



**Local Memorandum of Understanding
Between The
National Association of Letter Carriers,
Capitol Branch 142, AFL-CIO
And The
Brentwood, MD Installation
Of The
United States Postal Service**

2006—2011

ARTICLE 30

ITEM 1 - ADDITIONAL OR LONGER WASHUP PERIODS

Carriers shall have up to six (6) minutes washup time per day to be used as follows:

1. Two (2) minutes before leaving for street duties.
2. Two (2) minutes before lunch.
3. Two (2) minutes after returning to the office.

ITEM 2 - THE ESTABLISHMENT OF A REGULAR WORK WEEK OF FIVE (5) DAYS WITH EITHER FIXED OR ROTATING DAYS OFF

Full time carriers at the Brentwood Post Office will have rotating days off.

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

The Postmaster or Officer in Charge will make the determination of the curtailment and/or termination of postal operations taking these factors into consideration:

1. Weather conditions.
2. Safety and health of the employees.
3. Acts of God.

All employees will be notified of management's decision as soon as possible.

ITEM 4 - FORMULATION OF LOCAL LEAVE PROGRAM

- A. Local leave requests shall not be submitted if the requesting employee does not have sufficient leave to cover the request, or is not expected to have sufficient leave to cover the request. For part-time flexible employees, vacation planning is limited to accumulated and accrued leave.
- B. Annual leave shall not be cancelled by management except in emergencies.

- C. Seniority will be the deciding factor in granting all choice vacation period leave. (Annual leave requests submitted after February 28 of each year of this agreement, will be, regarding as incidental leave).
- D. All PS Forms 3971 submitted in duplicate for choice vacation leave purposes, will be accepted from February 15 thru February 28 of each year, inclusive.
- E. The application for choice vacation purposes may give a first, second and third choice. Split periods, if requested, shall be so indicated and will be accepted as one, (1) choice.
- F. All cancellations of choice vacation period leave shall be shown on the vacation schedule within forty-eight (48) hours, excluding Sundays and holidays.
- ✓ G. No exchange of vacations shall be permitted.
- H. An employee transferring from one section to another shall be granted his choice vacation period leave as previously chosen.
- ✓ I. Military leave shall not be considered as part of the choice vacation period quota.
- J. Court leave shall not be considered as part of the choice vacation quota.

ITEM 5 - THE DURATION OF THE CHOICE VACATION PERIOD

The duration of the choice vacation periods shall be May 1 thru October 31 of each year.

ITEM 6 - THE DETERMINATION OF THE BEGINNING DAY OF AN EMPLOYEE'S VACATION PERIOD

The beginning day of the employee's vacation period shall be the ~~first day of the leave application~~ ^{9.01 MONDAY}

ITEM 7 - WHETHER EMPLOYEES AT THEIR OPTION MAY REQUEST TWO (2) SELECTIONS DURING THE CHOICE VACATION PERIOD IN UNITS OF EITHER FIVE (5) OR TEN (10) DAYS

Carriers may request two (2) selections during the choice vacation period in units of either five (5) or ten (10) days.

ITEM 8 - 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 employees for choice vacation period.

ITEM 9 - One (1) letter carrier shall be granted annual during the choice vacation period.

ITEM 10 - THE ISSUANCE OF OFFICIAL NOTICES TO EACH EMPLOYEE OF THE VACATION SCHEDULE APPROVED FOR SUCH EMPLOYEE

Management will furnish a duplicate copy of Form 3971, indicating the vacation period approved, to each letter carrier no later than April 15, of each leave year.

ITEM 11 - DETERMINATION OF THE DATE AND MEANS OF NOTIFYING EMPLOYEES OF THE BEGINNING OF THE NEW LEAVE YEAR

Notice of the date of the beginning of the new leave year shall be posted on the official bulletin board by November 1 of each year.

ITEM 12 - THE PROCEDURES FOR SUBMISSION OF APPLICATIONS FOR ANNUAL LEAVE DURING OTHER THAN THE CHOICE VACATION PERIOD

- A. All requests for annual leave other than choice vacation period annual leave shall be submitted on Form 3971 in duplicate.
- B. Such requests will not be acted on prior to thirty (30) days of the beginning of the leave itself.
- C. Management shall approve or disapprove the leave request, record the reason for any disapproval, and make available the duplicate copy of the Form 3971 to the carrier within seventy-two (72) hours after it has been submitted.
- D. In the case of two (2) or more requests submitted on the day for the same period of annual leave, the leave, if granted, shall be given to the senior employee.

- E. Day leave requests (applications for leave submitted on the day of the leave itself), if granted, shall be given on a seniority basis. Requests must be submitted within 30 (thirty) minutes after the latest carrier's reporting time for seniority to apply; then first come, first served.
- F. If prior requested annual leave which was disapproved under the thirty (30) day provision becomes available at a later date, the original request will supercede any new request. Additionally, if there is a tie concerning disapproved leave slips, the earliest date of submission and if necessary, seniority will be the determining factor for approval.

