

MEMORANDUM OF UNDERSTANDING
BETWEEN THE
UNITED STATES POSTAL SERVICE
AND THE
NATIONAL ASSOCIATION OF
LETTER CARRIERS
ELMWOOD PARK, NJ
07407-9998

- A reasonable amount of wash up time will be granted to carriers who perform dirty work or work with toxic materials.
2. Continue rotating non-scheduled days. Parcel Post route will be incorporated in the rotating schedule. Cycle will be selected by management. In the event parcel post delivery is curtailed to five day delivery, the carrier assigned to the parcel post route will again revert to a non-scheduled day of Saturday.
 3. The curtailment or termination of Postal Operations because of emergency conditions shall be based upon the prevailing local conditions and orders from civil authorities, in accordance with information available and directives received from local, state or federal authorities. The Postal Inspection Service shall be advised of any action taken. Local management will consult with the designated union representative concerning the appropriate action(s) to be taken, where the emergency is of such nature that advance notice is possible. Management shall avail themselves of all public media to notify employees.
 4. Choice vacation period shall be posted two weeks prior to the start of selection date of February 1. Each employee will select their vacation pick by seniority. This is to be done on a daily basis, excluding Sunday, and accelerated if convenient to the employee.
 5. Choice vacation period shall start the first full week in May with a duration of twenty three (23) continuous weeks.
 6. The employees full week vacation period shall start on a Monday and end on a Sunday.
 7. Employees who earn 20 or 26 days shall be granted at their option:
 - a) 15 continuous working days (1 selection) .
 - b) A unit of 10 continuous working days plus a unit of 5 or more continuous working days (2 selections).
 - c) 3 selections not permitted except when a two week period is not available to a junior employee. Then 3 single selections may be made.

Employees who earn 13 days shall be granted at their option:

- a) 10 continuous working days (1 selection).
- b) Two units of five working days (2 selections).

Employees who have been granted the maximum authorized leave during the choice period will not be allowed to bid for additional leave. All surrendered leave will be put up for rebidding. Anyone having maximum leave cannot bid for more unless no one else wants it. You must surrender a like amount. Employees senior to the employee that surrendered the leave are not eligible to bid for the surrendered leave. Approved Annual Leave requests will be cancelled only in an emergency situation or because of illness. The union and management representatives must be consulted and approve the request for cancellation. Requests for daily leave must be submitted no more than 30 days in advance or less than 7 days in advance.

8. Jury duty and military leave will not be charged to the employees prime vacation period. Management must be notified 48 hours after receipt of the jury duty notice. He must then go to the bottom of the vacation list to pick his additional weeks.
9. A total of 12% of the total authorized carrier complement will be granted leave during the choice vacation period except: the percentage will be increased to 15% of the total authorized carrier complement during the last two weeks in July and the first two weeks in August.
10. During the prime period, when the Superintendent posts the vacation period, the leave will be considered granted. Posting will be on the same working day that selection is made.
11. The employer shall no later than November 1 publicize on bulletin boards and by other appropriate means the beginning date of the new leave year, which shall begin with the first day of the first full pay period of the calendar year.
12. The following procedure will be in effect for the submission of leave requests other than the prime vacation period.
 - a) Management will establish a vacation plan that projects the number of employees who may be off per week during the non choice vacation period. This will be

determined by dividing the total number of carrier employees Annual Leave weeks earned for the year (minus the weeks already scheduled during choice vacation time) by the total number of weeks in the non choice vacation period.

- b) Choices for non choice vacation time shall be in increments of five(5) days.
- c) The cut-off date for the submission of applications shall be four (4) weeks prior to the beginning of the non choice time period, unless otherwise agreed to by the parties.
- d) Leave requests for the period of January, February, March and April will be granted according to seniority for requests submitted beginning November 1.
- e) Leave requests for the period of November and December will be granted according to seniority for requests submitted beginning August 1.
- f) Leave requests submitted after the junior employee has had an opportunity to choose will be granted on a first come basis.
- g) If after all carriers have had a chance at picking weeks, a carrier can pick for daily leave if the week is not closed out. Answer should be given within 72 hours.
- h) Requests for daily leave must be submitted no more than 30 days in advance and no later than 7 days prior to the requested day.
- i) Requests for weekly leave will have priority to daily leave for requests submitted on the same day.
- j) Subsequent requests, not bidden prior to the beginning of the non choice vacation period and requests for multiples of less than five (5) days will be considered dependent upon the availability of man-power. Decisions of these requests must be within 72 hours.

