

Ms. Yvonne Taylor  
PO Box 160885  
Nashville, TN 37216

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MEMORANDUM OF UNDERSTANDING  
BETWEEN  
LOCAL 4373  
AMERICAN POSTAL WORKERS UNION  
AND  
UNITED STATES POSTAL SERVICE.  
MADISON, TN 37115

LOCAL 4373

MADISON, TN 37115

ARTICLE 30

Section 1. Additional or longer wash-up periods.

As per past practice.

Section 2. The establishment of a regular work week of five consecutive days with either fixed or rotating days off.

As for practicable the five days shall be consecutive days within service week. Article 8, Sec. 2.

Section 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.

Responsible postal officials will make the safety of the employees their prime concern taking appropriate action to protect employees and determine the utilization of the scheduled work force by the severity of the specific needs of the service with emphasis on the preservation of the health and welfare of the employees at this post office.

Section 4. Formulation of local leave program.

Impasse

Section 5. The duration of the choice vacation period(s).

Will be first full week in February and end last full week of November.

Section 6. The determination of the beginning day of an employee's vacation.

Vacation will start on Monday.

Section 7. Whether employees at their option may request two selections during the choice vacation period, in units of either 5 or 10 days.

Will not split except as noted above.

Section 8. Whether jury duty and attendance at National or State Convention shall be charged to the choice vacation period.

Such requests will not be charged against number of people off during choice period.

If period already selected the person called for jury duty will be given another selection during choice period.

Section 9. Determination of the maximum number of employees who shall receive leave each week during the choice vacation period.

Impasse

Section 10. The issuance of official notices to each employee of the vacation schedule approved for such employee.

Vacation schedule will be posted on official clerks board. Duplicate copies of Form 3971 will be utilized with approval signature.

Section 11. Determination of the date and means of notifying employees of the beginning of the new leave year.

Notice of leave year will be posted on clerk's board. Information will include specific dates, that is, begin and end.

Section 12. The procedures for submission of applications for annual leave during other than the choice vacation period.

Requests for unscheduled annual leave will be submitted on PS Form 3971 no later than Tuesday prior to the service week in which the annual leave is desired. Approval or denial will be given Wednesday, prior to the service week in which the annual leave is requested.

Section 13. The method of selecting employees to work on a holiday.

Selection in order:

1. PTF - even over-time
2. Volunteers by seniority.
3. Non-volunteers by inverse seniority.

Section 14. Whether "Overtime Desired" lists in Article 8 shall be by section and/or tour.

Present practice as to posting.

Any time offered is refused or declined will be charged.

Section 15. The number of light duty assignments within each craft or occupational group to be reserved for temporary or permanent light duty assignment.

Consistent with good management and practice but not to the detriment of any full time clerk.

Section 16. The method to be used in reserving light duty assignments so that no regularly assigned member of the regular work force will be adversely affected.

As above.

Section 17. The identification of assignments that are to be considered light duty within each craft represented in the office.

The U.S. Postal Service must assign employee to light duty in keeping with employees' medical defined work limitation tolerances. Every effort will be made to assign the employee to work within his craft and regular schedule.

Section 18. The identification of assignments comprising a section, when it is proposed to reassign within an installation employee excess to the needs of a section.

Any clerk excessed from a section, that is, window clerk, box section, etc. will have retreat rights and junior clerk excessed first. Seniority will prevail. The mutual swap or exchange of job assignment will not be allowed without the approval of management and local president.

Section 19. The assignment of employee parking spaces.

Space available in excess of needs of postal service may be utilized.

Section 20. The determination as to 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.

Time used for union activities will not be charged to choice vacation period.

Section 21. Those other item which are subject to local negotiations as provided in the craft provisions of this Agreement.

Past practice.

Section 22. Local implementation of this Agreement relating to seniority, reassignments and posting.

Change in reporting time.

The incumbent shall have the option of accepting the new time. If the incumbent accepts the new reporting time the assignment will not be posted. Length of posting will be for ten days. Bidder (successful) must assume job within 21 days. Seniority listings. Posted and upgraded semi-annually.

