. Full weeks will be posted, 3971's must be submitted within 72 hours of posting. If no one bids the entire week, the leave will be posted in 8-hour increments and available to all. The 8-hour increments will be awarded by seniority. All carriers must submit a 3971 prior to scheduled annual, at least one week prior to the period requested, to be considered for any vacation posting that is forfeited for the week following his/her scheduled vacation. It is a carrier's responsibility to contact their immediate supervisor to verify approval/disapproval.


The remainder of the employee's annual leave may be granted at other times during the year, as requested by the employee. The employer will make a reasonable effort to grant the annual leave.

ITEM 10 – The issuance of official notices to each employee of the vacation schedule approved for such employee.

The approved vacation list shall be posted on the bulletin board within three (3) working days after the choice vacation selection period closes.

ITEM 11 – Determination of the date and means of notifying employees of the beginning of the new leave year.

By November 1st of each year, a notice shall be posted on bulletin boards to notify employees of the beginning date of the new leave year.



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ITEM 12 – OTHER LEAVE

1. Leave slots remaining open after the choice selection period has ended will be available for application under incidental leave, up to 9% and 12%. Carriers must make an application no later than 2 weeks prior to the leave date to secure an open slot. The request may not be denied the bid if is submitted more than 2 weeks in advance and an open slot remains on the vacation schedule. Once someone bids on an open slot and the request is granted the slot is considered filled and no longer available. Should the leave be applied for with less than 2 weeks' notice, the leave approval/disapproval will be at management's discretion.
2. Procedures to be followed:
 - A. Applications for Annual Leave during other than the choice vacation periods will be made on Form 3971 to employee's immediate supervisor.
 - B. 3971's will be accepted by an employee's immediate supervisor up to 45 days prior to the requested annual leave date, but not more than.
 - C. Daily Leave shall be granted on a first come, first served basis; leave in advance shall also be granted on a first come first served basis. Request for Annual Leave will be approved or disapproved within a 72-hour period commencing from 6:00 pm of the day the 3971 is submitted.
 - D. Supervisor will sign and date submitted 3971 in the section designated "Signature of Supervisor Notified and Date," in the presence of the submitting employee. 3971's not signed and dated by the accepting supervisor or not handed directly to the supervisor will not be considered submitted.
 - E. Management will be required to respond as soon as possible to annual leave requests that are submitted within less than 72 hours prior to the annual leave period requested.
 - F. Failure to inform the employee within the 72-hour period will be considered approved.
 - G. If more than one (1) employee requests the same period of annual leave on the same date of submission, seniority will be used to determine the employee granted the leave. 6:00 will be considered the cut off time for submission.
 - H. An employee, upon request, no more that 45 days, but not less than 72 hours in advance of a regular workday or upon notification that the employee is being required to work a non-scheduled day or holiday will be granted one (1) day annual leave on his/her birthday.


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3. Elective Leave

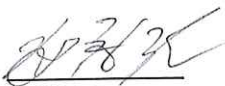
- A. All employees will be granted one day of Elective Leave for each calendar quarter that an employee does not use any hours of unscheduled absence to include, emergency annual or sick leave. Sick leave shall include LWOP in lieu of, also Dependent Care and Family Medical Leave Act.
- B. Elective Leave must be used in the calendar quarter following the quarter that it was earned or lost.
- C. Any use of elective leave shall be subtracted from the employees' earned annual leave balance.


4. The following guidelines will be used when requesting Elective Leave.

- A. The employee must submit a PS form 3971 to their immediate supervisor no more than 45 days and no less than the Tuesday prior to the to the week in which the day is requested.
- B. The leave form, PS form 3971 will be annotated Annual Leave and the word "Elective Leave" entered in the remarks section by the employee.
- C. The employee must have the necessary Annual Leave to cover the Elective Leave.

5. Request for Elective Leave will not be denied for any reason except for the following:

- A. At the Dublin stations a maximum of one employee will be permitted on Elective Leave at the same time to be determined by time of request on 3971.
- B. Elective Leave will not be authorized on a holiday schedule to include the entire schedule posting. This includes the day preceding the holiday/designated holiday. It also, includes, the day after the holiday/designated holiday.
- C. Elective Leave will not be authorized in conjunction with the requesting employee's approved birthday leave.
- D. Elective Leave will not be permitted in the month of December. However, if a day of Elective Leave is earned in the third calendar quarter and not used in October or November it may be used in January.
- E. Elective Leave shall be used in eight-hour increments.


