

1998-2000
Local Memorandum of Understanding

Between

U.S. Postal Service
Manchester, TN 37355

AND

American Postal Workers Union
Chattanooga Area Local

Item 1

Additional or Longer Wash-up Time

The Installation Head shall grant reasonable wash-up time up to five minutes to employees who perform dirty work or work with toxic materials before lunch and end of the tour of duty. The amount of wash-up time granted each employee shall be subject to the grievance procedure.

Item 2

Fixed or Rotating Days Off

Full-time regular work weeks shall be five (5) days with fixed off-days.

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

Curtailment or termination of postal operations shall be determined based upon the gravity of the situation and local conditions. The safety and welfare of employees shall be of primary concern. If the Postmaster or designee decides to curtail or terminate any postal operations, the local steward or President of APWU will be notified as soon as possible.

Items 4-12, and 20

Formulation of a Local Leave Program

- A. The duration of the choice time vacation period shall be a one (1) year period from March 15th through the following March 14th excluding December 1st through December 24th.
- B. Choice time vacation selections will begin on March 1st and be completed by March 15th. Vacation selection will be by seniority on a leave calendar. Each employee will have 24 hours to make their selection.
- C. Choice vacation periods shall begin Saturday through Friday.
- D. One (1) employee or fourteen (14) percent of APWU employees shall be granted choice time leave. Jury duty and attendance to National and State Conventions shall not be charged to the choice vacation period.

- E. Fourteen (14) percent of employees shall be granted incidental leave. All incidental leave requests will be submitted to management at least 48 hours in advance on form PS 3971 in duplicate and a copy will be returned approved/disapproved within 48 hours. Failure to return the 3971 within the 48 hour limit will be considered automatic approval.
- F. Annual leave to attend Union activities requested prior to determination of the choice vacation schedule will not count as a choice vacation selection.
- G. The total number of approved leave requests (choice & incidental) on file from any one person shall not exceed four (4) at any given time.

Item 13

The Method of Selecting Employees to Work on a Holiday

1. Part-time flexible clerks.
2. Full-time volunteers by seniority.
3. Full-time non-volunteers by inverse seniority.

Item 14

Whether Overtime Desired Lists Shall be by Section or Tour

Overtime Desired Lists shall be posted in accordance with the National Agreement. A section for overtime will be facility wide on a rotating basis. Every effort will be made to provide a minimum of two (2) hours notice to any employee needed for overtime work. Without the above notice, the overtime will be on a voluntary basis.

Item 15-17

Light Duty

The employee needing light duty will submit documentation to management. Every effort shall be made to reassign the concerned employee to light duty work consistent with the employee's medical restrictions and limitations and Article 13 of the National Agreement.

Item 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 will be considered a section when it is proposed to reassign within an installation employees excess to the needs of a section.

Item 19

The Assignment of Parking Spaces

A parking space will be provided to each APWU craft employee.

Item 21

Other items Subject to Local Negotiations in the Craft Provisions

Item 22

Seniority, Reassignments, and Posting

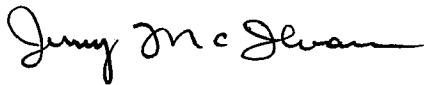
- A. Full-time assignments vacated for five (5) days will be assigned to the senior qualified PTF upon the employee's written request. Requests of this nature should be requested at least three (3) days in advance.
- B. Employees shall be entitled to two (2) breaks of ten (10) minutes in an eight (8) hour day as designated by management. The first break to be taken at a designated time during the first four (4) hours of work. The second break to be taken at a designated time during the last four (4) hours of the tour.

LOCAL MEMORANDUM OF UNDERSTANDING

This Memorandum of Understanding is entered into on March 18, 1999 between the representatives of the UNITED STATES POSTAL SERVICE, and the designated agent of the AMERICAN POSTAL WORKERS UNION, AFL-CIO, pursuant to the Local Implementation Provisions of the 1998-2000 National Agreement.

A handwritten signature in black ink, appearing to read "Gene Hastings", written over a horizontal line.


Gene Hastings
Postmaster
Manchester, TN 37355

A handwritten signature in black ink, appearing to read "Jerry McIlvain", written over a horizontal line.

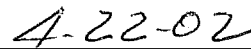
Jerry McIlvain
President
Chattanooga Area Local

**EXTENSION OF
THE CURRENT
LOCAL
MEMORANDUM OF
UNDERSTANDING**

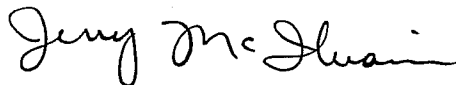
It is mutually agreed that the present Local Agreement is to be extended in full force and effect through November 20, 2003.


Gene Hastings, Postmaster

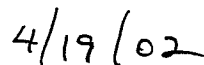
Manchester, TN 37355



Date



Jerry McIlvain, President
Chattanooga Area Local APWU



Date