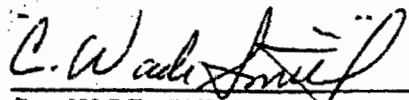
MEMORANDUM OF UNDERSTANDING

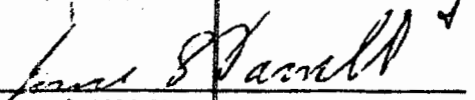
1991

THIS MEMORANDUM OF UNDERSTANDING IS ENTERED INTO ON OCTOBER 30, 1991 AT MADISON, TN BETWEEN THE REPRESENTATIVES OF THE UNITED STATES POSTAL SERVICE AND THE DESIGNATED AGENT OF THE AMERICAN POSTAL WORKERS UNION, PURSUANT TO THE LOCAL IMPLEMENTATION PROVISION OF THE 1991 AGREEMENT.

UNITED STATES POSTAL SERVICE  
MADISON, TN 37115

AMERICAN POSTAL WORKERS UNION

  
\_\_\_\_\_  
C. WADE SMITH  
POSTMASTER  
UNITED STATES POSTAL SERVICE  
MADISON, TN 37115

  
\_\_\_\_\_  
JESSIE S. VARNELL, JR.  
PRESIDENT  
LOCAL 4373, APWU  
MADISON, TN 37115

# REGIONAL APPEAL FORM -1990 IMPASSE

USE SEPARATE SHEET FOR  
EACH IMPASSE ITEM

\*North Carolina/South Carolina  
Locals See Note Below

CERTIFIED NO. \_\_\_\_\_  
DATE \_\_\_\_\_

## REGIONAL APPEAL FORM-1990 LMOU IMPASSE

Regional Director  
Human Resources  
Southern Region  
1407 Union Avenue  
Memphis, TN 38166

Union Local: MADISON, TN 37115  
Address: \_\_\_\_\_  
Installation: \_\_\_\_\_

1. IN DISPUTE: ARTICLE 30, B. \_\_\_\_\_ LMOU ARTICLE NO. 9
2. TITLE: Determination of the maximum number of employees who shall receive leave each week during the choice vacation period.
3. LANGUAGE IN 1987 LMOU (Exact language, if any, from old Memo)  
No less than two. All employees in clerk craft will be afforded a vacation period.
4. \*UNION PROPOSAL(S) (Exact language and date proposed to management)  
No change in language in 1987 LMOU.
5. \*MANAGEMENT COUNTERPROPOSAL(S) (Exact language and date proposed to Union)  
15% of the total number of permanent employees with a roundup provision. All employees in clerk craft will be afforded a vacation period.
6. UNION FINAL PROPOSAL:  
No change in language in 1987 LMOU.
7. MANAGEMENT FINAL PROPOSAL:  
Same as #5.

Union Rep. Stewart Varnell  
Union Rep. Initials SV

Mgmt Rep. C:W: Smith  
Mgmt Res. Initials CWS

\*Note: If there have been more than one proposal and counterproposal, list those proposals and counterproposals and the specific dates of each, and attach (in date order) to this sheet. Be sure you identify the Union's and management's Final Proposals. MUST BE POSTMARKED BY NOVEMBER 14, 1991.

cc: Local Postmaster  
APWU Coordinator

(\*\* This form is subject to revision).  
\*YOUR IMPASSE ITEMS ARE TO BE APPEALED TO:  
REGIONAL DIRECTOR, HUMAN RESOURCES  
P.O. BOX 86-1  
PHILADELPHIA, PA 19106

Union counter proposal-Item #9

1. 17% of the clerks may be off during the vacation period with a roundup provision.
2. All employees in clerk craft will be afforded a vacation period.



Union counter proposal- Item 9

1. 17% of the clerks may be off during the vacation period if staffing levels remain the same (12 employees) or decrease. If staffing levels increase above 12 then 15% of the clerks may be off during the vacation period.
2. A roundup provision still applies.
3. All employees in the clerk craft will be afforded a vacation period.