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6. There is nothing herein intended to replace or modify the use of Sick or Emergency Annual Leave.

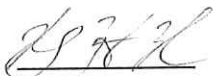
Item- 13 HOLIDAY SCHEDULE

In establishing and posting schedules for holidays and days designated as employee's holidays; the following priorities are to be followed:

1. City Carrier Assistants, Part-Time Flexible's, or any non-career employee's, even if overtime is necessary.
2. Full-Time and Part-Time regular employees who have volunteered to work on the holiday or their designated holiday when such day is part of their regular work schedule, on a rotating basis by seniority.
3. All other Full-Time and Part-Time regular volunteers, on a rotating basis by seniority.
4. Full-Time and Part-Time regulars who have not volunteered and who will be working on what would otherwise be their non-scheduled workday, on a rotating basis by inverse seniority.
5. All other Full-Time and Part-Time regulars who have not volunteered on a rotating basis by inverse seniority.

Item 14 Overtime desired Lists by section and/or tour

- A. The names of Dublin carriers listed for "Overtime Desired" will be limited to the section assigned.
- B. In order to ensure equitable opportunities for overtime, overtime hours worked, and opportunities offered for those carriers on the Overtime Desired List will be updated weekly. The recorded information will be posted and updated daily, using the following method:
 1. This program will record all overtime hours offered and all hours refused.
 2. The total hours worked at the overtime rate of one and one half (1.5) times.
 3. First offer for overtime will be made to the carrier with least total hours offered and worked for the current quarter.
- C. A computer program will be used to track all overtime hours.


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4. In the event a regular assigned carrier is requested to work on his/her non-scheduled workday, or holiday, the carrier shall be assigned to work his/her own route, provided that the T-6 Carrier can be moved to another route in his/her T-6 duty assignment.
5. The updated OT tracking list will be posted weekly.

D. Part-Time Flexible Carriers and City Carrier Assistants shall not be required to be on call.

Items 15, 16 & 17 "LIGHT DUTY ASSIGNMENT"

When a letter carrier requests Light Duty Assignment and is eligible in accordance with Article 13 of the National Agreement, management will agree to put an incapacitated letter carrier on Light Duty when it is determined that he/she is eligible.

After it has been determined to grant temporary Light Duty, first consideration for light duty shall be given to:


1. Casing routes-including his/her own and any other office duties of the carrier craft.
2. Labeling of carrier cases.
3. Re-writing and updating of carrier edit books.
4. Auxiliary routes not showing eight (8) hours, or any part of the assignment provided such work is available and the employee is physically capable to perform the duties.
5. Delivery of Express Mail
6. Any other available assignments for which the carrier is qualified that management may designate.

Item 18 "POSTING AND REASSIGNMENT"

POSTING-

Option 1-Regular carriers making a bid shall do so via the automated bid process using Postal ease or the bidding number for shared services 1-877-477-3273.

Option 2-Regular letter carriers may also apply for an advertised vacant regular route shall apply for assignment on PS Form 1717, in duplicate. Both PS 1717 Forms will be round dated by the supervisor. One PS 1717 will be returned to the carrier as his/her receipt, and the other placed in an envelope by the carrier. The envelope will be addressed to Postmaster, Dublin, Ohio 43016, showing date of


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opening and word "Bid" on front of envelope. The carrier will then hand the envelope to the supervisor who will deposit in pouch. The date and day off for the week of the posting will be included on the route advertisement. PTF's, Unassigned regulars and City Carrier Assistants may exercise their preference by use of their seniority for available craft duty assignments of anticipated duration of five (5) days or more in the delivery unit assigned the assignment will be worked for the duration.

Item 19 Employee Parking- "PARKING"

All available craft employee parking in area of the Dublin Post Office will be assigned to craft employees on a first come/first served basis.

