



**UNITED STATES  
POSTAL SERVICE**

**LOCAL MEMORANDUM OF  
UNDERSTANDING  
U.S. POSTAL SERVICE  
JTW ISC**

**514 EXPRESS CENTER DRIVE  
CHICAGO IL 60688-9998**

**&**

**THE NATIONAL POSTAL MAILHANDLERS  
UNION LOCAL 306**

**2000-2004**

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## Preamble

*This Memorandum of Understanding is entered into on November 21, 200, at JTW ISC, between the representatives of the United States Postal Service, and the designated agent of the National Postal Mail Handlers Union, A Division of the Laborers' International Union of North America, AFL-CIO, pursuant to the Local Implementation Article of the 1998 National Agreement. This Memorandum of Understanding constitutes the entire agreement on matters relating to local conditions of employment.*

### Item 1—Additional or Longer Wash-Up Periods

The Plant Manager shall grant reasonable wash-up time to those Mail Handlers who perform dirty work, or work with toxic materials. The Plant Manager will instruct each manager to abide by this agreement.

### Item 2—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.

In the event of emergency conditions, but not necessarily limited to Acts of God, all due considerations will be given to the Safety and Health of the employee as well as Postal Operations regarding the attendance requirements of the affected employee(s).

Management will consider such leave as the installation has authority to grant at that time and will confer with local union leadership regarding attendance requirements.

### Item 3—Formulation of Local Leave Program

Management will prepare a leave program, which will be as fair, and equitable as possible to all employees based on local operational needs. Vacation planning will be held starting the 1<sup>st</sup> week of January until the end of the third week in January during the life of this agreement.

### Item 4—The Duration of the Choice Vacation Period(s)

There will be two Choice Vacation Periods:

1. The Third week in February 15 through the last week in October 31, during which time up to 15% will be scheduled on Annual Leave.
2. The third and fourth week in November during which time up to 6% will be scheduled on Annual Leave.

### Item 5—The Determination of the Beginning Day of an Employee's Vacation Period

The beginning day of an employee's vacation will be the first day of the Postal week – Saturday.

### Item 6—Whether Employees at Their Option May Request Two Selections During the Choice Vacation period in the Units of Either 5, 10, or 15 Days.

Annual Leave shall be granted as follows:

- Employees earning 104 hours of annual leave may request either/or:
  3. One 80-hour vacation
  4. Two 40-hour vacations
- Employees who earn 160 or 208 hours may request either/or:
  1. One 40-hour vacation and one 80-hour vacation
  2. Two 40-hour vacations
  3. Three 40-hour vacations
  4. One 120-hour vacation

Item 7—Whether Jury Duty and Attendance at Nation or State Conventions shall be charged to the Choice Vacation Period

1. Leave for jury duty is not to be charged to the choice vacation periods.
2. Leave for officials and assigned delegates of the Postal Mail Handlers Union Local 306 to attend National, State and Regional Conventions (assemblies) shall not be charged against selection of choice vacation period.

Item 8—Determination of the maximum number of employees who shall receive leave each week during the choice vacation period

Management agrees to schedule employees by pay location for vacation within the choice period, consistent with efficient operations of the facility, in the following manner:

1. The Third week in February 15 through the last week in October 31, during which time up to 15% will be scheduled on Annual Leave.
2. The third and fourth week in November during which time up to 6% will be scheduled on Annual Leave.

The actual number of employees must be determined on a tour basis.

Item 9—The Issuance of Official Notices to Each Employee of The Vacation Schedule Approved for Such Employee

1. Each employee, whose choice vacation period has been approved by management, will be notified prior to February 15.
2. Should an employee bid out of their present unit to another unit, this voluntary action may negate their choice of vacation previously arranged for, regardless if it is during or outside of the vacation period. Management will honor an employee's scheduled vacation period when it is not in conflict—exceeding the maximum percentage allowed—with previously scheduled vacations in the Tour or units.

Item 10—Determination of the Date and Means of Notifying Employees of the Beginning of the New Leave Year.

Management shall, no later than September 1, post on the bulletin boards (all tour, each tour and by other appropriate means) the beginning date of the new leave year.

Item 11—The Procedures for Submission of Applications for Annual Leave During Other Than the Choice Vacation Period.

Requests submitted for eight hour increments or more of annual leave for incidental purposes shall be made as soon as practicable and the supervisor shall approve or disapprove the requests for such leave as soon as practicable. However, requests shall be submitted in a timely manner so that the supervisor will have a minimum of four hours to make a decision and inform the employee.

Requests for partial (less than 8 hours) annual leave shall be made as soon as practicable and the supervisor shall approve or disapprove the request for such leave as soon as practicable. The Supervisor's decision shall be made no later than one hour before the requested leave is to take effect.

Item 12—Whether "Overtime Desired" Lists in Article 8 Shall be by Section and/or Tour

The Overtime Desired List shall be by Tour as follows:

1. Before Tour
2. After Tour
3. Non-Scheduled Day

Item 13—The Number of Light Duty Assignments to be Reserved for Temporary or Permanent Light Duty Assignment.

Management and Labor will continue to negotiate the number of light duty positions at the Local Labor-Management Meetings.

Item 14—The Method to be Used in Reserving Light Duty Assignments So That No Regularly Assigned Member of the Regular Work Force will be Adversely Affected

No light duty assignment will be established to adversely affect a regularly assigned member of the regular work force.

Item 15—The Identification of Assignments That Are to be Considered Light Duty

When light duty assignments are necessary, they shall consist of:

1. Culling
2. 344-Belt
3. Examining and sacking empty equipment
4. Re-wrap
5. Other Mail Handler craft job compatible to employee's condition

Item 16—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 are identified as Tours.

Item 17—The Assignment of Employee Parking Spaces

1. The present policy shall remain in effect. There shall be no permanent assignment or reserving of parking spaces, except as noted in (2).
2. Permanent assignment of parking spaces will be provided for handicapped and one space for the Mail Handlers Union.

Item 18—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

(This item covered in Item 7, Paragraph 2, for Union Officials only).

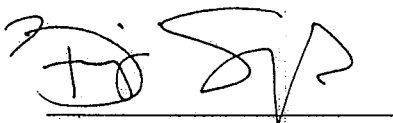
Item 19—Those Other Items Which Are Subject to Local Negotiations.

The order of moving full-time Mail Handlers from their bid assignment will be by juniority.

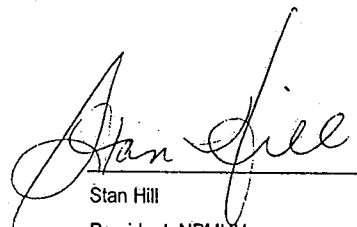
Any change in Mail Handler job functions within a pay location must be discussed with the Union prior to implementation.

Item 20—Local Implementation of This Agreement Relating to Seniority, Reassignments, and Position.

1. The Plant Manager shall furnish a copy of an updated seniority list, Overtime Desired List, and Forms 1723 to the Union on a quarterly basis. Also, copies of the holiday and vacation schedules shall be furnished to the Union. The copy of the seniority list will be posted.
2. The Branch President or other designated Union representative shall be notified and given an opportunity to review all recent and newly established craft positions prior to posting.



Ayodeji O. Sanyaolu  
Plant Manager



Stan Hill  
President, NPMHU

OCTOBER 16, 2002

Date

Oct. 16, 2002

Date