

MARYSVILLE OHIO 43040



MEMORANDUM OF UNDERSTANDING  
BETWEEN  
UNITED STATES POSTAL SERVICE  
AND  
BRANCH #78  
NATIONAL ASSOCIATION  
OF  
LETTER CARRIERS  
AFL-CIO  
MARYSVILLE, OHIO 43040  
SEPTEMBER 20, 2019  
TO MAY 20, 2023


  
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## 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 Marysville, Ohio 43040 Post Office perform dirty work in the office and on the street. Therefore, City Letter Carriers shall be granted six (8) minutes per day, four (4) minutes in the morning and four (4) minutes in the afternoon, for washing up after performing dirty work and incident to personal needs. This time is in addition to the five (5) minutes daily personal time in the office provided for in the M-41 and M-39 Handbooks.


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


The practice of fixed or rotating days off for the routes in the Marysville installation shall continue as has been the past practice. Should either party wish to change the day off for a route or change the day off from fixed to rotating, it must be negotiated between the Postmaster and NALC President.

## 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:

- 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.
- F. 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.

  
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- G. Responsible postal officials shall examine the situation immediately when local emergency conditions warrant the wholesale closing of businesses and other local Industries. In accordance to the impact on employees, postal officials may grant other Paid Leave in accordance with ELM 519 after all available work is completed as deemed appropriate.
- H. 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.
- I. 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.
- J. 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. An employee becoming ill while on annual leave - An employee becoming ill while on annual leave may have leave changed to sick leave upon request. An employee becoming ill while on annual leave during the choice vacation period is eligible for another period provided this does not deprive any other employee of first choice for scheduled vacation.
- B. Reposting of cancellations – All cancellations of scheduled annual leave shall be reposted as soon as management is notified of the cancellation, provided such notification is made by Monday of the preceding week. The carrier next less senior to the carrier canceling leave shall have top seniority I bidding on cancellations. A successful bidder may not exceed the maximum total (choice & non-choice) vacation selections, as stated in item 12. However, he or she may give up prior selections to stay at or below the maximum.
- C. Exchanging of leave – There shall be no exchanging of leave.
- D. Military leave – Military leave will not be counted as part of a carrier's selection for the choice period. An employee taking military leave during the choice period will be eligible for another period provided this does not deprive any other employee of first choice for scheduled vacation
- E. Emergency leave – Emergency leave will be granted to the extent possible. Each emergency leave request will be judged on its own merit and the leave will then be approved or disapproved at the time of request.

  
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- E. Methods for making choice selections - The leave calendar shall be passed throughout the carrier work force by seniority, the senior carrier making their selection first, and each carrier will indicate their selection for the choice vacation period by writing their name in the time period selected. This process will start December 1<sup>st</sup>. After receiving the calendar, each carrier will make their selection and, at the latest, pass the calendar to the next carrier on the next day of work.

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

CHOICE VACATION PERIOD

The choice vacation period will be the first full week in January to the last full week in October. One vacation slot each will be made available as part of the choice vacation sign up period for the week that includes Thanksgiving Day and one for Christmas Day.

SCHEDULED VACATION PERIODS

Vacations shall begin on Monday following the first full week in January and shall continue through the last full week of October. One vacation slot each will be made available as part of the choice vacation sign up period for the week that includes Thanksgiving Day and one for Christmas Day.

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 ending on 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

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- 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.**

Fifteen (15%) percent of the total carrier work force, including city carrier assistants shall be allowed to bid each week during the choice vacation period. In those instances where computing the percent does not result in a whole number, and the fractional result is 0.1 or higher, the next whole number will be considered the correct figure.

**EXAMPLE:** 2.1 = 3.

Letter Carriers requesting annual leave other than their first and second round prime choice vacation selections during the choice vacation period must submit PS Form 3971 at least 24 hours in advance. The station supervisor will indicate on the PS Form 3971 the date and time it was submitted. Management will reply within one (1) day following the submission of the PS Form 3971. If no action is taken by management within one (1) day, the leave request is approved. Leave requested in this manner shall be granted on a first-come, first-served basis.


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

Each carrier craft employee will submit, one week prior to beginning their chosen vacation bid, form 3971 in duplicate. A copy of the signed 3971 will be returned to the employee and a copy of the vacation schedule will be posted.

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

By November 1<sup>st</sup> of each year, a notice shall be posted on bulletin boards to notify

  
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employees of the beginning date of the new leave year.

## ITEM 12 – OTHER LEAVE

A. Applications for Annual Leave during other than the choice vacation periods will be made on Form 3971 to employee's immediate supervisor.

1. Procedures to be followed:

(a) 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.

(b) 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.

(c) 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.

(d) 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.

(e) Failure to inform the employee within the 72-hour period will be considered approved.


(f) 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.

B. All career letter carriers shall be granted one (1) day of Elective Leave for each calendar quarter that such employees does not use any hours of unscheduled leave. This shall include any unscheduled sick Leave which shall include short term, IOD and WOP in lieu of, and or emergency annual.

