

LOCAL MEMORANDUM OF UNDERSTANDING

BETWEEN

U.S. POSTAL SERVICE, STRATFORD, N.J. 08084

AND

SOUTH JERSEY AREA LOCAL, APWU

Item #1.

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.

Item #2.

All regular clerks will be on a standard fixed days off schedule.

Item #3.

It is recognized by both parties that on occasion, 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 operation, 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 it's employees, and

c. The accessibility of postal operations and it's customers to the employer and employees.

Item #4.

No later than March 15th, each employee will submit Form 3971 in duplicate for each Choice Vacation period selection.

Item #5.

The choice vacation period will be from the first full week in June to the last full week in September, **also to include Thanksgiving week and the week of Christmas (Dec. 26th - 31st).**

Item #6.

The beginning day of an employees Choice Vacation week will be Monday, except for Christmas week, which will begin on December 26th.

Item #7.

Clerk employees at their option can request two selections during choice vacation period in units of either (10) ten or (5) days.

Item #8.

A clerk assigned to Jury Duty during choice vacation period can request another choice period that is open and available.

Item #9.

One clerical employee will be permitted leave per week during choice vacation period.

Item #10.

A copy of the 3971 submitted by each employee will be returned to them and the vacation schedule posted by March 30th.

Item #11.

New Leave year will be posted on bulletin board by November 1st of the previous year.

Item #12.

Procedure of Leave Other Than Choice Vacation Period:

a. Annual leave other than the choice vacation period will be granted on a first-come-first-served basis, based on seniority and needs of the service. Seniority will prevail if submission dates are the same.

b. It is mandatory upon management that all forms 3971 (Application for Annual Leave) which are submitted to the immediate supervisor no sooner than 3 months in advance of the requested leave be returned to the applicant within forty-eight (48) hours after receipt.

c. The reason for denial of a 3971 must be explicitly stated.

Item #13.

When it is necessary for employees to work on a holiday, they will be scheduled to work in the following order:

a. Casuals and PTF's, regardless of the necessity to pay overtime.

b. Volunteer regular employees by seniority, regardless of the necessity to pay overtime.

c. Non-volunteer regular employees by juniority.

Item #14.

Overtime desired list shall be Post Office Wide, Clerical Craft.

Items #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.

Items #18 through 22.

No proposals submitted.

This Memorandum of Understanding is entered into at the Stratford 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 1994 National Agreement. This Memorandum

constitutes the entire agreement on matters relating to local conditions of employment.

For the SJAL, APWU

USPS

(date)

(date)