

2015-2018
Local Memorandum of Understanding

Between

U.S. Postal Service
Benton, TN 37307

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 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 11th through December 24th.
- B. Choice time vacation selections will begin on February 15th 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. Employees on leave will be passed over.
- C. Choice vacation periods shall begin Monday through Saturday.
- D. Fourteen (14) percent, **or 1 whichever is greater**, 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, **or one whichever is greater** of employees shall be granted incidental leave. 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.
- 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 juniority.

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

LightDutv

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

A designated parking area will be provided for all APWU represented employees.

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 one (1) hour in the reporting time will cause the position to be reposted.

Item 22

Seniority, Reassignments, and Posting

- A. Current PTF work hours shall remain stable unless directly impacted by mail volume.
- B. 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 and not more than fourteen (14) days.
- C. Full-time employees shall receive two (2) breaks of ten (10) minutes each on the clock. PTFs shall receive one ten (10) minute break within four (4) hours of their report time. PTFs who work over six (6) hours will receive a second ten (10) minute break. Break times will be set by management.

LOCAL MEMORANDUM OF UNDERSTANDING

This Memorandum of Understanding is entered into on, **November 07, 2016** Benton, Tennessee between the representatives of the USPS, and the designated agent of the AMERICAN POSTAL WORKERS UNION, AFL-CIO, pursuant to the Local Implementation Provisions of the 2015-2018 National Agreement.

 11-7-16

Postmaster
Benton, TN 37307

 11/7/16

President
Chattanooga Area Local