

ITEM 1 WASH UP TIME

- A. Wash up time will be granted to employees who perform dirty work or handle toxic materials. This time will be allowed before punching off the clock at the end of the employee's tour.
- B. Window service employees who perform other clerical duties before going on window duty will be allowed to wash up.

ITEM 2 WORK WEEK SCHEDULE

- A. This installation will continue to work a fixed schedule of five days with two days off.
- B. The off days for regular full-time clerks will be two employees off Saturday and Sunday and one employee off Sunday and Monday.
- C. Schedules for all Part Time Flexibles will be posted on Wednesday of every week as far as possible through Tuesday of the next week.

ITEM 3 CURTAILMENT OF LOCAL OPERATIONS

- A. The Postmaster will make a determination of service needs/standards as related to emergency conditions. According to the individual employee's situation the Postmaster may grant appropriate leave.
- 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.

ITEM 4 LOCAL LEAVE PROGRAM

- A. Leave in this installation is to be granted by craft.
- B. Management will provide a calendar year leave schedule.
- C. Incidental leave may be granted 12 months of the calendar year.
- D. Only two form 3971s may be on file for any employee at any one time by craft.

ITEM 5 CHOICE LEAVE PERIOD

The duration of the choice leave period in the Calhoun Ga. Post Office will be April 1 through November 30th.

ITEM 6 BEGINNING DAY CHOICE VACATION

The beginning day of the employee's choice vacation period will extend Monday through Sunday.

ITEM 7 LEAVE OPTIONS

There shall be two selections during the choice vacation period in this office in accordance with Article 10 in the National Contract.

ITEM 8 JURY DUTY/UNION FUNCTIONS

Jury duty and attendance at National or State Conventions shall not be charged to the choice vacation period providing that no more than one delegate shall attend conventions.

ITEM 9 NUMBER OF EMPLOYEES RECEIVING LEAVE DURING CHOICE LEAVE PERIOD

Maximum number off during choice vacation shall be 12%

ITEM 10 CHOICE VACATION PERIOD

Each employee will submit a choice leave form (1547) in duplicate at least 15 days before the choice leave period begins. Selection will be made in rounds with the senior employee starting and the junior employee ending each round.

ITEM 11 BEGINNING OF NEW LEAVE YEAR

See Article 10, Section 4 of the 1984 National Agreement.

ITEM 12 ANNUAL LEAVE OUTSIDE CHOICE VACATION PERIOD

A. Requests for incidental leave may be submitted after December 20th for the next year.

B. Form 3971 will be submitted in triplicate. A copy will be returned at the time of submission indicating the date and time of submission by the supervisor on duty.

One copy will be returned, indicating the action taken within 5 working days.

C. Incidental leave will be on a first come, first serve basis.

ITEM 13 METHOD OF SELECTION OF EMPLOYEES TO WORK HOLIDAYS

The method of selecting employees to work on a holiday will be as follows :

A. Part time Flexibles and Casuals

B. Full time employees volunteering to work their holiday by seniority

C. Full time employees by seniority, volunteering to work their non-scheduled day.

ITEM 14 OVERTIME DESIRED LIST BY SECTIONS AND/OR CRAFTS

- A. Crafts in this installation are considered sections.
- B. The overtime desired list will be posted by craft.

ITEM 15 NUMBER LIGHT DUTY ASSIGNMENTS RESERVED

Light duty assignments will be by craft, and available work will be offered provided the tasks are within the ability of the employee.

ITEM 16 METHOD OF RESERVING LIGHT DUTY ASSIGNMENTS

No regular employee will be moved from their bid job to make a light duty assignment without their approval.

ITEM 17 IDENTIFICATION OF LIGHT DUTY ASSIGNMENTS

Light duty assignments will be made based on the individual's skills and health restrictions.

ITEM 18 REASSIGNMENT WITHIN THE CALHOUN POST OFFICE

The entire Calhoun Postal Facility shall be considered two sections, clerk and carrier. Reassignment will be within an individual's section.

ITEM 19 ASSIGNMENT OF PARKING PLACES

A. Employee parking will be first come, first serve, in employee designated parking areas. This excludes management designated areas, rural carrier and city carrier areas.

B. Reserved spaces will be assigned to handicapped, limited or light duty personnel in the event it becomes necessary.

ITEM 20 EMPLOYEES ON LEAVE FOR UNION BUSINESS

Annual leave for union activities, other than state or national conventions, requested prior to the start of the choice vacation period, will be part of the choice vacation period for planning purposes.

ITEM 21 CRAFT PROVISIONS

See craft provisions of the National Agreement.

ITEM 22 SENIORITY/REASSIGNMENTS/POSTING

See applicable sections of the National Agreement.

Carry-over Language From The 1981 LMOU, Outside The 22 Required Items

1. Language from section II of the 1981 LMOU-- Rest breaks shall be 15 minutes.

This Memorandum of Understanding is entered into on October 29
1987, at Calhoun GA 30701, between the representatives of the United
States Postal Service and the designated agents of the American Postal
Workers Union and National Association Of Letter Carriers, pursuant to the
Local Implementation Provision of the 1987 APWU/NALC Agreement.

Richard D. Hirsch

OIC/Postmaster; Calhoun, GA 30701-9998

For The United States Postal Service

Joe W. Hill

For American Postal Workers Union, Local # 2695

Richard M. Hasty

For The National Association Of Letter Carriers, Local # 2991

November 22, 2010

APWU Local
Calhoun, Georgia 30701-9998

We mutually agree to change the off days of Judy Carter # 2 Sonority Clerk to Saturday & Sunday to comply with the LMOU. We agree to do so without posting the off days to expedite the process by signature of #1 Senior Clerk Walter Printup and the effected employee #2 Senior Clerk Judy Carter. We agree this is not precedent and will have no effect on other scheduled day posting in the future.

<i>Egal Bader</i>	<i>11/23/10</i>	<i>Walter Printup</i>	<i>11/23/10</i>	<i>Judy Carter</i>	<i>11/23/10</i>
Management Rep/Date		Seniority #1	Date	Seniority #2	Date

cc: File
APWU