

1990-93

# LOCAL MEMORANDUM OF UNDERSTANDING



CHAMPAIGN, ILLINOIS POST OFFICE

1990 - 1993

MEMORANDUM OF UNDERSTANDING

for LOCAL 306

CHAMPAIGN, ILLINOIS POST OFFICE

This Memorandum of Understanding is entered into on May 29, 1991 at the Champaign Post Office, between the representatives of the United States Postal Service, and the designated agent of the National Postal Mail Handlers Union, Division of the Laborers' International Union of North America, AFL-CIO, pursuant to the Local Implementation Article of the 1990 National Agreement.

This Memorandum of Understanding constitutes the entire agreement on matters relating to local conditions of employment, pursuant to Article 30 of the 1990 - 1993 National Agreement.

## ARTICLE 30.2

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## ARTICLE 30

### ITEM 1 (A)

#### ADDITIONAL OR LONGER WASH-UP PERIODS

Employees of the Mailhandler Craft who perform dirty work or work with toxic materials shall be granted a reasonable amount of wash-up time.

The length of wash-up time will not be more than five (5) minutes before lunch and five (5) minutes at the end of the Tour.

### ITEM 2 (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

Termination of postal operations must be on an individual condition basis. Management and Labor shall remain in contact during extreme conditions. Safety to employees shall be a major consideration. If conditions warrant, Management shall use all means available, including radio, television, and telephone to keep off-duty employees apprised of proposed plans.

### ITEM 3 (C)

#### FORMULATION OF LOCAL LEAVE PROGRAM

Management shall meet with the Union official concerning vacation schedules to determine the number of service weeks available to employees during the choice vacation period. The number of employees to be granted leave during each service week will be shown on the schedule.

Employees shall be notified one (1) week in advance to allow them time to consider their prime time vacation selection.

Employees will be given the opportunity for two (2) approved Prime Time selections based on seniority. These two (2) choices will be submitted on a 3971 to the employees' immediate supervisor and designated according to the preference (i.e. 1st choice, 2nd choice....) If any of these selections are denied due to the quota being full then the supervisor will return the denied 3971 to the employee and ask that employee if he/she would like to choose another selection. The employee may request which weeks are available so that he/she can submit another selection.

After every employee has made their prime time selection, management shall make a copy for the Union Official, and a master copy to be retained in the Tour Superintendent's office file during the choice vacation period.

Should an employee relinquish a choice vacation selection they should make it known in writing to the Tour Superintendent seven (7) days prior to the start of the vacation week. If an employee changes tours he should contact the Tour Superintendent as soon as possible regarding his original choice vacation selection. Every effort shall be made to assign the same leave period previously requested. The employee shall not be permitted to "bump" a junior employee of his request.

Any employee requesting annual leave and is short annual leave hours may be given LWOP with Management's approval. Union representatives on Union business will not be included in the prime time percentage ceiling. Request for emergency leave will not be denied based upon unreasonable circumstances.

#### ITEM 4 (D)

##### DURATION OF THE CHOICE VACATION PERIOD

The choice vacation period for leave shall be the service weeks beginning with the first full service week in April through the last full service week in November.

The week between Christmas day and New Year's day shall also be considered choice vacation period.

#### ITEM 5 (E)

##### DETERMINATION OF THE BEGINNING DAY OF AN EMPLOYEE'S VACATION PERIOD

Members of the Mailhandler's Craft will begin their vacation period on the first day of the basic work week for leave purposes. The basic work week will be Monday through Sunday.

#### ITEM 6 (F)

##### WHETHER EMPLOYEES AT THEIR OPTION MAY REQUEST TWO SELECTIONS DURING THE CHOICE VACATION PERIOD, IN UNITS OF EITHER 5 OR 10 DAYS

Employees may, at their option, make two (2) selections during the choice vacation period as follows:

- A. Employees who earn thirteen (13) days annual leave per year may request either five (5) or ten (10) continuous working days.
- B. Employees who earn twenty (20) or twenty-six (26) days annual leave per year may request either five (5), ten (10), or fifteen (15) continuous working days.

This does not preclude an employee from taking additional selections if they have additional leave coming, as all employees have had an opportunity to choose their vacation selection.

ITEM 7 (G)

WHETHER JURY DUTY AND ATTENDANCE AT NATIONAL OR STATE CONVENTIONS SHALL BE CHARGED TO THE CHOICE VACATION PERIOD

Jury duty and attendance at National or State conventions shall not be charged to the choice vacation period for members of the Mailhandlers' Craft.

ITEM 8 (H)

DETERMINATION OF THE MAXIMUM PERCENTAGE OF EMPLOYEES WHO SHALL RECEIVE LEAVE EACH WEEK DURING THE CHOICE VACATION PERIOD

The first full week of April up to the first full week of May, 10% will be let off.

Beginning the first full week of May, through the first full week of September, 15% will be let off.

Following the first full week of September, through the last full week of November, 10% will be let off.

The week between Christmas Day and New Year's Day, 10% will be let off.

Additional employees will be let off as service needs allow.

