

WEST JEFFERSON OHIO 43162



MEMORANDUM OF UNDERSTANDING  
BETWEEN  
UNITED STATES POSTAL SERVICE  
AND  
BRANCH #78  
NATIONAL ASSOCIATION  
OF  
LETTER CARRIERS  
AFL-CIO  
WEST JEFFERSON 43162

September 20, 2019  
to May 20, 2023

  
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Item 1 Wash-up periods.

Item 1 - Wash up time: It is acknowledged by the parties that all City Letter Carriers at the West Jefferson 43162 Post Office perform dirty work in the office and on the street. Therefore, City Letter Carriers shall be granted (6) minutes per day (3) minutes in the morning and (3) 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

Off Days: All regular Letter Carriers days off will be on a fixed schedule.

Determination of off day rotations for any future full-time route(s)/assignment(s) and changes to any current full-time route(s)/assignments off day schedule shall be negotiated between the Postmaster and the Branch President or their designees.

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.

**- Curtailment of Postal Operations:** It is recognized by both parties that on occasion, emergency conditions may exist which would encourage the Postmaster or his/her designee to reduce the level of service. In cases of such emergency conditions, the Postmaster or his/her designee will, prior to making a decision to reduce level of service, take into consideration such factors as:

1. The degree of emergency as stated by and acted upon by responsible government authorities.
2. Public notice of occurrences such as road closings, being advised by the media not to venture out unless it is an emergency, and reaction from customers to the emergency shall be given the greatest consideration prior to making any decision.
3. The accessibility of postal operations and its customers to employer and employee, and the safety and health of its employees.

  
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4. The Postmaster or his/her designee shall notify the Branch President of his/her decision and plan of implementation prior to taking action to reduce the level of service.
5. Any carrier who fears for his/her personal safety or health shall immediately call the office, relate the condition to his/her immediate supervisor and/or manager and request further instructions.
6. 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 letter carriers, appropriate postal officials will grant Other Paid Leave when deemed appropriate.
7. The President, Branch 78 will be notified as soon as possible when the breakdown of air-conditioning or heating units result in abnormally warm or cold working conditions.
8. Responsible postal officials shall not only consider temperatures, but also humidity, air movement and other factor that can affect the climate of the working environment.
9. Postal officials will make the safety of letter carriers their prime concern, taking appropriate action to protect letter carriers.

## ITEM 4 – Formulation of local leave program.

**Item 4** - Installation heads and supervisors are responsible for scheduling and granting leave on an equitable basis. Care shall be exercised to ensure that no carrier is required to forfeit any part of his/her annual leave.

1. Each carrier shall be responsible for planning his/her vacation period in accordance with his/her personal desire.
2. Letter Carriers will select choice vacation periods from December 1st through December 31<sup>st</sup> each year for the following calendar year. Career Letter Carriers will select based on their seniority/relative standing and will have three (3) working days in which to select their prime choice vacation period(s).

  
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3. Letter Carriers not at work when their name comes up shall be jointly contacted by the shop steward and management to receive choice vacation selections from Letter Carrier(s) in this situation.
4. Sick leave balance shall not be the determining factor in placing employees on a restricted sick leave list.
5. This procedure shall be followed in selecting the second and third vacation periods, but not until all first choices have been exhausted. After all career carriers have made their selections for the choice vacation selection periods, eligible CCA's will be able to select remaining weeks and / or slots in order of their relative standing. 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.
6. Any vacation period or portion assigned to a carrier but not used by that carrier, including military leave, sick leave, retirement, resignation, transfer to another craft, etc. must be posted once for re-bid only if given up by the Wednesday prior to the period. The period, in eight (8) hour increments, will be re-bid, including the scheduled day off of the canceled vacation period and awarded by seniority. The bidding will cease on the Wednesday, prior to the week given up, at 6:00pm.
7. Any carrier transferring to another station shall be granted his/her vacation period as was assigned and the losing station shall not re-bid the vacation assignment. Vacation shall be assigned by city-wide seniority within the station as stated in the agreement.

ITEM 5 – The duration of the choice vacation period(s).

The choice vacation period will be from January 1 through the first full week of December each year.

ITEM 6 – The determination of the beginning day of an employee's vacation period.

A Letter Carrier's vacation will begin on Monday and continue through Sunday. Exceptions shall be granted upon request from a Letter Carrier.



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ITEM 7 – Whether employees at their option may request two selections during the choice vacation period, in units of either 5 or 10 days.

