

LOCAL MEMORANDUM OF UNDERSTANDING

BETWEEN

U.S. POSTAL SERVICE, HAMMONTON NJ, 08037

AND

SOUTH JERSEY AREA LOCAL, APWU

1. Wash-up. Management recognizes that on occasion an employee might be exposed to dirty conditions and/or toxic materials to the extent to warrant wash-up time. On such occasions, the employee may request wash-up time and management will be reasonable when considering such requests.

2. The basic work week for full-time regulars **will consist of fixed drop days being Saturday and Sunday excluding the second window position which will consist of a fixed Sunday and Monday drop day.**

3. It is recognized by both parties that on occasions, emergency conditions may exist which would encourage the employer to consider the curtailment of operations. In cases of such emergency conditions, the employer will, prior to making a decision to curtail the operations, take into consideration such factors as:

a. The degree of emergency as stated by and acted upon by responsible governmental authorities;

b. The safety and health of its employees;

Prior to taking action to curtail the operations, the employer will notify the local APWU designee of its decision. Management will notify affected employees by telephone.

4. Local leave program to include: Each employee will submit Form 1547 no later than April 1. This will be for the choice vacation selection and it will be returned to them no later than April 15.

5. The duration of the choice vacation period will be from the first full week of May to the third full week in November.

6. The beginning day of the employee's vacation will be Monday.

7. Employees at their option may select up to 15 continuous days leave or split in periods of 5 and/or 10 days. If a split is selected, the employee may not make their second selection until all other employees have had an opportunity for their initial selection.

8. Jury Duty and/or attendance to State or National Conventions shall not be charged to the choice vacation period.

9. Thirteen (13) percent of the clerk craft complement, including both full-time regulars and part-time flexibles, will be granted annual leave each week during the choice vacation period. All fractions shall be rounded to the nearest whole number. (Example $1.49 = 1$ and $1.50 = 2$).

10. In addition to posting the choice vacation schedule, each employee will receive a copy of the 1547 they submitted approving said vacation.

11. There will be a posting notifying the employees of the duration of the present leave year.

12. Annual leave other than the choice vacation period will be granted to an employee on a first-come first-served basis based upon seniority and the needs of the service. Seniority will apply if submission dates are the same. This applies to Forms 3971 submitted personally to management at least 5 days in advance and will be returned in 72 hours.

a. When an employee's request for annual leave is denied, management will keep a record of such requests to include, employee name, date applied for and the submission date. Subsequently, if annual leave may be granted over and above that originally planned, management will offer and grant such annual leave based on date of original submission. Seniority will apply if submission date is same.

13. Holiday Scheduling.

The following sequence will be followed when scheduling employees to work on a holiday or designated holiday provided that such scheduling produces a workforce which meets the operating skill requirements of the holiday or designated holiday:

- a. All casual and part-time flexible employees to the maximum extent possible, regardless of the necessity to pay overtime premiums.
- b. All full-time regular employees who volunteer to work either their holiday or their non-scheduled day shall be combined into a single group, ranked in seniority order, and selected in seniority order.
- c. All full-time regular employees who did not volunteer to work their non-scheduled day in inverse seniority order.
- d. All full time regular employees who did not volunteer to work their holiday in inverse order.

14. The overtime desired list as per Article 8 shall be by section and tour.

15., 16. & 17. The number of light duty assignments will be determined by the written requests made by the employee to local management. Assignments and duties to be contingent upon physical limitations and physician recommendations of which management will make every effort to accommodate same.

- a. When an employee becomes eligible for limited duty, there shall be consultation with the APWU. If possible, the consultation will be held before any decision is made. If not, it will be held as soon as possible after the decision is made.

- b. Every effort shall be made to reassign the concerned employee within the employee's present craft or occupational group, even if such assignment reduces the number of hours of work for the supplemental work force. After all efforts are exhausted in this area, consideration will be given to reassignment to another craft or occupational group within the same installation.

18. Re-assignments for sections within the installation shall be by seniority within the installation.

19. Parking - All parking spaces will be assigned by overall installation seniority. **Clerks without assigned parking spot will park by seniority, in vacant clerks parking spot. This will include drop days and vacation.**

20. Annual leave to attend state or national union activities requested prior to determination of the choice vacation schedule shall not be charged to the choice vacation period.

21. Craft items. Those other items subject to local negotiations within the craft will remain as in the National Agreement.

22. Management shall post and furnish a copy of an updated clerk and maintenance seniority list to local union on a quarterly basis. Any assignment for which the starting time or duration has been changed by more than one hour from the original bid starting time shall cause that assignment to be posted. Any additions or changes of 50% or more in duty assignments shall cause an assignment to be reposted unless the incumbent has been in the assignment for one year or more and such change is agreeable to him or her.

Maintenance Supplement

All provisions of this agreement will reflect to the Maintenance Craft unless otherwise noted.

There will be one Maintenance employee off during the choice vacation period.

This Memorandum of Understanding is entered into at the Hammonton NJ, 08037 Post Office between the representatives of the U.S. Postal Service and designated agents of the South Jersey Area Local, APWU, AFL-CIO, pursuant to the Local Implementation provisions of the 1998 National Agreement. This Memorandum constitutes the entire agreement on matters relating to local conditions of employment.

For the SJAL, APWU

USPS

(date)

(date)

