

**1998-2000
Local Memorandum of Understanding**

Between

**U.S. Postal Service
Signal Mountain, TN 37377**

AND

**American Postal Workers Union
Chattanooga Area Local**

Item 1

Additional or Longer Wash-up Time

Installation heads shall grant reasonable wash-up time to those employees who perform dirty work or work with toxic materials. 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

The decision for curtailment or termination of postal operations to conform to orders of local authorities, or as local conditions warrant because of emergency conditions shall be made by the installation head. The safety and welfare of employees shall be of primary concern. When the decision has been reached to curtail Postal Operations, to the extent possible, management will notify and seek the cooperation of local radio and television stations to inform employees.

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 January 1st through the following December 31st excluding December 1st through December 24th.
- B. Choice time vacation selections will begin on December 1st and be completed by December 24th. Vacation selection will be by seniority on a leave calendar. Each employee will have 72 hours to make their selection. Employees on leave will be contacted and be given 96 hours to make their selection.
- C. Clerks' choice vacation period will be selected in accordance with one (1) of the following options below:

(1) Clerks earning 20 to 26 days annual leave:

Option A. A single selection of up to 15 working days (three consecutive weeks.)

Option B. Two selections: one of five working days (one week), and one of ten working days (two consecutive weeks).

Option C. Two selections of five working days each.

Option D. One selection: one of five working days (one week).

(2) Employees earning 13 days annual leave:

Option A. A single selection of up to ten working days (two consecutive weeks).

Option B. Two selections of five days (one week) each.

Option C. One selection: one of five working days (one week).

D. Choice vacation periods shall begin Monday through Saturday.

E. A maximum of fourteen (14) percent of employees shall be granted choice time leave. In computing the authorized number off, any fraction will be rounded up to the next higher number. In computing the authorized number on, any fraction of 0.50 or more will be rounded to the next higher number. Any fraction less than 0.50 will be rounded to the next lower number. Jury duty and attendance to National and State Conventions shall not be charged to the choice vacation period.

F. Employees shall be granted incidental leave up to the unused percentage negotiated for choice time. All incidental leave requests will be submitted to management 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. No more than two (2) approved incidental leave requests shall be on file at any given time.

G. Annual leave to attend Union activities for union delegates requested prior to determination of the choice vacation schedule will not count as a choice vacation selection.

H. The employee shall notify management by Tuesday of the preceding week when they plan to cancel approved leave or find they will have insufficient leave. The canceled leave will then be made available as incidental leave.

Item 13

The Method of Selecting Employees to Work on a Holiday

1. When eight hours of work is available, full-time employees volunteering by seniority.
2. Part-time flexible clerks.
3. Full-time non-volunteer employees 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. The two (2) selections of before/after tour overtime and non-scheduled day overtime will be made available on the OTDL. 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 at the end of tour.

Item 15-17

Light Duty

A light duty committee consisting of the installation head or designee, the Union representative or designee, and the employee needing light duty will meet upon written request for light duty. All avenues for placement into light duty work will be explored. Light duty work will be provided to the extent possible within the employee's medical limitations consistent with 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

The assignment of employee parking spaces will be by installation seniority.

Item 21

Other items Subject to Local Negotiations in the Craft Provisions

- A. A change of 50% of the duties, principle assignment area or scheme knowledge requirements will be sufficient to cause the duty assignment to be reposted.**
- B. A change in excess of two (2) hours in the reporting time will cause the position to be reposted.**

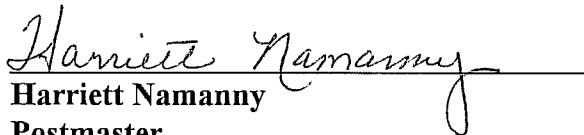
Item 22

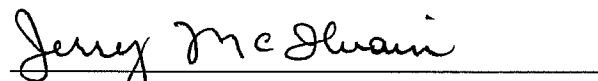
Seniority, Reassignments, and Posting

- A. A part-time flexible weekly schedule will be posted on the Wednesday preceding the service week.**
- B. Regular employees shall receive two (2) breaks of ten (10) minutes each on the clock. Part-time flexible employees will receive one (1) break of ten (10) minutes within four (4) hours. Part time flexible employees working more than six (6) hours shall receive two (2) breaks of ten (10) minutes. Break times will be determined by management.**

LOCAL MEMORANDUM OF UNDERSTANDING

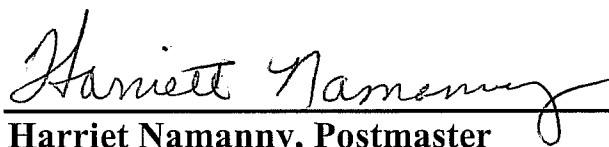
This Memorandum of Understanding is entered into on March 4, 1999 at Signal Mountain, Tennessee between the representatives of the UNITED STATES POSTAL SERVICE, and the designated agent of the AMERICAN POSTAL WORKERS UNION, AFL-CIO, pursuant to the Local Implementation Provisions of the 1998-2000 National Agreement.


Harriett Namanny
Postmaster
Signal Mountain, Tennessee 37377


Jerry Melvain
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.



**Harriet Namanny, Postmaster
Signal Mountain, TN 37377**

04/22/2002

Date



**Jerry McIlvain, President
Chattanooga Area Local APWU**

4/19/02

Date