Letter Carriers, PTF's and City Carrier Assistance, at their option, may request two selections by seniority in units of five (5) or ten (10) days, the total not to exceed the ten (10) or fifteen (15) days entitlement under Article 10, Section 3 of the National Agreement. Their selections will be based in seniority and relative standing for both rounds.

Letter Carriers may use additional Incidental Annual Leave days in conjunction with their prime choice period vacation if they so choose in accordance with Item 12 of this Local Memorandum of Understanding.

ITEM 8 – Whether jury duty and attendance at National or State Conventions shall be charged to the choice vacation period.

Jury duty will not be considered as part of the quota of carriers allowed off during the choice vacation period. If a carrier is called to jury duty during his/her selected choice vacation period, he/she will be allowed another choice selection during a period of his/her choice.

A Letter Carrier attending a national and/or state convention during the choice vacation period shall not be charged as a vacation selection and will not be counted in the number of carriers scheduled off during that period.

ITEM 9 – Determination of the maximum number of employees who shall receive leave each week during the choice vacation period

At least one letter carrier per week (including city carrier assistants) at each delivery unit shall be granted annual leave during the choice vacation period at any given time, if requested.

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 72 hours in advance. The station supervisor will indicate on the PS Form 3971 the date and time it was submitted. Management will reply within (3) day following the submission of the PS Form 3971. If no action is taken by management within (3) day, the leave request is approved. Leave requested in this manner shall be granted on a first-come, first-served basis.

  
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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. Following final selection of their choice vacation period(s), each Letter Carrier will submit a completed PS Form 3971 in duplicate 96 hours prior to the choice vacation period taking place. A copy, signed by the supervisor, shall be returned to each Letter Carrier within 72 hours of submission.

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

By November 15th of each year, a notice shall be posted on bulletin boards to notify employees of the beginning date of the new leave year.

ITEM 12 – The procedures for submission of applications for annual leave during other than the choice vacation period.

Letter Carriers requesting annual leave during the non-choice vacation period must submit PS Form 3971 at least 72 hours in advance. Management will indicate on the PS Form 3971 the date and time it was submitted. Management will reply within (3) day following the submission of the PS Form 3971. If no action is taken by management within (3) day, the leave request is approved. Leave requested in this manner shall be granted on a first-come, first-served basis.

A carrier, 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 and if another carrier has selected the date as part of their choice vacation period.

A letter carrier will be granted one day of elective leave per calendar quarter based if the carrier did not use any unscheduled sick leave or emergency annual the previous quarter. The request must be made at least one week prior and cannot be in conjunction with a Holiday schedule or the day after a holiday, provided no other carrier has choice annual, unscheduled annual or any other leave scheduled at the time nor may it be taken in December.

  
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Item 13 - The method of selecting employees to work on a holiday or designated holiday.

Management shall determine the number and category of employees needed for holiday work and for days designated as a holiday. However, Letter Carriers shall not be scheduled to work as a 204-B (replacement supervisor) in instances where this would cause a Letter Carrier to work against his/her wishes. Management shall schedule employees by the following priorities:

1. Full-time volunteers on non-scheduled day (OT pay) by seniority. (A notice calling for volunteers will be posted five (5) days prior to the Wednesday preceding the service week in which the holiday falls). Carriers on the regular Overtime Desired List will be given priority.
2. Full-time volunteers on holiday or designated holiday (holiday pay) by seniority. (A notice calling for volunteers will be posted five (5) days prior to the Wednesday preceding the service week in which the holiday falls).
3. Part-time flexible employee volunteers by seniority to the maximum extent possible, even if the payment of overtime is required. (A notice calling for volunteers will be posted five (5) days prior to the Wednesday preceding the service week in which the holiday falls).
4. City Carrier Assistant volunteers by relative standing to the maximum extent possible, even if the payment of overtime is required. (A notice calling for volunteers will be posted five (5) days prior to the Wednesday preceding the service week in which the holiday falls).
5. City Carrier Assistant non-volunteers by inverse relative standing to the maximum extent possible, even if the payment of overtime is required. (A notice calling for volunteers will be posted five (5) days prior to the Wednesday preceding the service week in which the holiday falls).
6. Part-time flexible employee non-volunteers by inverse seniority to the maximum extent possible, even if the payment of overtime is required. (A notice calling for volunteers will be posted five (5) days prior to the Wednesday preceding the service week in which the holiday falls).
7. Mandatory overtime, employees on non-scheduled day, with inverse seniority.
8. Mandatory holiday, employees on holiday or designated holiday, with inverse seniority.

