

2000-2003
Local Memorandum of Understanding

Between

U.S. Postal Service
Rocky Face, Georgia 30740

AND

American Postal Workers Union
Chattanooga Area Local

Item 1

Additional or Longer Wash-up Time

Wash-up time will be granted as permitted under Article 8, Section 9 of the National Agreement.

Item 2

Fixed or Rotating Days Off

Full-time regular workweeks 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

When a decision is made by the local installation head or his designee to curtail or terminate Postal Operations, the installation head or his designee will discuss this decision with representatives of the craft. The decision to curtail or terminate postal operations will be made after consultation with knowledgeable, involved sources and giving due consideration to the safety and welfare of employees.

Item 4

Formulation of a Local Leave Program

Choice time vacation selections will be by seniority. Application will be on Form PS 3971 and submitted in duplicate personally to the immediate supervisor. All choice time leave shall be submitted by January 30th and shall be approved or disapproved no later than February 15th. Employees will be notified via signed Form PS 3971. The number of employees on choice leave will be posted on the leave calendar.

Item 5

Duration of the Choice Vacation Period

The choice vacation period will be February 1st through November 30th.

Item 6

Determination of the Beginning Day of the Employees Prime Vacation Period

The beginning day shall be Monday.

Item 7

Whether Employees at Their Option May Request Two Selections During the Choice Vacation Period, in Units of 5 or 10 Days

Clerks may request two (2) selections in units of five (5) or ten (10) days, not exceed fifteen (15) days.

Item 8

Whether Jury Duty or Attendance at National or State Conventions Shall be Charged to the Choice Vacation Period

Attendance at National and State Conventions shall be charged to the choice vacation period.

Item 9

Determination of the Maximum Number of Employees Who Shall Receive Leave Each Week During the Choice Vacation Period

A minimum of one employee will be granted annual leave during choice vacation.

Item 10

The Issuance of Official Notices to Each Employee of the Vacation Schedule Approved For Each Employee

Each employee shall receive notice by signed Form PS 3971 of approved choice vacation schedule.

Item 11

Determination of the Date and Means of Notifying Employees of the Beginning of the New Leave Year

Management will post on the official bulletin board the beginning date of the new leave year prior to November 1st.

Item 12

The Procedures for Submission of Application for Annual Leave During Other Than Choice Vacation Period

Fifteen (15) percent or not less than one clerk will be granted incidental leave during any unused choice time slot and non-choice periods if submitted no later than Tuesday prior to the service week in which the leave is desired. Requests for incidental leave must be approved no later than 24 hours after the Form PS 3971 is submitted. Incidental leave will be granted on a first come, first serve basis. No more than four (4) approved periods of leave (choice & incidental combined) shall be on file at any given time.

Item 13

The Method of Selecting Employees to Work on a Holiday

1. Schedule part-time flexible clerks in accordance with Article 11.6.
2. Schedule full-time volunteers by seniority.
3. Schedule full-time non-volunteers by juniority.

Item 14

Whether Overtime Desired Lists Shall be by Section or Tour

Overtime desired list will be by craft.

Item 15-17

Light Duty

- (A) Requests for light duty will be handled in accordance with Article 13 of the National Agreement.
- (B) Light duty assignments will be made upon agreement between the Union and management. Employees represented by the APWU shall be given priority consideration to work within the clerk craft.

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

Parking spaces in excess of Postal Service needs will be available on a first come, first serve basis.

Item 20

Convention Leave Notification

Annual leave approved to attend Union Activities prior to the granting of choice vacation period will be counted in the percentage provided in Item 9.

Item 21

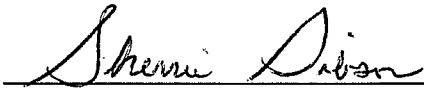
Other items Subject to Local Negotiations in the Craft Provisions

Item 22

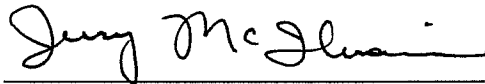
Seniority, Reassignments, and Posting

LOCAL MEMORANDUM OF UNDERSTANDING

This Memorandum of Understanding is entered into on April 22, 2002 at Rocky Face, Georgia 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 2000-2003 National Agreement.



Sherrie Gibson
Postmaster
Rocky Face, Georgia 30740



Jerry McIlvain
President
Chattanooga Area Local