

LOCAL MEMORANDUM OF UNDERSTANDING

BETWEEN

U.S. POSTAL SERVICE

VOORHEES 08043

AND

SOUTH JERSEY AREA LOCAL, APWU

In accordance with the provisions of Article 1, of the National Agreement the employer recognizes the APWU as the designated exclusive bargaining representative for all employees in the Clerk bargaining union for which has been certified and recognized at the National Level.

1. Wash-up.

Management shall grant reasonable time before lunch and at end of tour consistent with working conditions.

2. **The basis work week for full-time regulars will be five days with fixed days off, with as many having five consecutive as practical.**
3. **Curtailment of Operations - 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 postmaster 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 its employees; and,
  - c. The accessibility of postal operations and its customers to the employer and employees.

Prior to taking action to curtail the operation, the employer will notify the Union's designee of its plan of implementation. Management will notify the affected employee by use of the news media (e.g.: TV, radio - KYW, etc.)

4. Local leave program for choice vacation selection. A calendar of choice vacation weeks will be circulated to each clerk by seniority. The senior clerk will select their prime time choice and then pass the calendar to the next clerk on the seniority list. Each clerk will have a period of *two* days to make their selections. The calendar will begin to circulate on *January 15<sup>th</sup>* of each year.

5. The duration of the choice vacation period will be from the first full week of May to the last full week of September and include Thanksgiving week and December 26<sup>th</sup> to December 31<sup>st</sup>.

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 period of 5 and/or 10 days. Both choices will be based on seniority.

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

9. a. The number of employees to be off during the choice vacation period each week will be a minimum of 12 ½%. When the percent reaches .5% or higher the number of employees off during choice vacation time will be increased by 1.

b. Cancellation of Prime Time Vacation

*1. Picks must be returned in full week increments*

*2. Notification of a cancellation must be done at least four (4) weeks prior to the start of the leave*

*3. Only weeks previously maxed out will be reposted*

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

11. The number of employees to be off on annual leave other than choice vacation time is to be 9%. When the percent reaches .5% or more the number of employees off during non choice vacation time will be increased by 1. Seniority will apply if submission dates are the same. All 3971's submitted four days in advance to their immediate supervisor will be returned within 48 hours if denied.

12. Holiday Schedule:

a. All casual and part-time flexible employees to the maximum extent possible, regardless of the necessity to pay overtime.

b. All full-time regular employees who volunteer to work their holiday, ranked in seniority order and selected in seniority order;

c. All full-time regular employees who volunteer to work their non-scheduled day, ranked in seniority order and selected in seniority order;

d. All full-time regular employees who did not volunteer to work their holiday or non-scheduled day shall be combined into a single group and selected in inverse seniority order.

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

14., 15., & 16. Light duty assignments shall be determined by the written request 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.

17. Reassignments for sections within the installation shall be by seniority with the installation.

18. Any leave to attend National or State activities should not be charged to prime time.

19. Craft items: Maintenance craft supplement will not effect Clerk compliment in prime time.

20. Any assignment for which the starting time or duration has been changed by more than one hour from the original starting time of bid, or the days off have been changed, will cause that assignment to be posted.

Reassignments will be consistent with the National Agreement.

This Memorandum of Understanding is entered into at the Blackwood 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.

---

For the SJAL, APWU

---

USPS

---

(date)

---

(date)