Employee parking spaces for the handicapped employees will be designated as those spaces closest to the installation.

Item 20- – The determination as to whether annual leave to attend Union activities requested prior to determination of the choice vacation schedule is to be part of the total choice vacation plan.

Leave requests to attend union activities such as training sessions, district meetings, regional assemblies, rap sessions, etc. will not be a part of the total choice vacation period quotas.


ITEM 21 Other Provisions

Article 7

Employee Classification

Branch 78 shall be notified immediately of the assignment of carriers by management when:

- A. A carrier is assigned to another craft for a duration of five (5) consecutive working days or more.
- B. When a new tour is established combining carrier craft work with another craft.
- C. When there is a change in the carrier complement.
- D. When there is a transfer from another Installation.
- E. When there is a CCA or PTF conversion to full time regular.


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ARTICLE 12

REASSIGNMENT

When it becomes necessary to reassign within the installation employees excess to the needs of the section, The Dublin Main Post Office shall be considered as a section, and the Shamrock Station shall be considered a section.

ARTICLE 14

"SAFETY AND HEALTH"

VEHICLE ASSIGNMENT

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.

ARTICLE 17

"REPRESENTATION"

USE OF PUBLIC ADDRESS SYSTEMS

Representatives of Branch 78, NALC may speak at the safety service plan 5 talk and also may use the public address systems at all Carrier Units, with the approval of the Unit Supervisor, including the subject and content of the announcement.

CHRISTMAS OPERATIONS

The policies to be established by management for the Christmas Operations will be the subject of discussion at a timely regularly scheduled Joint Labor-Management Committee meeting.


JOINT LABOR-MANAGEMENT MEETINGS


Joint Labor-Management Committee meetings shall be scheduled once a month, provided agenda items are submitted.

Agenda items must be exchanged at least 72 hours prior to such meetings.

Meetings shall be held on the 2nd Wednesday of each month unless the parties agree to another date.

Where agenda items do not warrant a regularly scheduled meeting, discussions may take place by mutual agreement in lieu thereof.


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N.A.L.C Representative

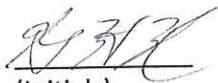
Name _____ Phone # _____ EIN _____

Choice 1 _____

Choice 2 _____

Choice 3 _____

FORM 1547 REVISED 1/06 UNION APPROVED TO BE USED BY DUBLIN STATION


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ARTICLE 26

"UNIFORM AND WORK CLOTHES"

A. Items of uniform dress appropriate for the winter season shall be worn during the months of December, January, February. The exception is anytime the high temperature rises above 60 degrees than the carrier may choose to wear the summer uniform

B. Items of uniform dress appropriate for the summer season shall be worn during the months of June, July, August, and September. The exception to this is at the carrier's discretion and if the weather is unseasonably cold then the carrier can choose to wear the winter uniform.

C. During the months of March, April, May, October, and November, at the carrier's discretion they have the option to wear either uniform.

ARTICLE 41.3.O

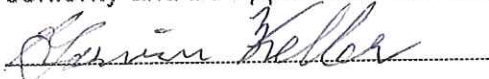
When a letter carrier full-time duty assignment other than the full-time duty assignment of the junior employee is abolished at a delivery unit as a result of, but not limited to, route adjustments, highways, housing projects, all full-time duty assignments at that unit held by letter carriers that are junior to the carrier whose full-time duty assignment was abolished shall be posted for bid in accordance with the posting procedures in this article.

ARTICLE 41.B.2

Posting and Bidding under Article 41.3.O shall be by Installation.

ARTICLE 41.2.B.3

Hold downs will be in accordance with the National Agreement and the carrier requesting and awarded the hold down will be placed on it the next calendar day it is available after the request. If the hold down is known prior to the weekly schedule being completed and applications have been made the senior applicant will receive the hold down. All other applications after the schedule is made for all other vacancies will be by seniority and be applied on the next day the route is available.



Garvin Keller
Acting Dublin Postmaster

5/18/2021

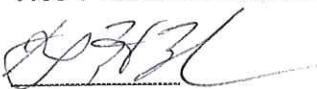
Date



Mark Beach
Vice President Branch 78, NALC

5/18/2021

Date



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