

2015-2018
Local Memorandum of Understanding

Between

U.S. Postal Service
Summerville, GA 30747

AND

American Postal Workers Union
Chattanooga Area Local

Item 1

Additional or Longer Wash-up Time

Those employees who perform dirty work or work with toxic materials shall be granted reasonable wash up time not to exceed 5 (five) minutes prior to their lunch break and ending time.

Item2

Fixed or Rotating Days Off

- A. Workweeks will be with fixed schedules of five days with two off days.
- B. Schedules for all Part Time Flexible employees will be posted on Wednesday of every week as far as possible through Tuesday of the next week.

Item3

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

- A. The decision for curtailment or termination of postal operations in order to conform to orders of local authorities, or as local conditions warrant because of emergency conditions shall be made by the Postmaster. 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.
- B. When the complete breakdown of heating or air conditioning equipment results in abnormally warm or cold working conditions, consideration may be given to leave requests of employees who complain of health problems due to such working conditions.

Item4

Formulation of a Local Leave Program

The choice leave schedule will be posted by management by December 1st. Employees at their option may request one selection in units of either five (5) or ten (10) days. Selection will be made in two rounds in seniority order. Each employee will submit PS Form 3971 in duplicate at least 15 days before the choice leave period begins. One 3971 shall be returned to the employee within 72 hours after being submitted.

Item 5

Duration of the Choice Vacation Period

The choice vacation period will be January 1st through the following December 1st.

Item 6

Determination of the Beginning Day of the Employees Prime Vacation Period

The beginning day shall be Monday.

Item 7

Whether Employees at Their Option May Request Two Selection During the Choice Vacation Period, in Units of 5 or 10 Days

Employee's choice vacation period will be selected in accordance with one (1) of the options below:

1. Employees earning 20 or 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 often working days (two consecutive weeks).
 - Option c. Two selections of five working days (one week).
 - 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).

Item 8

Whether Jury Duty or Attendance at National or State Conventions Shall be Charged to the Choice Vacation Period

Notice will be by the leave calendar.

Item 9

Determination of the Maximum Number of Employees Who Shall Receive Leave Each Week During the Choice Vacation Period

The maximum number of employees who shall be granted leave during the choice period will be fifteen (15) percent *or one whichever is greater*.

Item 10

The Issuance of Official Notices to Each Employee of the Vacation Schedule Approved For Each Employee

Each employee shall receive notice by signed PS 3971 of approved choice vacation schedule.

Item 11

Determination of the Date and Means of Notifying Employees of the Beginning of the New Leave Year

Management will post on the official bulletin board the beginning date of the new leave year prior to November 1st.

Item 12

The Procedures for Submission of Application for Annual Leave During Other Than Choice Vacation Period

The maximum number off on incidental leave shall be 15 % *or one whichever is greater* of the clerks. Incidental leave requests must be submitted to the Supervisor in triplicate. The Supervisor will return a copy to the employee at the time of submission indicating the date and time. Incidental leave will be granted on a first come, first serve basis. Requests for incidental leave must be approved within 48 hours or will be considered automatically approved.

No employee will have more than two (2) approved incidental leave requests on file at any given time.

Item 13

The Method of Selecting Employees to Work on a Holiday

- A. Part-Time Flexible employees.
- B. Full-Time volunteers by seniority
- C. Full-Time volunteers on the non-scheduled day
- D. Non-volunteers on the non-scheduled day by inverse seniority.
- E. Non-volunteers on their holiday by inverse seniority.

Item 14

Whether Overtime Desired Lists Shall be by Section or Tour

The overtime desired list will be by craft.

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. A reserved space will be assigned to handicapped, limited or light duty personnel in the event it becomes necessary.

Item 19

The Assignment of Parking Spaces

Management will make every effort to have available parking spaces for all employees.

Item 20

Convention Leave Notification

Clerks desiring annual leave to attend conventions of their employee organizations shall notify management as early as possible of the desired dates. This leave will take precedence over other leave if the request is submitted prior to December 1st, and will not be charged to the clerk's allowance during choice vacation period.

Item 21

Other items Subject to Local Negotiations in the Craft Provisions

- A. A change of 50% in the principle assignment area, duties, 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.

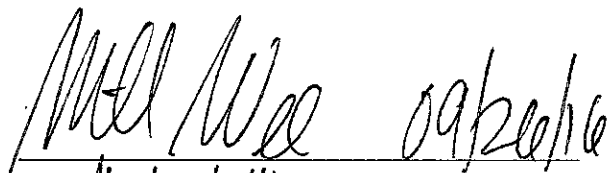
Item 22

Seniority, Reassignments, and Posting

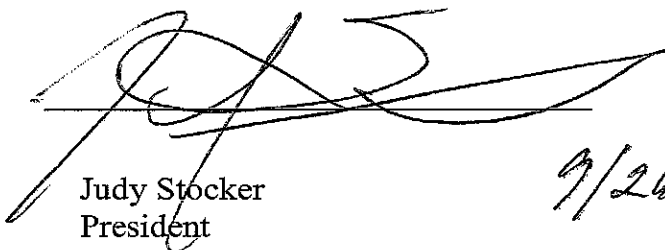
- A. Full-time assignments vacated for five (5) days will be assigned to the senior qualified PTF upon the employee's written request. Requests of this nature should be requested at least three (3) days in advance but not more than 14 days.
- B. Employees shall receive two (2) fifteen (15) minute breaks on the clock during an eight hour tour of duty. When at least one (1) hour of overtime is worked, employees shall receive another 15-minute break on the clock.

LOCAL MEMORANDUM OF UNDERSTANDING

This Memorandum of Understanding is entered into on Sep, 26 2016 at Summerville Ga. 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 2015-2018 National Agreement.



Michael Ware
Post Master
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Judy Stocker
President
Chattanooga Area Local

9/26/16