

**1994-1998**

**Local Memorandum of Understanding**

**Between**

**The Vehicle Maintenance Facility**

**U.S. Postal Service**

**Chattanooga, TN 37402**

**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**

In times of civil disorders or acts of God involving normal working conditions, such as fire, flood, storms, local disasters, or others circumstances which could affect the health and welfare of any employee, responsible postal officials shall promptly examine conditions and determine whether conditions are such that postal operations should be curtailed or terminated. The local union official on duty shall be promptly contacted as to management's decision.

Employees shall be promptly notified of management's decision.

## **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 15<sup>th</sup> through the following March 14<sup>th</sup> excluding December 11<sup>th</sup> through December 24<sup>th</sup>.
- B. Choice time vacation selections will begin on February 15<sup>th</sup> and be completed by March 15<sup>th</sup>. Vacation selection will be by seniority on a leave calendar. Each employee will have 24 hours to make their selection. Employees on leave will be passed over.
- C. Employees, at their option, may request two (2) selections during the choice leave period in units of five (5) or ten (10) days working days, or one (1) selection during the choice leave period of fifteen (15) work days. The total shall not exceed the ten (10) or fifteen (15) days allowed.

- D. Choice vacation periods shall begin Monday through Saturday. Exceptions may be granted by agreement among the employee, the union representative, and the employer.**
- E. 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.**
- 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 24 hours. Failure to return the 3971 within the 24 hour limit will be considered automatic approval. No employee will have more than two (2) approved incidental leave requests on file at any one time.**
- G. Annual leave to attend Union activities requested prior to determination of the choice vacation schedule will not count as a choice vacation selection.**

### **Item 13**

#### **The Method of Selecting Employees to Work on a Holiday**

- A. Employees will be selected to work on a Holiday or day designated as a Holiday as follows:**
  - 1. All casual employees to the extent possible, even if payment of overtime is required.**
  - 2. All part-time flexible employees to the extent possible, even if payment of overtime is required.**
  - 3. All full-time and part-time volunteers who possess the necessary skills and have volunteered to work on the holiday or their designated holiday.**
  - 4. All full-time and part-time regular employees whose non-scheduled day falls on the holiday and possess the necessary skills and have volunteered to work, even though the payment of overtime is required.**
  - 5. Full-time and part-time regular employees who have not volunteered to work their holiday by juniority.**

6. Full-time and part-time regular employees who have not volunteered to work their nonscheduled day by juniority.
- B. Employees on annual leave for at least sixteen (16) hours in conjunction with a holiday will not be considered available for holiday work unless requested in writing by the employee.

## **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.

## **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**

The VMF will be considered a section for the purpose of this item.

## **Item 19**

### **The Assignment of Parking Spaces**

The parties agree to abide by Article 20 of the National Agreement.

## **Item 20**

### **Determination Whether Annual Leave to Attend Union Activities Requested Prior to Determination of the Choice Vacation Schedule is to be Part of the Total Choice Vacation Plan**

Attendance at union conventions shall not be charged as an employee's choice vacation selection.

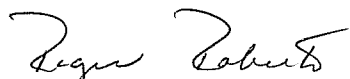
## **Item 22**

### **Seniority, Reassignments, and Posting**

- (1) All full-time regular VMF duty assignments will be posted for bid once each calendar year on November 10 if requested by the Union.**
- (2) A change in starting time in excess of one (1) hour shall result in the reposting of the assignments.**
- (3) The changing of the hours of more than one position shall result in the reposting of all VMF positions.**

## **LOCAL MEMORANDUM OF UNDERSTANDING**

**This Memorandum of Understanding is entered into on March 4, 1996, at Chattanooga, TN 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 1994-1998 National Agreement.**



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**Roger Roberts**  
**Manager, Vehicle Maintenance Service**  
**Chattanooga, TN**



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**Douglas M. Varner**  
**President**  
**Chattanooga Area Local**

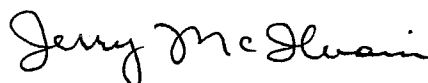
**EXTENSION OF  
THE CURRENT  
LOCAL  
MEMORANDUM OF  
UNDERSTANDING**

**It is mutually agreed that the present Local Agreement is to be extended in full force and effect through November 20, 2000.**



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**Roger Roberts, Manager  
Vehicle Maintenance Service  
Chattanooga, TN 37402**



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

**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.**

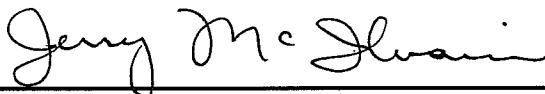


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**Janis Orr, Manager  
Vehicle Maintenance Facility  
Chattanooga, TN 37402**

5/15/02

**Date**



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

5/8/02

**Date**