ITEM 9 (I)

THE ISSUANCE OF OFFICIAL NOTICES TO EACH EMPLOYEE OF THE VACATION SCHEDULE APPROVED FOR SUCH EMPLOYEE

During the procedure of choice vacation selection, PS Form 3971 will be made available for the employee to complete, in duplicate, for the time period he/she has selected on the vacation schedule, one of which will be signed and returned to the employee upon confirmation of the request.

ITEM 10 (J)

DETERMINATION OF THE DATE AND MEANS OF NOTIFYING EMPLOYEES OF THE BEGINNING OF THE NEW LEAVE YEAR

The employer will notify members of the Mailhandler Craft no later than November 1 each year of the beginning of the new leave year.

ITEM 11 (K)

THE PROCEDURES FOR SUBMISSION OF APPLICATIONS FOR ANNUAL LEAVE DURING OTHER THAN THE CHOICE VACATION PERIOD

Employees submitting applications for leave other than the choice vacation period shall be granted leave on the basis of first-come, first served. The employee will use the time clock to record the time requested for all annual leave applications in case of same day submissions.

Annual leave requests shall be approved or disapproved within three (3) working days except in the event of a holiday weekend. The requests shall be approved or disapproved within four (4) working days on holiday weekends.

Employees who submit annual leave applications to be released early for that same day will be notified as soon as possible. All annual leave submissions shall be returned to said employee whether approved or disapproved.

Whenever possible, as many mailhandlers as can be spared on each tour will be granted annual leave as working conditions permit.

Requests for eight (8) hours of annual leave will be approved/disapproved by the employee's shift supervisors.

ITEM 12 (L)

WHETHER "OVERTIME DESIRED" LISTS IN ARTICLE 8 SHALL BE BY SECTION AND/OR TOUR

Overtime desired lists for members of the mailhandler craft shall be by tour. There shall be three basic tours: Tour 1, Tour 2, and Tour 3, for overtime purposes.

A person on the overtime desired list may remove his/her name from the list; however, if done, they may not get back on the list until the next quarter.

A person on the overtime desired list may not get off the list until approved by the Director, Mail Processing or Designee.

Only in an emergency situation will Mailhandlers be required to stay overtime with less than thirty (30) minutes notice prior to the overtime.

ITEM 13 (N, N, O)

THE NUMBER, METHOD USED IN RESERVING, AND IDENTIFICATION OF LIGHT DUTY ASSIGNMENTS

The number of light duty assignments reserved for members of the Mailhandler Craft will be consistent with good business practices.

The method used in reserving light duty assignments within the Mailhandler Craft is that no mailhandler encompassing the regular work force shall be adversely affected by the reservation of light duty assignments.

The Union shall be notified in writing when a person is assigned to light duty or limited duty for more than seven (7) days.

Identification of assignments that are to be considered light duty assignments within the Mailhandler Craft shall consist of the following areas:

Empty Equipment  
ORD Belt  
Dispatch/Breakdown  
Repair Damaged Letters

Hand Stamp (Model G Flyer)  
Culling Belt  
Weighing

Every effort shall be made by Management to provide work for Mailhandler Craft employees (including pregnant craft employees) who request light duty or limited duty.

ITEM 14 (P)

THE IDENTIFICATION OF ASSIGNMENTS COMPRISING A SECTION, WHEN IT IS PROPOSED TO REASSIGN WITHIN AN INSTALLATION, EMPLOYEES EXCESS TO THE NEEDS OF A SECTION

Sections shall be defined by Tour.



ITEM 15 (Q)

THE ASSIGNMENT OF EMPLOYEE PARKING SPACES

The Mailhandlers will be authorized to park their private vehicles in any of the designated parking spaces for employee parking (based on first-come, first-served).

If additional employee parking is obtained, or newly acquired facilities require changes in regulations, the above changes shall be matters for Local Negotiations.

ITEM 16 (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

Leave requested to attend Union activities will be charged in accordance with the National Agreement, and will not be a part of the choice vacation plan.

ITEM 17 (S)

THOSE OTHER ITEMS WHICH ARE SUBJECT TO LOCAL NEGOTIATIONS

Temporary reassignments of Mailhandlers outside their bid assignment shall be as follows:


- (1) Casual & Public policy employees
- (2) Employees from other crafts
- (3) Part-time flexible employees
- (4) Full-time mailhandlers on a volunteer basis
- (5) Full-time mailhandlers by inverted seniority


In the event full-time mailhandler jobs are impacted and if the job still retains at least 50% of the former duties, the mailhandler holding the bid assignment, shall at his option, retain the job. In the event the employee does not retain the job, the steward shall be permitted an opportunity to discuss with the appropriate supervisor and request from him a statement that certain jobs will be posted.

ITEM 18 (T)

LOCAL IMPLEMENTATION OF THIS AGREEMENT RELATING TO SENIORITY, REASSIGNMENT,  
AND POSTING

Unless conditions change, Article 12 of the National Agreement shall cover  
these provisions.

  
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HARDY WILLIAMS  
GENERAL PRESIDENT  
NATIONAL POSTAL MAIL HANDLERS  
UNION LOCAL 306

May 29, 1991

DATE



