

MEMORANDUM OF UNDERSTANDING

BETWEEN

UNITED STATES POSTAL SERVICE

LAWNSIDE, NEW JERSEY 08045

AND

SOUTH JERSEY AREA LOCAL, APWU

ARTICLE XXX

ITEM # 1

WASH UP - MANAGEMENT SHALL GRANT A REASONABLE WASH UP TIME BEFORE LUNCH AND AT THE END OF TOUR CONSISTANT WITH WORKING CONDITIONS.

ITEM # 2

THE BASIC WORK WEEK FOR FULL-TIME REGULARS WILL BE FIVE (5) DAYS WITH TWO (2) DAYS OFF.

ITEM # 4

LOCAL LEAVE PROGRAM TO INCLUDE : EACH EMPLOYEE WILL SUBMIT FORM 3971 OR 1547 NO LATER THAN MARCH 31 . THIS WILL BE FOR THE CHOICE VACATION SELECTION AND IT WILL BE RETURNED TO THEM NO LATER THAN APRIL 10.

ITEM # 5

THE DURATION OF THE CHOICE VACATION PERIOD WILL BE FROM JUNE 1 TO SEPT. 30

ITEM # 6

THE BEGINNING DAY OF THE EMPLOYEE'S VACATION WILL BE MONDAY.

ITEM # 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.

ITEM # 8

JURY DUTY AND / OR ATTENDANCE TO STATE OR NATIONAL CONVENTIONS SHALL NOT BE CHARGED TO THE CHOICE VACATION PERIOD.

ITEM # 9

THE NUMBER OF EMPLOYEES TO BE OFF DURING THE CHOICE VACATION PERIOD EACH WEEK WILL BE ONE (1).

ITEM # 10

IN ADDITION TO POSTING THE CHOICE VACATION SCHEDULE, EACH EMPLOYEE WILL RECEIVE A COPY OF THE 3971 AND 1547 THEY SUBMITTED APPROVING SAID VACATION.

ITEM # 11

THERE WILL BE A POSTING NOTIFYING THE EMPLOYEES OF THE DURATION OF THE PRESENT LEAVE YEAR.

ITEM # 12

A. ANNUAL LEAVE OTHER THAN CHOICE TIME VACATION MAY BE GRANTED UP TO THE MAXIMUM AMOUNT OF TIME CREDITED TO AN EMPLOYEE ON A FIRST COME, FIRST SERVED BASIS. FORM 3971 WILL BE USED.

B. IT IS MANDATORY UPON MANAGEMENT THAT ALL FORMS 3971 (APPLICATIONS FOR LEAVE) BE RETURNED TO THE APPLICANT WITHIN SEVENTY-TWO (72) HOURS. THIS APPLIES TO ALL FORMS 3971 PERSONALLY SUBMITTED TO IMMEDIATE SUPERVISOR AT LEAST SEVEN (7) DAYS IN ADVANCE IN DUPLICATE.

C. THE REASONS FOR DISAPPROVAL OF FORMS 3971'S SHALL BE EXPLICITLY STATED.

ITEM # 14

THE OVERTIME DESIRED LIST AS PER ARTICLE VIII SHALL BE BY SECTION AND TOUR.

ITEM # 15, 16 AND 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 CONTINGENT UPON PHYSICAL LIMITATIONS AND PHYSICIAN RECOMMENDATIONS OF WHICH MANAGEMENT WILL MAKE EVERY EFFORT TO ACCOMMODATE SAME.

ITEM # 18

RE-ASSIGNMENTS FOR SECTIONS WITHIN THE INSTALLATION SHALL BE BY SENIORITY WITHIN THAT INSTALLATION.

ITEM # 19

PARKING, IF AVAILABLE, DESIGNATED SPOTS FOR UNION REPRESENTATIVE. IMPROVING PARKING FACILITIES SUCH AS SECURITY, SPACE, LIGHTING, ETC. AND ANY OTHER RECOMMENDATIONS SHOULD BE SUBMITTED TO LOCAL MANAGEMENT FOR CONSIDERATION.

ITEM # 20

ANNUAL LEAVE REQUESTED FOR UNION ACTIVITIES PRIOR TO THE CHOICE VACATION SELECTION SCHEDULE SHALL NOT BE A PART OF THE CHOICE VACATION PLAN.

ITEM # 21

A COPY OF ALL JOB POSTING WILL BE SENT TO: APWU, PO BOX 149, BELLMAWR, N.J. 08031.

ITEM # 22

SENIORITY, RE-ASSIGNMENT POSTING. ANY FULL-TIME REGULAR ASSIGNMENT WHOSE STARTING TIME IS CHANGED MORE THAN ONE HOUR FROM THE ORIGINAL POSTING WILL REQUIRE THAT ASSIGNMENT TO BE POSTED.

RE-ASSIGNMENTS CONSISTENT WITH NATIONAL AGREEMENT.

This Memorandum of Understanding is entered into at the Lawnside Post Office between the representatives of the U.S. Postal Service and the 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, subject to those items which have been submitted to the impasse resolution procedures.

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For the SJAL , APWU

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USPS

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(date)

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(date)

