

Memorandum of Understanding for Local 306/Branch 6

This Memorandum of Understanding is entered into on October 16, 1987, between the representatives of the United States Postal Service and the designated agent of the National Post Office Mail Handlers, Watchmen, Messengers, and Group Leaders Division of the Laborers' International Union of North American, AFL-CIO, pursuant to the Local Implementation Article of the 1987 National Agreement.

FOR

Donald E Brooker

UNITED STATES POSTAL SERVICE

FOR

Calvin L. Barber

NATIONAL POST OFFICE MAIL HANDLERS UNION

MEMORANDUM OF UNDERSTANDING

Article 30, 1987 National Agreement Between
Local 306, Branch 6, and Rockford, Illinois Post Office

A. Additional or Longer Wash-Up Periods (Article 8, Section 9)

All employees who work with dirty or toxic materials shall be granted a reasonable amount of wash-up time both before lunch and at the end of the tour.

B. 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

When it has been determined to curtail or terminate postal operations because of emergency conditions, employees involved will be notified via postal bulletin boards and/or local news media.

C. Formulation of Local Leave Program (Article 10, Section 4)

1. Non-choice vacation periods shall be granted on first come basis.
2. It is agreed that the employer would extend due consideration to any request for the purpose of observing ethnic or religious events, and his/her birthday, providing said mail handlers give significant notice and providing said request does not deprive any other employee of scheduled vacation.

D. Duration of the Choice Vacation Period (Article 10, Section 3C)

The choice vacation period will be from April 15 through September 30, Thanksgiving week beginning the Monday before through the Sunday after, and Christmas week beginning Christmas Day through New Year's Day.

E. The Determination of the Beginning Day of an Employee's Vacation Period (Article 10, Section 3E)

The vacation period shall start on the first day of the employee's basic work week. Exceptions may be granted. Exceptions must be considered on their own merits.

F. Whether Employees at their Option May Request Two Selections During the Choice Vacation Period, In Units of Either Five (5) or Ten (10) Days (Article 10, Section 3, D 3)

Senior mail handlers at their option may select their first choice vacation period, provided that after the first selection, the junior employees have an opportunity of selecting their first choice vacation period before the selection of the second period be given to the senior employee.

G. Whether Jury Duty and Attendance at National or State Conventions Shall be Charged to the Choice Vacation Period (Article 10, Section 3F)

1. The parties agree that Jury Duty shall not be charged to the choice vacation period.
2. Attendance at the National Conventions will not be charged to the choice vacation period.

H. Determination of the Maximum Percentage of employees Who Shall Receive Leave Each Week During the Choice Vacation Period (Article 10, Section 3)

The minimum number of mail handlers who shall receive leave each week during the choice vacation period shall be 10% per tour with any fraction raised to the next whole number. Note: During Christmas week any fraction will be dropped.

I. The Issuance of Official Notices to Each Employee of the Vacation Schedule Approved for Such Employee. (Article 10, Section 4, B3)

1. Application for the choice vacation period shall be made on Form 1547 by March 15th and returned to the employee no later than April 5th. Employees must fill out Form 3971 after leave has been approved.
2. The vacation sign-up list, after the initial sign-up period, shall be maintained at a location accessible to employees.

J. Determination of the Date and Means of Notifying Employees of the Beginning of the New Leave Year (Article 10, Section 4 A)

No later than November 1st, management will post on all official bulletin boards and notify the union of the date of the beginning of each new leave year.

K. The Procedures for Submission of Applications for Annual Leave Other Than the Choice Vacation Period (Article 10, Section 5)

Requests for annual leave for periods of less than a full week in other than the choice vacation shall be made on Form 3971 and submitted to the employee's immediate supervisor. Such request shall not be unreasonably denied, and if submitted at least seven (7) days prior, shall be approved or disapproved within three (3) days.

L. Whether "Overtime Desired" Lists in Article 8 Shall Be By Section and/ or Tour (Article 8, Section 5)

The overtime desired list shall be posted quarterly and by tours.

M,N,O. The Number Method Used in Reserving, and Identification of Light Duty Assignments (Article 13, Section 3)

The employer agrees to consider the merits of each request for light duty assignments on an individual basis.

P. The Identification of Assignments Comprising a Section, When it is Proposed to Reassign Within an Installation, Employees Excess to the Needs of the Section (Article 12, Section 6)

1. A section shall be defined as follows:

- a. Tour 1 Mail Handlers
- b. Tour 2 Mail Handlers
- c. Tour 3 Mail Handlers
- d. Mark II Operators

2. The excessing of mail handlers outside the bid assignment will be by inverse seniority.

Q. The Assignment of Employee Parking Spaces.

Parking will be on a first come, first served basis, except for those areas designated by the MSC Manager/Postmaster.

R. 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 (Article 10, Section 3)

1. Request for leave to conduct official union business by union representative or designated official will not be unreasonably denied.

2. Annual Leave to attend union activities by union representatives shall not be considered part of the choice vacation period for i.e. local seminars, steward training programs, etc.

S. Those Other Items Which are Subject to Local Negotiations as Provided In the Following Articles: (Article 12, Section 3 B5, B6, and B7)

1. A 50% change in duties (meaning actual duties performed)

2. A change in principal assignment area which requires reporting to different physical locations, i.e., station, branch, facility, annex, etc.

3. A permanent change which exceeds more than one (1) hour from the posted reporting time of the assignment.

4. The union shall be informed of any changes in any bid jobs prior to the posting.

T. Local Implementation of This Agreement Relating to Seniority, Re-assignments and Posting (Article 12, Section 2C, 3C, and 3E3e)

1. Copies of all bid jobs shall be provided' to the union.

2. When an absent employee notifies management in writing of their desire to receive copies of all job postings, stating their mailing address, said copies shall be mailed to the employee.

3. See the National Agreement, Article 12.3,E.3.e.