Union counter proposal-Item 9

A minnum of two clerks may be off during the vacation period if the staff levels remains above 9. If it drops below 9 the minnum will be decreased to one clerk at a time.

# REGIONAL APPEAL FORM -1990 IMPASSE

USE SEPARATE SHEET FOR  
EACH IMPASSE ITEM  
\*North Carolina/South Carolina  
Locals See Note Below

CERTIFIED NO. \_\_\_\_\_  
DATE \_\_\_\_\_

## REGIONAL APPEAL FORM-1990 LMOU IMPASSE

Regional Director                      Union Local: MADISON, TN 37115  
Human Resources                      Address: \_\_\_\_\_  
Southern Region                      Installation: \_\_\_\_\_  
1407 Union Avenue  
Memphis, TN 38166

1. IN DISPUTE: ARTICLE 30, B. \_\_\_\_\_ LMOU ARTICLE NO. 4

2. TITLE: Formulation of local leave program

3. LANGUAGE IN 1987 LMOU (Exact language, if any, from old Memo)

- 1. Employee may cancel all or part of vacation leave
- 2. Form 3971 can be submitted for additional leave on empty choice vacation slots after close of first choice and honored by seniority. A minnum of two clerks may be off during vacation periods.
- 3. PS form 1547 or other format agreed upon by postmaster and union representative will be distributed by January 2 and must be completed and returned by January 30. Leave lists for choice vacation periods will be posted by February 15.

4. \*UNION PROPOSAL(S) (Exact language and date proposed to management)

Union proposed no changes in language. 10/25/91

5. \*MANAGEMENT COUNTERPROPOSAL(S) (Exact language and date proposed to Union)

- 1. Employee may cancel all or part of vacation leave
- 2. Form 3971 can be submitted for additional leave on empty choice. vacation slots after close of first choice and honored by seniority. 15% of the clerks may be off during the vacation period.
- 3. PS form 1547 or other format agreed upon by postmaster and union representative will be distributed by January 2 and must be completed and returned by January 30. Leave lists for choice vacation periods will be posted by February 15.

6. UNION FINAL PROPOSAL:

Leave language of Item 6 as is in the Memo of Understanding

7. MANAGEMENT FINAL PROPOSAL:

Same as #5

Union Rep. Stewart Varnell                      Mgmt Rep. C&W Smith

Union Rep. Initials [Signature]                      Mgmt Res. Initials [Signature]

\*Note: If there have been more than one proposal and counterproposal, list those proposals and counterproposals and the specific dates of each, and attach (in date order) to this sheet. Be sure you identify the Union's and management's Final Proposals. MUST BE POSTMARKED BY NOVEMBER 14, 1991.

(\*\* This form is subject to revision).

cc: Local Postmaster                      \*YOUR IMPASSE ITEMS ARE TO BE APPEALED TO:  
APWU Coordinator                      REGIONAL DIRECTOR, HUMAN RESOURCES

P.O. BOX 86-1  
PHILADELPHIA, PA 19106

Union counter proposal-Item #4

1. Employee may cancel all or part of vacation leave
  2. Form 3971 can be submitted for additional leave on empty choice vacation slots after close of first choice and honored by seniority. 17% of the clerks may be off during the vacation period.
  3. PS form 1547 or other format agreed upon by postmaster and union representative will be distributed by January 2 and must be completed and returned by January 30. Leave lists for choice vacation periods will be posted by February 15.
- The roundup provision still applies.

Union counter proposal-Item #4

1. Employee may cancel all or part of vacation leave
2. Form 3971 can be submitted for additional leave on empty choice vacation slots after close of first choice and honored by seniority. 17% of the clerks may be off during the vacation period if staffing levels remain the same (12 employees) or decrease. If staffing levels increases above 12 then 15% of the clerks may be off during the vacation period.
3. PS form 1547 or other format agreed upon by postmaster and union representative will be distributed by January 2 and must be completed and returned by January 30. Leave lists for choice vacation periods will be posted by February 15.  
The roundup provision still applies.