ITEM 13 - THE METHOD OF SELECTING EMPLOYEES TO WORK ON A HOLIDAY

As many full-time and part-time regular schedule employees as can be spared will be excused from duty on a holiday or day designated as their holiday. Such employees will not be required to work on a holiday or day designated as their holiday unless all casuals and part-time flexibles are utilized to the maximum extent possible, even if payment of overtime is required, and unless all full-time and part-time regulars with the needed skills who wish to work on the holiday have been afforded an opportunity to do so.

ITEM 14 - WHETHER OVERTIME DESIRED LISTS IN ARTICLE 8 SHALL BE BY SECTION AND/OR TOUR

Overtime desired lists shall be by section and/or tour.

**ITEM 15 - (15) THE NUMBER OF LIGHT DUTY ASSIGNMENT WITHIN EACH CRAFT OR
16 & 17 OCCUPATIONAL GROUP TO BE RESERVED FOR TEMPORARY OR PERMANENT
LIGHT DUTY ASSIGNMENT. (16) THE METHOD TO BE USED IN RESERVING
LIGHT DUTY ASSIGNMENTS SO THAT NO REGULARY ASSIGNED MEMBER OF
THE WORKFORCE WILL BE ADVERSELY AFFECTED. (1) THE IDENTIFICATION
OF ASSIGNMENTS THAT ARE TO BE CONSIDERED LIGHT DUTY WITHIN EACH
CRAFT REPRESENTED IN THE OFFICE**

Management will make a reasonable effort to assist deserving employees who through illness or injury, are unable to perform their regularly assigned duties. Such requests must be in writing, supported by medical documentation which will give the date for full recovery from said illness or injury. Approval of requests should not be intended to be permanent in nature, but rather as a temporary assignment pending full recovery of the employee.

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

Brentwood Post Office shall be identified as the section.

- ITEM 19 - THE ASSIGNMENT OF EMPLOYEE PARKING SPACES

Employees will park in any available space, except customer parking.

- 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

Annual leave to attend Union activities requested prior to determination of the choice vacation schedule is not to be part of the choice vacation period.

- ITEM 21 - THOSE OTHER ITEMS WHICH ARE SUBJECT TO LOCAL NEGOTIATIONS AS PROVIDED IN THE CRAFT PROVISIONS OF THIS AGREEMENT

- A. The Safety and Health Committee shall meet at least quarterly. The first quarter meeting shall be held on or about November 15 with the remaining dates determined by the Committee and at such other times as requested by the Committee. The meeting shall be on official time and each Committee member must submit agenda items to the Secretary at least three (3) days prior to the meeting. The Committee members shall include one (1) person from each of the Unions and appropriate management representatives. The Committee member representing the carrier craft will either be the local Union President or his/her designee. Any employee submitting agenda items may participate.
- B. Labor Management Committee shall meet monthly. The carrier craft will be represented by the Union President or his/her designee(s). The first meeting will be held May 17, 19+++. Before each meeting adjourns, the date for the next meeting will be set.

22 - LOCAL IMPLEMENTATION OF THIS AGREEMENT RELATING TO SENIORITY,
REASSIGNMENTS AND POSTING

- A. In instances where several assignments are posted, a letter carrier may bid for as many assignments as are posted installation wide, marking each card in the following manner: first choice, second choice, third choice, etc. PS Form 1717 shall be submitted to the station manager or Postmaster. The employee shall receive a receipt.
- B. Bidding for vacant full time regular assignments will be open to all full time regular carriers, installation wide.
- C. When letter carrier route(s) or full time duty assignment(s), other than the letter carrier route(s) or full time duty assignment(s) of the Junior employee (s) is abolished 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 was abolished, shall be posted for bid in accordance with the posting procedure in this article.
- D. A copy of all job postings shall be sent to NALC Branch #142 when they are posted.
- E. NALC Branch #142 will be notified of all reverted positions in the carrier craft in the Brentwood Post Office within twenty-one (21) days of the vacancy.
- F. If there is no bidder for a posted vacancy, the Junior unassigned regular carrier will be assigned to the vacancy.
- G. An accurate seniority list of all employees in the letter carrier craft shall be posted by January 31 and July 31 of each year. The current seniority dated of each employee shall be listed next to each name. The date of the seniority list shall be shown.
- H. Management will furnish the shop steward of each unit with a copy of the seniority list when it is posted.
- I. One (1) copy of each seniority will be sent to NALC Branch 142.
- J. Letter carrier assignments shall not be posted when there is a change of one (1) hour, unless posting is requested by the assigned carrier.

This Local Memorandum of Understanding (LMU) constitutes the undersigned parties' complete agreement regarding the 22 items stated in Article 30 of the 2006—2011 National Agreement between the USPS and the NALC. This LMU shall remain in effect until a new LMU is negotiated.

For the USPS

Date

Title

For the NALC

Date

Title