Any use of Elective Leave shall be subtracted from the employees' earned Annual Leave balance.

Employees will not be charged with "Absence Without Official Leave" or otherwise disciplined for absenteeism for the use of Elective Leave absences, if the following conditions are met:

(1) The employee must contact the designated management official 48 hours prior to the scheduled reporting time advising that they will be absent on Elective Leave.

  
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(2) The leave form, PS Form 3971 will be annotated Annual Leave and the words "Elective Leave" entered in the remark section by the employee upon his/her return to duty.

(3) The employee must have the necessary Annual Leave Balance to cover the Elective Leave.

(4) Requests for "Elective Leave" will not be denied for any reasons except the following:

A. Only one (1) employee will be permitted on Elective Leave at the same time.

B. Elective Leave will not be authorized on an employees' Holiday or day designated as the employees' Holiday.

C. Elective Leave will not be permitted during the month of December.

D. Upon request, employees will be advised of the number of Elective Leave days to their credit and/or the number of pay periods left to earn such leave.

E. Elective Leave days cannot be used consecutively or more than one (1) day per pay period.

F. Elective Leave shall be used in eight (8) hour increments.

C. An employee, upon request two (2) weeks in advance, but not later than, will be granted one (1) day annual leave on his/her birthday, excluding non-scheduled days and/or holidays.

## **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:

A. City Carrier Assistants, Part-Time Flexible's, or any non-career employee's, even if overtime is necessary.

B. 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.

C. All other Full-Time and Part-Time regular volunteers, on a rotating basis by seniority.

  
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- D. 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.
- E. 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**

The names of carriers listed for the "Overtime Desired List" will be limited to the carriers at the Marysville, Ohio office.

## **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:

- A. Casing routes-including his/her own and any other office duties of the carrier craft.
- B. Labeling of carrier cases.
- C. Re-writing and updating of carrier directory books.
- D. 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.
- E. Delivery of Express Mail
- F. Any other available assignments for which the carrier is qualified that management may designate.
- G. Light duty assignments will not be limited to a specific number. The duties listed in 1 through 6 will be assigned and the hours worked will be distributed as equally as possible depending upon the number of carriers on light duty at any one time.

## **Item 18 "POSTING AND REASSIGNMENT"**

  
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## POSTING-

- A. Scope and method of posting and bidding
- 1 – Notice inviting bids shall be posted only to the Marysville carrier unit.
  - 2 – All full-time carrier assignment will be posted for 10 calendar days.  
Copies of notices will be given to the local union.
  - 3 – In instances where several assignments are posted, a letter carrier in writing via PS Form 1717 or 1717a, in duplicate. Both PS Forms 1717 will be round dated by the supervisor. One of the PS 1717's will be returned to the carrier as his receipt, and the other placed in an envelope by the carrier. The envelope will be addressed to Postmaster, Marysville Post Office, 202 N. Main Street, Marysville, Ohio 43040, showing the date of the opening and the work "Bid" on the front of the envelope. The date and day off for the week of the posting will be included on the route advertisement. PTF's, CCA's and unassigned carriers 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 shall be worked for its duration.
  - 4 – Letter carrier assignments will not be posted when there is a change of less than one hour in the starting time.

### **Item 19 Employee Parking- "PARKING"**

All available craft employee parking in area of the Marysville 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 12**

#### **REASSIGNMENT**

  
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Posting of all assignments of carrier's junior to the carrier whose assignment has been abolished. When a letter carrier route of full-time duty assignment other than the letter carrier route(s) or full-time 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 carriers whose routes or full-time duty assignments was abolished shall be posted for bid in accordance with the posting procedures in this article.

## 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 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 meetings will be scheduled for once a month. The meeting will be held on the 2<sup>nd</sup> Thursday of each month, unless the parties agree to another date. Agenda items will be submitted 72 hours prior to the meeting. If there are not enough agenda items submitted to warrant a meeting, an informal discussion will suffice.

## ARTICLE 26

  
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## "UNIFORM AND WORK CLOTHES"

1. 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.
2. 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.
3. 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

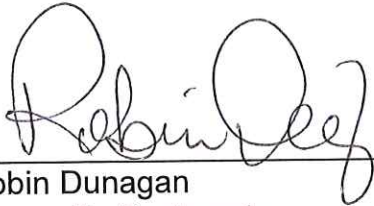
"When a letter carrier route or full-time duty assignment, other than the letter carrier route(s) or full-time duty assignment(s) of the junior employee(s), is abolished or more than 50% of route is changed at a delivery unit as a result of, but not limited to, route adjustments, Highways, Housing Projects, 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."

## ARTICLE 41. B.2

Posting and Bidding under Article 41.3. O shall be by Zip Code.

## 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.



Robin Dunagan  
Marysville Postmaster

5/20/21

Date



Mark Beach  
Vice President Branch 78, NALC

5/20/21

Date

  
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