



LOCAL MEMORANDUM  
OF  
UNDERSTANDING BETWEEN  
UNITED STATES POSTAL SERVICE  
AND  
AMERICAN POSTAL WORKERS UNION  
AFL-CIO  
UNION CITY, TENNESSEE POST OFFICE



## APWU UNION RECOGNATION

The parties agree that these articles are to be administered in accordance with the provisions of the National Working Agreement of November, 2000. The agreement reached herein through negotiations between the U.S.P.S. and the TPWU-APWU-AFL-CIO are entered into supplement of the Nationally-Negotiated Collective Bargaining Agreement of 2000 and constitutes a Memorandum of Understanding between the U.S.P.S. and the TPWU-APWU.

This Memorandum of Understanding covers all employees of the Union City, Tn. Post Office in installations and facilities for which the American Postal Workers Union, AFL-CIO has been recognized as the national exclusive bargaining representative at the national level with respect to wages, hours of employment and other terms and conditions of employment.

Daniel D. Williams  
Postmaster  
Union City, Post Office  
Union City, Tenn. 38261

John Sharkey  
TPWU-REP  
APWU/AFL-CIO

- ITEM #7 Each employee at his/her option shall select either one or two selections during the choice vacation period of either 5 or 10 days. The total shall not exceed the 10 or 15 days allowed.
- ITEM #8 Attendance at National or State Convention and Jury Duty shall not be charged to the choice vacation period.
- ITEM #9 A minimum of one employee shall be allowed off at any time during the choice vacation period, in offices with 5 or less. In offices with 6 or more employees a minimum of one, and when possible, two employees shall be allowed off.
- ITEM #10 Leave shall be applied for on form 3971 and submitted in duplicate and initialed by the supervisor to indicate receipt. The leave shall be approved or disapproved within 72 hours, Sunday excluded. Failure to do so will be automatic approval of the leave. A copy of the 3971 will be returned to the employee.
- ITEM #11 The date of the beginning of the new year shall be posted on the employees bulletin board by December 1 of the preceding year.
- ITEM #12 The remainder of the employee's annual leave may be granted at other times of the year as requested on a first come, first serve basis. In the event two employees apply on the same day, seniority shall prevail. A minimum of one employee shall be allowed off on incidental leave.
- ITEM #13 Holiday's such as New Years, 4<sup>th</sup> July, Thanksgiving and Christmas will be covered by PIF's first and the selection process for these days will go in rotation as has been the practice in the past.
- ITEM #14 The OTDL shall be office wide.



- ITEM #1 A reasonable wash-up wash-up period will be granted before lunch and at end of tour.
- ITEM #2 Full-time regular employees shall have fixed off-days.
- ITEM #3 The decision for the curtailment of postal operations to conform to the orders of local authorities, or as conditions warrant because of emergency conditions, shall be made by the Installation head. When a decision had been reached to curtail postal operations, to the greatest extent possible, management will notify and seek the cooperation of the local media to inform employees. The employees on duty shall be informed of the decision.
- ITEM #4 The entire post office shall be a section for leave purposes.
- ITEM #5 The choice vacation period shall be from January 1 to November 30.
- a. At least one and if possible two clerks in the Union City, Post Office will be granted annual leave during choice vacation if requested. First choice leave that has been granted will be posted.
  - b. Beginning December 15 and for the following seven (7) working days, the supervisor shall call employees by seniority to sign-up for first choice annual leave. If the employee fails to sign within one hour when contacted, or if not contacted and he/she fails to sign within one hour after scheduled reporting time on the next scheduled workday the next junior employee in seniority order shall be called to sign-up until such time as the employee is prepared to make his/her choice of the periods remaining. Clerks not present when reached on the seniority list shall be telephoned to ascertain leave request. Such phone request shall be verified by the station steward.
- ITEM #6 The beginning day of an employee's vacation will be Monday.



ITEM 15, 16, 17

No light duty assignment from other crafts shall be made to the detriment of the APWU. The provisions of Article 13 shall govern light duty assignments. Any light duty assignments shall be made only after notification of the union.

ITEM #18 For the purpose of excessing, the Post Office shall be one section.

ITEM #19 Parking shall continue to be on a first come-first serve basis.

ITEM #20 Attendance at Union functions shall not be charged to the total choice vacation period. Except in emergencies employees will not be required to work their off days if they have 16 or more hours of approved leave in conjunction with their off days.



Author: DANIEL WILLIAMS at METN004L

Date: 5/13/2002 2:57 PM

Normal

TO: JOSEPH B MCCROSKEY at METN004L

Subject: Incidental leave request 30 day advance time limit

----- Message Contents

Currently incidental leave cannot be put in for more than 30 days in advance. Request for special circumstances due to family needs are often advanced. Request have been made by the local unions to extend the 30 days to 90 days or 180 days.

LEAVE REQUEST/Incidental Leave

~~I will agree to the following for the time period May 13, 2002 through December 31, 2002.~~

*Removed Substance*

*Ed Southern 5-29-02*  
*2 31<sup>st</sup>*

1 -PS 3971's (leave request) will be accepted and acted upon for incidental leave on a first come first serve basis through Oct 30, 2002

2- Request for full day (8 hour) leave request will take precedent over partial day leave request if requested on the same day.

3- Leave request for November and December of 2002 will not be accepted more than 30 days in advance other than one exception concerning the Friday and Saturday following thanksgiving.

~~4- Leave request for the Friday and Saturday following Thanksgiving will be accepted Oct. 1, 2002 (or the first work day following if Oct 1, 2002 is a Sunday) and will be approved by seniority. Any request for the Friday and Saturday following Thanksgiving not time dated on the clock and received by EOB Oct-1, 2002 will revert back to the 30 day requirement.~~

*Removed Item 4*

*LMOU #12*

*D Williams 5-29-02*  
*Ed Southern 5-29-02*

This authorization will become final and binding after 10 days of the date you provide the local unions a copy.

Thank you.

Daniel D. Williams  
Postmaster/OIC  
Union City, TN 38261-998



*Addendum Attachment to LMOU -  
The above items 1, 2 and 3 were agreed to on this day*

*by Daniel Williams Postmaster  
signed  
Ed Southern*

*witness Joseph B McCroskey*

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