ITEM 14 – Whether “Overtime Desired” lists in Article 8 shall be by section and/or tour.

  
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1. A section shall be identified as West Jefferson 43162 station and the Overtime Desired list will be maintained by station by seniority. If a Letter Carrier on the Overtime Desired List transfers to another Installation during the quarter, the carrier will be allowed to place his/her name on the same Overtime Desired List at the gaining Installation.
2. The hours worked by a carrier who transfers during the quarter will not be counted at either the losing or the gaining station for equability for that quarter.
3. In order to ensure equitable opportunities for overtime, overtime hours worked and only opportunities verbally offered shall be updated by supervisors daily and posted on the bulletin board each week. A chart listing employees by seniority will be maintained at each station. This provision is considered not applicable if not more than one person signs the OTDL.
4. Overtime hours verbally offered and excused will be circled on the chart.

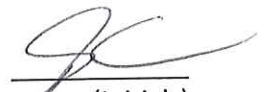
ITEMS 15, 16 & 17 – The number, method, identification, and procedures for light duty assignments.

## ARTICLE 13 - LIGHT DUTY

1. It is agreed by and between the U.S. Postal Service, West Jefferson 43162 and Branch 78, NALC, that the following terms and conditions represent the basic understanding of the parties as to assignments of ill or injured employees to light duty assignments for the period of this Agreement.
2. Light duty requests will be submitted in writing to the installation head. Requests will be reviewed between the Postmaster and the President, NALC Branch 78. Light duty will be provided to city Letter Carriers to the extent possible, within the limitations provided by the carrier's physician.
3. Light duty assignments within the city Letter Carrier craft consist of, but are not limited to, casing mail, (own route on regular scheduled days, auxiliary route(s), vacant routes curtailed mail on other routes), AMS work (address management system), class carrier case label work, lining out and entering change of address information on PS Form 3982 (pink cards) for all routes, answering telephones, delivering Express Mail.
4. Sick leave balance will not be a factor in granting light duty
5. The Postmaster shall make every effort to employ Letter Carriers in their own station(s) or branch(s) for light duty assignments.

ITEM 18 – The identification of assignments comprising a section, when it is proposed to reassign within an installation employees excess to the needs of a section.

  
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It is agreed that the West Jefferson 43162 office shall be known as an installation. It is further agreed that for reassignment purposes the regular carrier can choose to stay in the office and be reverted to PTF status or at his/her choosing be placed in the nearest available letter carrier opening.

ITEM 19 – The assignment of employee parking spaces.

The West Jefferson 43162 Post Office will continue to furnish free parking for all Letter Carriers in the West Jefferson 43162 Post Office. Parking will be on a first-come first-served basis, in the designated area for craft employees.

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.

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

### **Article 7 - Employee Classification**

1. 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 is converted to full time regular.
2. Posting
  - A. Regular letter carriers making application for an advertised vacant regular route shall apply for the assignment utilizing the Phone Bidding procedure or PS Form 1717A (duplicate 1717A is optional). Regular letter carriers may request a round date for the 1717A. Regular letter carrier are responsible for submission of their bids directly to the Postmaster. The word "BID" and the announcement number shall be placed on the front of the envelope when submitting. If requested, management shall provide a signed copy of the bid as received. The date and day off for the week of the posting will be included on the route advertisement.

  
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## ARTICLE 26

### 3. 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 optional uniform may be worn if the high temperature for the day reaches above 60 degrees.
- b. Items of uniform dress appropriate for the summer season shall be worn during the months of June, July, August, and September.
- c. During the months of March, April, May, October, and November, either uniform shall be worn at the carrier's discretion.

### 4. Joint-Labor Management Meetings

- a. Joint labor-management committee meetings may be scheduled once a month, provided agenda items are submitted.
- b. Agenda items must be exchanged at least seventy-two (72) hours prior to such meetings.
- c. Meetings may be held on the 2nd Thursday of each month unless the parties agree to another date.
- d. Where agenda items do not warrant a regularly scheduled meeting, discussions may take place by mutual agreement in lieu thereof.

### 5. Vehicle Assignment

- A. The employer will make a reasonable effort to assign 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.

## 6. ARTICLE 41.B.2

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

  
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## 7. ARTICLE 41.2.B.3

- A. 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.

## 8. ARTICLE 41.3.O

- A. 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.

  
\_\_\_\_\_  
Jerome Canady  
USPS Representative

5-19-21  
Date

  
\_\_\_\_\_  
Mark Beach  
Vice President Branch 78, NALC

5/19/2021  
Date

  
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