Approved Annual Leave requests will be cancelled only in an emergency situation or because of illness. The union and management representatives must be consulted and approve the request for cancellation. Any cancelled week (s) will be reposted as soon as possible. The reposted weeks will be awarded by seniority.

13. Holidays: Part-time Flexibles and Casuals will be used to the fullest extent possible. Holiday and Designated Holiday will be scheduled in the following order:
 - a) Volunteers- Designated holiday carriers by seniority, not to be charged to the overtime list.
 - b) Volunteers- Non-scheduled carriers by rotation.
 - c) Non Volunteers- Non-scheduled carriers by juniority.
 - d) Non Volunteers- Designated holiday carriers by juniority.
14. Overtime list by section.
- 15, 16, 17. Light duty assignments will be consistent with Article 13 of the National Agreement.
 - 1) No light duty assignments will be created to the detriment of a full-time regular carrier craft employee.
 - 2) Any requests for light duty must be supported by medically approved certification attesting to the need for such an assignment.
 - 3) Management will approve such requests for light duty when work identified as carrier craft light duty assignments does in fact exist.
 - 4) Work identified as carrier craft light duty assignments, if medically capable of being performed by the affected employee, shall include but not be limited to:
 - a) All carrier craft functions as established under Article 1 of the National Agreement.
 - b) Casing mail for one's own route or routes of other carriers.
 - c) Labeling carrier cases.
 - d) Collections.
 - e) Perform services on auxiliary routes.
 - f) Recording orders in books.
 - 5) If and when possible consideration will be given to assign carrier craft employees to light duty assignments in other crafts.

- 6) If and when possible management will attempt to assign carrier craft employees to assignments with the same or similar hours, tours, and non-scheduled days.
- 7) Whenever management is unable to honor carrier requests for light duty it shall inform the local NALC Steward of the reasons therefore.
18. Identification of assignments will be installation wide.
19. There will be no assignment of employee parking spaces.
20. A carrier designated as a delegate to a National Convention will be given preference on the choice vacation listing for the weeks involved. Carriers who are delegates to the National Convention will be charged to the choice vacation period but not to the individuals choice weeks in seniority order.

Seminars: One carrier will be authorized annual leave during the prime period for a total of 2 days to attend union seminars outside his vacation pick or two carriers will be authorized annual leave for one day each provided it is not on the same day.

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- a) A regular carrier called in on his non-scheduled day will carry his own route. Every effort will be made to keep the CT in their own string. If no route is open in the CT's string of 5 routes then the CT will be permitted to bump a PTF or unassigned regular in a 5 day hold down bid.
- b) CT's may be required to work in the office if the work load mandates. Such carriers will be allowed to work 50% of their regular duty assignment.
- c) Article 41 Section 1.A.3.: Installation wide.
- d) Article 41 Section 1.B.2.: Installation wide.
- e) Article 41 Section 1.B.3.: 10 days.
- f) When a letter carrier route or full-time duty assignment, other than the letter carrier route(s) or full-time duty assignments of the junior employee(s) is abolished at a delivery unit as a result of, but not limited to, route adjustments, highways, housing projects, all juniority routes and full-time duty assignments at the unit shall be posted for bid in accordance with the posting provisions in this article.
- g) All other principles of seniority, reassignments and posting will be in accordance

with the provisions of the National Agreement.

This Memorandum of Understanding is entered into on October 29, 1991, at Elmwood Park, NJ 07407-9998 between the representatives of the United States Postal Service, and the designated agent of the National Association of Letter Carriers, pursuant to the Local Implementation Provision of the 1990 National Agreement.

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