

LOCAL MEMORANDUM OF UNDERSTANDING

BETWEEN

U.S. POSTAL SERVICE, RIVERTON NJ, 08077

AND

SOUTH JERSEY AREA LOCAL, APWU

This memorandum of understanding was entered into between representatives of the United States Postal Service, Riverton, New Jersey 08077, and the designated agent of the South Jersey Area Local, APWU, pursuant to the **2000** National Agreement.

1. Additional or longer wash-up periods.

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 occasion, the employee may request wash-up time and management will be reasonable when considering such requests.

2. The establishment of a regular work week of five days with either fixed or rotating days off.

The regular work week will consist of five days with Sunday and rotating days off.

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.

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;

- b. The safety and health of its employees, and;
- c. The accessibility of Postal Operations and its customers to the employer and employees.

Whenever possible, prior to taking action to curtail the operations, the employer will notify the union designee of plan of implementation. Management will notify the employees through a local radio station to be agreed upon by management and union.

#### 4. Formulation of local leave program.

Both parties agree to adhere to leave program established by the National Agreement, with the following exceptions.

- a. The starting date for selecting choice vacation will start on January 15<sup>th</sup> and end on March 15<sup>th</sup>.**
- b. All forms 3971 must be handed in to a supervisor in duplicate. The copy will be returned to employee to show approval.**

#### 5. The duration of the choice vacation period(s).

The duration of the choice vacation period will be starting with the first full week of May through the last full week of September. In addition Christmas week which shall begin on December 26th.

#### 6. The determination of the beginning day of an employee's vacation period.

The vacation period will begin on Sunday and end on Saturday except for Christmas week which will begin on Dec 26th.

#### 7. Whether employees at their option may request two selections during the choice vacation period, in units of either 5 or 10 days.

**Vacation choice will be made on "seniority" basis. The senior person, at their option, may select up to 15 continuous days or divide in periods of 5 and/or 10 days. First and second choices may be selected and passed to the next senior person.**

8. Whether jury duty and attendance at National or State Conventions shall be charged to the choice vacation period.

Jury duty and/or attendance to State or National conventions shall not be charged to the choice vacation period.

9. Determination of the maximum number of employees who shall receive leave each week during the choice vacation period.

There shall be up to 12% of the clerk craft on annual leave during the choice vacation period. Example 1.1 = 2 employees.

If two (2) or more employees select same choice period, senior employee will get first consideration.

10. The issuance of official notices to each employee of the vacation schedule approved for such employee.

The choice vacation schedule will be posted by March 15th, with a copy provided to the union. Employee will be provided a copy of the 3971 upon request.

11. Determination of the date and means of notifying employees of the beginning of the new leave year.

Notification of the new leave year will be posted by November 1st.

12. The procedures for submission of applications for annual leave during other than the choice vacation period.

a. Requests for other than choice vacation period annual leave may be submitted up to 60 days in advance of the date requested.

b. Forms 3971 in duplicate shall be handed to immediate supervisor.

c. Leave requests shall be returned approved or disapproved within 72 hours of submission.

d. Leave will be granted on a first come first serve basis. When employees submit requests on the same day, seniority will prevail.

13. The method of selecting employees to work on a holiday.

A notice for volunteers to work on the holiday for 8 hours or more will be posted.

Employees who possess the necessary skills shall be scheduled in this order:

- a. All casual/transitional employees even if overtime is necessary.
- b. Part time employees, even if overtime is necessary.
- c. Full-time and part-time regular volunteers by seniority on a rotating basis.
- d. Full-time and part time non-volunteer regulars by juniority on a rotating basis.

14. Whether "Overtime Desired" lists in Article 8 shall be by section and/or tour.

Overtime will be governed by Article 8 of the National Agreement.

15./16./17. The number of light duty assignments within each craft or occupational group to be reserved for temporary or permanent light duty assignment.

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.

The identification of assignments that are to be considered light duty within each craft represented in the office.

Whenever possible, every effort will be made to insure that light-duty assignments will not be to the detriment of the craft. The local union will be notified of all light-duty assignments.

18. The identification of assignments comprising a section, when it is proposed to reassign within an installation employees excess to the needs of a section.

All clerks within the Cinnaminson/Riverton office shall comprise one section.

19. The assignment of employee parking spaces.

There shall be a designated parking space for the APWU Shop Steward.

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 the choice vacation selection schedule shall not be a part of the choice vacation plan.

21./22. Those other items which are subject to local negotiations as provided in the craft provisions of this Agreements.

Local implementation of this Agreement relating to seniority, reassignments and posting.

Any assignment for which the starting time or duration has been changed by more than one (1) hour from the original bid starting time shall cause that assignment to be posted in compliance with Article 37, Section 3 of the National Agreement.

All job postings and an updated seniority list shall be sent to the President of South Jersey Area Local.

This Memorandum of Understanding is entered into at the Riverton 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 **2000** National Agreement. This Memorandum constitutes the entire agreement on matters relating to local conditions of employment.

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For the SJAL, APWU

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