

**1998-2000
Local Memorandum of Understanding**

Between

**U.S. Postal Service
Winchester, TN 37398**

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

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 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 the month of December.
- B. Choice time vacation selections will begin at the beginning of the leave year and be completed by March 1st. Vacation selection will be by seniority on a leave calendar.
- C. Choice vacation periods shall begin on the day as requested and approved in conjunction with the employees basic work week.
- 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. No employee may have more than two (2) approved incidental leave requests on file at any given 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 72 hours. Failure to return the duplicate 3971 within the 72 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.

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.

Item 15-17

Light Duty

The employee needing light duty will submit documentation to management consistent with USPS/APWU Joint Contract Application Questions and Answers beginning on page 59. Every effort shall be made to reassign the concerned employee to light duty work 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 current system of parking will be continued.

Item 21

Other items Subject to Local Negotiations in the Craft Provisions

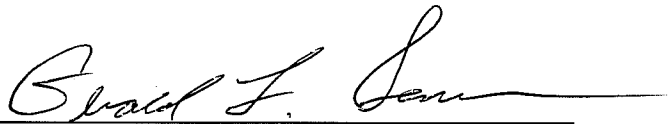
Item 22

Seniority, Reassignments, and Posting

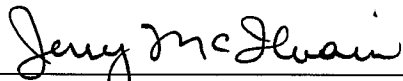
- A. Full-time assignments vacated for five (5) days will be assigned to the senior qualified PTF upon the employee's written request. Requests of this nature should be requested at least three (3) days in advance.
- B. Regular employees shall receive two (2) breaks of ten (10) minutes each on the clock. PTF employees who work at least 3 hours shall receive a ten (10) minute break. At the beginning of the second hour of overtime, employees shall receive a ten (10) minute break. The past practice of allowing beverages and snacks on the workroom floor will be continued.
- C. No job will be reposted when the starting time is one hour or less. A job will be reposted when the starting time is moved outside the radius of one hour from the last bid starting time.

LOCAL MEMORANDUM OF UNDERSTANDING

This Memorandum of Understanding is entered into on March 10, 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.




Gerald Savage
Postmaster
Winchester, TN 37398



Jerry Mellvain
President
Chattanooga Area Local APWU

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

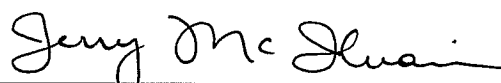
It is mutually agreed that the present Local Agreement is to be extended in full force and effect through November 20, 2003.



**Gerald Savage, Postmaster
Winchester, TN 37398**

4/22/02

Date



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

4/19/02

Date