

LOCAL MEMORANDUM OF UNDERSTANDING

AMERICAN POSTAL WORKERS UNION

LOCAL 1540

AND

UNITED STATES POSTAL SERVICE

GALLATIN, TN. 37066

Item # 1 Wash-up

Item # 2 The establishment of a regular workweek of five days with either fixed or rotating days off.

All full time regular clerks will have a job with five day workweek with fixed days off.

Item # 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.

Item # 4 Leave program

Method for making choice selection:

Each clerk will be given a first choice vacation selection form. The form must be completed and returned to their immediate supervisor within five(5) working days. The supervisor will approve or disapprove the request, by seniority, and return a copy to the employee. The first choice selection process must be completed by February 1st.

Each clerk will be given a second choice following the procedures outlined in the first round choice vacation selection, except the second round must be completed by February 15th.

Except in an emergency, if an employee cancels this leave it must be canceled in writing to the employees immediate supervisor, with a copy to the local union. The leave must be canceled two(2) weeks prior to the beginning date, at which time the union will post the cancellation. PS Forms 3971 will be accepted for three(3) days with seniority prevailing, after which time Item 12 of this agreement will be followed.

All annual leave will be distributed by seniority.

Item # 5 The duration of the choice vacation period.

The choice vacation period shall be January 1 through November 30. Application for choice vacation shall begin by January 1 and shall be completed by February 15. Vacation selection shall be by installation seniority.

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

Clerks will start their vacations on a Monday and shall return to work on Monday following their vacation, unless that Monday is a holiday or a non-scheduled day, in which case, they will return to work on the Tuesday following the end of their vacation

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

All clerks are granted a first selection, either five(5) or ten(10) days, no more than fifteen(15) continuous days, by office seniority, and a second selection shall also be granted by office seniority.

Item # 8 Whether jury duty and attendance at National or State conventions shall be charged to choice vacation period.

Clerks on jury duty during their choice vacation period shall be eligible for another available period with their choice vacation period.

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

At least 14% of the clerk craft shall be granted annual leave during the choice vacation selection and .50 rounding rule will apply.

Item #10 The issuance of official notices to each employee of their approved vacation schedule.

Each employee shall be given a copy of their two(2) vacation selection forms, when approved. At that time each employee should complete this request on PS Form 3971.

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

Notice of the date of the beginning of the new leave year will be posted on the bulletin board, as soon as it becomes available.

Item # 12 The procedures for submission of application for annual leave other than choice vacation period.

A. Requests for annual leave other than choice, 40 hours or more, will be submitted on PS Form 3971, not earlier than 90 days or later than the Tuesday prior to the service week in which the leave is desired. Approval or denial of this non-choice leave will be given no later than Wednesday prior to the service week in which annual leave is requested. Except in an emergency, if an employee cancels this annual leave it must be canceled, in writing, to the employee's immediate supervisor, with a copy to the local union. The leave must be canceled two weeks prior to the beginning date and must be canceled in its entirety. (Partial days worked, 4 hours or less, during the period are not considered as cancellation of leave). The employee who cancels the leave is no longer eligible for leave during the canceled period.

B. Requests for annual leave other than choice, less than 40 hours, will be submitted on PS Form 3971, not earlier than 45 days or later than Tuesday prior to the service week in which the leave is requested. Approval will be the same as in A, above. All annual leave described in both A and B will be distributed by seniority.

C. Daily leave, 8 hours or less, will be granted on a first come, first served basis. When two or more PS Forms 3971 are submitted on the same day, seniority will prevail. Daily leave will be accepted at anytime, but will be approved only if replacement is available. The 14% provision does not apply to paragraph C. Approval or denial will be given as soon as possible.

D. Excluding December, up to 14% of the clerk craft in this office will be granted annual leave. The 14% will include all annual leave, family medical leave, military leave, convention leave, and long term sick leave where it can be reasonably projected that employees who are on extended sick leave will not be available to work. Leave shall not be denied on speculation that sick leave might be required. The sick leave exclusion shall not apply to employees who have been or who can reasonably be expected to be on employees compensation (OWCP) for more than 60 days.

D. In applying the 14% requirement, any fraction of .50 or more will mean an additional employee. Any fraction of less than .50 will be discarded (the rounding rule applies).

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

- (1) Casuals
- (2) Part-time flexibles
- (3) Full-time regulars who volunteer to work their holiday or day designated as holiday, by seniority.
- (4) Transitional employees
- (5) Full-time regulars who volunteer to work on their non-scheduled day, by seniority.
- (6) Full-time regulars who did not volunteer on what would be otherwise their non-scheduled day, by inverse seniority.
- (7) All other non-volunteer full-time regulars, by inverse seniority

If after the posting period a need develops for additional or replacement employees, employees shall be selected according to the same order as above.

Item # 14 Whether Overtime Desired List in Article 8 shall be by section and/or tour.

Overtime desired list will be by section, as the Gallatin Post Office.

Item # 15 The number of light duty assignments, within each craft or occupational group, to be reserved for temporary or permanent light duty.

Item # 16 The method to be used in reserving light duty assignments to that no regular assigned member of the regular work force will be adversely affected.

Item # 17 The identification of assignments that are to be considered as light duty within each craft represented in the office

A committee of equal number of employees and management shall be established to determine the needs of employees requesting light duty assignments.

Light duty shall consist of performing any clerk service that he/she may be able to perform or any other duties available that he/she can perform, agreed to by the committee, that will not adversely affect any full time regular employee.

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

The separate section at the Gallatin post office will be the main office and Donnelley Printing Company(DU).

Item # 19 The assignment of employee parking spaces.

The use of parking spaces available to clerks will be on a first-come first-served basis.

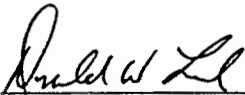
Item # 20 The determination as to whether annual leave to attend union activities requested prior to determination of the choice vacation schedule is to be part of the choice vacation plan.

Clerks who attend union activities during their choice vacation period shall be eligible for another available period within their choice vacation period.

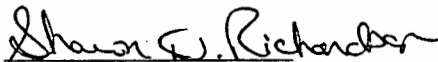
Item # 21 Those other items which are subject to local negotiations as provided in the craft provisions of the agreement.

Item # 22 Local implementation of this agreement relating to seniority, reassignment, and posting.

This memorandum of understanding is entered into on March 22, 1996 between the representative of the United States Postal Service and the designated agent of the American Postal Workers Union, pursuant to the local implementation of the 1994 National Agreement.

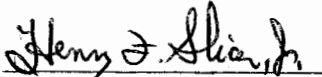


Donald W. Lamb
Postmaster
Gallatin, TN 37066



Sharon D. Richardson
President, Local 1540
American Postal Workers

It was agreed to continue this local agreement thru the current contract without any changes. This was discussed and agreed to by all attending a meeting of local 1540 held on March 25, 2002.



Henry F. Slicer, Jr.
President, Local 1540
American Postal Workers